

Approved Minutes  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #32  
Friday 5 February, 2021 1200-1400 Eastern

Attending

Lukas Arenson (LA)  
Peter D. Morse (PDM)  
Christopher Burn (CB)  
Jennifer Humphrise (JH)  
Barb Fortin (BF)  
Xiangbing Kong (XK)  
Pooneh Maghoul (PM)

Excused

Kumari karunaratne (KK)  
Jason Smith (JS)

Minutes taken by

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #31, 5 Jan. 2020.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
  - a. General update
  - b. Standing International Committee
  - c. Corporate membership and sponsorship
  - d. Awards and charitable arm versus reserve fund
5. Treasurer's report (BF )
  - a. General update
  - b. Standing Finance Committee
6. Secretary's report (PDM)
  - a. General update
  - b. Standing Membership Committee
7. Communications director report (AR)
  - a. General update
  - b. Standing Dissemination Committee
8. Early Career representative report (XB)
  - a. General update
9. President-elect report (KK)

- a. Update Action Groups
    - i. General update
  - b. Charitable arm
  - c. Standing Linkages Committee
10. Any other business
- a.

### Action Items

LA: Look at minutes from last meeting

LA: Look into corporate sponsorship guidelines

LA: Contact Greg for update on his action group

LA/JH: Set up Vimeo Pro account

LA/BF/JH: Send out Newsletter

BF: Update the form in Membee for EC's who sign up

BF/LA: Look into problem linking the addresses from Membee to Mailchimp

PDM: Purchase a mailbox

PDM: File Annual Return

PDM: Set up milestones in calendar

PDM: Prepare 2020 minutes for website

XK: Set up a webinar for March

### Minutes

1. Approval of the Agenda
  - a. LA: Questions?
  - b. None
  - c. Vote: Unanimously approved
2. Approval of the Minutes of Meeting #30, 5 Jan. 2020.
  - a. LA: Questions? I have a few things to edit on the weekend that PM asked for related to PCF
  - b. JH: If I have a question for the board, do I add a point to the agenda, or ask during my general update?
  - c. LA: We are flexible, but probably during your general update.
  - d. LA : Other questions?
  - e. None
  - f. Vote: Unanimously tentatively approved, with minor edits by LA on the weekend.
3. Matters arising (not covered later as agenda items)
  - a. LA: Any matters arising?
  - b. CB: One thing regarding the PCF.
  - c. LA: Since KK won't be here, let's discuss item 9 first since you have to leave early.
4. President's report (LA)
  - a. General update
    - i. Not much to update on in general, I've been very busy with the PCF
  - b. Standing International Committee

- i. Still need to reach out.
  - c. Corporate membership and sponsorship
    - i. Stantec is interested in being a corporate sponsor.
    - ii. Still have to update guidelines for corporate membership.
  - d. Awards and charitable arm versus reserve fund
    - i. LA: I haven't worked on this. PCF has taken up a lot of time.
    - ii. PM: Is there any discussion about using the reserve fund for awards?
    - iii. LA: Let's table this for the next meeting.
    - iv. CB: We need a separate cookie jar for awards, that is different from the reserve fund. We shouldn't dip into the reserve. We need to think carefully about this.
    - v. BF: We do have a small amount in the budget for awards.
    - vi. LA: That was earmarked for students.
    - vii. CB: We had \$2000 earmarked for the Hugh French award, but we can't rely on the reserve to pay for this.
  - e. Questions?
  - f. None.
- 5. Treasurer's report (BF )
  - a. General update
    - i. 22 renewals, including a CG, Arctic Foundation, and an IS, Aurora Research Institute. We lost 2 members: one expired and the other decided not to renew, but we gained 2 new ones. We have 174 members, and 28% are outstanding. This is better than last year at this time. 45 EC have paid out of 69, 16 lifetime, 55 Regular have paid out of 80, and we have 4 CG, 2 IG, 2 IS. 8 members renewed the combined CPA/CGS membership, but 2 haven't entered their code. Ryley had a good idea, instead of paying the taxes she said invoice me. This is good because then I can write that off in one step, so it saves a bit of work.
    - ii. The billing form on the website is sorted out. JH and I are not sure if they updated their code or something, but it is fine now.
    - iii. Revenue 2021 is \$21218, 85% of our budgeted revenue. Expenses so far are \$618, for Stripe fees and banking fees. We have \$52805 in the bank. Paid \$1295 in GST.
  - b. Standing Finance Committee
    - i. I have two members now, and one who is interested. She was wondering about the mandate, and wondering if the committee has to come up with ideas, or also implement the ideas. Not super clear for her. Something for us to talk about further. Questions?
    - ii. JH: Please send me the list of sponsorship levels to help me update the website.
    - iii. BF: No problem.
    - iv. PM: During the Strategic Plan planning, we said that for renewal, we would ask for self identification information. Are we doing that?
    - v. LA: We don't have that information yet. I looked in Membee how to add those attributes. If someone doesn't want to add this information, we

can't force this. I haven't sorted this in Membee yet, but we can add fields in our member areas.

- vi. PM: We can look at other orgs like NSERC for a form.
- vii. LA: I agree, we can do that to look for fields, for sure, but we want to have that in our member database, if members wish. It is a good point, and we need to look at how to collect that information.
- viii. LA: Do we know when EC become regular members?
- ix. CB: 4 years.
- x. LA: But do we control that. Does the system automatically make the change?
- xi. BF: No. We have to figure this out, and see who to watch for. We need to look for that in Membee. Then I can send a Regular renewal form to those whose time is up.
- xii. XK: I can connect with other students in other countries to let them know that they can join us. Young professionals. I will do that next week.
- xiii. LA: To some extent we want this to be an honour system.
- xiv. BF: We need to keep an eye on long-term early career members.
- xv. CB: It is 4 years since the last degree. We need some place on the forms to declare the time of last degree. There has to be some easy way for them so say this is the last year of my degree. Some organizations need the student's supervisor's signature. We need the honours system, but some people "forget".
- xvi. BF: I will update the form in membee for EC's who sign up, asking for date of last degree. A few more tickets for Membee.
- xvii. LA: Any other questions?
- xviii. None.

## 6. Secretary's report (PDM)

### a. General update

- i. Not a lot to report. I have not got the 2020 minutes ready to post yet, but have set aside time to do that.
- ii. I've held off on getting a mailbox because I still had a few things to bounce off of the board. Not worth forwarding mail, as we only get a handful of mail each year. We just need a post office box. But do we want it in Ottawa or somewhere else? Our banking is in Vancouver.
- iii. CB: You will be surprised how much mail you will get now that we won't get our mail through a business office. Pizza ads and such. It means that you will have to check it regularly. That is more of a problem than we had when our mail was via Polar Knowledge.
- iv. JH: Should we forward the mail for a year?
- v. LA: Let's start with a box, and no forwarding, and see how we are in a month or two.
- vi. PDM: Action: to set up a mailbox in Ottawa
- vii. I sent out invitations to the rest of the meetings in 2021, and will look up important milestones such as nominations committee, and pass those along to Lukas.

- viii. PDM: Action, to file the Annual Return for the business registration.
  - b. Standing Membership Committee
    - i. No news there.
    - ii. PDM: to pass on a request from the board to SMC to look into diversity information requests.
- 7. Communications director report (JH)
  - a. General update
    - i. I've been working on the Newsletter with Lukas, and updating the website, and sending out social media. I've also helped get some emails setup for board members.
  - b. Standing Dissemination Committee
    - i. Still have not found a chair for this. I've reached out to quite a few people. I have been thinking about a co-chair for the committee. For the size of the committee, I think that people are worried about the workload. What do you think?
    - ii. LA: I completely support the idea of a co-chair. The Strategic Plan is a set of ideas and goals, but we don't have to accomplish everything, not all at once. A lot of ideas came together in that committee, but that doesn't mean that we have to complete everything in the first year. It can be overwhelming. It is up to the committee.
    - iii. PM: You can involve more ECR in the committee. It is a committee that students can really contribute to positively.
    - iv. JH: The plan sets out a number of members. Do I have to stick with that?
    - v. PDM: The numbers that we set up in the Strategic Plan were what we thought would be the bare minimum to get the job done. If you find that co-chairs and more members make the committee function, then go for it.
    - vi. JH: I found that Vimeo is the best platform for posting our videos.
    - vii. JH: There are a few options for Vimeo accounts. There is a \$9/month plan, and a Pro plan \$24/month plan. LA did some research and thought that the Pro plan is the best because of privacy controls.
    - viii. LA: The pro plan lets us customize a Vimeo site, and brand it with our logos. It is not too expensive, gives us some more flexibility, and with the provision we can have 3 members access it and manage it. We will have to have Board agreement to purchase the Vimeo Pro licence.
    - ix. BF: We have budget for that sort of thing.
    - x. LA: Should we look into this sort of thinking for Membee as well and look into the next level of support? With more support we can add more people to have access to it.
    - xi. BF: I will look into that.
    - xii. LA: Should we sign up for Vimeo Pro?
    - xiii. Decision
    - xiv. Vote: Unanimous approval for LA to go ahead and purchase the Pro version of Vimeo.

- xv. LA: The newsletter is on my final review before I pass on to Barb. Should I translate first and then pass on?
  - xvi. BF: Yes please.
  - xvii. LA: Will do.
8. Early Career representative report (XB)
- a. General update
    - i. I've been talking with IPA and we don't have any conflict with IPA talks, and we will bring in IPA and USPA. I will try to have a meeting with them to talk about some ideas and the speakers. I will take care of the Canadian speakers, but the USPA and IPA will have to suggest some names.
    - ii. LA: I would suggest that you use your contacts to PYRN, Adam Kirkwood, and you can reach out to them. Also reach out to Heather Brooks, a CPA member with good ties to the US. I hope to hear back from Cindy at the USPA, but Heather also has some good contacts.
    - iii. XK: A good idea. I also have a contact with the USPA.
    - iv. LA: Exactly, reach out to them, and let's get going on it again.
    - v. JH: I am acting as Executive Director for the IPA, and I have a good handle of what is going on, so I'll help with brainstorming for contacts if you like.
    - vi. LA: I know that Michaels' IPA series will take some time to get going. I would like to aim for the next webinar in March.
    - vii. LA: Any other issues, or questions? We do have a short sentence on the webinar series in the Newsletter. Is there anything you want added XK?
    - viii. XK: No, nothing added. I'll contact people directly to ask them about speaking in the webinar.
    - ix. PDM: On to Point 10
9. President-elect report (KK)
- a. Update Action Groups
    - i. General update
      - 1. LA: We have had weekly meetings, and the PCF program is coming together nicely. Diverse mix of viewpoints on the issues. I heard from Mike, and he just had a meeting with the Minister of Environment, Hon. Jonathan Wilkinson. MoE was pleased to see the mixture of people who have been a part of the dialog.
      - 2. LA: I want to send out a notice to CPA members today. I sent the draft notice to you yesterday to look at, and comment on.
      - 3. CB: I have a proposal, rather than a question. Nancy Wright, who is the organization person for PCF action group, asked the IPA for support and to lend its logo to this initiative, but the IPA does not have a mechanism for endorsing. I can't just do it unilaterally. I would appreciate if the CPA of Permafrost Carbon Network would send a request to the IPA for support and use of its logo. That will initiate a process for the IPA Executive Committee to look at the issue of endorsement. I will suggest that the IPA to look at the CPA endorsement policy to guide this. It would be very helpful if the

IPA had this request. It will help the IPA to arrange this before the series starts.

4. LA: More than happy to help with that. We also reached out to the members of the IPA, including council members, for involvement in the series. IPA member countries are aware of these talks, and we wanted to be inclusive. We want more than a handful of people to be aware of this initiative. Canada could emerge as showing global leadership on this burning issue.
  5. LA: Any other questions or concerns?
  6. LA: I'll go ahead and send this notice out with JH's help.
  7. LA: BF, is the latest membership list on the shared drive?
  8. BF: Yes
  9. LA: We still may want a Membee ticket on this, because there is a problem linking the addresses from Membee to Mailchimp. I have a problem anyway.
  10. BF: I'll ask Membee about this then.
  11. LA: Could be me, but it should work.
    - ii. LA: I haven't heard anything from the glossary committee.
      1. PM: I've seen that there are new documents posted, so they are busy.
    - iii. LA: I haven't heard anything from Greg about his action group yet. I'll contact him to see if anything is happening.
    - iv. LA: The next newsletter will advertise the new Action group form and put out a call to the members who are interested.
  - b. Charitable arm
    - i. No progress
  - c. Standing Linkages Committee
    - i. No progress
  - d. Move back to Point 4 on agenda
10. Any other business
- a. None.
11. Adjournment
- a. 13:12 Eastern
  - b. Next meeting 5 March 2021, 12:00 - 14:00 Eastern