

Approved Minutes Meeting #40
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
5 November, 2021 1200-1400 Eastern

Attending:

Lukas Arenson (LA)
Kumari Karunaratne (KK)
Jenifer humphries (JH)
Xiangbing Kong (XK)
Barb Fortin (BF)
Chris Burn (CB)
Pooneh Maghoul (PoM)
Peter Morse (PM)

Excused:

Jason Smith

Minutes by:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #39, 8 October, 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. Financial Statement
 - c. 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 (XB)
 - 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 comments
 - b. Unanimously approved
- 2. Approval of the Minutes of Meeting #39, 8 October, 2021.
 - a. No comments
 - b. Unanimously approved
- 3. Matters arising (not covered later as agenda items)
 - a. None
- 4. President's report (LA)
 - a. General update
 - i. Move to focused discussion on AGM
 - b. AGM 2021
 - i. The AGM side, we have 2 components, the AGM technical meeting and the business meeting
 - ii. Jen, an update?
 - 1. JH: We have technical sessions organized, 4 sessions. Time for discussion. We have enough volunteers for the technical background roles. We have two meetings next week to talk and work through everything. In terms of numbers we have 85 people signed up. 72 are CPA members, the remainder are just doing days 2 and 3. We have 12 people for posters. We are not doing a CPA poster award, we only have 5 posters. PermafrostNet is giving out an award. The WeTransfer site is set up, thanks PM.

- iii. I've started to send out a thank you to our sponsors in LinkedIn. I hope these recurring posts encourage others to look at us and join. Regarding awards, KK, PM and I think it is fair to give the poster award winner a 1-year award membership in the CPA. This is good for membership. We will have the best presenters. Do we have enough to award one for engineering and one for science, or just 1 award?
- iv. JH: Of the 16 presenters, there might not be enough for 2 awards.
- v. LA: It would be a good member benefit. We could just have the two best presentations, and not split between Eng and Sci.
- vi. PM: I think that we should give out two awards.
- vii. JH: We could give them a little gift package. It wouldn't take that much time. Yifeng could do it.
- viii. KK: This is a great idea. A membership and some gear. And could we brand this stuff?
- ix. PM: Stickers?
- x. JH: First place gear and membership, and second just a membership.
- xi. LA: Just two awards for best and second best presentations, no category
- xii. All: Agree.
- xiii. LA: For the welcome, what will happen?
- xiv. JH: First day is CPA only.
- xv. LA: The closing ceremony, we will have the two awards. Sharon Smith will win the HF award and Don Hayley will win the DH award. Toni built the award for Sharon, and for the DH award Arctic Foundation built and sponsored it, it looks like a thermosyphon. But are quite nice. I felt that the winners need more than a slide. I want to spend some time to recognize them a bit more. The idea is that Phil is introducing the award, and I asked the two winners to participate. I wouldn't mind if they said something. Not an acceptance speech, but 1-2 minutes. Then announce that they will be handed over next year and the winners will speak in Dawson.
- xvi. JH: I will let Michelle know about the timing. It will be fine.
- xvii. LA: From the CPA side, once I start thanking everyone, and pass to Phil, we pass to Kumari as the incoming president, then you can invite people to next year's AGM in Dawson. We will officially announce Dawson at the Business meeting, and we will repeat this at the closing ceremony on the third day.
- xviii. PM: Let's have KK talk about the AGM 2022, but let PermafrostNet have the final word.
- xix. JH: The final ceremony will be led by Ryley Beddoe on the PermafrostNet side of things.
- xx. LA: I'd pass it back to PermafrostNet for the final word.
- xxi. LA: Any other comments about the technical meeting.
- xxii. LA: Business meeting, 2:30 to 4:30. Only have Members attend the meeting.
- xxiii. JH: We can move the meeting a bit.

- xxiv. LA: We don't need a lot of time in between meetings.
 - xxv. PM: We do need to have somebody to help us with voting. Whoever is in charge of Zoom needs to be in the loop. We were not militant about who attended the business meeting, because on the first day, everyone is supposed to be a member.
 - xxvi. LA: As a backup we can create forms, but if we can put it directly in Zoom, the voting will be easier. The agenda will be very similar to last year. PM and I will put this together this week,
 - xxvii. KK: I need to look at the bylaws for the deadline.
 - xxviii. LA: Anything else on the business side?
 - xxix. PM: Slate of People for the Board?
 - xxx. LA: KK is proposed for President. PM is proposed for Secretary. Madeleine Garibaldi as the Early Career Representative from Lethbridge University. Dale Heffernan from Golder in Whitehorse agreed to be the Member-at-Large. He is a counsellor at Engineers Yukon professional association. As we have it in our by-laws, we want to have a member at large to help with those connections with those associations. Discussion?
 - xxxi. KK: Are these 2 year terms?
 - xxxii. LA: Yes.
 - xxxiii. KK: Any nominations from members?
 - xxxiv. PM: No.
 - xxxv. LA: And no nominations from the floor at AGM. Members had the opportunity to nominate someone.
 - xxxvi. All: No further questions
 - xxxvii. All: Unanimous agreement on the slate.
 - xxxviii. LA: I think that covers AGM2021
 - xxxix. Pooneh and Chris join at 12:45
- c. AGM 2022
- i. KK: Some discussion about the steering committee for AGM2022 this afternoon. Also a discussion during the AGM.
 - ii. KK: Mentioned that she talked to Adrian. Do you want to add anything?
 - iii. CB: Logistics. Dawson has 3 halls, the gym is not available. The Palace Grand Theatre is available to us and is booked for 250 people, and there is the 150 person hall at the Tr'ondek Gwich'in hall. We have capacity for the attendance at the meeting. One key thing we have to do is figure out the budget, which depends on the number of people. We need to know how many people think are coming. We need a poll to find out what interest we have in the meeting, but the end of November. Then we have people put money on the table by the end of December. Then we will know how much we have to work with. Space is really a problem. We don't want 15 people not showing up, and then 15 other people who will miss out though there is actually room. We need to get an indication as to how many people want to come next year. If people book into hotels early enough, there will be no problem. Lodging and food don't seem to

be a problem, it is the capacity of the places where the meetings will take place. That's the update.

- iv. JH: Might be worthwhile to check with the hotels about events that week. Dawson can get booked up.
 - v. The Tr'ondek Gwich'in have an event organizer who is on to that right now. That is how we heard about the Palace Grand. We have to plan transportation for field trips and lodging carefully. we don't need to give people a sense of the program and what will be going on. The steering committee needs to have a bit of forward looking planning, so when we speak at the AGM we can give members enough info to decide if they will go or not.
 - vi. LA: That makes sense.
- d. CPA Executive Director
- i. LA: I put together a draft for the position, I kind of pulled this from the IPA website. We need to adjust the by-laws, or add an appendix to the by-laws. then for the contract we, well we don't have to write it up yet. At the meeting we can propose to the membership that we want to put this into place.
 - ii. PM: Are we making the ammendum and addendum at the meeting?
 - iii. LA: So think that we need to have these ready to present at the meeting.
 - iv. CB: Who pays?
 - v. LA: The CPA pays. In the first discussion, we thought that some of the ICOP funding could go toward this, as the director could help out a lot with ICOP.
 - vi. CB: We need to discuss this with Yukon University. The organization of the conference needs to take place in the Yukon. The "coordinators" need to be there, but the question is where is the money coming from? They won't hire anybody until the money is there. They don't have people with half time jobs looking for something to do. They need a proposal. You need to come to the membership in 10 days with an agreement if this is the route you are going.
 - vii. LA: 2 steps here. Set the legal framework in the by-law to do this. This is independent from the money. Regarding money, we would propose a line item in the budget to move this forward.
 - viii. CB: I completely understand this separation, but somebody is going to start asking questions, like "Why is this being proposed?" The second question is "How will it be funded?" Yukon University has to be on board for the solution.
 - ix. LA: Fair enough. Makes sense. I'll put this on the agenda for the ICOP2024 meeting next week.
 - x. CB: They do this all the time, looking for a coordinator. They will advertise it for some time and get a set of applicants. Then you get a set of people to choose from . Yukon College will look after that. This will get ICOP back on the radar.

- xi. LA: We need to push for more on ICOP. PM, KK and I will refine the wording, then propose to the board, and then the AGM. Is that OK with the group?
- xii. All: yes
- e. Standing International Committee
 - i. Not a lot to report. Toni is moving forward to propose a new executive member, and Canada wants to make sure that the members are nominated from Canada, China, Russia, and the US are represented to the level that is needed. The CNC-IPA will support nominations. And we are supporting a China and US nomination.
 - ii. CB: I'm very grateful to you for looking after that, Lukas. The situation was not that clear in the US last week. The Nominations seem to be clear for China, and that is good. The proposed member is very good. If the council elects him, that is great. Similarly from the US.
- f. More AGM2021:
 - i. JH: Can we get an update on the plenary from PoM
 - ii. PoM: Everything is OK with Oz. Time?
 - iii. JH: He has 35 minutes.
 - iv. PoM: Is there a template?
 - v. JH: I'll pass it to you.
 - vi. PoM: He was away this week. I'll talk to him this week.
 - vii. KK: Are all of the abstracts submitted?
 - viii. JH: All of the abstracts that we have are already compiled into a book of abstracts.
 - ix. KK: Do you want abstracts for the panel discussion? and the Keynotes?
 - x. JH: We can add those in
- 5. Treasurer's report (BF)
 - a. General update
 - i. Membership. 11 new members. 7 EC, 4 Reg. 173 paid members. 2 ECs were actually registered last year for the AGM. 67 EC, 18 lifetime. 77 Reg, CG 6, IG, 2, IS 2, Comm 1.
 - b. Financial Statement
 - i. As of yesterday. We made \$18 316 so about \$4000 over our budget. For budget 2022, \$9400 for individual membership, based on what we gained this year, less lifetime membership. Assumes similar numbers, and some paying less after July and the combined CGS membership. Corporate and institutional, I put in the same amount as this past year. Community members, we discussed charging communities now. If we gain a few, I put \$100. We didn't charge in the past.
 - ii. JH: What is the reason for communities paying?
 - iii. KK: We discussed this when I first started. If it is worth their while, they will pay.
 - iv. CB: It is not individuals, it is the community. The organization can join. I will be surprised if the DFN, and NND don't join as members. And they will bring people to the meeting.

- v. LA: The \$50 is not going to break a budget. We can still give the first year free, but better to have a contribution.
 - vi. BF: AGM, for 2022, we need to budget for that. I don't know what to put there. Thoughts?
 - vii. CB: There should be a certain proportion of the registration that goes toward the CPA. For the IPA, when you host a conference, the IPA gets 10% . In this case, you have to estimate the fees and the participants, you multiply by 0.1 and get a value. We are gaining information about the costs, but we are not in a position to supply the numbers. I talked with Paul Murchison last week, and he suggested that the conference people make an application to the Yukon Government. The partners did not want to do this. They feel that the Yukon Government will want to take the credit. It indicates that the partners are committed to making it happen. This is important, because the Yukon government has lots of money. The commitment of the partners is high. This is good. They recognize that there are costs, but are committed to doing this independently. It is a live discussion.
 - viii. BF: So I will keep it as \$5000, but that is an estimate. BF will ask that people indicate their attendance so that we will have a better estimate.
 - ix. CB: There is no way we will lose money on this. I will not let that happen. This will not be a drain on anybody's finances.
 - x. BF: \$23 500 total revenue in 2022, with some coming from conference
 - xi. BF: Expense: Conference participation, I need to increase this, but I had put \$5000. I don't have another year to compare. But in 2019 we spent \$13 000 on a conference.
 - xii. LA: But that was a part of the seed money, and we got that back.
 - xiii. LA: That seems a bit high.
 - xiv. BF: OK, if we are separating things more.
 - xv. LA: This budget needs to indicate the support that the CPA will provide to the conference, and separate out external conferences.
 - xvi. BF: So \$2000 for external conferences.
 - xvii. BF: Seed money for ICOP 2024 comes out this year.
 - xviii. LA: I would move this until next year.
 - xix. BF: If we do that it looks like we didn't spend much.
 - xx. Operations: \$6357. Projection \$6718. For the budget next year it will be very close. Unless you have any other operations that we think we need.
 - xxi. Scholarship and bursaries, we had \$2000 in the budget, but we didn't spend. I put in \$5000, but it could be reduced,
 - xxii. LA: We can reduce to \$4000, so that we have money for the Director.
 - xxiii. BF: We will give seed money for ICOP 2021 and transfer money into the reserve, which will balance against the revenue by the end of the year.
- c. Standing Finance Committee
- i. Charitable arm
 - 1. BF: We have a draft of the bylaws that Toni has read, and passed comments back on. The Board will see it soon.

- 6. Secretary's report (PDM)
 - a. General update
 - i. I've set up some shared spaces on G-Suite for the Standing Committees
 - ii. Sent out minutes from the meeting between the Board and the Chairs of Standing Committees.
 - iii. I'll be sending out a thank you to outgoing members of the board.
 - b. Support for Canadian Archaeological Association
 - i. Collective Statement
 - 1. I drafted a short summary of our offer to help that will be included in the Collective Statement, with comments from LA and KK.
 - 2. The collective will send along the working technical document for us to share with our members who volunteered to help.
 - c. Standing Membership Committee
 - i. Awards committee
 - 1. Nominees
 - a. Have been notified, and accepted.
 - 2. Physical Awards
 - a. LA: Have been made. The HF award was made by Toni, the DH award by Arctic Foundations, and it looks like a thermosyphon.
 - ii. Nominations committee
 - 1. Board Nominations 2022
 - a. Covered above
 - d. Motion: Discipline of Members of the Board
 - i. PM: I re-drafted the amendment based on comments from our members at the last AGM. Please review if you haven't already and give me comments.
- 7. Communications director report (JH)
 - a. General update
 - i. 85 attendees signed up so far
 - 1. 72 with CPA and 13 with permafrost Net
 - 2. All but one presentation slot is filled, with Lukas likely filling it
 - 3. Having a session with Permafrost Net next week to go over the technical logistics
 - 4. As well as another meeting just the CPA volunteers to go through it all
 - 5. We transfer site is set up and instructions went out to presenters so they can pre-record if they'd like
 - 6. Need to contact people who haven't paid for their membership yet and direct them to registration page
 - b. Standing Dissemination Committee
 - i. Lots going on with the SDC in terms of educational development but nothing the board needs to deal with urgently
 - ii. Got a shared drive set up with our monthly meeting notes, copies of the strategic plan and logos, etc.

- iii. Set up a website to do list so at least we can keep track of our ideas
- 8. Early Career representative report (XB)
 - a. General update
 - i. None
 - b. Webinars
 - i. The webinar was pretty good. We had about 20 people. We have Guy Dore lined up for the next one.
 - ii. LA: Do we have the recordings?
 - iii. XK: Yes we do, and I'll make sure that JH gets these.
 - iv. LA: Important to remind people that the Vimeo videos are there.
- 9. President-elect report (KK)
 - a. Standing Committee ToRs and Standing Committee Chair meeting
 - i. We had the meeting in October, and we've talked about the TOR, and made progress on that. Just wondering about what would be good to get done before the AGM, or wait until after the AGM.
 - b. Update Action Groups
 - i. General update
 - 1. I've traced down the form for an application about what is requested. There is nothing about it in the bylaws. We need to have the forms indicate the requirements for how to open and close an action group, and a place to indicate when the board made its approval. We should note at the AGM that the PCF action group is finished.
 - 2. LA: I'll give an update on the PCF at the AGM after I talk with Mike Brown.
 - 3. KK: We need to have the board then officially close the Action group after the presentation
 - 4. KK: Toni had a poster presentation at RCOP, and we will get a presentation from him at the AGM.
 - 5. JH: He will put the poster up at the AGM.
 - 6. JH: I am not sure what I should prepare for my update.
 - 7. LA: There is not a lot. The main report used to be some social media stats, and progress on the website.
 - 8. LA: Any other questions?
 - 9. None .
 - ii. Process to dissolve Action Groups
 - 1. Discussed above.
 - c. Standing Linkages Committee
 - i. Discussed the TOR with Sarah.
- 10. Any other business
 - a. PermafrostNet and CPA – Strategic Planning
 - i. The board has approved the financing of the Strategic planning exercise. PeramfostNet asked if a representative from the CPA could sit on the committee. Stephan asked if we wanted to be on the table when this was developed.

- ii. CB: You need to be paraty on this. PermafrostNet has almost no engineers. Just 2. Engineers are underrepresented. Need to make sure that PermafostNet does not then represent the permafrost community in Canada. The CPA does. The CPA represents a much broader opinion than PermafrostNet. The university agenda is different from the national agenda. They haven't always been the same thing. If they come out and say things that the CPA does not know about, that is a problem. If it is a paraty committee, then they can be more accountable to us.
- iii. LA: A good comment. They are anticipating 6-8 members. Many are CPA members as well. I agree that we do not just want to be a token member. We don't want to be in the minority.
- iv. CB: The advantage is that PermafrostNet has a lot of resources, and they can put money towards this strategic exercise. But they haven't yet disclosed the membership of the committee, or the planned membership. We don't know if it is balanced or not. if they are trying to represent the whole of the community or not.
- v. LA: We have their terms, but I don't see that there is any need or want to have diversification in terms of professional, academics, government, industry.
- vi. KK: Those ToR do have a bit on representation of government and academia. What we can say for now is that we will use CBs advice and review the ToR with this in mind. We can say yes, the CPA wants to be involved and have an active role.
- vii. CB: Unless the outcome has already been predetermined.
- viii. LA: And that is a discussion that we have had at the board. It has to be more than just PermafrostNet. This needs to propose a national strategy.
- ix. KK: The ToR for that Strategic Planning committee does not say industry. It says academia, government and Indigenous organisations. My conversations are that it is open, and could be a co-led committee.
- x. LA: That was the last point on the agenda. Any other items?
- xi. None. Thanks everybody. We will be in touch over the next week to move things forward.

11. Adjournment

- a. 2:22 PM
- b. Next meeting: 12-2 PM Eastern, Friday 10 December 2021.