

Approved Minutes
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #33
Friday 5 March, 2021 1200-1400 Eastern

Attending

Xiangbing Kong (XK)
Jennifer Humphries (JH)
Peter Morse (PDM)
Jason Smith (JS)
Barb Fortin (BF)
Chris Burn (CB)

Excused

Kumaari Karunaratne
Pooneh Maghoul

Minutes

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #32, 5 February. 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. General update
 - b. Standing International Committee
 - c. Awards
 - d. PCF Action Group
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 (JH)
 - a. General update
 - b. Standing Dissemination Committee
8. Early Career representative report (XK)
 - 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

Action Items

LA: Let USPA know we can post the titles of accepted papers
LA: Talk with KKK about being the rep on CFES
LA: Reach out to Toni to start working on the HF and DH awards
LA: Announce in the next newsletter that we are looking for suggestions for the HF and DH awards
PDM: Reach out to the Membership committee to set up a Awards committee
CB: Look into registering CPA business address at Carleton University.
PDM: To write to CB and let him know what we need.
PDM: Ask SMC to set up the Nominations Committee.
PDM: To ask the SMC to think about how to involve FN in advising the CPA. CPA needs concrete items that need advice about. If we have a clear idea of what we want to do, then we can get feedback on it. We need clear ideas.
LA and JH: Ask the CGS about the CPA posting the 2015 CPC proceedings, and see if we can use their system on our website.
PM: Follow up on an Interest Group

Minutes

1. Approval of the Agenda (LA)
 - a. AL: Questions? Changes?
 - b. No discussion
 - c. Vote: Unanimously approved
2. Approval of the Minutes of Meeting #32, 5 February. 2021. (LA)
 - a. AL: Edits? Questions? Meeting 31 edits are done. Meeting Minutes from #32? any questions?
 - b. No discussion
 - c. Vote: Unanimously approved
3. Matters arising (not covered later as agenda items)
 - a. AL: Any last minute matters?
 - b. None
4. President's report (LA)
 - a. General update
 - i. Just before the meeting I had a call with Cathy Wilson, President USPA. Discussed how USPA and CPA could work together. We are nearly the same size in membership. We have an advantage of being a younger organization. We have more flexibility. A good chat. I will talk again next week. We agreed that we should institutionalize that the officers of the two orgs meet 2 times a year. We need to figure out how to expand our bases from the typical ones to more broad membership. We need to reach out to communities and a greater audience to engage. We have

similar challenges, so it makes sense to have a closer collaboration. In the past they met 3-4 times a year, but they will switch to monthly meetings. She asked how our members will be at RCOP. We will have a lot of Canadians at RCOP, that's what we are expecting.

- ii. CB: One thing that USPA could do is to post the titles of the 66 papers that have been accepted to the proceedings for the RCOP. It will demonstrate good Canadian representation. It will also light a little candle under the USPA to let us know about the papers. The conference moved, so that means everyone will put things off. But those of us who wrote these articles are waiting to hear. the CPA could announce in a newsletter or bulletin, and will drum up interest in abstract only presentations.
 - iii. LA: Action: Good idea, I'll let them know we can do that.
 - iv. LA: We are now accepted by CFES, and I will have a call with Ollie tomorrow, and currently I'm the CPA rep at CFES, but we can discuss who the official rep should be at CFES.
 - v. CB: The CFES has a board meeting once a quarter with all members. It is a well managed 1 hour meeting.
 - vi. LA: I was thinking it could be KK. The linkages committee reports to her, so the link with her makes sense. I'll talk with KK about this.
 - vii. BF: Cost?
 - viii. LA: I'll find out tomorrow
- b. Standing International Committee
- i. They will have their first 2021 meeting in April.
- c. Awards
- i. The Don Hayley award. We got an anonymous supporter who wants to put in money for a Don Hayley Award. \$50K into the account, and then we would have a bi-annual award for the engineering community. Don was reached out to and feels very honoured. Now there is some discussion as to what the award should be. An achievement award, something for a student? We were thinking along the lines of a younger person as there is a financial component to the award. For a student it is a more substantial component. It really depends on what Don wants as it is handed out in his name. We are on a good track for this, and it doesn't matter if we are charitable or not at this point.
 - ii. In parallel, we need to move forward on the Hugh French Award that we are going to give out this year at the AGM this year. We need an Awards Nomination Committee. Do we want to form the committee first?
 - iii. ACTION: LA to reach out to Toni to start working on the awards.
 - iv. CB: You have to have a public process to select the candidates. There has to be a chance for the membership to suggest people. The committee can then use these. Then the members feel that they are included.
 - v. LA: Fully agree.
 - vi. LA: ACTION: We will announce in the next newsletter that we are looking for suggestions.

- vii. LA: For the committee, I think that it is under one of the standing committees. It should fall under this committee to get this going. Membership committee
 - viii. ACTION: PM to reach out to the Membership committee to set up a Awards committee
 - ix. AL: The DH award may come sooner than we thought. Would we want to offer the two awards the same year, or alternating awards?
 - x. CB: If you are considering a scholarship, then every 2nd year is a problem as some MSc students are out of luck. Usually an award is given in their 2nd year, and half the students will miss out if a scholarship is offered every 2 years. If a lifetime award then it doesn't matter as much
 - xi. PDM: If alternate, then you only give one at a conference. If at the same time, they would be on the stage together.
 - xii. CB: Agree
 - xiii. LA: Good points. Any other questions?
 - xiv. CB: Please convey effusive gratitude of the Board. This is an astonishing act of generosity. It is totally understandable for having anonymity, and we respect this. Does this need a board motion?
 - xv. LA: I will definitely reach out to express gratitude. I was speechless when I got the call. I was hugely surprised and I will express our gratitude.
 - xvi. CB: There will be others who might want to be a part of this initiative as it develops, but it may be that we need the charitable arm to help with this. I can think of 5 people who might also want to help. We shouldn't close donations.
 - xvii. LA: It takes pressure from us to form the charitable arm. It takes time to get that arm going and initiated. If we had a charitable arm, we could tap into resources for scholarships that we haven't tapped into yet.
 - xviii. LA: Any other questions?
 - xix. None.
- d. PCF Action Group
- i. Quite busy with PCF, getting the dialog going. Had a nice first webinar.
 - ii. First dialogue was yesterday. About 200 people participated, and most stayed for the 90 minutes. We had some technical difficulties, but we overcame them. Could have been less presentation, and more dialog.
 - iii. CB: I was impressed by the whole show. I was not bothered by the technical stuff. When they went live, it was a better medium than the pre-recorded presentations. One thing the permafrost science and engineering community has to recognize is that this is now a political issue, and a whole other set of "dark arts" involved. Such as mobilizing public opinion. I think that some were expecting to get a dose on PFC, and got a lot on public engagement instead. The number of people who stayed indicates the degree of interest.
 - iv. LA: We may be missed out on laying out that this is a 4 part dialogue, and that this was the introduction. This was meant to set the stage. I thought that it was interesting. the way to get the discussion going. We will see

what other feedback we get. Any concerns as to what this action group is doing?

- v. JH: If you have any things from the meeting that you want me to post, let me know.
- vi. AL: We can have a Social Media post.
- vii. JH: I can make a graph from the Zoom data about engagement.
- viii. LA: That's it for me

5. Treasurer's report (BF)

a. General update

- i. Renewal. 8 members renew. Including our last corporate member. Last year we waived the dues from YCFN, Merran smith. The cheque showed up last week. We were asked to try to use it for this year. No new members this month, 174 (41 are still outstanding, 24%). Better than this time last year. Distribution: EC 48 (out of a total 69), Reg 59 (out of a total 80), All 5 corporate are paid. IG 2(3 outstanding), and IS 2 paid, 1 community paid. 16 lifetime.
- ii. Revenue from membership 2021 \$22708. We are 100% of our budget and still have 41 members to renew. Expenses \$1576 Stripe fees and banking fees, website. \$53698 in the bank.
- iii. Finance standing committee

b. Standing Finance Committee

- i. Wendy Sladen will be a member, but she is not a CPA member yet. So I have 3 members, but no-one wants to chair yet. Ryley Bedoe, Astrid, and Wendy. We need 2-3 members plus a chair.
- ii. CB: Can a board member be on the committee?
- iii. PDM: Yes
- iv. CB: OK, I'll see who I can find this month. Good that the rest of the committee has been struck

c. BF: I have a few other things on my to-do list related to Membee and Mailchimp. I have looked into the next level of Membee. We can pay more for more admin users, but other than that we don't need more. it is \$66/Mo. for additional admin subscription.

d. LA: One more would be good.

e. BF: Good for JH to have one. Then she doesn't need to go through me.

f. LA: Do we have Stantec as a sponsor?

g. BF: No

h. LA: Action to follow up with Stantech

i. BF: Moves to add 1 user to Membee. LA: Seconds

j. Discussion? None

k. Vote: Unanimous in favour to add 1 user to Membee

l. LA: We are at the stage that we should pay for some services now. We have a budget that allows us to do that.

m. No other questions.

6. Secretary's report (PDM)

a. General update

- i. Post office box
 - 1. PDM: We have rented a post office box as you all know, but the GSC has declined to allow us to use 601 Booth for official letters and for business registration.
 - 2. PM: Carleton University?
 - 3. CB: I haven't asked this before, but there are other societies hosted at Carleton. It makes sense because the GSC is close.
 - 4. Action: CB to look into it.
 - 5. LA: We want to avoid having to change the address each year. The permafrost group at Carleton is strong.
 - 6. CB: More important than that is, PDM and Steve Wolfe are adjunct and have easy access.
 - 7. Action: PDM to write to CB and let him know what we need.
- ii. Note on annual filing
 - 1. I need a new Corporation Key to access our Files on line with Industry Canada. The new key has been requested and will be mailed out to Polar Knowledge Canada. I sent them an email asking them to please keep an eye out for the letter.
- iii. Timeline
 - 1. If we have our AGM on Nov. 15, then we give notice 21 to 35 dates earlier (October 11 to October 25). we need a Nominations Committee struck by July 1, and we announce to Membership by July 15 that the CPA is accepting nominations for available positions. This year we need a President, Past-President, Secretary, Early Career Representative, and 1-2 Members at-Large. The Nominations Committee has to have a Slate ready by September 8. They have to inform the Secretary by Sept 15. September 22 is the last date for Nominations from the membership. The Nominations process deadlines can be adjusted if the MoM is before October 7.
 - 2. ACTION: PDM to ask SMC to set up the Nominations Committee.
- iv. LA: Ryley Beddoe said PermafrostNet is Interested in a combined AGM meeting, also still thinking virtual. I mentioned that we want 2 days. They are still thinking 1.5 days for PermafrostNet. I still think 2 days for CPA AGM. They are talking the week of November 15-19. So that is the idea of having it that week, the Geoscience forum is the following week. Nov. 15 is currently suggested. That works with your calendar, PDM.
- v. PDM: Policy on endorsement. Passed to JH to post on the website. Should we post it?
- vi. CB: We should. It is a significant document, and it will keep the requests serious. Applicants will self-weed. Better this way so no surprises. Worth revisiting the policy from time to time. It is heavy duty. JH, should the IPA have a similar policy
- vii. JH: I think that it depends on the benefit of endorsement.

- viii. CB: The benefit to the CPA is that the endorsed-project report will be a part of the AGM, we get a record of what is going on, and very clear about how research will be conducted in permafrost regions. You don't come to us (CPA) until you've got money. You need to already have support. The CPA backs winning horses. We don't want to be used in a competition as leverage is the CPA perspective. The IPA gets this latter sort of application.
 - ix. LA: I agree.
 - b. Standing Membership Committee
 - i. They have met, but I have no update.
 - ii. No other questions.
- 7. Communications director report (JH)
 - a. General update
 - i. Been working on regular maintenance, and Social Media posts. I have some updates to do over the weekend. I have looked into getting DOIs, and this will be useful as we have publications.
 - b. Standing Dissemination Committee
 - i. Yifeng Wang is the Chair. She's fine with taking on the Chair on her own. Lots of progress. We met last month. Prior to the meeting we went over the Strategic Plan and goals to try to meet this month. We met with the committee and went through it all to get everyone up to speed. We got a Slack Channel set up and we have lots of ideas. We meet next week to iron out details and get things going. A very productive first meeting.
 - ii. JH: What are we going to do about compiling the ASCE papers? Not sure where to start on that. Also, I want to incorporate more community support. If there is some way to waive fees for communities, is there a way to ask if they would like to join in a meeting and provide input. Many communities are under capacity for getting involved in things, but it would be good to get oversight from communities, without expectation to do much else.
 - iii. LA: Great. That is where linkages with USPA will help, as they want to do similar things. That will break up the work.
 - iv. CB: I think the ASCE question is a bit confusing. The ASCE papers are on-line, but the difficulty is getting the papers. You only get the proceedings if you went to the meeting. The last Canadian Permafrost Conference proceedings are only available to those who went, or if you want to buy them. But, in 2015 we had a Permafrost Conference, and we have a load of papers from that conference, but nobody can get a hold of them. Only the CGS can get them. The 2015 papers are hardest to get a hold of. You can't get into there unless you are a member of the CGS. But the CGS doesn't own the papers. No-one signed a transfer to the papers. They are just not accessible to individuals after the conference. There were some well intentioned discussions to make them available, but that hasn't happened. Now that we have our own website, we should be able to post these. Earlier conferences are at the Arctic Institute, and the

CNC-IPA paid for them to be there, and those are well organized. So, I think we have to move on making the 2015 papers available, and once we have a system set up it will be ready for the 2024 conference. If we make the papers open access, the CPA can be the place to post them.

- v. LA: I still have the 2015 papers, and I can ask the CGS and ask them what they think about that. With the ASCE it is more problematic, because we can't publish the papers. We can post the DOIs, but that is about it.
- vi. CB: The 2015 database on the memory drive that we got is well organized. But it has a load of papers that have nothing to do with Permafrost. So a bit of work to sift out the permafrost ones.
- vii. LA: We can't resolve for now.
- viii. ACTION: JH and I will look at the proceedings, and I'll reach out to CGS to see if we can use their system on our website. If we post the conference papers on our website we can do that, but it would be good to have the database searchable.
- ix. CB: Back in 2016 I had a proposal to do this for the CNC-IPA.
- x. JH: If you have any input for making it easier for community involvement in the Standing Committee?
- xi. CB: We need community connections for two reasons. We need advice, and in that case we need to ask CPA members to confidentially suggest to the SMC about who could be connected to the CPA. If you get someone to write to their contacts in a community and find out who might want to offer advice it might happen. I agree that the community membership dues should be flexible, but the approach to communities has to be focused.
- xii. JH: I was hoping to ask someone from NND to advise. I wanted it to be two ways. If we are asking for advice, we don't necessarily want them to pay.
- xiii. CB: Many FN have the cash to become a member, if we can show that it is to their advantage to be involved, but many in their governments are understaffed. They have to do everything. So it could be helpful for communities to be involved. But usually if you ask for advice, they will give it. In the case of the NND, we would like to be involved, but we need someone to report back to us. The NND saw our Strategic Plan, and then as a result of that it improved the Plan.
- xiv. Action: PM to pass on this discussion to the SMC.
- xv. CB: Whenever we, as individuals, get interest from a community, we need to support it. In the FN that I have dealt with, they don't find this sort of membership to be their first priority.
- xvi. LA: If we can get engaged at highschools, and the younger aged, we can show that there is something that they might want to be a part of.
- xvii. JH: If we have a clear idea of what we want to do, then we can get feedback on it. We need clear ideas.
- xviii. LA: Exactly. Even if we invited a highschool student to go to an AGM, we foster involvement. We could even ask for help with the selection

committee. If members see the values of becoming involved, more will become involved. We need more than elders involved in the CPA. All of the communities are overwhelmed with work and requests. We need to figure out how to offer more.

- xix. LA: We will chat next week about uploading the videos from the AGM. Please go to the secured site and look at the videos.

8. Early Career representative report (XK)

a. General update

- i. Webinar, I have contacted the USPA and PYRN. They are happy to join us. I have contacted several researchers, but no response yet. No hope for a webinar in March. Better to plan on one in April.
- ii. LA: That's fine. We can announce in the March newsletter that we start in April, we just need to get going.
- iii. XK: No other updates.
- iv. Questions?
- v. CB: The IPA are just about finished with the Frozen Ground, and in the President's notice I mention the webinar. Is it safe for me to mention the USPA and PYRN in relation to the webinar?
- vi. XK: Yes. I have support from both the USPA and PYRN.
- vii. CB: OK, we just need to make sure that there is no duplication of webinar series.
- viii. LA: We need to hear back from MK about his webinars. His are more focused on something like a training presentation, whereas ours are more like on the current research that is going on.
- ix. CB: OK, so is it alright that the IPA says that it is part of the initiative. Whether the IPA can say that it is IPA, CPA, USPA, PYRN?
- x. LA: I would say no. It is the CPA, USPA, PYRN webinar series, and the IPA series.
- xi. CB: I understood that the IPA would start a CPA-IPA webinar series.
- xii. LA: No, we were not reached out that way.
- xiii. CB: Do you want IPA to publicize the webinars?
- xiv. LA: Yes.
- xv. CB: The IPA won't do it if it is not an IPA series.
- xvi. LA: Initially we were on our own, and we don't necessarily depend on the IPA for the series, but it would be promoted by the IPA, and XK have mostly been in contact with PYRN and USPA. Is PYRN part of the IPA?
- xvii. CB: PYRN wouldn't be without the IPA.
- xviii. LA: So via PYRN, the IPA is involved.
- xix. PM: We don't have an education committee. In ASCE, there is an education committee, and they have resources. They have a place to post teaching lectures. This is a way to share. When we worked on the Strategic Plan, we were talking about courses, and accredited committees. Now I think that we could create a webpage for permafrost educational lectures there. Then students can access them. A great education resource for graduate studies. It could work well.

- xx. LA: Let's park that idea. It is a good idea, but not the intention for our webinars. It is more like what MK at IPA envisions. We want to highlight current work.
- xxi. PM: Agree, but it is all dissemination.
- xxii. LA: I just want to solve the IPA endorsement challenge.
- xxiii. CB: The only reason I am concerned is that I have a sentence in my letter. I have a sentence that the IPA is happy to promote the CPA activity. I'll have a separate note about MK's initiative.
- xxiv. JH: We are compiling a list of all of the related permafrost courses. It is good to have examples of how that information is hosted.
- xxv. PM: I sent the link. We don't need a github, but we can host something on our website.
- xxvi. LA: Any other discussion?
- xxvii. None.

9. President-elect report (KK)

a. Update Action Groups

i. General update

1. LA: No Update. PDM and I will talk with KK next week
2. LA: No update from Greg, but he was promoting it at the NTAI meeting last week.
3. PM: I was impressed yesterday with the PCF action group. How do we approach this?
4. LA: There is a form to apply to have an action group. The PCF was formed before this form. But you can make a suggestion to the board for an Action group.
5. PM: The same as the divisions in CGS?
6. LA: Sort of, but the action groups are time limited.
7. CB: It is not that we don't support divisions, we just haven't yet got any subdivisions because of the size of our society. It probably will happen, and you should be a part of it. This sort of thing will happen naturally, but right now we don't have the structure.
8. PM: I know a few faculty members who have funding, and I see that there are people who need a place.
9. PDM: We have Interest Groups in our plan, you could just take the Action group form and change it to develop an Interest Group form. I think what you are asking about is exactly what the Interest Groups are for.
10. PM: Great. I'll follow up on this.

- ii. JS: I think that the values that members are getting is improving, so for my technical friends, it is easy to recommend. It is harder for me to figure out how to offer things for communities. Any clarity that I can get on that, what we need for clarification and feedback. I have a lot of connections, and I need to figure out how to connect with those people about what the CPA has to offer. I'm interested in figuring out what we are trying to draw out of our network.

- iii. LA: We need those practitioner's inputs to inform Standards and in the review process, and even earlier on. We need them to be involved in how those documents are put together.
 - b. Charitable arm
 - i. No discussion.
 - c. Standing Linkages Committee
 - i. No discussion.
- 10. Any other business
 - a. LA: Any other Items?
 - i. None.
- 11. Adjournment
 - a. 14:13 Eastern.
 - b. Next meeting Friday 9 April 2021, 1200-1400 Eastern