

Approved Minutes
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
11 June, 2021 1200-1400 Eastern

Present

Jason Smith (JS)
Peter Morse (PDM)
Kumari Karunaratne (KK)
Barb Fortin (BF)
Xaingbing Kong (XK)
Chris Burn (CB)
Jennifer Humphries (JH) - Arrived at 12:40

Excused

Lukas Arenson (LA)
Pooneh Maghoul (PM)

Minutes

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #35, 7 May, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. General update
 - b. Standing International Committee
 - c. CFES
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
 - i. Charitable arm
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 (XB)
 - a. General update
9. President-elect report (KK)
 - a. Update Action Groups

- i. General update
 - b. Standing Linkages Committee
- 10. Any other business
 - a. Update on discussion with YFN (CB)

Action Items

LA, PDM, Pascale, and KK: Draft letter of support to CAA and call for assistance from members

PDM: Set up database for members who volunteer to support CAA

LA: Insert something about Geologisevia CFES into newsletter

KK and JH: Need to catch up on all things communication.

XK: Send a list to KK of people that XK has contacted

XK and KK: Talk together and work together to send out invitations for webinars

KK: To ask the SLC chair, SB, to draft a Terms of Reference that could be adapted by the other committees

Everyone: Board members send the list of the Standing Committee Members to JH to have on the Website

PDM: Set up a meeting in September for the Chairs to meet up

Minutes

1. Approval of the Agenda (KK chair)
 - a. Questions? comments
 - b. KK: Add in discussion on FN graves to matters arising
 - c. Unanimously approved
2. Approval of the Minutes of Meeting #35, 7 May, 2021. (KK chair)
 - a. Questions? Comments?
 - b. None
 - c. Unanimously approved
3. Matters arising (not covered later as agenda items) (KK chair)
 - a. Discussion on FN grave (KK)
 - i. KK: Pascale Roy-Leveillee asked whether or not we would make a statement about the unmarked graves in Kamloops. Our members and partners are FN, and are grieving. The Canadian Archaeological Association made a statement and said how they can support finding unmarked graves. LA mentioned in his report that he is in support of putting together a statement on this issue, and I think this is a good idea too. We could mirror the CAA statement, and we could reach out to them and indicate that we could give our support to investigations in permafrost regions of Canada
 - ii. CB: It would be stronger if we had somebody who is familiar with GPR who is ready and willing to help with permafrost. If there was a comment

that came back, we could direct them to an individual. If not, we might look like we don't know what we are doing. We need to identify a couple of people in industry and a couple in academia, and have them ready. I would advise that this is organized before you send out the statement. We know a number of people and organizations who can help.

- iii. KK: A good point, and would give us a strong response. We can reach out to individuals, and compile a list of people and companies that can help with GPR in permafrost.
- iv. KK: Any other comments?
- v. PDM: Who will draft?
- vi. KK: LA, PDM, Pascale, and KK
- vii. CB: I was surprised to find that the first residential school in Shingle Point was by the Anglican Church at the request of the Inuvialuit. I've never heard of any unfortunate stories about that place so far, after looking around in the archives. The story is quite complicated when it comes to individual organizations. A number were totally disgraceful, but there were some examples that were OK. We need to recognize this.
- viii. KK: When was it established?
- ix. CB: Something like 1910-1912, it was established at Shingle Point. Then the school was moved to Akalvik in 1925 when Aklavik was founded. What struck me the most, was all the documentation indicated it was established at the request of the Inuvialuit.

4. President's report (LA)

a. General update

- i. Lukas submitted a report to the Board, last night, the Board reviews it.
- ii. KK: We received a letter from the PCF action group for it to be dissolved and the initiative taken up by the Cascade Institute. The action group accomplished what it set out to do. LA said that he'd like to discuss how we dissolve an action group, but wants to discuss it at a meeting that he attends. Any comments?
- iii. CB: I think it is a good thing to send over to the Cascade Institute. It is now explicitly political, and T.H-D. is about influencing public policy. It is really important to dissolve the action group and hand over, but indicate that the CPA is willing to be available to support the initiative in the future. We need to identify 3-4 people who are willing to help him. He does not have expertise in PF, and we can help.
- iv. KK: Are we advisors?
- v. CB: Not formally. We don't want to be formally tied with a political institute.
- vi. KK: But we would provide advice on the scientific nature.
- vii. CB: Who is we? If it is the CPA, then we are in bed, but if it is a few individuals, they do it on their own free will. That is just my view.
- viii. JS: Makes sense, but it has huge potential to gather momentum one way or the other, and good to have it at arm's length.

- ix. PDM: I agree, it is good to see the Action group wrapped up. I was relieved to see the line drawn in the sand. The PCF did what is said, and the momentum is carried on with Cascade Institute.
 - x. BF and XK: both Agree
 - b. Standing International Committee
 - i. LA: No Update
 - c. CFES
 - i. LA: We can advertise to our members about Geologise, and the service that it offers.
 - d. LA: DH award is moving forward
 - e. LA: RCOP call for abstracts is open
 - f. LA: ICOP2022: There is a new website, surprising. Those who submitted an abstract earlier on were not informed. No Papers.
 - g. KK: There will be a lot of enthusiasm in 2024. Anything else the NOC2024 needs to consider?
CB: The CPA needs to be up on 2022. We may have a lot of people interested in our 2022.
 - h. LA: The NOC met in May, and they are looking into derisking the CPA, looking at a Logo, and a theme.
 - i. BF: We discussed that ICOP2024 should be its own business, set up in the Yukon. We need to make this decision. Now we have to incorporate the business.
 - j. KK: Who is the lead for the financial side of things re ICOP?
 - k. BF: It is me.
 - l. KK: One other ICOP2024 thing, Ryley Beddoe and I met with Toni, and it was raised that we publish a few of the 2022 papers as a dry run. That is something that we are thinking about to work out the bugs.
 - m. CB: A very good idea. The last time Canada hosted a conference, the proceedings came out 9 mo after the conference. This way the issues will be ironed out. A great idea.
 - n. JH: Joins
5. Treasurer's report (BF)
- a. General update
 - i. Renewal and membership. 151 paid members, 2 new members this month, 3 renewals. We still have several members who have not renewed yet. Membee sent out a notice 2 weeks ago. I'm going to wait a few more weeks, then send out another note. On July 1st they expire.
 - ii. 53 EC, 17 Lifetime (one more), 70 regular members, 6CG, 2 IG, 2 IS, and 1 Community. One new member is a lifetime member, Don Hayley. I got a cheque for his membership. I'll have to set up a profile for him. \$16418 in the bank. \$2030 in the GIC. Bank address is updated. \$26383 (118% of budgeted revenue). Does not include the \$4000 in donations for HF and DH awards. \$2404 expenses, Stripe fees, banking fees, Web Hosting Canada invoice, and GST is paid (\$476).
 - b. Standing Finance Committee (BF)
 - i. Charitable arm

1. Emmanuelle and Wendy have decided to be co-chairs. We had our first meeting. We decided that we should focus on the Charitable Arm. RB suggested that we invite Keven Beggar from CGS to our next meeting to give us advice.
 2. Any other Questions?
 3. None.
6. Secretary's report (PDM)
- a. General update
 - i. Pretty quiet. Got the paperwork back from our annual registration back, so any corporate changes are complete, and registered with Industry Canada.
 - b. Standing Membership Committee
 - i. Awards committee
 1. PB has got an Awards committee moving. They will manage the HF and DH awards
 - ii. Nominations committee
 1. I reached out to PB about the Nominations Committee with the timeline, and that will start up.
 - c. KK: Any questions?
 - d. None
7. Communications director report (JH)
- a. General update
 - i. I've been on social media a few times a week, but I haven't been putting on a lot of new stuff, mostly re-tweets. I'm hoping to rely on the SDC to help out with that
 - ii. There is a new page for the DH award.
 - iii. I had a meeting with the lead of Yukon Ecological Land Classification program. They wanted to let the PF community know about what they can offer and support. They can do a lot, but I'm not sure how to convey to the people in our membership about this opportunity.
 - iv. KK: This sounds like something the Linkages Committee could deal with. I think that they could do this. The Linkages Committee is working on exactly this.
 - v. JH: The question is how to keep track of the collaborations?
 - vi. KK: Thanks for bringing this to our attention, and we can pass this to the Linkages Committee
 - b. Standing Dissemination Committee
 - i. Adam has completed a proposal for a virtual short course that the board has seen and commented on. The next step is to put together a committee to get it going.
 - ii. We have filled out a database of available permafrost courses, and a database of universities that are related to permafrost issues. If the board could take a look at the list, the contributions would be useful.
 - iii. K-12 education.

1. Yifeng is looking to apply for funds to collaborate with RCGS on a lesson plan.
 2. Steve Kokelj is going to reach out to the curriculum developed in GNWT for idas a resources.
 - iv. No updates on the conference booth.
 - v. Fall AGM, I'll chair the committee, and I have volunteers to help out.
 - vi. KK: Thanks for volunteering to chair the Fall AGM committee
 - vii. Action: KK and JH need to catch up on all things communication.
 - viii. Questions?
 - ix. PDM: please pencil me in for helping on the AGM committee.
 - x. CB: The 2022 committee will have to get started before 2022. In about 3 months time we will have to start doing stuff. In September, we will have a firm plan, and then we will be in a position to ask for help.
 - xi. KK: If there are no further questions, lets go to XK
8. Early Career representative report (XK)
- a. General update
 - i. Duane Froese was interested, but he has field work. I've contacted Steve Kokelj, and some early career members. Adam Kirkwood is happy to give a talk. I sent an email to Fabrice Calmels. I'm waiting for a response from most people.
 - ii. PDM: When will the next one be?
 - iii. XK: This month I think. No one has confirmed.
 - iv. KK: Do we have a date?
 - v. XK: End of the month
 - vi. PDM: Do you need any help? It sounds like it is hard to locate speakers.
 - vii. PDM: Do you think that there is some sort of thing that you could organize as a part of the AGM to bring EC together?
 - viii. XK: There could be something.
 - ix. KK: It could even just be a round table for the EC to meet and look for support, and offer support. A quick round table would give people a chance to meet each other and network.
 - x. XK, BF, JH: A good idea.
 - xi. JS: What is the pool for your set of presenters? Should we widen out the spacing, or do we open up the kind of presenter? What is the goal? You seem like you are burning through the list of presenters?
 - xii. KK: I would encourage the diversity of presenters.
 - xiii. JS: We may all need to support you, and help you get a list together.
 - xiv. XK: The problem is that some speakers have changed plans.
 - xv. PM: So you have having people back out.
 - xvi. KK: It raises something that I am going to speak about. Maybe the EC rounds up a list of potential speakers, presents it to the Board, and the President sends out the request.
 - xvii. JS: There are lots of young researchers, and can we bring them in? If we open things up, we will get more people interested.

- xviii. CB: An important suggestion. Otherwise the expectation is that it will always be a high level seminar. JS's idea is important that some of the events are a lot less formal.
- xix. JS: Even the challenges of working in the north is interesting.
- xx. CB: It is easy to forget that the CPA is not just an academic organization. A perfect opportunity to engage with the entire organization.
- xxi. JS: This can be the forum to draw in a lot of the junior members. I was just curious as to how open this can be and how I can help.
- xxii. BF: That is good.
- xxiii. JS: I spend my time outside of the academic realm, and it is nice to make things more accessible, so that we can learn together.
- xxiv. JH: It doesn't have to be a standard format. There can be a panel, a discussion, etc.
- xxv. KK: Anything else XK?
- xxvi. XK: No.
- xxvii. Action item: XK to send a list to KK of people that XK has talked to, and KK can work together to send out invitations.

9. President-elect report (KK)

a. Update Action Groups

i. General update

- 1. I got a report from Toni on permafrost terminology action group. They are making good progress, and it is ticking along. They will make a presentation at RCOP in October. Comments?
- 2. None.

b. Standing Linkages Committee

- i. We have met a couple of times now. We looked at the Strategic Plan. We had another meeting where we wanted to drill down and figure out what we wanted to take on. It was raised by the Chair, Sarah Brown, that she was feeling very siloed from the other committees and the Board. Having nothing but the strategic plan guiding the sub-committee. This makes sense to me. You kind of arrive, but you jump into a stream that is fully flowing. SB is one layer removed. She doesn't have a good idea of what the current activities of the executive are, and what the other committees are doing. Part of this is a starting-up issue. She is recommending that perhaps twice a year the committee Chairs meet with the Board. Some of the efforts could be taken up by an alternate committee. Otherwise there is a bit of a game of telephone. This is an issue when there are new board members involved.
- ii. Thoughts?
- iii. BF: Same issue with my committee. A good idea to have the Chairs join 1-2 times a year to join a board meeting.
- iv. JH: When I went through the Strategic Plan, that was a good stepping off point for the Chair to get things going. We can have each board member in charge of a Strategic Plan to help the committee come up with a plan. Then we can also create points that the other committees can help us out

with. There is a lot of hindsight. If we have a list for each committee for the year's priorities it might be helpful, and a list of contacts.

- v. Action: Send PDM a list of the members for each standing committee.
- vi. CB: If we have teams, we need to meet once a quarter, otherwise we forget. I was at a CFES meeting last week. There were 3 new members of the board and they didn't know anything about the last 9 months of work, and wanted to turn the train around. Had they been a part of discussion earlier on, they would have had a different approach. The more that we have have them involved the better, but more than what has been suggested is too much. The Chairs will want to be updated. And the committees will feel like they are a part of the organizations. I totally support SB suggestion, and that she will be welcome once every 3 months.
- vii. KK: I think that we agree on every quarter.
- viii. CB: If you invite them every quarter, they may only show up every 6 mo, but that is OK.
- ix. KK: Also drilling into the Strategic plan, there were some concerns about how it is written and some of the action items for the linkages committee. They would like to change northern "communities" to "organizations". It is more workable. It is stronger move, but a small change.
- x. KK: Also, the action items set out a number of things to be done. We want to instead make proposals to the Board. They are proposing that the SLC language is changed to set up a relationship with the Board. The SLC wants to work more closely with the Board, passing recommendations back and forth with the board.
- xi. KK: Also a suggestion to make the strategic plan into terms of reference.
- xii. KK: We sat down and revised the strategic plan. We are not going to be revising this all the time, but we need to work on making it more
- xiii. PDM: The Strategic Plan was drafted, and modified based on comments received, but we didn't get lots of comments. It is a living document, and not set in stone. Good idea to start TOR for the committee. Committees were meant to have some autonomy. I think that after we involve the committee chairs in the board meetings, the committees will have more confidence to take on decisions and actions.
- xiv. JH: The autonomy has to be built up. There has to be the good flow of information. The committees don't have that background on the CPA. The committee's need to know that they do have a lot of freedom. The board needs to encourage this. It can be intimidating if you haven't been involved.
- xv. KK: I agree. We want to make sure that the committees are supported, and confident. I think that a work plan might be good to have from the committees.
- xvi. JH: There is a lot of learning, and it is not clear what gets communicated.
- xvii. KK: That is exactly what Terms of Reference are for.

- xviii. KK: I'll let Duane and Sarah draft the TOC as they sit on so many national committees.
- xix. Action: KK to ask the SLC chair, SB, to draft a Terms of reference that could be adapted by the other committees
- xx. Action: Board members send the list of the Committee Members to JH to have on the Website.
- xxi. JH: It would be great if the Chairs had the opportunity to speak to each other at some point before they meet with the Board.
- xxii. KK: I would be good to set end of September for the Chairs to meet
- xxiii. PDM: Action Set up a meeting in September for the Chairs to meet up.

10. Any other business

a. Update on discussion with YFN (CB)

- i. We met in May. They all want to be the hosts for the 2022 AGM, and do not want to surrender the agenda. They want to be actively involved in making sure the meeting serves their interest. They have a lot of confidence that this can be developed to meet everyone's interests. The Chiefs have a lot of knowledge, interests, and infrastructure issues. They would like to continue to figure out how to collaborate on this. Dawson seems like the place to hold the meeting. They are quite happy to extend the invitation to other FN in Yukon, but not NWT, which is a bit surprising. They have staff that will help. Adrian Hill, Jordan Peterson. JP wondered if there could be a development of a research proposal as an outcome. Chief Roberta said that she would like to commission a permafrost literature review for Yukon. I discussed this with Adrian Hill. The Yukon Geological Survey has already done this. So we have already got into the situation that individuals working together are fine, but there are some agency issues that we have to work carefully with. In the end, I am sure that this will all be fine. I will be in Yukon in July, and will send the board an update in August. We need a discussion in September between a few board members, and the 3 northern chiefs. They wouldn't have given me all of their time if they weren't interested, they have already got some innovative and thoughtful ideas. It won't be a normal "western science" type meeting. That stuff will happen, but so will other things. The CPA will be a leadership organization on FN engagement. I think that there will be a substantial number of people watching, and an exciting way to figure out what we want to do in ICOP2024. It will be very good training for us in the amount of preparatory work that we need to carry out for ICOP2024.
- ii. KK: Reminds me that this directly addresses a comment from one of my committee members, in a good way. SB reminded me that there are funds for people from across the Territory to attend the meeting.
- iii. CB: The decision to invite other FN to this place is not ours to make, it is the Yukon FN. So there are other dimensions to think about. We are a partner in this, and the views for the yukon FN need to be included. It is not as straightforward.
- iv. KK: Any other questions?

- v. CB: The CFES climate change statement has gone to the Board, and they are determining as we speak if it should go to the member organizations. The CPA should expect to receive it today. The CPA will be asked to endorse that the statement is published as the official statement. It has been through several rounds of comments that have been carefully addressed. It is now at the point of deciding a yes or no for publication. We are at the stage that there are 14 different earth science organizations that will sign off on it. The one organization that won't sign; it is just because they don't deal with climate change issues and don't feel that they can sign off on it, one way or another.
- vi. Questions?
- vii. None.

11. Adjournment

- a. Time 14:05
- b. Next meeting, 9 July