

Approved Minutes Meeting #38
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
10 September, 2021 1200-1400 Eastern

Attending

Jason Smith (JS) – late; joined at: 12:22
Kumari Karunaratne (KK)
Barb Fortin (BF)
Lukas Arenson (LA)
Jennifer Humphries (JH)
Chris Burn (CB) – late; joined at 12:20
Xaingbing Kong (XK)
Pooneh Maghoul (PM) – late; joined at: 12:39, left at 1:30

Excused

Peter Morse (PDM)

Minutes

JH

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #37, 9 July, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. General update
 - b. AGM 2021 & 2022
 - c. Eastern Economic Forum
 - d. CPA Executive Director
 - e. Standing International Committee
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
 - i. Charitable arm
6. Secretary's report (PDM)
 - a. General update
 - b. Support for Canadian Archaeological Association
 - c. Standing Membership Committee
 - i. Awards committee
 1. Nominations process update
 2. Physical Awards

- ii. Nominations committee
 - 1. Board Nominations 2022
- 7. Communications director report (JH)
 - a. General update
 - b. Standing Dissemination Committee
- 8. Early Career representative report (XK)
 - a. General update
 - b. Webinars
- 9. President-elect report (KK)
 - a. Update Action Groups
 - i. General update
 - ii. Standing Committee ToRs and Standing Committee Chair meeting
 - iii. Process to dissolve Action Groups
 - b. Standing Linkages Committee
- 10. Any other business

Action Items

LA -> Generate a job description for the executive administrator position

LA and JH -> put together newsletter

XB -> Set up registration and send Jen the info for advertising

Everyone -> send Peter/Kumari contact info for the various committee chairs

CRB -> send Jen/Lukas 3 to 5 points on the CFES climate change statement

KK -> looking into dissolving the action groups

- 1. Approval of the Agenda
 - a. Any comments/questions?
 - b. None
 - c. Vote: Unanimously approved
- 2. Approval of the Minutes of Meeting #37, 9 July, 2021.
 - a. Any comments/questions?
 - b. None
 - c. Postpone until next meeting, Kumari and Jen didn't get a chance to look.
- 3. Matters arising (not covered later as agenda items)
 - a. Any matters arising?
 - b. None
- 4. President's report (LA)
 - a. General update
 - i. LA: Not much to report. Trying to formalize an official agreement/relationship with the USPA. Waiting to hear back from Cathy.
 - b. AGM 2021 & 2022
 - i. LA: 2021 AGM to be reported on by Jen in item 7
 - ii. AGM 2022

1. LA: There has been a quick introduction to folks in Dawson. Chris reached out to Kumari and Lukas to introduce them to relevant contacts in Dawson. Not much follow up as of yet.
2. LA: Officially announce 2022 AGM at the 2021 AGM. The proposed date for it is August 22-26th 2022.

c. Eastern Economic Forum

- i. LA: Provided a recap of his trip to the Eastern Economic Forum (EEF). LA got invited through the Canadian Eurasian Russian Business Association (CERBA), to participate in the EEF, which was held last week. CERBA supports Canadian business in Russia. It was a business/policy event for the heads of state. The event itself was organized by Rosscongress.
 1. Russia wants to lead the development of the Arctic and one of the major projects is the Northern Shipping Route and the infrastructure to support it. They are also investing billions on the trans Siberian railroad, and another railroad. A lot of development needs to occur in the Arctic, and there's strategic interest in Russia being a leader. More interest in Canadian collaboration due to Canadian's neutrality.
 2. Russia wants to build either a national or international permafrost monitoring network (not clear which it is). If it's international, you'd expect the IPA to know at least. Still need clarification on this.
 3. The MoU they wanted was really to emphasize collaboration such as inviting each other to events, and there is no money involved. We need to make sure we aren't used for political gain.
 4. I spoke with Alison LeClaire who is the Canadian ambassador to Russia. Before that she was the Director General responsible for Arctic matters for Foreign Affairs.
- ii. CRB: Alison has been good to work with in the past.
- iii. LA: Alison mentioned if we needed support, they'd be happy to provide that. Quick summary for Chris while he was away for the first 20 minutes of the meeting is that Russia is pushing hard for development of the Northern Shipping Route.
- iv. CRB: Canada is well placed in the Arctic world – Scandinavian countries, US, and Russia all interested in collaborating. Geopolitical context is also different between Canada and Russia, than US and Russia.
- v. KK: Would a presentation at the AGM be useful? Or are we just going to do a piece in the newsletter?
- vi. LA: It might be nice to have a presentation/discussion at the AGM. However, I'm still unclear how we fit into the situation. There are a few events where they are interested in Canadians presenting. I'm not 100% sure how we want to collaborate as we aren't a research organization. We could say "If you want to collaborate, or become partners for certain endeavours, we can offer contacts (CPA members)". But we don't want to step over the IPA either.

- vii. CRB: I don't think you should worry about that (overstepping the IPA), because the CPA was selected specifically because it is a Canadian organization. They aren't looking to open it up to the whole world.
 - viii. LA: Interesting dynamics between China and Russia. There is an element of competition. Russia wants to work together but doesn't need China to pay for their infrastructure either.
- d. CPA Executive Director
- i. LA: Peter and I were thinking about an Executive Director position. We're going to be more and more active, and it would make our lives easier if we could handle the day-to-day business quicker. We could propose this to our members during our AGM. We're hoping for the CPA is seen as the organization to reach out to on questions regarding permafrost.
 - ii. JS: Who has the time and who would do it? There is some sort of compensation associated with it as well, which is something to think about. It makes sense to me to have someone directed towards that.
 - iii. LA: Chris might be able to talk about how it's structured at the IPA. It could be a part-time position.
 - iv. CRB: For many organizations the ED actually runs the organization, and then the board deals with policy. That's a different role than someone whose job it is to run the day-to-day business. At the IPA, the ED ran the place but was fundamentally an administrator and is run by graduate students. They aren't responsible for strategic decision making. That's an important distinction that needs to be made in the title. Otherwise, you're going to get applications from people who are expecting to be a director. The position needs to be for an executive administrator. The other consideration is that the funding for the IPA is extremely variable. Currently it's an hourly rate similar to the Carleton graduate student rate. We need to figure out how much money is available for the position, and how you'd expect to pay, i.e., hourly, half a salary, etc.
 - v. LA: I agree with the title being important.
 - vi. KK: I think this is a good idea, and echo Chris's thoughts, that we need administrative assistance not a decision-making position. We also need to do some prioritization on what the highest value activities are for the CPA. My priorities are for ICOP and for people to want to be involved in the CPA. Need to take some stuff off our plates.
 - vii. LA: The last thing we want is to tire people out.
 - viii. JH: Also supportive but would like to ensure the position is set up to be longer term. We also need to prioritize our time in relation to the strategic goals.
 - ix. BF: I agree but am not sure how useful it'll be to the finance committee.
 - x. LA: Barb, can we afford someone? How much could we spend from a budget perspective?
 - xi. BF: We have a healthy budget, it's not really for that. It depends how much we want to spend.
 - xii. PM: No comment.

- xiii. XK: I agree with the idea.
 - xiv. CRB: I was thinking someone could part time work for the IPA while they are hired for ICOP. They are going to do have to do something about the conference at YukonU. The conference coordinator can do the generic stuff, but they can't plan field excursions, or permafrost/engineering specific programming. It would be easy to justify the creation of this position to the members based on the notion that we need lots of help in the upcoming two years with the conference. In addition, there will be revenue for the conference. In a few years time we can discuss more if the administrator should continue.
 - xv. LA: Once the members see the benefit after 2024, we probably wouldn't be able to get rid of the position. I like that idea. I will come up with a job description, to circulate it and get feedback. We then will have to present the job at the AGM, so we can confirm the idea with members and open the job right away.
 - xvi. JS: What about instead of a singular position we assign action items with budgets for each one, and volunteers can be compensated?
 - xvii. KK: It would be nice for one person to know what's going on across the board.
 - xviii. LA: I do see that it's an idea we could use more. To promote some of those actions and support volunteers and their efforts.
 - xix. KK: Perhaps honorariums should be considered.
 - xx. LA: I think that's a valid idea.
 - e. Standing International Committee
 - i. LA: SIC hasn't met yet but we are working on one for the beginning of October. That's it from me, anyways questions? No.
5. Treasurer's report (BF)
- a. General update
 - i. BF: Don't have too much to report. We gained a few ECR members. We have 161 paid members. Paid GST for the year.
 - ii. Membership stats
 1. Early Career: 59
 2. Lifetime:18
 3. Regular: 73
 4. Corporate gold: 6
 5. Institutional gold: 2
 6. Institutional silver: 2
 7. Community: 1
 - iii. Book-keeping
 1. Assets: \$57,814 in cash, \$2,030 in GIC
 2. Revenues so far for 2021: \$26,988
 3. Contributions for awards: \$4,000
 4. Expenses so far for 2021: \$6,078. Main expenses last month were insurance (\$2,496) and the zoom license (\$730), some small banking and postage fees.

- iv. BF: Lukas, we need to figure out the CC, problem with billing address and name. CC showing the old address so we might need to update that with the bank.
 - b. Standing Finance Committee
 - 1. Charitable arm
 - a. BF: Finance Standing Committee met yesterday. They are working on establishing the Canadian Foundations for Permafrost Studies (the charitable arm), and relevant documents to support it (e.g., bylaws). Board will have to review it, hopefully before the AGM. There was a question about if the CPA could pay for a lawyer to look this over?
 - b. LA: With the creation of the charitable arm, we would be fine to support this to check the bylaws.
 - c. BF: PhD student for Jocelyn Hayley volunteered to help with anything.
 - d. KK: From my perspective, permafrost dissemination work should also be included in this, not just research.
 - e. LA: no comments, so we will move forward with that.
- 6. Secretary's report (PDM)
 - a. General update
 - i. LA: As Peter is away, and we are behind schedule we will save his updates for the next meeting.
 - b. Support for Canadian Archaeological Association
 - c. Standing Membership Committee
 - i. Awards committee
 - 1. Nominations process update
 - 2. Physical Awards
 - a. LA: Toni is happy to build another ice wedge. May request support to pay for the materials. For the Don Hayley award, we will use a part of a thermosyphon (e.g., fin). Toni is also happy to help manufacture that as well.
 - b. LA: No other comments to add to Peter's summary.
 - ii. Nominations committee
 - 1. Board Nominations 2022
- 7. Communications director report (JH)
 - a. General update
 - i. JH: Have continued social media activity and updating pages as I go. Need to work on a newsletter with Lukas in the next few days.
 - ii. JH: Lukas, I don't think we had finished getting feedback on the Permafrost-CPA MoU.
 - iii. JH: [2021 AGM] The AGM schedule has been made and planning is going fine. The webpages for the AGM are ready and registration is nearly open.
 - 1. The AGM is fairly integrated. Tristan did not want the requirement that all the oral presentations be CPA members since they extend across 2 days. I think it is reasonable to expect all the presenters

to be CPA members, especially since there is a poster session. I've also worked very hard to accommodate PermafrostNet so it seems reasonable to me. Need confirmation from the board if oral presenters need to be CPA members.

- iv. CRB: In the bylaws it requires if we are at the CPA meeting you must be a CPA member to give a talk. Could be a honorary member in certain cases.
 - v. LA: Can't win a CPA award without being a CPA member. So yes, the CPA will require the oral presenters in the first two days to be CPA members.
 - b. Standing Dissemination Committee
 - i. JH:
 - 1. The Dissemination Committee has slowed its work due to the field season.
 - 2. Tom Douglas has said we can have a booth at ICOP.
 - 3. Short course with PYRN has opened registration using the CPA zoom information
8. Early Career representative report (XK)
- a. General update
 - b. Webinars
 - i. XK: Webinar 24th of September with Guy Dore. October is Stephan Gruber.
 - 1. Once I've set up registration. I'll send Jen the presentation info to advertise.
 - ii. LA: Do we know how many members have presented?
 - iii. JH: No, we could do a post letting people know the presentations are available.
 - iv. LA: Highlight that the presentations are available in the newsletter.
9. President-elect report (KK)
- a. Update Action Groups
 - i. General update
 - ii. Standing Committee ToRs and Standing Committee Chair meeting
 - 1. KK: It has been hard to track people down, but I've had a chance to look through the strategic plan and pull together some examples of MoU's. Back in June or July we discussed having a meeting with the chairs of the standing committee, to look at the terms of reference and decide how they'll work. I'd like to put down a date to have that meeting. Preferably before the AGM.
 - 2. LA: Need to do a doodle poll. Give Peter the contact info for the various chairs.
 - 3. Kk: If everyone sends me that I'll get that info to Peter.
 - iii. Process to dissolve Action Groups
 - 1. KK: I'm not sure how to go about dissolving the action group.
 - 2. LA: Group is no longer needed. The discussion was, what does the board need to dissolve an action group? When is it appropriate to end one?

3. KK: I'm assuming there was some documentation from when it was created.
4. LA: Yes.
5. KK: I will commit to looking into the documentation and making some recommendations on how to do this.

b. Standing Linkages Committee

10. Any other business

- a. CRB: I have two items. Item one is the CFES climate change statement. A fair amount is about Northern Canada. We could give to the membership to show the CFES is doing something that is of value to CPA members. Please put it in the newsletter.
- b. KK: Could you put together a list of 3 to 5 points of why the CPA members will care about it.
- c. CRB: Yes definitely.
- d. CRB: Point two is about the conference in 2022. We have agreement from the three first nations to sponsor our meeting in 2022. Date proposed is the last week of August.
 - i. They want to be engaged in the nature of the program. They are concerned about infrastructure, and the environment to support wildlife. There is also considerable interest that the FN should explain what working in the North means.
 - ii. Trondek have a community hall that is good for meals, and Dawson City has the Palace Theatre which can hold 300 people, and the school of visual arts and Yukon University, and would be keen to have their facilities used.
 - iii. Three people from the FN, Chris, Kumari and Lukas, all part of the steering committee, will have a meeting in the next few weeks. Would like confirmation from the board that we'd like to continue this initiative, and that we are aiming to announce this at the 2021 AGM.
 - iv. Need an organizing committee as well.
 - v. The general plan is to have 1 day on infrastructure, 1 day on field trips, 1 day on FN matters, and 1 day on permafrost environments. Out of Dawson we could also have evening field trips. The permafrost course that Guy and I have given every few years, could be coupled with that annual meeting. Though I won't move forward on that until we get feedback from the FN on the topic.
 - vi. Keep in mind that part of the reason to do the 2022 AGM is so that FN will be well represented in the 2024 conference.
 - vii. We also need to figure out a size limit for the 2022 meeting as well. We must be clear that if you want to do a presentation you need to be a CPA member. We need to get a scope for the meeting because it won't be a regular scientific meeting.
 - viii. Their concerns need to be properly represented in the agenda. Thinking about having a sort of training workshop in the meeting for people who

work in northern territories. We need to make it clear it is a CPA meeting (not an RCOP), so Canadian issues are at the forefront.

- e. LA: That reminds me – the Northern Forum happened last week as well.
 - i. CRB: All the Canadian organizations pulled out in 2014 but are slowly getting involved again.
 - ii. LA: Russian and Canadian presentations on northern infrastructure.

11. Adjournment

- a. 2:18 pm Eastern.
- b. Next meeting, 8 October 2021