

Approved Minutes Meeting #39  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
8 October, 2021 1200-1400 Eastern

Present:

Lukas Arenson (LA)  
Kumari Karunaratne (KK)  
Jen Humphries (JH)  
Barb Fortin (BF)  
Peter Morse (PM)  
Pooneh (PoM): 12:37 join - 1:49 leave

Excused:

Xiangbing Kong  
Jason Smith  
Chris Burn

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #38, 10 September, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
  - a. General update
  - b. AGM 2021
  - c. AGM 2022
  - 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
    - i. Collective Statement
  - c. Standing Membership Committee
    - i. Awards committee
      1. Nominees
      2. Physical Awards
    - ii. Nominations committee
      1. Board Nominations 2022

- d. Motion: Discipline of Members of the Board
- 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. Standing Committee ToRs and Standing Committee Chair meeting
  - b. Update Action Groups
    - i. General update
    - ii. Process to dissolve Action Groups
  - c. Standing Linkages Committee
- 10. Any other business
  - a. PermafrostNet and CPA – Strategic Planning

Action Items:

Minutes:

- 1. Approval of the Agenda
  - a. No questions
  - b. Approved Unanimously
- 2. Approval of the Minutes of Meeting #38, 10 September, 2021.
  - a. JH: Also need to approve Meeting #37 minutes
  - b. LA: Questions about Meeting #37 minutes?
    - i. None
    - ii. Approved Unanimously
  - c. LA: Questions about meeting #38 minutes?
    - i. None
    - ii. Approved unanimously
- 3. Matters arising (not covered later as agenda items)
  - a. None.
- 4. President's report (LA)
  - a. General update
    - i. Busy. 2 aspects: trying to reach out to partner organizations, as President/ Linkages Committee. We had that discussion with the IAH-Canadian National Chapter. Question still with their Board to see if a combined membership is still in their interest. Not sure how quickly an arrangement can be set up with IAH-CNC like we have with CGS. Same for Canadian Water Resource Association. I've reached out to them, and they seem interested in partnering on conferences. They have one in Canmore, AB,

next June. Seems to be a big group, and they are interested in cold regions and PF, but from a water resource perspective.

- ii. Where does this linkage/outreach have a home? Do we all do this and report back to the Board or the Linkages Committee? Need to discuss this
  1. JH: Makes sense for the Linkages Committee to coordinate this. then if someone contacts me, I can pass this to the SLC. We can keep the SLC informed.
  2. KK: The mandate of the SLC is a bit amoeba-like. One suggestion that's been proposed, is that the SLC be concerned with people who are facing permafrost challenges and needs, like northerners. This is outside of the description, but it seems needed. As a Board member, I'm reluctant to have a committee make connections and promises with different organizations without our awareness. We want the committee to be actually doing things. Like reaching out to northerners, and finding out their needs, and bringing that back to the other committees is useful. But discussions about other arrangements with other organizations need to happen with the Board and the President.
  3. LA: Yes, the SLC crosses into Dissemination. As a Board, we should establish those linkages with other organizations.
  4. PM: We can make the links, and ask the SLC to carry out the thing that we want them to do.
  5. LA: One thing that the SLC can do , and needs to do is push for the MOU with the USPA. the drafting of the MOU can get passed to the SLC
- iii. The Northern Forum has reached out to the Canadians. They are getting very active. I was at the last meeting as a part of the Arctic Council. The Arctic is important to the Russians, and they are struggling to make connections with the US, and they have some difficulties with Canada. But the Arctic is important to them, and I feel that they are looking for allies, and that the Canadians are better than the Americans. But we don't want the CPA to be a token in a political game. We will see where this goes, because I'm not sure.
  1. KK: Clarity on an international permafrost monitoring network that the Russians want to lead, versus a Russian Monitoring Network.
  2. LA: Yes, we'd like to know.
  3. KK: Come November, we need to navigate those relationships.
  4. LA: That is why there is this role of Past-President. But there is an opportunity there, so we don't want to shut them off. The Northern Forum is based on Territories, so not a Country basis. Similar to the Arctic Council. The Yukon had an event between Yukon Transportation and the Northern Forum to look at transportation infrastructure and permafrost. So potentially lots of value.

b. AGM 2021

- i. Jen do you want to update?
- ii. JH: I have lots of questions. I sent out an email to those organizing the AGM. Organizing is well underway, registration is underway for participation and presentation. I haven't got a lot of information from PermafrostNet, but I'll have a meeting with them next week to get everyone up to date. We have 34 registrations, 29 CPA members. The rest are just doing PeramfrostNet. 5 presenters. None for the poster session. Not a great sign. We'll see after RCOP. We'll see what happens then. We need to encourage oral presentations.
- iii. KK: How many do we need?
- iv. JH: 4 sessions, 10 min talks. Minimum of 16 talks. We could run concurrent sessions and have more.
- v. LA: people will show up, and register and present.
- vi. PM: Same pattern as last year, and we had lots.
- vii. LA: Do we have a deadline?
- viii. JH: Not really a deadline, partially because of the time it took to open registration. It is likely that we will be closing the registration about 2 weeks before.
- ix. LA: We should know for presentations by the end of October. Registrations to participate can be last minute.
- x. BF: Last year we had a lot of last minute registrations. It was a bit confusing using the promocode last year. Should I remove it, and just set the registration for next year?
- xi. JH: I think that we have it written pretty clearly in the Eventbright forms and have the code there. but if you want to make it easier, we can make changes.
- xii. BF: Maybe I can just clarify on the website. There are people paying now, who might just want to pay for next year instead.
- xiii. JH: ACTION: Let's work on this together.
- xiv. LA: Do we have a date for full price, versus partial?  
BF: No actual date. The promocode started in August.
- xv. JH: What if we just use the Promocode?
- xvi. KK: I think that we should eliminate the Promocode and just take fees in November for the next year.
- xvii. BF: That works.
- xviii. LA: Yes, we can let them be members for the remainder of the year.
- xix. BF: Most of the users of the Promocode were EC, and they did not register for the next year.
- xx. JH: Keynote presenters. We don't have one for the DH Award. I need help looking for the Keynote. I don't want to delegate to a casual volunteer.
- xxi. LA: The reason for the keynote, is that the winner of the DH usually gives a Keynote, but we were thinking that this makes more sense in Dawson, in person. Ed agrees with this.
- xxii. JH: So we are giving the DH award, but no keynote this year?

- xxiii. PM: What about having someone from YFN give a keynote?
- xxiv. KK: ACTION: I can help with this. Timing?
- xxv. JH: Right now the schedule is 35 minutes, but we can adjust this.
- xxvi. KK; We need 2 keynote speakers. It doesn't really fall into the normal keynote to have a FN talk, but this next conference is not going to be normal either.
- xxvii. KK: Chris has done joint presentations with partners, and it is something that he can help with.
- xxviii. LA: Also, we could also hear about extraterrestrial permafrost from Pooneh.
- xxix. PoM: Yes, that could be good. I have been looking at Lunar things, but there are other people working on other aspects. I'm looking at the geotechnical perspective, and others are looking at a scientific approach.
- xxx. LA: Then we can showcase how Canada may be leading the design of infrastructure outside of our planet. A key note around LUNA.
- xxxi. PoM: I can do this.
- xxxii. LA: That would be awesome.
- xxxiii. PM: It would be great to hear a bit about the background on extraterrestrial research and then the geotechnical application.
- xxxiv. PoM: I can lead some connections on this at other conferences.
- xxxv. LA: Our members would be very interested. We still have a lot to discuss. I think that the seed is planted. Thank you.
- xxxvi. KK: I'll follow up and help out with the Key details
- xxxvii. JH: I need 1-2 more session chairs, potentially more if we get several last minute presentations. Peter will do one. Lukas will do one. Cidelle Ferrera will chair one, and I will do one. We should have 1-2 more. Looks like Tabatha and Rosy can act as backup, like helping to run Zoom, and help behind the scenes. Tristan has his own icebreaker template that he wants us to use. This is geared towards the ECs, but we can all do this. Hopefully this will engage the ECs.
- xxxviii. PDM: Action set up the WeTransfer for the conference.
- xxxix. JHL Lukas will do the welcome on Day one.
  - xl. JH: Do either of you have the instructions to the presenters from last year? I need a base for the instructions.
  - xli. PDM: ACTION: pass on the instructions from last year to Jen.
  - xl.ii. JH: Do the awards recipients need to be notified?
  - xl.iii. PM: Yes, and I think that Lukas is the best for this.
  - xl.iiii. JH: Student awards for posters?
    - LA: Last year we selected a few people to judge.
  - xl.v. PDM: I think that Ashley led this last year, so contact her.
  - xl.vi. JH: We need to confirm who will do the Joint Welcome. Should KK do this?
  - xl.vii. KK: Yes, I can do this.
  - xl.viii. JH: Need to confirm who will do the Joint Closing. Lukas?

- xlix. LA: Yes, I can do that, along with whoever is doing that from PermafrostNet.
  - I. LA: Question. At closing, that is typically the place where we announce next conferences. Is this the place to promote the 2022 AGM?
  - ii. PDM: I think that we can just include the AGM 2022 along with the list of other conferences, as we will already have addressed the 2022 AGM in detail at our own AGM.
- c. AGM 2022
  - i. LA: CRB has initiated the contacts, and we hope to have an initial gathering next week to kick off the planning process, but the day is not set yet. (LA to follow up with the names of the Steering Committee).
  - ii. JH: I can act as the note taker for that if you want.
  - iii. LA: Thank you, but we don't know when this will take place yet.
- d. CPA Executive Director
  - i. Nothing yet, but I'll draft and circulate.
  - ii. KK: Can we get examples from other organizations?
  - iii. LA: Yes, and I'll pull it together
- e. Standing International Committee
  - i. We had our first meeting this week, and the major problem is how to get the money from the CNC-IPA. This is basically because the CNC-IPA pays the dues to the IPA. We want to transfer this to the CPA. Members of the CNC-IPA have 4 years between ICOPS. But because there was no ICOP, they agreed to extend their membership until 2024. Members are Toni, Sharon, Steve Kokelj, Ed Hoeve. The Secretary appoints those members (Sharon/GSC). The plan is that in 2024, the CNC-IPA Secretariat will recommend that the responsibilities divest to the CPA SIC. In the meantime, the CNC-IPA would sponsor the CPA conference and they could make a contribution. Or the CNC-IPA may fund initiatives for Standing Committees. We are trying to find a way to get rid of their money, about \$20K. So we will be asking for a contribution.
  - ii. JH: The Frozen Ground cartoons are great. The CPA could set up a way for people to be awarded funds to illustrate their findings. It would help us to share our results.
  - iii. LA: The question is how much is needed?
  - iv. JH: We'd have to talk about it. But it relates to the conference, because people going to the conference can apply to have these cartoons made.
  - v. LA: The CNC-IPA would be willing to fund that. There are no guidelines for their support, but it would be well spent on education. A good opportunity there.
  - vi. JH: Could easily go to support northerners if we had them do it.
  - vii. LA: Long story short, there is funding available from the CNC-IPA for initiatives. Toni wants to get rid of this money as soon as possible. That is it from me.
- 5. Treasurer's report (BF)
  - a. General update

- i. 162 paid members
  - 1. Same as last month, but one more EC.
  - 2. \$57012.80
  - 3. GIC is up by \$2, so \$2032.13
  - 4. Revenues are up \$30. \$27071 so far this year
  - 5. Expense \$6816 so far this year. Only 30% of our planned expenses. We had planned on spending on ICOP.
  - 6. We have money for student awards. What are we going to do? Give membership? We have \$2000 in bursaries that we haven't spent.
  - 7. LA: Do we want to keep it and support more students next year, and just support free membership next year?
  - 8. Unanimous agreement from Board on keeping the funds for bursaries, and just supporting student winners with membership.
  - 9. Our last expense this month was \$330 Membee, and \$400 for the ArcticNet Booth.
  - 10. KK: Who will be at the ArcticNet Booth?
  - 11. BF: Just need to pay the GST.
  - 12. JH: If somebody needs to register for the AGM who is not a member, how does that work?  
BF: They register on the website, and then I sent the names to Ashley last year.
  - 13. JH: If I see that they aren't a member, I'll direct them to the website.
  - 14. BF: And I can check these against the membership list.
- b. Standing Finance Committee
  - i. Charitable arm
    - 1. They drafted the first document for the Canadian Foundation for Peramfost Studies. They will send it to Toni, and then on to us before the AGM.

6. Secretary's report (PDM)

- a. General update
  - i. Thanks Jen for your minutes last meeting.
- b. Support for Canadian Archaeological Association
  - i. Collective Statement
    - 1. The CAA has drafted a collective statement that we can contribute to.
    - 2. ACTION: I'll draft a paragraph for the statement, circulate it to Lukas and Kumari, and then pass it back to the CAA to include in the statement.
  - ii. PDM: In the long run, I don't think that we will be asked to do much, but we will continue to offer our support. This initiative will take several years to play out.
- c. Standing Membership Committee

- i. Awards committee
    - 1. Nominees
      - a. Don Hayley has been selected to receive the Don Hayley Award.
      - b. Sharon Smith has been selected to receive the Hugh French Award.
    - 2. Physical Awards
      - a. DH Award: A piece of a Thermosyphon. Arctic Foundations will help make it. Toni has drafted a design and Jason at Arctic Foundations will cut the piece, and Toni will finish it up.
      - b. BF: For the money portion, so I just send them a cheque over afterward in the mail?
      - c. LA: Yes. It would be good to have them ready, but maybe we give them in person in Dawson, in a more ceremonial way. Or should we just wrap it and send it.
      - d. KK: Will they be ready to at least have a picture? I think that holding it off until Dawson would be good.
      - e. LA: Agreed.
  - ii. Nominations committee
    - 1. Board Nominations 2022
      - a. Still need to fill the ECR and a Member at Large.
      - b. LA: It would be a Northerner, and maybe a male.
      - c. Everyone: discussion on various people from different backgrounds, locations, perspectives.
      - d. Everyone ACTION: Please submit names to Lukas and myself.
    - d. Motion: Discipline of Members of the Board
      - i. PDM: Action: Draft revisions for next meeting based on comments from last AGM
7. Communications director report (JH)
- a. General update
    - i. Covered a lot of ground with earlier discussions today.
    - ii. Just wanted to bring up the question of a virtual booth, and what it might look like. We will get Phil Bonnaventure from the SMC involved. Do we want a raffle?
    - iii. KK: Sarah at NTGS has become quite knowledgeable about these virtual booths. It is not yet a success in the virtual world, but there is progress. She can help us. We'll talk about that offline
    - iv. LA: I'm available to help out in the booth at RCOP but not at ArcticNet.
    - v. ACTION: KK and JH to talk offline.
    - vi. JH: It would be good to have some sort of raffle with a grab bag of CPA stuff. Is there money to purchase this? How do we go about this?  
KK: We will be looking into this for 2022, but a low priority for now.

Photos help the Booth. Photos, Photos. Did you find more help for Social Media?

- vii. JH: I'm in contact with REM, and I'm trying to set up a general profile that I can give to the Dissemination Committee to help with website updates, better French content, etc. It is in the works, so that it is less work for me.
- viii. LA: And you can also continue to reach out to Ashley if you need a bit of help.
- ix. JH: It is mostly a matter of contacting REM so that we have greater permission for modifying the website
- b. Standing Dissemination Committee
  - i. Basically covered above
- 8. Early Career representative report (XB)
  - a. General update
    - i. LA: We didn't hear anything from XB.
  - b. Webinars
    - i. LA: Guy's was Cancelled, and Stephan Gruber is supposed to be October
- 9. President-elect report (KK)
  - a. Standing Committee ToRs and Standing Committee Chair meeting
  - b. Update Action Groups
    - i. General update
    - ii. Process to dissolve Action Groups
      - 1. Have not found how to dissolve, but there isn't anything. PCF Predated the application form. LA, if you can give me any background information, then I can draft a statement to the Action Group to dissolve.
      - 2. KK: Then we can add something onto the Application about how to dissolve.
      - 3. KK: Helpful after the AGM to connect and go through all of the things that I'm going to take over.
      - 4. PDM: We are supposed to have an update from the Action Groups at the AGM
        - a. LA: Cascade Institute has "taken over" the PCF, and Thomas Homer-Dixon is looking for funds. I've seen a proposal now, and the PCF would be one of the initiatives. Or the institute goes for less money and directs it more. They have a postdoc who is leading the initiative, and I've asked him to present at the AGM in a regular presentation in the meeting. That would cover the requirement. Adn Stephan has asked the Cascade Institute to be a part of a panel discussion in Permafrost.
        - b. KK: So we are OK to dissolve the PCF.
        - c. LA: Yes. Mike Brown wants it to stop now that the initiative is with the Cascade Institute.
      - 5. KK: I've reached out to Toni, and he will submit a report.
      - 6. LA: I'll reach out to Greg

- c. Standing Linkages Committee
    - i. We had a good meeting with the Chairs of all Standing Committees yesterday, and we can talk about that after the AGM. PM took notes, and we can circulate to the board
    - ii. PDM: Action: Send out the notes.
10. Any other business
- a. PermafrostNet and CPA – Strategic Planning
    - i. PDM: Just to let you know that there is a discussion about what is going to happen after PermafrostNet
    - ii. LA: Yes, so the PermafrostNet Board is discussing whether we can use resources from PermafrostNet to develop a strategy. Because it is allocating funds, it needs to be approved by the board.
    - iii. KK: I've heard about this from Stephan, nothing in writing, but has the CPA received an email yet about this?
    - iv. LA and PM: No.
    - v. LA: Wearing my PermafrostNet hat, we don't want them doing anything before they are approved to do it.
    - vi. KK: It has been raised to me by CPA members that this is additional to what PermafrostNet is supposed to be doing, and there was a concern. So that is floating out there. I just wanted to raise the concern that we have members who think that the CPA should do this. If we don't think about how to deal with this, we need to, and we absolutely need to be involved with.
    - vii. LA: PermafrostNet should use their resources to do their science, but they do need to look at the future.
  - b. LA: Two more things:
    - i. Chris Burn mentioned that we need to promote someone for an ArcticNet award. One of our mandates is to promote members for awards. Highlights our work. The ITK recognition award, and the IPEX award. CRB suggests that we nominate members for these awards.
      - 1. PDM: ACTION: I will task the SMC with this.
    - ii. CRB mentioned that we need nominations for the ExecutiveCommittee member on the IPA. Nominations are due in November. Not sure what to do. It is part of the SIC to make sure that Canada is represented on the IPA.
    - iii. LA: Action: I'll reach out to Toni about this . Something for the SIC.
11. Adjournment
- a. 2:15
  - b. Next meeting 5 November, 12-2 PM Eastern.