

Approved Minutes Meeting #46
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
06 May, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Peter Morse (PDM)
Lukas Arenson (LA)
Kumari Karunaratne (KK)
Pooneh Maghoul (PM)
Chris Burn (CB)
Dale Heffernan (DH)
Jennifer Humphries (JH)
Barb Fortin (BF)
Madeleine Garibaldi (MG)
Astrid Schettslar (AS) - Executive Assistant, non voting

Excused

Minutes

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #45, 08 April, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
 - a. General update
 - b. AGM 2022 - updates
 - c. Standing International Committee
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
 - i. General Update
 - ii. Charitable Foundation
6. Secretary's report (PDM)
 - a. General update
 - b. Standing Membership Committee
7. Communications director report (JH)
 - a. General update
 - b. Standing Dissemination Committee
8. Early Career representative report (MG)
 - a. General update

- b. Webinars
- 9. Past-President report (LA)
 - a. Standing Committee Chair meeting
 - b. Update on Action Groups
 - c. Standing Linkages Committee
- 10. Information Sharing
- 11. Any other business
- 12. Adjournment

Action items:

KK: Organize a subgroup of the Board to set EA tasks.

KK: Develop an In-kind sponsorship plan.

KK: Keep spreadsheet to coordinate sponsors

JH: Coordinate with EA to to have some social media ads for conference posted on the 23rd on all of our social media channels

PDM: Ask the SMC to take on posters as we are organizing the student award for posters

Minutes:

1. Approval of the Agenda
 - a. Discussion: none
 - b. Approved
2. Approval of the Minutes of Meeting #45, 08 April, 2022
 - a. Discussion: none
 - b. Approved
3. Matters arising from the minutes (But not covered later as agenda items)
 - a. KK: Did not put in something for the Frozen Ground
4. President's report (KK)
 - a. General update
 - i. KK: Welcome Astrid. She was hired this month. Let's do some introductions.
 1. The board members introduce themselves.
 2. KK: We need to figure out how to task Astrid. E.g., taking minutes. Maybe a subgroup of us can decide on this?
 3. Action: Subgroup of Board to set EA tasks.
 4. LA: the action items will dictate this to some degree.
 5. KK: It is only 8 hours a week on average. Some weeks are busier, some less busy. Important for Astrid to keep track of hours. Astrid has to let us know what she has been asked to do.
 6. LA: Jen probably has a large list of things to do.
 - ii. KK: I reached out to Phil and the SMC, and we will get out another newsletter, and reached out to Michelle Blade for an update on Nunavut activities, Stephen gruber for permafrost net, and Ann-Marie Leblanc for a bit on her GEM GeoNorth work.

- iii. KK: Permafrostnet Strategy Committee - We've been meeting monthly, including Janet King, David Moore ADM a GNWT, Shawn Marshall, Jocelyne Hayley, Stephan Gruber, and me. Focus has been on trying to derive a mission, principles, summary statement, etc., and it is time that I brought those to the Board, so I'll share next month. One thing that SG put together is an infographic on the need for a strategy, and the idea is to share that in Dawson. There is also a science policy conference held each year, this fall it is in Ottawa, and there is a proposal for a panel about the strategy. I'll sit on that panel and so will Emily Steward Jones, and SG. It is hard to get the proposals approved, very competitive. Might be a long-shot.
- iv. PM: A few years ago, this was not the case.
- v. KK: I guess it is quite competitive now. I'm feeling a bit unsure about where this is going. There is a big need for indigenous engagement on this committee, and having an indigenous member. Not too early, don't want to waste anybody's time. I'm pushing the group to identify the needs of northern Canadians, which would be different from the academic community. My push is not really getting picked up too much. There will be discussion about this strategy at the Dawson Meeting. SG will start with a discussion at the meeting, and will help with meeting closing. This [strategy] is a bit soft, as the focus has been on how it works, rather than the permafrost itself. Questions?
- vi. LA: How will members or the broader community ask questions or get involved?
- vii. KK: There have been "micro-engagements" with the theme leads in PermafrostNet and also with people from Polar Knowledge. But there hasn't been enough concrete work done for me to feel comfortable micro-engaging on this. But soon. I'll bring it to the board next month. Then we can decide how we want to reach out to the membership.
- viii. CB: First, sounds like an environmental assessment, with the preoccupation of the process. That is quite right, not to take the procedural discussion outside. Second point is that if the micro-engagement is on Zoom, you will not get disagreement. You will not get the robust engagement that you would get in person. You need to get everyone together in a room. Third, the national science policy conference is not well appreciated in the university environment, because it is designed for issues that are relevant to people, for example, marijuana and its legalization was a past subject. In that way, the thing about permafrost is that its constituencies are well known and engaged in by academics. Part of the difficulty is that the Federal Government and Territorial Governments are where the issues are guided. You are dealing with the people who are needing this information. The 4th point is that I think we are headed with a serious problem, that the pandemic has stuck the Federal Government into debt, inflation is raising costs in the north,

and the cost of permafrost research is going through the roof, and not many are thinking about that. They are thinking about the topics of research, not the viability. The financial problem is a strategic element that is more important now than even a few years ago.

- ix. KK: Good points, thank you.
 - x. CB: We have to be careful at the Dawson meeting, we agreed with the FN about the agenda. That must be paramount. If there is a story about the National Strategy being a priority, I've got a lot of talking to do. The Local Strategy must be the focus. It would be awkward if the National Strategy leads.
 - xi. KK: The Territorial Strategies must inform the National Strategy.
- b. AGM 2022 - updates
- i. Budget.
 - 1. KK: I sent it out to you all. We have more quotes. The budget is tighter. The CNC-IPA can donate \$10K.
 - a. BF: The money may take some time, but everybody at CNC-IPA approved that expenditure.
 - 2. KK: Inline with sponsors, LA put together a sponsor package, with different levels of sponsorship and benefits. We have got a number of different people who we will solicit sponsorship from (lists them).
 - 3. Discussion about who else could sponsor the Dawson meeting.
 - 4. KK: We are just over budget by about \$6K
 - 5. LA: Are you the point of contact for sponsors? We should set this so that we don't have duplication.
 - 6. KK: Sure. I've got a spreadsheet going, and I can coordinate that.
 - 7. LA: Great, so we can all contact people, but coordinate with you.
 - ii. Accommodations
 - 1. Astrid. 32 people have reached out, so we are asking them to actually make the bookings.
 - 2. KK: Any problems? GST?
 - 3. CB: In the end, they will get a receipt from the Bunkhouse. They will pay the CPA the money, and the CPA will pay the bunkhouse, and they will receive a receipt from the Bunkhouse when they check out.
 - 4. BF: There are some people who have already received a receipt from me. That way they know they have paid, and can get their GST back sooner than later.
 - iii. Registration
 - 1. KK: It is a bit down from what I expected, about 30 have registered, and about 15 students.
 - 2. CB: We are getting there. There are some people, the wheels are turning. We'll get there. Once we get to the point that we have to

fill spaces, we may have to start taking spots from one class to another.

3. KK: Before you step out, anything else?
4. CB: I'm very enthusiastic about the program.
 - a. I spoke to Dillon McGregor, who is the lead on the Faro remediation design for SRK. He is going to be on the mining panel. So that panel is closed, and I'm happy about that.
 - b. Also, on Permafrost Carbon, Don McPhee, the regional operations manager for YESAB [Yukon Environmental and Socio-economic Assessment Board], because YESAB has to come up with a statement about carbon. So the question of climate change impacts on YESAB's mandate is being actively discussed.
 - c. The final space in the panels is to do with land use planning.
 - d. Seems to me that we need some people to take personal responsibility for some things, like buses and the food. Astrid is great with accommodation. We haven't touched on the media and reaching out to them. We need a press liaison.
 - e. We applied to the Climate Change Preparedness in the North Program [a CIRNAC program]. The decision will be made next Wednesday, and I'm optimistic about this. We have strong support letters, the request is reasonable, and the package is well put together.
5. LA: I think that the numbers will fill up.
- iv. KK: CB will be on vacation later on this month, so may be a bit hard to get a hold of. We need to think about putting together the teams to summarize the different themes. We have some ideas down, that may encourage registrations. That needs to happen soon.
- v. We need to figure out sponsorship visibility, program printing, lots of volunteer leads are needed.
- vi. CB: One financial point, there is a lot of money in the budget allocated to food, but this is on a per capita basis. This means that the food will not be an encumbrance if registration is low. I'll check with Astrid, can you get the registration list on a daily basis.
- vii. JH: Does anybody have any hesitation about me giving Astrid access to Membee?
- viii. DECISION: Unanimous board approval to give Astrid access to Membee.
- ix. KK: What happens with loss/gain?
- x. CB: Not discussed yet, but needs to be discussed. My guess is that any surplus will be put toward the International Conference, which would be well received. In terms of a loss, based on our news this week, our

budget, and what we will probably get in sponsorship, I don't expect a loss. But because of the CNC-IPA funds, we are not really scrambling.

- xii. LA: Ultimately, what we want is for the benefits to go to the CPA. If we can use this to support ICOP and stays within the Yukon, then that is the reason why we might want to be the beneficiary.
- xiii. CB: As the president of the IPA, the organization of the ICOP needs attention, something that we can announce at the meeting in Dawson.
- xiv. LA: Agreed, I have some things to say later in this meeting.
- xv. KK: I have list of 10 things that need attending to for the conference:
 - 1. Posters
 - 2. Buses: from whitehorse, and at Dawson
 - 3. Fieldtrip logistics and the field trip guide
 - 4. Sponsorship visibility: making sure that happens
 - 5. Meals: Coordinate with Bonanza Market and also TH
 - 6. Check-in on first day and delegate bags
 - 7. Program printing and Layout
 - 8. Discussion group questions, pens, scribes, volunteers
 - 9. Permafrost conditions pamphlets
 - 10. Media contact
- xvi. LA: I'm a bit confused. What is the role of the CPA versus the conference Organizing Committee and steering committee. Is the CPA board the right place to look for this?
- xvii. KK: Good point, I guess that I'm not looking for a volunteer from us, but who do we know that is coming who can help. I'll propose that I put these in an email, circulate, and then we can reach out.
- xviii. PDM: Action: I will see if I can get someone from the SMC to take on posters as we are organizing the student award for posters.
- xix. KK: Any other questions?
- xx. LA: When do we want to open the registration to the public? We need to be able to let everyone have a chance to get the early bird discount. If we open on the 23rd, that gives CPA members another 2 weeks, and then everybody a chance to get the early bird for another 3 weeks.
- xxi. KK: So good to have some social media ads posted on the 23rd on all of our social media channels.
- xxii. Action: JH to coordinate with EA to to have some social media ads for conference posted on the 23rd on all of our social media channels
- xxiii. BF: Right now we have different "limits" in Membee than you have in your budget. Now we have 45 Early bird regular (we have 29 now), and another 2 at full cost. For student we have a limit of 25 early bird, and we already have 15, so we are more than 50% there. On the budget, there are 60 regular and 60 students.
- xxiv. JH: We brought the limits down because of accommodations.
- xxv. KK: We need to factor in Astrid's accommodations.
- xxvi. KK: any other questions?

- xxvi. BF: We haven't considered Stripe fees in the budget, but that will be around \$1500. it is a percentage, around 3%.
- c. Standing International Committee
 - i. KK: Toni has looked at the terms of reference. the idea is to close down the CNC-IPA, and roll into the committee. We'll talk next week about that.
- 5. Treasurer's report (BF)
 - a. General update
 - i. The announcement of the conference brought some new members and renewal. We are 179 paid members, and a lot that need to renew. 68 EC, 17 Liferns. 85 Reg, and the rest have not changed. No community members. \$82284 in the bank including \$37K in the reserve. \$2032 in the GIS. Revenues from membership are \$18880, so 99% of the budget. Revenues for \$26296 Dawson coverage, spread out over registration, sponsorship, and paying for bus. Expenses \$5151 in total, and this month for \$40 for Law Depot, and \$7 banking fees. I paid the GST for this Quarter \$560. Dawson City expenses, \$10K for the deposit, and \$20 to pay for the transfer. \$640 in Stripe fees.
 - ii. BF: for Don Hayley, how do I deal with Don Hayley's registration?
 - iii. LA: Just don't deal with him; he won't have to pay.
 - iv. BF: We need to give him and the other non-paying members (sponsors), info like for accommodations.
 - v. LA: I know that Beaded Stream will be a sponsor, but Hayley has already registered. So we will have to reimburse Hayley. This may be the same for other sponsors. We may have to discount from what the sponsor will pay.
 - vi. BF: I sent out another email to CGS about last year's money owed, and so far this year they owe us \$1450, and last year about \$950.
 - vii.
 - b. Standing Finance Committee
 - i. General Update
 - 1. The committee has been focused on the by-laws for the charitable foundation
 - ii. Charitable Foundation
 - 1. Wendy Sladen has reached out to a law firm. The firm has already sent out an engagement letter, and the letter asks for a \$5000 retainer. That is not really in our budget. Sounds like incorporation will cost \$200, but then between \$5 to \$15K (there is a difference between a granting charity 15K, versus another charity type 5K) to get the rest of the things going. The committee needs to know if they can go ahead.
 - 2. LA: I think that we need to wait until after the Dawson meeting to see what kind of cash we have, before we make a financial commitment.

3. KK: I agree. Seems like a lot of money right now, but we are on a bit of shaky ground. I feel for the committee given the amount of time spent.
4. BF: That is the main work plan item for the committee
5. PDM: What is the money spent on, the \$5K to \$15K?
6. BF: We would need to pay the retainer, and then we would get reimbursed if the cost is less?
7. PDM: Is there another firm we can contact?
8. BF: We contacted them because we have already reached out to them for ICOP.
9. LA: Maybe we could just ask for a quote, or estimate.
10. BF: I'll ask Wendy to ask for a ballpark cost estimate/quote.

6. Secretary's report (PDM)

a. General update

- i. Not a lot to report on in general. I helped out with the hiring committee for the EA and set up accounts and permissions for the job in GSuite.

b. Standing Membership Committee

- i. We had two meetings this past month. The first was to finalize the list of Member Benefits to share with the Board, the second was to discuss the newsletter and who will take that responsibility on. Paula Godin has volunteered to be the liaison with the President and the EC.
- ii. A sub-committee was struck to develop a student award at the North Yukon Permafrost Conference, and the committee wanted to know how much money can be given out?
 1. KK: We can give out up to \$4K.
 2. BF: Agreed.
- iii. The SMC is organizing the Nominations Committee
- iv. The SMC has submitted a proposal to the Board for a mentorship program.

7. Communications director report (JH)

a. General update

- i. We should ask if a printing company in Dawson might want to sponsor some of the printing. Some of the local companies may want to sponsor. There is also the Yukon School of the Visual Arts.
- ii. No other major updates

b. Standing Dissemination Committee

- i. None

8. Early Career representative report (MG)

a. General update

- i. None.

b. Webinars

- i. Next webinar will be mid-June, so please pass on any suggestions.
- ii. KK: Would be great to do one on InSAR

iii. PDM: Action: pass on some NRCan InSAR contacts

9. Past-President report (LA)

- a. Standing Committee Chair meeting
 - i. the Standing Committee Chair meeting will be next week
- b. Update on Action Groups
 - i. None
- c. Standing Linkages Committee
 - i. I had a meeting last week with Transport Canada, and Maxine at TC is still interested in supporting the committee.
- d. In terms of ICOP, there is a meeting invite out, and the ICOP meetings will start to be more frequent

10. Information Sharing

- a. LA: Woodwell, and the PCF Action group. We had a meeting at the GSC with the Cascade Institute. The Woodwell Institute got a lot of money to look at permafrost carbon and infrastructure. What Cascade Institute is trying to do is see if we can leverage some of the funding because of our expertise on monitoring, and the fact that the proposal at Woodward featured many Russian funds. Possibility to redirect some of the funds to Canadian sites.
- b. PDM: There is a National Methane Strategy in development within the Federal Government.
- c. KK: Permafrost has been included in the National Geological Survey committee planning strategy.
- d. DH: If there are templates for other sources of sponsorship, like for a product or thing, instead of food, can we send that out, something for in-kind sponsorships?
- e. KK: I'll talk to Lukas about this. We are interested in all sorts of help.
- f. KK: Action: develop an In-kind sponsorship plan.

11. Any other business

- a. None

12. Adjournment

- a. 15:11 Eastern. Next meeting: 10 June 2022.