

Approved Minutes Meeting #37
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
9 July, 2021 1200-1400 Eastern

Attending

Jason Smith (JS)
Peter Morse (PDM)
Kumari Karunaratne (KK)
Barb Fortin (BF)
Lukas Arenson (LA)
Jennifer Humphries (JH)

Excused

Chris Burn (CB)
Xaingbing Kong (XK)
Pooneh Maghoul (PM)

Minutes

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #36, 11 June, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. General update
 - b. Standing International Committee
 - c. CFES
 - d. Support for Canadian Archaeological Association
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
 1. Physical Awards
 - 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
 - ii. Process to dissolve Action Groups
 - b. Standing Linkages Committee
- 10. Any other business
 - a. Update on discussion with YFN (CB)

Action Items

ACTION: JH to post unmarked graves statement on website.

ACTION: BF to send a list of paid members to LA/JH.

ACTION: LA and JH to look into using Mail Chimp paid version

ACTION: LA to check in with Toni about physical awards

ACTION: Everyone send their committee membership lists to PDM and JH

ACTION: JH to get more information from PermafrostNet about what they want to do at the combined AGM.

ACTION: PDM to send out an invitation to Chairs of Standing Committees for the week before our October Board meeting.

Minutes

1. Approval of the Agenda
 - a. Any comments/questions?
 - b. None
 - c. Vote: Unanimously approved
2. Approval of the Minutes of Meeting #36, 11 June, 2021.
 - a. Any comments/questions?
 - b. None
 - c. Vote: Unanimously approved
3. Matters arising (not covered later as agenda items)
 - a. Any matters arising?
 - b. None
4. President's report (LA)
 - a. General update
 - i. Nothing general. Just the following items:
 - b. Standing International Committee
 - i. The ICOP2021 has been cancelled. We need to notify our members as soon as possible. It was in Sharon Smith's email for a couple of weeks. Now we have it. We should look into how to make this communication work better so that we can update our members better on IPA things. I'll reach out to Sharon so see if I can be added to this. We are really the ones sharing this info with members. The CNC-IPA is the official body, but they are not doing much.

- ii. Whitehorse is now going to be the next big conference.
 - iii. JH: Are there any materials that we need to change?
 - iv. LA: We don't have the official logo yet. We are now the 12th conference.
- c. CFES
 - i. LA: They just confirmed that the climate change message is now officially approved. It will be published in Geoscience Canada. A majority of member organizations have approved this. It will be published in soon.
- d. Support for Canadian Archaeological Association
 - i. KK, PDM, and Pascale and I got the CPA's statement ready on locating unmarked graves. It is sent out to members.
 - ii. PDM: We have had 5 letters of willingness to help.
 - iii. LA: I have heard from the Chair of CAA. Some communities are initiating legal work, and now the finding of graves has much greater implications. It is a delicate situation. What CAA is preparing are guideline documents. Less on what to do, but instead on what to look for if they hire someone. This supports inexperienced communities. They are putting together guidelines to support this. CAA will reach out to us to review their permafrost section. They will suggest reaching out to the permafrost community to help out with the geophysics in permafrost. CAA will reach out to have us review these documents.
 - iv. JS: This has to be pretty tough in permafrost.
 - v. LA: Yes.
 - vi. KK: Are we putting this statement on the website?
 - vii. LA: I agree, we should.
 - viii. ACTION: JH to post unmarked graves statement on website.
 - ix. LA: Can I send the list to the CAA that we have compiled?
 - x. PDM: Oh, yes.
 - xi. LA: The CAA can then use the list to support communities, who can then choose from the list.
 - xii. LA: Any questions? This will keep Canada busy for a little while.
 - xiii. None.
 - xiv. LA: Over to BF
- 5. Treasurer's report (BF)
 - a. General update
 - i. July 1 was the deadline for 2021 renewal. 32 members hadn't, I sent out an email. On July 1st, 26 cancelled, and 7 renewed. Had a few more emails on the 2nd about renewing. Now they are written off. PCSP was one, the contact was on leave and just came back. We got 2 new members this month. July 1st is the date that I normally set up the promo code, but I might hold off on that until next week.
 - ii. Membership: 57 EC, 17 Lifetime, 73 Reg, 6 CG, 2 IG, 2IS, 1 Com.
 - iii. Accounting: Balances: \$61,553 in the bank, plus \$2,030 GIC. Revenues: \$26,958 so far for 2021. We are doing well. We also have \$4000 for the awards (not revenue). Expenses: \$2,759 so far this year. Mainly from

Membee, Stripe since the last meeting. I need to pay the tax for the 2nd quarter. That is it for accounting.

b. Standing Finance Committee

i. Charitable arm

1. Kevin Bigger joined us. He looks after the Charitable arm of the CGS. He explained how it operates, and shared documents. Very helpful. Wendy suggested that we have the by-laws written up for the AGM. It would be great to have this done. Toni started a draft that aligns with the Strategic Plan. We will meet again in September.

2. That is it. Questions?

ii. LA: Is Kevin a member of the CPA?

iii. BF: No, but we are trying.

iv. LA: He's worked enough in Permafrost that he should be a member. I agree that we should wait to post the discount code. Some people need to see the cancellation to get them to renew. The challenge is to link the Membee to Mail chimp. I still have to manually update the email list. I don't think that we are up to date on that front.

v. ACTION: BF to send a list of paid members to LA/JH

vi. LA: JH, we should create a new list, to refresh it.

vii. JH: I haven't looked into it that much. I had one member unsubscribe by accident, and I have had some problems adding them back on. This refresh might help.

viii. LA: Mail Chimp has this ability to unsubscribe, but we have to make sure that we don't lose a member forever if this happens. We want to make sure that all members get our mail outs. We may want to look into a paid version of Mail Chimp, instead of the free version that we are currently using. It shouldn't cost that much.

ix. BF: It might make things easier to use.

x. LA: It may do this. With the free version, you only have one group/database to use. I was hesitant going forward, that we might override our current database. If you have a subscription, you can have a number of different databases to use.

xi. ACTION: LA and JH to look into using Mail Chimp paid version.

xii. LA: I still haven't asked for seed money for ICOP, but that will be coming in the coming days. I haven't heard back from Brian yet on where we want to keep the money.

xiii. BF: Is there anything I need to do to move the money?

xiv. LA: We need an MOU. As long as it is clearly documented, and the board approves, it is OK. We need to say how we share the benefit or losses.

xv. LA: Any more questions?

xvi. JS: Is anybody else frozen?

xvii. No.

6. Secretary's report (PDM)

a. General update

- i. Statement on unmarked graves drafted with LA, KK, and Pascale, and we have sent it out to our membership.
 - ii. Database created for members who have offered their services and skills to help support locating unmarked graves in permafrost areas
 - iii. Insurance:
 - 1. PDM: Do I have approval to renew the insurance?
 - 2. All: Yes.
 - 3. PDM: No terms changed since last year, but the Insurer has changed.
 - 4. KK: Are there earlier versions of the Insurance on the shared drive?
 - 5. PDM: Yes. I will post the renewal soon.
 - b. Standing Membership Committee
 - i. Awards committee
 - 1. Committee working on both the HF and DH awards, and the call for nominations has gone out.
 - ii. Physical Awards
 - 1. PDM: Toni was contacted about this, but do we have an update?
 - 2. LA: No update yet. In parallel, we need to figure out a DH award.
 - 3. PDM: Would Toni be interested in doing a 3rd award? He hand made them!
 - 4. LA: We need to check.
 - 5. JS: We do have some money if he wasn't able to.
 - 6. KK: We could get a northerner to create something.
 - 7. JS: That is a nice idea.
 - 8. LA: What is nice about Toni's award is that it would look similar each year.
 - 9. LA: (Pulls up and shares pictures of the awards.) It is kind of special, and it would be great to keep that going.
 - 10. JS: Quite interesting, and a conversation piece.
 - 11. LA: For the DH we could try to do something along the same line. If we could keep Toni engaged, maybe he would make it
 - 12. ACTION: LA to checkin in with Toni about physical awards.
 - iii. Nominations committee
 - 1. Established and working on putting together the slate of nominees.
 - c. Industry Canada paperwork is now complete and we have the confirmations back. This registration is done for the year.
 - d. Questions?
 - e. None
7. Communications director report (JH)
- a. General update
 - i. JH: Quite a few meetings this month. Most have to do with the SDC. Shannon Hibbert is helping with social media. KK and I had a catch up meeting. We discussed the Yukon Ecological Classification Program. KK

suggested that we write a half page introduction that they can share and drum up some interest at the Program.

- ii. JH: I haven't gotten the list of committee members.
- iii. ACTION: Everyone send to PDM and JH

b. Standing Dissemination Committee

- i. No update on the course database
- ii. No update on the conference booth set up.
- iii. 2021 AGM: We discussed the 2 day request. It kind of makes it 2 events stacked next to each other. 4 days is a lot of commitment for an AGM. To get around the 3 days, we could have a shared closing at the end. We could have 1.5 days of CPA AGM, then have a virtual poster session for students on first day, the AGM on first day, and a joint closing on the end of the third day. We would spread it out.
- iv. LA: The CPA event was a closed event for the CPA members, whereas PermafrostNet is open to everyone. The CPA members pay a membership fee, and this is one of the things that members get. That is the main rationale for having the AGM. That is the biggest driver for membership. It is a driver for registration. That makes it difficult to have everything mixed.
- v. JH: The first day would be just CPA, and the second day would be half day. Students who are members of the CPA will probably do the poster session. It is good for the students. Good if it was open. If we do two full days, then PermafrostNet might be squeezed.
- vi. PDM: We could have used 2 full days last year. I expect the same this year.
- vii. LA: If we have the students on the second day, you are only eligible for the CPA award if you are a member. I agree that we were squeezed last year. PermafrostNet seemed to be filling in a bit last year. Even though a joint conference, most presentations will be in the CPA sessions.
- viii. JS: Why do they have members that are not CPA members?
- ix. JH: Many are CPA members, but there are going to be some who are not. Maybe they just don't see the benefit.
- x. JS: Before the CPA, most waited for the ICOP. Now, with CPA AGM, it is 2 days that attracts a lot. We get a lot of attention. It is a benefit of being a member. We can't undersell that. I don't know a lot about PermafrostNet. It doesn't pop up on our radar. It gives us more opportunities to meet with more people if they are members.
- xi. KK: We are looking at this as a way to raise funds and membership. We need to look at who we are trying to attract. We could diversify the kind of talks that we are seeking, based on membership interest. We can look at other opportunities at this time, lectures and key-note talks, or a workshop that people sign up for.
- xii. LA: It is not really supposed to be a money making event, it is about the value we add to our members. That is the difference. There are a lot of synergies with PermafrostNet. If we open the 2nd day, and keep the 1st day CPA, we make the high profile presentation on Day 1, if you want to

attend the AGM, and if you want a student award, you have to be a CPA member. I think that we can get through this year's AGM with 1.5, and keep PermafrostNet our friends. Last year I felt a bit of tension.

- xiii. JH: My impression is that they wanted to feel equal, but it is hard because they are still in their infancy. They are trying to get bigger, and their main concern is quality. If we had 2 CPA days, they would probably want 2 days. We can bolster their program by having their presentations.
- xiv. LA: The board probably needs to see the program more developed. The CPA can easily have 2 days of presentations. Maybe we have just an EC session from PermafrostNet.
- xv. JS: How did the 2 become integrated in the first place?
- xvi. LA: We said that we wanted an AGM in Yellowknife, PermafrostNet asked to join and have a combined physical AGM. We had to switch to virtual because of COVID-19, and we kept things going.
- xvii. JS: If they do 2 days, and we do 2 days, no problem.
- xviii. PDM: They are two different things, and we can have 2 days if we need.
- xix. JS: How do I attend their AGM?
- xx. LA: You don't have to be a PermafrostNet member to attend their AGM, but that is not really advertised. They have lots of money to run an AGM in comparison to us. I'd like to know from PermafrostNet how they will fill the schedule. I'm with PDM on this, that they may not have a lot of elements to present here. They are struggling to fill some student positions for a number of reasons. They have had a lot of challenges. If we have a better understanding, maybe it makes sense that they just need 1 day, instead of 2. For us it is easy. We have the traditional model, sessions, keynotes, the AGM, etc. PermafrostNet is interested in having other things like panel discussion, etc. We need to know more about what they are planning to do. I agree with JS, that we need to make our members more aware about PermafrostNET. We add value by making our members more aware of what PermafrostNet is all about.
- xxi. ACTION: JH: I'll get more from them about what they want.
- xxii. KK: So we want a traditional meeting with presentations, AGM, business meeting.
- xxiii. JH: What if we do a full 1.5 days, then an integrated afternoon, and then PermafrostNet the third day.
- xxiv. LA: Last year we mixed students and experienced researchers together. I have no problem opening up the second afternoon to Non-CPA members. I think that we do have that flexibility.
- xxv. LA: Should we get the call out for presentations soon?
- xxvi. JH: We were thinking the call would come out in early August, with a deadline in 6 weeks, and a hard deadline to get the presentations 2 weeks before the AGM.
- xxvii. LA: That is fair.
- xxviii. Short course development

1. Adam Kirkwood is working on having this done before RCOP. The course will be open to everyone, and will be free of charge. PYRN will cover the ZOOM. Registration will be in early August and will close in September. They are looking into this seminar to count toward personal development hours. The general idea is that the speakers will lecture for 45-60 min.
 - xxix. We had to cancel the SDC meeting this month because of field work, but we have a few new members.
 - xxx. A few of the members are taking a first crack at developing resources for education (K-12). Yifeng met with some people at RCGS to develop lesson plans. RCGS mentioned that they are working with Inuit Circumpolar Council to develop materials and would bring in the CPA on that if we were interested.
 - xxxi. LA: That is great. A good way to reach out to non professionals
 - xxxii. JH: If we use the RCGS for promoting our educational material, it will cost a bit to develop, we may need to drum up external funding. I am not sure how to make this happen. Any guidance on this would be appreciated.
 - xxxiii. LA: It depends on how much you need. We can fund this, but we would need a proposal, etc. to make that happen.
 - xxxiv. JS: In reality, there are only a handful of companies/organizations who will help.
 - xxxv. KK: There are also territorial and federal programs who can give funds for outreach.
 - xxxvi. JH: OK, so what is the next step after we develop some materials?
 - xxxvii. LA: We need to start with the materials, but following that, we need a small proposal that says what you have now, and what is needed. Like, we need X amount of dollars, and this is going to be the end product.
 - xxxviii. JS: Even before you start to produce things, it is good to get approval.
 - xxxix. LA: Once we have this proof of concept, we will have a bit easier time to raise funds. Depending on what you need.
 - xl. JH: We probably need a few thousand dollars to get things proofread, etc.
 - xli. LA: If it is only a few thousand dollars, I don't think that will be that hard.
8. Early Career representative report (XB)
- a. General update
 - i. PDM on his behalf:
 1. Dr. Fabrice Calmels on 13 July 2021
 2. KK: Can we remove the "Distinguished" from the title? We need to make it more accessible/approachable. Is there any reason to keep it?
 3. JH: I just did that based on the materials sent to me.
 4. KK: Just something to keep in mind for the audiences we are trying to reach. We need to discuss this with our presenters. Some will be more plain language, and others will be more technical.
 5. JH: Some people thought that it should be just researchers.
 6. LA: It can also be students, and not just researchers.

7. PDM: We have already discussed that the talks should be very broad in interest. CPA is a mixed community, not just academics. JS mentioned that it would be great to have a talk on successful drilling approaches, for example.
9. President-elect report (KK)
 - a. Update Action Groups
 - i. General update
 1. Not much from any action groups. No update from Glossary, but they are working on it.
 2. Would be good to set a date for the Chairs of the standing committees for the end of September.
 3. ACTION: PDM to send out an invitation for the week before our October Board meeting.
 - ii. Process to dissolve Action Groups
 1. LA: Cascade institute is finalizing their proposal. The first draft will be sent out for review before they try to procure funding from private foundations. It should be ready to review pretty soon, if you have time to look at it. We may be asked to provide an endorsement for that proposal, and a support letter.
 - b. Standing Linkages Committee
 - i. No update.
10. Any other business
 - a. Update on discussion with YFN (CB)
 - i. CB not present so skipped, but CB indicated in an email to PDM that he will update the Board in August.
 - b. LA: Newsletters. I am wondering if we want to send out another letter soon, or hold off on a formal newsletter until later this summer? I'd like to send out a message to our members about ICOP, but do we want a July newsletter, or hold off until August?
 - c. KK: Let's hold off on the Newsletter until August.
 - d. Unanimous agreement.
 - e. JS: Those newsletters, are they posted on the website? I see one.
 - f. JH: Generally, they are supposed to be quarterly. Now that Shannon is helping, we can get her to put up parts as news flashes. That is a good point.
 - g. JS: I'm pushing my guys to join in here, and they might like that, to see more updates. It seems tough to populate, but I might be able to help with material.
 - h. JH: Always happy to get content.
 - i. LA: Do we have a matrix of how often we are visited, and by who?
 - j. JH: I am interested in that, but I haven't done that yet. It is a bit of a process to get that going with Google Analytics for example.
 - k. LA: It is not critical, but would be great. You don't have to do it if you don't have time.
 - l. LA: Anything else?
 - m. Nothing.
11. Adjournment

- a. 3:45 Eastern.
- b. Next meeting, 6 August 2021