

Approved Minutes
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #35
Friday 7 May, 2021 1200-1400 Eastern

Present

Lukas Arenson (LA)
Jason Smith (JS)
Pooneh Maghoul (PM)
Jennifer Humphries (JH)
Peter Morse (PDM)
Kumari Karunaratne (KK)
Barb Fortin (BF)
Chris Burn (CB)

Excused

Xaingbing Kong

Minutes

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #34, 9 April, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. General update
 - i. Awards
 - ii. CPA Permafrost and cold engineering trainings
 - iii. USPA
 - b. Standing International Committee
 - c. PCF Action Group
 - d. CFES
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
6. Secretary's report (PDM)
 - a. General update
 - b. Standing Membership Committee
 - i. Awards committee
 - ii. Nominations 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
 - a. Update on discussion with YFN (CB)

Action Items

PDM: Ask the nomination committee to reach out and have a public call for nominations for the HF Award. Nominations can be set to the Secretary.

PDM: Move standing item Charitable Arm from President elect to SFC.

PDM: Send \$12 invoice from annual return to BF.

BF: Send personal emails to remind remaining outstanding members to renew their membership

BF: Update our mailing address with the bank

LA: Connect with XK and stress importance of reaching out to include ECR in webinar series

Minutes

1. Approval of the Agenda
 - a. LA: Questions or additions?
 - b. None
 - c. Vote: Unanimously approved
2. Approval of the Minutes of Meeting #34, 9 April, 2021.
 - a. LA: Questions or comments
 - b. None.
 - c. Vote: Unanimously approved
3. Matters arising (not covered later as agenda items)
 - a. None
4. President's report (LA)
 - a. General update
 - i. Awards
 1. HF Award. One piece of news is that the finance is covered for this year. AL reached out to Jill and it is covered. Perfect. I'd like to have the nomination committee to reach out and have a public call for nominations for the HF Award. Coordinate with Phil Bonnaventure any things concerning the call, and nominations can be set to the secretary.
 2. Don Hayley award. We need to decide if the wording in the Terms of Reference is agreeable. If it is, we can post aspects on the

website and reach out with a call for nominations. This has been reviewed by Richard Trimble, Dave Segoe, and myself. And Don saw it too, and agreed.

3. JH: For academics in engineering, are the majority registered as P.ENG, or does that requirement disqualify many of them?
 4. LA: I think that it is an important criterion, and it is meant to be for the professionals, and it encourages professional registration. PM, what are your thoughts? Is it a limiting factor, or is it OK.
 5. PM: A difficult question. We have to recognize fundamental research, but we have to recognize the practice. Maybe we can alternate between academia and practice.
 6. LA: It is in the spirit of Don Hayley, who was a practicing engineer. The award is meant for professional work, and we could argue that the basic research could fall under the HF award.
 7. PDM: I think that it is fine. The people who drafted the TOR, and the person who provided the funds probably had clear ideas on what they want, and we can always create another award if there is a gap, but the HF award probably catches the “research” aspect.
 8. JS: Agree.
 9. BF: What is the amount for the award?
 10. LA: \$2000. BF, you will get a cheque that will cover this award for a couple of years from the anonymous donor. The donor will also cover a lifetime membership for Don Hayley.
 11. LA: One thing that is different from the HF award is that we are asking that person to present on what they have achieved in their career at the meeting. Similar to the J. Ross Mackay Award. Other questions?
 12. None.
- ii. CPA Permafrost and cold engineering trainings
 1. I’ll pass over to JH, but our survey is out, and hopefully we will get some feedback. JH Can give us an update a bit later on in the meeting.
 - iii. USPA
 1. Still waiting to hear back.
- b. Standing International Committee
 - i. Nothing to report here
 - c. PCF Action Group
 - i. The dialogs are completed, and a summary is in the works. Some of you may have been involved in the initiative to write a letter to the Prime Minister of Canada to raise the aspects of PCF and how important it is to Canada as a nation. Not sure what action will be taken as a result of the letter. Within PCF, Mike Brown has indicated that he will not continue to be lead. His idea was to initiate it, the PCF hopes to pass on to Cascade Institute and Thomas Homer-Dixon. He is a researcher with Cascade Institute, looking at broader aspects of science. When we first contacted

him, he was interested in PCF, but from a more holistic perspective. He is interested in taking that on, but reaching out to experts. The idea is to prepare a proposal, and pass on to Minster Jonathan Wilkinson , and see how the next step could be financed. The first step was funded directly by Mike Brown. The next step would be led by Cascade Institute. We are transitioning from the initial PCF group, to the Cascade Institute to carry the dialog forward. The Institute can raise funds to keep it going. That is kind of the next step. So eventually we will dissolve the PCF action group as the purpose of the action group is completed.

- ii. KK: What is the role of the CPA as the PCF transitions to the next phase? Where do we fit, or don't fit?
- iii. LA: My questions too. When we started the idea of Action Groups this sort of thing was not anticipated. I'd like the Cascade Institute to join the CPA. The PCF is overseeing the transition. Once the Cascade Institute is started, there could be a board or steering committee to oversee the work, and the CPA should have a seat on the board or committee. The CPA should still be involved so that we have the communication and advice. TH-D recognizes that he is not the expert on PF, and he doesn't want to go after funds that traditional PF work would seek. He sees his role as more holistic, and wants to bring together collaborations. Our role as the CPA is to make sure those links and contacts are made. It is important to TH-D that indigenous groups are included.
- iv. Any other questions?
- v. JS: It is a great idea, and smart for us to stay involved.

d. CFES

- i. 2 weeks ago we had the CFES AGM (16-17 April). Not much to report. I haven't received the meeting notes yet to pass along. We should have received an invoice.
- ii. BF: Haven't seen anything yet.
- iii. LA: We are a member, and they haven't complained of non-payment yet.
- iv. BF: I'll keep an eye open.
- v. LA: The CFES is purchasing a subscription to a geology education set of tools and resources for \$5000 a year. Not sure if this is just for CFES, or if members can use the materials as well. Seems to be focused on geology. (Geologize - Practical Geocommunication (<https://training.geologize.org/>))
- vi. LA: I'll reach out and ask about payment.

5. Treasurer's report (BF)

a. General update

- i. Membership. 145 paid members. Includes 4 new members, and 5 renewals. I received 2 cheques, 1 from Merran Smith for 2021. We still have 35 members that have not renewed yet. The final notice has gone out. I'm a bit surprised that they haven't yet. 15 Reg, 19 EC, and 2 institutional.

- ii. LA: The renewal email goes out through Membee. Maybe we need to send a personal email, as the Membee one may be going into junk. Let's send a personal email to remind them.
 - iii. BF: I'll do that, because it would be too bad if they cancel. It is possible that they registered with CGS, and they just didn't use the code. I've started looking into that. Paid: 52 EC, 66 Reg. Lifetime 16, CG 6, IG 2, IS 2, Community 1. Revenue since Jan is \$24563, which is 10% more than budgeted. Expenses are \$2137, which is 10% of budgeted expenses. Expense related to normal fees. \$2030 in the GIC, \$56447 in the bank. I received a cheque from Jill for the HF award. We don't have the charitable donation forms yet, so we can't issue a tax receipt. I have to file the GST for this quarter.
 - iv. LA: Not sure why we still have to file quarterly.
 - b. Standing Finance Committee
 - i. BF: Not much news for the committee. No chair yet. No movement on the Charitable Arm.
 - ii. PDM: WES still does not have membership paid for by GSC, so she may have to pay for her own.
 - iii. Action: Move Charitable Arm from President elect to SFC.
 - iv. LA: The problem with a charity is the level of reporting increases, for obvious reasons. So we didn't have a big incentive, but the DH award is a bit of a push. The donor doesn't care about the tax incentive, but it makes sense for the long-term goals of the CPA.
- 6. Secretary's report (PDM)
 - a. General update
 - i. Filed our annual return with Industry Canada, updated our list of directors, updated our registered address, and verified other information on our account.
 - ii. BF: I'll update our information on our banking.
 - iii. PDM: Send \$12 invoice to BF.
 - b. Standing Membership Committee
 - i. No update as I did not get a report from the SMC before this meeting. I asked on the 4th. I know that they are working putting together the Awards committee and the Nominations Committees.
 - ii. Awards committee
 - iii. Nominations committee
- 7. Communications director report (JH)
 - a. General update
 - i. Newsletter went out. The website has been updated. I've been making SM posts. I have the conference papers, but I have to figure out the most functional way to add them to the website.
 - b. Standing Dissemination Committee
 - i. Adam Kirkwood has drafted a proposal for the Webinar Series. Shannon Hibbert and Yifeng are involved.

- ii. K-12 education materials. Yifeng has spoken to the Royal Canadian Geographical Society about partnering with them to develop materials. We want to create 2-3 things based on some materials from Ontario as a template. We would like to use the RGS essentially as a consultant. We are also looking for additional partners for additional funding. We are looking for ideas for our first resources to develop.
 - iii. For the course database, I will send it off to you to look at. I hope that we get a few responses from members. The database is set up.
 - iv. Yifeng has applied for a booth at the RCOP.
 - v. For the AGM, PermafostNet has reached out, and we will have a member of the SDC be a member of that committee.
 - vi. LA: We don't have anything budget for this, but we are good financially, so we could invest in supporting this initiative to develop resource materials. Our members would be happy to support this.
 - vii. JH: We will have a better idea of costs in the next few weeks.
 - viii. LA: We may also be able to partner with CFES to develop something. A good avenue to explore how we could partner.
 - ix. CB (joins meeting): The CFES is a golden opportunity. For many years they haven't done much but now they want to. This is a fantastic opportunity to lead the CFES. You are giving them a plan, and you will be surprised as to how much that plan is adopted and supported. Good of LA to raise this.
 - x. AL: This is a good way to support ECR, if we can get them more involved in the webinars. If we can pitch some of these alternative ideas to XK, that would help.
 - xi. JH: Might be more effective if it came from you.
 - xii. LA: If there is any objection from the board? Do we want to open up the webinar to ECR?
 - xiii. KK: I think that we should. As long as it is in the spirit of collaboration and support, rather than critique.
 - xiv. CB: If you don't include the ECR, then you limit the audience. People would be very happy to hear from ECR, and we would get the audience we expect.
 - xv. LA: I'll reach out to XK and get this going then.
 - xvi. LA: One comment is, do you need more support for the website or whatever?
 - xvii. JH: There is a lot to do, and the committee is quite busy, but I'm going to ask for help from the committee.
 - xviii. LA: We can also just put out a call for more help, or ask people directly.
8. Early Career representative report (XK)
 - a. General update
 - i. XK excused.
 9. President-elect report (KK)
 - a. Update Action Groups
 - i. General update

1. Glossary

a. CB: Brendan asked, “if we get this glossary in English, is the IPA going to translate to other languages”. I said that if we get the glossary in time before 2024, that we can translate it. I think that they want to have the draft ready in a year. That gives us enough time. It would probably end up on the IPA website, in an interactive way, and the user could request the definition in whatever languages the glossary has been translated to. I presume there has been progress on the glossary.

b. Charitable arm

i. PDM: to remove this from KK’s standing items

c. Standing Linkages Committee

i. KK: Connected with Sarah Brown in a couple of weeks to go over the strategic plan, brainstorm, and come up with some action items. I’ll have more to report back in June.

10. Any other business

a. Update on discussion with YFN (CB)

i. Just met with the 3 Northern Yukon FN Chiefs. You saw the proposal that I sent a few weeks ago, and the power point last night. I went over the presentation with them and their advisors. At the end the 3 Chiefs said that they will support the request. Chief Roberta Joseph of Tr’ondëk Hwëch'in First Nation said that this is a great opportunity, and a good way to prepare for ICOP 2024. Chief Simon Mervyn of Na-Cho Nyak Dun First Nation wanted it to be the 3 of them. But that might change because they said that they wanted an organizing committee with the 3 chiefs. They want to set and agree to the ground rules. The thing is to make sure that the meeting assists them. They do not want to just approve the agenda. They want to be integrally associated. Chief Dana Tizya-Tramm of Vuntut Gwich'in First Nation is up on these issues, but his big area of interest is the relation between western science and FN ways of knowing. Dana seemed to be satisfied with my response. They know that this is a building block to ICOP 2024, and they want to be involved. The Chiefs want to be involved themselves, which is remarkable. We need to have our own organizing members, maybe parity, 3 members, and there can be a discussion, and we get on with it. Late-August 2022 is a good time. Chief Mervyn wants infrastructure groups involved, and Chief Tizya-Tramm is interested in carbon issues. Chief Roberta didn’t ask many questions, but did a great job of wrapping up the whole thing. I think that she may have been concerned that a lot of the organizing would fall on her shoulders but I made it clear that it wouldn’t. I don’t think that we could have received a more positive response. There is a degree of trust that is greater than I have seen for other organizations that just look for approval. From the CPA perspective, we have real opportunity to engage communities, like in our mandate, but it means that we have to engage

on their terms and priorities. I pointed out that the CPA is roughly 200 people, so there are varied perspectives, so bringing in FN gives us a tremendous opportunity, and growth, but that means that we are not necessarily in our comfort zone.

- ii. LA: This is great news, and to know that the Chiefs want to be directly involved is great. This is exciting. Any other questions? Comments?
- iii. JH: What are the next steps?
- iv. CB: We need to get organized for this project, and need 3 people to get on the organizing committee. Those 3 people will also probably have to double up at the program committee meetings. Once the Chiefs are ensured that things will play out as envisioned, I think that things will go well. Sorting that out will be over the next few months. We need to be able to give a concrete plan by the AGM in November. We need to have some discussion about the program by then. The strategic decision is, what do we do if we get flooded with interest? I think this is an opportunity that is not available anywhere else, because there will be lots of people who want to engage the FN. We may see people from Alaska, or other parts of the world. We might have a bigger meeting on our hands than we want. We don't want it to get out of control when we are trying to get this relationship going.
- v. LA: My fear too, that we may be too attractive, and how to deal with PermafrostNet. Should that be a CPA event, or again a combined event with PermafrostNet? I would also propose that the team that leads the AGM this year is the team that also leads 2022. 3 is enough, but if we could get 3 CPA members that help this year, as the same ones in charge of next year's AGM, then we need to get going soon. It makes sense to set this team up soon and get the team warmed up for 2022.
- vi. JH: I offered to help. So do you need 3 more, or just 2?
- vii. LA: We need 3 people committed. I will be involved on a second level, rather than lead. I don't see myself as one of the 3. Is there benefit as current president, and next year as past president, to be 1 of the 3? I think that we do not want to send in 3 juniors.
- viii. CB: It would be totally suitable for us to have LA, KK, and me to talk with them. The support would come from some other CPA members who listen to what happens at the meeting and actually carry out organizing things. It would be best if it was like that to start with, and then the FN staff and CPA members will take on the more active roles. Then one of us can stay in the mix. I can't imagine that I won't get told things by the FN, so I will probably be involved, but we can settle this later. Chief Joseph wants to know what the meeting means for her people and her FN. Chief Tizya-Tramm is looking for something much longer-term. He is looking for a research project to come out of this. Chief Mervyn is looking to establish more credibility in the eyes of the YTG, in terms of technology and science. He wants friends and allies that help support his position. He

knows that we know about things that his staff do not, and he is looking to harness that. Is that fair to say, JH?

- ix. JH: Yes, and I have found Chief Mervyn and Na-Cho Nyak Dun very supportive.
- x. LA: Paul Murchison, Yukon Transportation, reached out to me, and we discussed ICOP 2024. They want to be an essential part of ICOP. His interest is to have that infrastructure focus, and learn from the international community, and also showcase what we know. A great opportunity for the Yukon to bring in all the experts, and talk about the challenges that the Yukon has. The FN has problems with infrastructure, and that will only grow, so a good fit with infrastructure, too. We need to be very careful to balance the science and engineering sides. Paul indicated that he is more than happy to support initiatives, such as going to other conferences and promoting ICOP 2024. Many questions are about the resilience of infrastructure to climate change, so we need to make sure that we have that balance.
- xi. CB: Obviously I'm not on the ICOP committee, but the NOC needs to think about the number of people coming. We are going to have to manage the attendance quite carefully, and the CPA AGM 2022 will give us a chance to do that. Given the sorts of support that Paul is talking about, we will have a lot of people that want to come to Whitehorse.
- xii. LA: Now that we are all familiar with virtual meetings, the hybrid approach is more possible. We need to know what sessions we want, and that will steer what we can do. We have it in our hands to coordinate that. We need a theme for the conference. Depending on how we word that theme, it can set the basis for the conference.
- xiii. CB: The difficulty is that there will be an appeal for those who want to organize sessions. I think that what you are proposing is that we have to review proposals. I think that one of the things that we have to do is get a careful estimate of what the capacity is. We will get a notion of that from Dawson. Things like how many can we host for a meal together, can we use the theatre, etc. It will be a great training opportunity.
- xiv. LA: Any other business from any one else?
- xv. CB: I had a conversation with AL to do with awards. We are not a huge organization. We want the committee to have an easy job of it. Rather than having a formal set of nominations, we can make suggestions, and that will make their job easier. We need to make the process as easy as possible, rather than formal as possible.
- xvi. LA: We have the two avenues. We can accept nomination letters from the membership, but the committee can also just select someone.
- xvii. CB: I guess that means that anyone who makes a nomination can just give a few reasons, and get 3 more members to agree, and keep it simple, rather than a set of long letters of recommendation, etc.
- xviii. LA: We did talk about the DH award just before you joined, that it should be for a practicing engineer.

- xix. CB: I agree. It makes the award for a class of activity in the CPA that is not just academic. A very good idea. It means someone like LA, working as a professional, and immediately people will think of these professionals working in the field. Most engineers in departments are also P.Eng. Maybe add in P.Geo. as well, so not just engineering practice, but science that leads to engineering practice.
- xx. LA: Thank you everyone. Well, if there are no more questions, I think we are finished for today.

11. Adjournment

- a. 13:53
- b. Next meeting Friday, 11 June 2021, 12:00 to 14:00 Eastern.