

Approved Minutes Meeting #41
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
10 December, 2021 1200-1400 Eastern

Attending:

Lukas Arenson (LA)
Kumari Karunaratne (KK)
Barb Fortin (BF)
Peter Morse (PM)
Chris Burn (CB) Joined at 13:11

Visiting

Dale Heffernan (DH)
Madeline Garibaldi (MG)

Excused:

Xiangbing Kong
Jason smith
Pooneh Maghoul
Jennifer Humphries

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #40, 5 November, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. General update
 - b. AGM 2021 - review
 - c. AGM 2022 - updates
 - d. CPA Executive Director - Next steps
 - 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
 - d. Update Bylaws: Discipline of Members of the Board and Executive Director
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.

Agenda

- 1. Approval of the Agenda
 - a. No Quorum yet
 - b. Can't approve yet, but no comments
 - c. CB has joined and item revisited
 - i. No discussion
 - ii. Approved
- 2. Approval of the Minutes of Meeting #40, 5 November, 2021.
 - a. No Quorum yet
 - b. Can't approve yet, but no comments
 - c. CB has joined:
 - i. No discussion
 - ii. Approved.
- 3. Matters arising (not covered later as agenda items)
 - a. None
- 4. President's report (LA)
 - a. General update
 - i. Lots going on at work, so not much for a general update
 - ii. LA: We have a change for next year, that we have 2 new members, coming and 2 outgoing board members. I encourage MG to reach out to XK to see what he has been up to. DH, you don't have any concrete roles, but you provide support, input, and perspective to the organization.
 - iii. DH: It also is a chance for me to let the engineering community know more about the CPA and maybe get more involvement via professional development hours.
[PM: I moved the following minutes from 4c to 4a(iv) to 4a(xvi) as the conversation jumped around and the topic seemed more appropriate here]
 - iv. LA: Let's talk about PermafrostNet.

- v. KK: Stepan Gruber reached out to me that he was upset about not hearing about the Dawson meeting until the panel. He was feeling a bit put out. We don't need to do everything with PermafrostNet, but it was a mis-step. We should have given him a heads up. We need to think about what we want to do about that. We just discussed that we don't need to have the business meeting in Dawson, so do we want to do something with PermafrostNet in November as we have been.
 - vi. CB: If PermafrostNet wants to propose something in Dawson, they are welcome.
 - vii. CB: I don't think that he didn't know.
 - viii. KK: He should have known from other discussions, but we didn't let him know formally. I propose that we send him a note, that we shouldn't have done that, and say what we want to about our meeting and our AGM.
 - ix. LA: I have no problem that we send him a letter, but we are under no obligation to report everything to him. It is not really our problem if his planning committee did not pass him this information.
 - x. LA: We don't want to hijack the Dawson meeting for the CPA business meeting.
 - xi. KK: CB, is there any message that we should include?
 - xii. CB: This is not just a CPA conference, but is part of an activity that is bigger than the CPA and the 3 FN. There is symbolism here. There are some constraints. As the program develops, there will be opportunities for PermafrostNet to participate, like Ryley Beddoe, and Kumari. It is the case that Ryley and Pascale are fully in the know as to what is going on, but they may not have had the time to advise SG. Duane Froes is proposed for a field trip, he could have. The Transportation Branch is a member, the Vuntut G'wichn are members of PermafrostNet, and Toni fully knows. So PermafrostNet members have been consulted and engaged in the program. Worth pointing out. Also important to point out sensitivities that have not all been sorted out yet. It means that we don't have a laid out program, session by session. If PermafrostNet would like to propose something, they can, but they are involved now.
 - xiii. KK: I think one of two things, there was a formal courtesy that was not offered, and I talk to him all the time, but it slipped my mind. If he truly hadn't heard anything about this, it was probably because he hadn't heard anything formally.
 - xiv. CB: I did have a walk with him along the Rideau river last May.
 - xv. KK: It is in our by-laws to go north to have our meetings. We worked with PermafrostNet because of online meetings during COVID, but it is not set in stone.
 - xvi. LA: Let's move on, KK and I will sort this out.
- b. AGM 2021 - review
- i. A great event, and we will have the proceedings out next week. Yifeng did an awesome job putting the abstract together and we will post them soon. Great working with PermafrostNet, but it is time to do something

else in 2022. We had up to about 70 participating, and we got new members.

- ii. PM: Very happy to have the technical support from PermafrostNet
 - iii. KK: A bit disappointed with the Keynote on the first day, but that is what happened due to a last minute cancellation. Pooneh did a good job pulling that back, but some lessons for next year.
 - iv. LA: The panel for Dawson was really good.
- c. AGM 2022 - updates
- i. Excited about this, and we are at about 45 people who have expressed interest in going to Dawson. Lots of activities going on to get this organized, and Chris has been doing a lot. The latest plan will be presented to the Chiefs by the steering committee any day now.
 - ii. KK: Yes, right around now.
 - iii. LA: Field trips are already in the planning, Dempster Highway, Top of the World Highway, and placer mines where PF is already exposed. Travel arrangements are being made, the Palace Grand is booked, and Yukon University has reserved some rooms. The idea is to use the land and be out on the land for interactions. The last thing that we want is for people to fly in and sit around in hotels. The point is to be out on the land. There will be 2 public events planned. Dialog, and listening should be the keys of this event. From an organizational perspective, we have 45 people, and in January we will start asking for deposits to confirm places and commitments to attend. The website has been updated, and we have added more information on our CPA Events page.
 - iv. KK: I think that is about it. the Steering Committee has a meeting next week, and the organizing committee is taking shape (Get names from Lukas)
 - v. DH: Will there be sponsors?
 - vi. LA: They don't want to have sponsorship. The 3 FN want it to be their event. At the same time I do see that there might be value in supporting an event for students. We could tailor sponsorship of students to the meeting. It is a good point that we need to discuss.
 - vii. DH: We might get sponsorship from AirNorth to help with travel.
 - viii. KK: The FN wants to make sure that sponsorship is outside of the Yukon Government. We can look into this.
 - ix. LA: It makes sense if we can decrease the costs of participation.
 - x. KK: Sponsorship that we are talking about seems like it is inline with the goals of the conference. Something for the Steering committee to discuss
 - xi. LA: We also have to discuss if we want to have a hybrid conference.
 - xii. PM: If we are outside a lot, I am not sure that a hybrid model will work that well.
 - xiii. LA: If the goal is to have good discussions, then we need people to be there together.
 - xiv. KK: Instead of having things live online, we can record certain events, and share those. The hybrid event takes away from relationship building.

- xv. LA: We don't need an answer right now, but it is something to consider.
- xvi. LA: Is this officially our AGM?
- xvii. PM: I don't think that we need to have the AGM at the same time as the Permafrost Meeting in Dawson. We can do it separately.
- xviii. KK: It was overlooked that we didn't reach out to PermafrostNet earlier about the meeting in Dawson. SG was surprised to hear about the meeting at this year's AGM, and that he had not been notified about it earlier.
- xix. LA: We will come back to this when CB joins at the top of the hour (PM: see above).
- xx. CB: We will have 3-4 people about the 2022 conference. I promised that I would let the Organizing Committee know about 3 names of students who will volunteer to help. One will help with communications, and 2 will help with registration. I was hoping that BF will supervise them as they will have to do something with money.
- xxi. LA: A good reminder about registration. BF, you and I can look into using Membee. It has instruments in place to use credit cards, and it has all of the connection to the bank account. We can use Membee in the background.
- xxii. CB: We can open the registration in February when we have the program organized. We will have the sessions, the what and where, by the end of January, and we will know about the budget by then.
- xxiii. LA: What are the discussion about sponsors?
- xxiv. CB: There are mixed messages. One view is that they do not want the government to get the credit, but on the other hand, there are territorial groups who have money and can't spend it/haven't spent it. Once money begins to appear, we may see views change. Hard to know. I was extremely pleased to have the support from Paul Murchison, and I have a Chiefs meeting on Monday, and will raise the question about sponsorship, and developing a strategy. Then the Steering Committee will meet and develop a strategy. We will soon know what agencies we can look to support from. The FN are totally behind this meeting. I don't think that this will be a problem. There are all sorts of reasons outside of permafrost for this meeting to take place, such as tourism. This will get support. The NND will have many of their community members attending the conference, even those from outside of YT, but within traditional territory. I'm thinking that we will get about 200 people. If we get 100 from FN, it will be no problem to get 100-150 from our membership. The word seems quite well disseminated.
- xxv. LA: There is much more potential, as it hasn't been widely advertised.
- xxvi. CB: After the Steering Committee meeting, there will be an organizational meeting, and the bus contractor will be there. They want to fill buses from Whitehorse, so that could help increase attendance. It does mean that there is an opportunity to see the Takhini thaw slump. The Beringia Centre has come forward, trying to offer something to the conference. It

is a bit vague, but we will work on it. As people hear about this, a number of people and groups want to get involved.

xxvii. CB: The Klondike Placer Miners Association want to help with a field trip.

5.

a. CPA Executive Director - Next steps

i. PM: We got approval for this from the membership.

ii. LA: Let's table for now. We have to see what support we can get from the ICOP committee, and get the funds all in place.

iii. BF: Will this be an employee or a contract? Way more complicated if an employee.

iv. LA: It would be a consultant in essence, for their service. It is up to them to pay their taxes and that sort of thing. This should be legally possible, but CRA may say that if the person is only working for you, they may be an employee. We won't have them full time. We have to look at this. I'll check with the CGS how they do it.

v. KK: If you take care of the legal stuff, I'll take a stab at the writing.

b. Standing International Committee

i. No comments here

6. Treasurer's report (BF)

a. General update

i. Lots going on. We have 34 renewed members. 20 REG, 11 EC, 2 CG, 1 IG so far, one who indicated they wouldn't renew. We gained 13 new members, 8 EC and 5 Reg., so 186 members now. 75 EC, 17 Lifetime, 83 Reg., 6 CG, 2 IG, 2 IS, 1 Com.

ii. In the bank we have \$62 540 , GIC 2032. We have \$30 394 in revenue for 2021, \$26 359 from membership, plus \$4000 from donations. So far we have \$6070 in revenue for 2022 from membership renewals.

iii. Expenses for 2021 are \$7450. This month I paid the CFES membership for 2022, we paid the memberships for contest winners at the AGM (\$90), \$31 for the WeTransfer service, \$128 for the HF trophy, and \$7 in banking fees. We sent a check to DH to support his trip. We are supposed to transfer \$10K to the reserve, but we don't have a separate account yet, but that would bring expenses to \$17 450. Transfer is mostly symbolic. We should probably have a separate account for the reserve. I can't open an account online. Things are still under LA's name. Expenses for 2022 so far are \$201 in Stripe fees.

iv. LA: We need to have another account for ICOP, and we should make a separate account for the Reserve fund.

v. BF: OK, when we get to open the account for ICOP , we will do the same for the Reserve account.

vi. BF: GSC/CPA joint membership. something has changed, there is now no benefit to us. The cost has gone up, but the CGS is in full, so the CPA amount has gone down. Also, they may not be paying the full tax. They still owe us for this year, and the amount that they think they owe is

greater than what we have records for, so we may not be getting all of our members going to the CPA website site.

- vii. FB: We also have PST in Quebec that I have to sort out. It is a small amount, but I need to ask an accountant about how to deal with it. The CRA does not explain things that well, but there are other questions that I have about taxes.
- viii. LA: I think that we should reach out to an accountant just because of ICOP. We will have a different level of reporting, but right now we are below that. We need to start looking for an accountant that we want to reach out to.
- ix. LA: The accountant could be anywhere, as we are registered Federally. Our registered address is in Ontario, so we need to look into this.
- x. BF: Any questions?
- xi. None

b. Standing Finance Committee

i. Charitable arm

- 1. I sent out a document about the foundation, but I don't think that anyone has looked at it properly yet. Even I didn't have time yet. Let's look at this in January.
- 2. LA: We can engage this law firm that Brian and I talked with. We will have to pay 2-3K for them to review our charity documents. They have lots of experience with this type of advice.
- 3. BF: Not sure if it is better that we review internally, and then go to the lawyers.
- 4. LA: Agreed. Any questions?
- 5. None

7. Secretary's report (PDM)

a. General update

- i. PDM Action: I will update our business registration documents and submit those updates
- ii. PDM Action: Post meeting minutes on the website.

b. Support for Canadian Archaeological Association

i. Collective Statement

- 1. The collective statement is almost ready so share, so you will see that soon.
- 2. I keep reiterating that the CPA will offer assistance, if requested. The collective is drafting a technical document, and the CPA will be asked to comment on that when the time comes

c. Standing Membership Committee

- i. I will work with PB to get a more concrete game plan for the new year.

d. Update Bylaws: Discipline of Members of the Board and Executive Director

- i. I will add these amendments to the bylaws, but we need to have the edits reviewed by a lawyer.
- ii. KK and LA: It makes sense to do this.

8. Communications director report (JH)

- a. General update
 - i. JH passed on an update via email
 - ii. LA: We do need to send out some updates on a short course, a reminder to members about the CFES educational tool. I want a reminder that there is a new CSA guideline on permafrost risks to communities that is in review, so we would like our members to comment on it; and another reminder of Dawson. We need these in a newsletter by the end of the year. In January, we want to include a brief introduction of MG and DH.
 - iii. LA: We need to look into how to let our email get on a safelist. Many people are not getting emails because of Microsoft pre-screening. We need to let people know that CPA emails are safe.
 - iv. BF: At Tetra Tech we at least get a quarantine.
 - v. LA: It is frustrating if you pay and don't get any information.
 - b. Standing Dissemination Committee
 - i. No update.
9. Early Career representative report (XB)
- a. General update - No update
 - b. Webinars - No update
10. President-elect report (KK)
- a. Standing Committee ToRs and Standing Committee Chair meeting
 - i. Not much progress here. We have a draft with lots of track changes. There are some things that we need to get approvals on before they go forward.
 - b. Update Action Groups
 - i. General update
 - 1. I have got the Action Group Application form , and I changed this a bit, to show that we have some review and comments added, and a bit of a form to close out the action group. I'll send it around for you to look at.
 - ii. Process to dissolve Action Groups -see above
 - c. Standing Linkages Committee
 - i. Sara Brown wants to step down, as chair. I will reach out to Duane Froese and Michel Blade to see if they might be interested.
 - ii. At the January meeting, I'd like to come up with a work plan for the committees for the year, to take back to the committees. We need to get set off on the right foot in January.
 - iii. PM: This is a good idea. We can get feedback from the Committee chairs, and the directors can present these ideas along with their own to the Board. We can then take the results of the Board Discussion back to the Committees and help them get started on work for the new year.
11. Any other business
- a. CB: We produce quite short newsletters. But I wonder if some issues may be resolved if we report more. Then the members will have a better idea about what we are really doing, and what is going on. Maybe a bigger, 1-year document.

- b. LA: Or a more frequent newsletter. That is where the executive administrator will come in. The hope is that more frequent provision of information will help us all. My goal is to improve the way we communicate with members and chairs of action groups and committees.
- c. LA: I was hoping that we can all reflect on the year, and what we want to do in 2022.
- d. CB: What is more important is to thank you for all of your work in the last 2 years. You have done it during the pandemic and taken us from the beginning of an association to a sustainable organization. I hope that you derive a lot of satisfaction for what you have done.
- e. LA: It was fun, but I really enjoyed it. I wouldn't have minded seeing faces in 3-D.
- f. KK: I agree with CB, I feel quite secure stepping into the shoes, knowing that you will be around for another year. Highlights for me are coming in and meeting a bunch of new people. I was feeling a bit peripheral, but not now. The work that we are doing with the Archaeological Association is meaningful, and the Dawson meeting is exciting.
- g. BF: I agree with what CB and KK said. I am more comfortable with the things I need to do, so they are easier. I am happy to have met more people. A good year, and thanks for all of your work.
- h. PM: I have been very happy to see how the CPA has continued to grow over this past year, especially under the pressure that COVID has placed on us all to work virtually. It has happened because of the commitment and leadership of the Board.
- i. DH: I am looking forward to getting to know the greater community, and learning more.
- j. LA: I am excited about the Dawson meeting, and reaching out to indigenous communities, and learning from the people that live with permafrost. I am looking forward to connecting with the 3 FN. And, I'm looking forward to working with KK moving forward.

12. Adjournment

- a. PM: I will send out a Doodle Poll to help choose the dates for our meetings in 2022, but for now let's tentatively say that we will meet next in the second week of January.
- b. PM: I will also tune up emails and that sort of thing so that they go to the right board member.
- c. All: agreed.
- d. Adjourned 14:12 EST