

Approved Minutes Meeting #47
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
10 June, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Chris Burn (CB)
Jennifer Humphries (JH)
madeleine Garibaldi (MG)
Peter Morse (PDM)
Astrid Schetslaar (AS, non-voting)
Kumari Karunaratne (KK)
Lukas Arenson (LA)

Excused

Dale Heffernan
Pooneh Maghoul

Minutes

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #46, 06 May, 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

- ACTION: KK amend minutes from Meeting #46 to add names
- ACTION: KK and JH to revisit the Newsletter process and think about how to make that easy.
- ACTION: KK to coordinate with PermafrostNet to develop a short statement for “ Lets’s Talk Adaptation”, due July 15th
- ACTION: Get Dawson Conference committee to reach out to USPA, U Alaska at Fairbanks, other Universities, etc.
- ACTION: JH Make it easier to have new sponsors contributions on website, etc. Their Social Media people like to see that they are acknowledged.
- ACTION: JH and BF to compile all of the logos for sponsors. To get the most appropriate logo, need to request it from sponsor.
- ACTION: PM to organize a banner/flag to have outside of the meeting venue.
- ACTION: KK, JH, AS to come up with a media plan for conference.
- ACTION: KK and AS to develop the guidelines for poster and get on the website.
- ACTION: AS to post member benefits on website.
- ACTION: LA to let Woodward know about Dawson.
- ACTION: KK to check in with AS to see “How did your first month go?”, and check in with Board about what tasks AS can help with.

Minutes

1. Approval of the Agenda (KK)
 - a. Discussion
 - b. LA: We can take out the Meeting of the Chairs from the agenda as it’s already happened.
 - c. Approved
2. Approval of the Minutes of Meeting #46, 06 May, 2022
 - a. Please add in missing names
 - b. ACTION: KK amend minutes from Meeting #46 to add names
 - c. Provisionally approved, pending addition of names
3. Matters arising from the minutes (But not covered later as agenda items)
 - a. None
4. President’s report (KK)
 - a. General update
 - i. Had the CAA reach out to us to send out another statement, this one to address denial of unmarked graves. The US Archaeological Association

started this and reached out to the CAA to sign on. We agreed via email voting to agree to support this.

1. KK: I'd like to save this sort of thing for newsflashes, and then have more substantial new letters
 2. KK: We just put out a newsletter, with Pamela Godin from the SMC, and Astrid. Went out earlier this week. Went well, a few lessons learned. Will touch base with Pam, Astrid, and Jen to follow up on those. Will ask SMC to start thinking about the next newsletter. Also great if someone else wanted to do something from the Board.
 3. JH: We need to think about what we want the newsletter to be and be strategic about what is in them. We need that balance between too long, too short. In the past I'd just compile contributions, translate, and send off. Now there are more people involved, so the turn around may be slower.
 4. KK: PermafrostNet newsletter had a TOC and hot links so you can go right to what you are interested in.
 5. AS: I think that Pam had a lot of the workload.
 6. KK: We can revisit this, JH has some insight into how to make that easy.
- ii. KK: PermafrostNet Strategy Committee
1. KK: Almost ready to share. This committee is still doing micro-engagements on what needs to be done. Hard to put together a vision statement without more engagement with stakeholders, but kind of a chicken and egg thing. If the committee doesn't take the lead, then the risk is that someone else may take this on. There is some concern that it is a bit self-serving, but there is oversight and not direction from the Board of Directors on this. As a committee member, it would be helpful to have a statement about the relationship between the Committee and PermafrostNet. Once we have the statement, I'd like to have a micro-engagement with our Board. Documentation will not include who is at the meeting nor who said what. Comments will be anonymous. This Strategic Committee will submit a poster to the Dawson Poster Session. Stephan will be speaking about that at the Conference.
 2. CB: It should just be clear that this comes from PermafrostNet, get on with it, and see what uptake there is with the rest of the community.
 3. KK: There was a desire to have this be an independent activity. I need to see on paper what this really means.
- iii. KK: Went to the National Adaptation Strategy Symposium. "Let's talk Adaptation" (letstalkadaptation.ca) is now open, and we need to decide if we are going to put a statement about that. PermafrostNet is. It would be

great to do this after Dawson, but these are Due July 15th. We could revisit some of the text that Chris spearheaded in that letter to the Prime Minister.

1. JH: What would this statement look like? could we just work with PermafrostNet on this?
 2. KK: Could be a lot of things.
 3. KK: We probably have similar comments as PermafrostNet.
 4. PDM: We have a broader group of stakeholders and members, we may want an independent statement. Not bad to have two parties submit similar statements. Gives strength to adaptation in permafrost regions.
 5. KK: Might be good to have a coordinated approach. I'll work on that.
 6. CB: If you do something, they'll come back to you. If you don't they will never involve you. They are not really concerned about the northern issues. The fundamental problem is how to get off a carbon economy. Everyone is loving it because oil has gone through the roof. Permafrost is going to have the rapid effects of climate change, but overall this conversation will go on for a long time until we can rely less on carbon. Big question is on how much the oceans can continue to absorb.
 7. KK: A tough thing is how to get the North off of oil and gas.
 8. CB: The North doesn't use that much oil and gas. comes down to moral authority.
 9. KK: I'll talk to PermafrostNet about what they are going to do, and compile a short statement that is focused. Need to figure out a way to make a strong statement.
 10. CB: Just a short letter, one section about infrastructure, and one about carbon. Just something simple. More than a tweet, but not a lot.
- b. AGM 2022 - updates
- i. KK: LA, CB and I met yesterday to move some things forward.
 1. Registration. Lower than expected, especially the students. I propose that we extend the early bird until the end of June, and also extend the poster abstracts. I'll send out a notice to everyone that has registered so far, to drum up more interest and get the word out.
 - a. AS: UNIS is giving a stipend to students to attend the conference, but we are a bit behind on tha, but I think that there will be 8 students.
 - b. JH: I think that there are lots of people and groups that we can contact, like ArcticNet.
 - c. LA: We can reach out to PYRN.
 - d. JH: We can reach out to other institutions like U of O.

- e. LA: I guess we're asking professors to bring students.
 - f. AS: We can reach out to various relevant departments.
 - g. LA: I'll reach out to the geophysics group.
 - h. KK: What about ACUNS
 - i. CB: I'm not terribly worried. It seems that we didn't get a whole pile of people, the numbers are going along, and quite a lot of the speakers and those on the program have not registered yet. Then there are the people from TN, NND, and VGG. I think the numbers will come up, and I think that there are some Alaskans who will come. Need to reach out to Alaska U at Fairbanks. I'm mainly concerned that we will lose accommodations at the hotels. They will want to sell their rooms rather than hold them for us. I'll go through the list of speakers, registered people, etc. ,so I have a better idea.
 - j. LA: So we still reach out to the USPA?
 - k. CB: Yes, it is a friendly gesture, and a good idea to make that broader gesture.
 - l. KK: Some actions there.
2. Sponsorship: We have some great sponsors, and we are looking into some more.
- a. CB: Climate Preparedness in the North is giving the meeting \$100K for FN to attend the conference and NND to administer the registration and administrative support to make it happen. There is no way now that we can't say we don't have support for the intentions of the conference. Need to make a big splash about this. We need to list the sponsors who have already contributed to the conference activities.
 - b. LA: We can do this on the website, and we can make a link to make it easier to have new sponsors contribute. Their Social Media people like to see that they are acknowledged.
 - c. KK: ACTION: need to compile all of the logos for sponsors.
 - d. JH: Who is compiling the list of sponsors? This would be helpful to have.
 - e. KK:ACTION: Barb is a key person, but to get the most appropriate logo, Barb can ask for those and pass to Astrid.
 - f. KK: I sent you a note about a banner, can you take this on? Gunta has about \$500 of time to go to graphic design.
 - g. LA: it can go outside the door
 - h. ACTION: PDM: I'll take this on, but I'll delegate to one of our lifetime members at the GSC.

3. Program (CB)

- a. CB: More or less organized. Suzanne Tank said no last night, so still need a panel member. The engineering panel had someone pull out, but that is now sorted out. Busses and food are now sorted out. The trips are all set. I'm happy about that. I have to go through the program now and make sure the panels and speakers are all registered. The panels will answer 3 questions. And that will lead to more general questions from attendees. We need reporters for each panel so that we can develop a compendium. Only missing plenary speaker is for the adaptation day. I've approached a few people and groups. Some have not responded, and others have said no. Apart from that the program has sorted itself out. No big problem. I've reached out to the Yukon Government, and we should reach out to the Alaskans. Part of the problem is that it is framed as carbon in the central Yukon. There is a link to placer mining in the Yukon, and there are questions about how this mining contributes to the carbon budget via the ecological contributions from mining permafrost. The miners are trying to figure out how to deal with this. I'm hoping to get someone to say something about the ecological side.
- b. KK: I've reached out to someone about this, but they wanted to know if a recorded presentation would be possible. Also need to make sure that there is some time for story telling. Any other things that the Board wants to talk about?
- c. JH: Did anyone reach out to the Red Mammoth Bistro? They probably would help.
- d. CB: We have all the coffee breaks covered by Bonanza Market. It is so much easier if this is one business. People will go there and eat.
- e. KK: Any questions for the Board, CB or LA?
- f. CB: We are at the point now where people have to do things when asked. We need to have a plan for giving out materials at the conference. We'll need a group of people on the ground to help out with registration. We will also need to come up with a media plan. We need to have this on the CBC News Agenda, etc. so that there is publicity for the public lectures.
- g. ACTION: KK, JH, AS to come up with a media plan.

- h. CB: Last summer there was a person working for CBC Whitehorse, who was up on all of this stuff. She would be somebody to contact.
 - c. Standing International Committee
 - i. None
- 5. Treasurer's report (BF)
 - a. General update
 - i. BF: 14 new members, lots of Yukon Government. 9 reg, 4 EC, and 1 new Lifetime. So 193 paid members. 73 EC, 18, Life, 93 Reg, and the rest is the same 5 CG, 3 CS, and 1 IS
 - ii. BF: \$101 937 in the bank. Revenues are \$21 300 net in 2022. Past our budget. Dawson, \$66 105 revenue, \$37 900 registration, \$24 000 for sponsors. Some sponsors have not paid sponsorship yet. And we have money for Accommodations.
 - iii. BF: Expenses: \$5246, and for Dawson \$17 257 spent so far, includes bus deposit, Bunkhouse, and \$40 in banking fees, and Stripe fees. I was hoping to pay our deposits by credit card, but it didn't work, so I had to pay by wire transfer.
 - iv. BF: I sent the 2021 report around. Please comment and then we can approve by email.
 - v. BF: Still haven't heard back from CGS yet on the money they owe.
 - b. Standing Finance Committee
 - i. General Update
 - 1. No update.
 - ii. Charitable Foundation
 - c. KK: Thank you for your work. There is a lot going on right now, and you are getting it all done. Any other questions for Barb?
 - d. None.
- 6. Secretary's report (PDM)
 - a. General update
 - i. PDM: I've been moving along on getting the insurance getting renewed. Thanks for approving this process by email. We have a bit more paperwork to submit this year, a COVID-19 Impact statement, but other than that pretty straightforward. We need the 2021 Year End budget to be approved and include it. We can do that by email. I expect that our premiums will go up a bit like they did last year, but they probably won't go up by much.
 - ii. PDM: I did ask advice about whether or not we needed any extra insurance since we are holding this in-person meeting, and was told that we can hold a meeting like this anywhere in North America and we do not need to amend our insurance policy.
 - b. Standing Membership Committee
 - i. PDM: I didn't have power because of the windstorm, so I missed the committee meeting, but here are the updates that I got from Phil.

- ii. Poster competition
 - 1. PDM: here is a committee set up to administer the student poster award. They will need to have digital copies of the posters so that they can be judged.
 - 2. PDM: I will probably be the person at Dawson in charge of setting up the poster session.
 - iii. Nominations Committee
 - 1. PDM: The Nominations Committee for new board members is being struck and they have their orders and timelines established. so that is moving ahead.
 - 2. KK: Thanks, PDM.
 - iv. News letter
 - 1. PDM: Pamela helped with the Newsletter
 - v. Mentorship program
 - 1. Samuel is moving along with the Mentorship Program since it has been approved.
 - c. AS: I've had some questions about the poster format.
 - d. ACTION: KK and AS to develop the guidelines for poster and get on the website.
- 7. Communications director report (JH)
 - a. General update
 - i. JH: The French pages are getting updated, fixing inconsistencies.
 - ii. JH: Hoping to start creating a monthly CPA social media initiative.
 - iii. JH: Need to create metrics to report on for social media.
 - b. Standing Dissemination Committee
 - i. JH: Working with NTGS and ARI to develop some "How Tos" about how to install permafrost equipment, and other common tasks, like drilling.
 - ii. PDM: Shouldn't this be a CPA publication?
 - iii. KK: There is capacity to publish and review and assign a DOI, but we can look into this. We need to look into the publication waiver.
 - c. JH: Need to talk about the poster and pamphlet for the Conference. We've got a quote from ArcticStar. We've got a basic design for the pamphlet and 3 posters, one for each community. Thinking about 250 copies of the pamphlet. Hopefully a draft by the end of next week.
 - i. KK: Great to check in with a few people for specific photos or data that really should be included in the materials.
 - ii. JH: We did check in with Yukon U and YGS about this, and we got some materials, maps, and papers. On permafrost conditions in the Yukon. We've got lots of resources to start with.
 - iii. CB: I'm very supportive, and I'll help. It's really important at this point that we have you putting these together. When you've got something together, I'll be happy to look at it, but I bet you'll get the really important stuff, and that is what you can concentrate on. Basically get 3-5 key topics and focus on those.

- iv. KK: This team has been really thoughtful, and have sent me some really good materials.
 - v. JH: By the end of next week I'll send out some ideas on designs. Just need rough thoughts.
 - d. JH: Any more thoughts on the Member Benefits?
 - i. KK: I don't have any issues with the benefits, just need it to be formatted for the website. Good for AS to help out with.
 - ii. ACTION: AS to post on website
- 8. Early Career representative report (MG)
 - a. General update
 - i.
 - b. Webinars
 - i. KK: (MG) had to leave. No one located for June webinar. Naomi Short and Anne-Marie LeBlanc can do something on InSAR in the fall.
 - ii. KK: Also reaching out to Sue Natali or one of her team to do a webinar in the fall to find out what they are doing.
 - iii. CB: They were going to do a lot of work in Russia, but that was cancelled. They've hired Jennifer Spence, who is in Ottawa, and is working with them to see how to approach Canada. They are stuck if they don't include Canada. If you approach them you will get bombarded with materials.
 - iv. KK: Go to Jennifer first?
 - v. CB: She's been hired by Harvard to run the governmental policy aspect of this project. In addition to Sue Natalie, there is also John Haldron. The science has the most money, but they are scrambling because they didn't have any plans for Canada.
 - vi. LA: I'll reach out via Cascade Institute. Woodward is interested in seeing how to reach out to Canadians. Oliver Sonnetag has reviewed the proposal, so he is a Canadian who is aware of what is going on. I had the opportunity to read the proposal, and there is a carbon component, but a large component of the proposal is working on Adaptation.
 - vii. CB: They are also actively working on Alaskan communities, far from roads, so that is expensive. From what I can make out, they want to do lots more field sites so that they can model carbon better. Not sure that anyone in this project has had anything to do with Canadian Northern Communities. There is a lot of momentum here, and best if we help out, but we do not want the CPA getting swamped by them. We need to make some connections, find out what they want to do, and put them in touch with people.
 - viii. KK: It would be good to get an explicit statement about what they want., and LA if you can let them know about Dawson, that would be helpful.
- 9. Past-President report (LA)
 - a. Update on Action Groups
 - i. LA: Modelling action group: They came up with a questionnaire, about how the permafrost community uses modelling software, and what are

the gaps. Hopefully we can send out the invitation to the questionnaire in the next newsletter.

- b. Standing Linkages Committee
 - i. None.
- 10. Information Sharing
 - a. None
- 11. Any other business
 - a. ACTION: KK: I need to check in with AS to see “How did your first month go?” and And I need to check in with Board about what tasks AS can help with.
- 12. Adjournment
 - a. 15:06
 - b. Next meeting 8 July 2022.