

Approved Minutes Meeting #48
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
08 July, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

[Note: the focus of this meeting will be on the North Yukon Permafrost Conference, so some agenda items may get tabled until the next meeting in the interest of time.]

Attending:

Barb, Lukas, Jen, Madeleine, Kumari, Dale present. Peter joined 10 min late

Excused:

Pooneh, Chris

Minutes:

Jen/Peter

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #47, 10 June, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
 - a. General update
 - b. North Yukon Permafrost Conference updates
 - c. National Adaptation Strategy
 - d. AGM 2022 - updates
 - e. 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

Minutes

1. Approval of the Agenda
 - a. Unanimously approved
2. Approval of the Minutes of Meeting #47, 10 June, 2022
 - a. Unanimously approved, no discussion.
3. Matters arising from the minutes (But not covered later as agenda items)
 - a. No matters arising.
4. President's report (KK)
 - a. General update
 - i. KK: Want to get quickly through the minutes and then discuss the Dawson Meeting stuff.
 - b. North Yukon Permafrost Conference updates
 - i. KK: I've got a list of updates
 1. Steering committee heard that Erika has to step off, but is meant to recommend a replacement. Chris may have heard, but he doesn't have a cell phone. It has been challenging, because he probably knows about moving parts, that I don't. Jim Taggart had to go last minute to Scotland, but he has Katie Fraser taking over from him. We have also had some of the Indigenous speakers back out, and got lopsided with CPA speakers, so that is the biggest unknown. Chris is trying to wrangle people into speaking. One thing that did happen unintentionally, is that all of the speakers that we had were men. There are panneleset and MCs that are women, but no speakers. but no women speakers. We will overcome that with some of the ECR speakers on Friday. Questions?
JH: Comment, if you have difficulties finding speakers, maybe the format is a bit off, and there could be different types of discussions, with people like land managers from the FN. We could be more reflexive in our approach.
 2. KK: We are not being prescriptions in our approach so there is a lot of lee-way for speaking. We had a meeting with speakers in June, and we also talked about the questions that we can put to the panelists. We did have that meeting and that direction, but we are trying to encourage story telling and keeping things solution focused, and that this is not an academic science meeting. We also got requests from the FN to talk about specific things.
 3. KK: Budget: BF, can you give us an update? At the moment we are looking at losing about \$6K

4. BF: For the sponsors, 4 have paid. I sent invoices to all of the ones I think that we have. Still waiting for billing address from CNC-IPA. NND Development Core needs to send in a sponsorship letter. The file is in our shared folder under "Registration".
5. KK: Lists the sponsors.
6. LA: I hope that we get something from RST, and Campbell Scientific also indicated that they would support this. I talked with Chris Stevens, about his former colleagues at SRK, and we may get something from Golder. I reminded them that we need to hear sooner than later.
7. KK: Also Polar Knowledge., TC, and GSC. Waiting to hear back from them.
8. BF: For registration \$43375 for regular registration \$750 for virtual attendance, lists the students. 15 people for the bus, \$1803 for that. \$5064 for Bunkhouse. For the expenses, so far I've paid \$20000 for the Husky Bus, \$5961 for the Bunkhouse, \$1420 in Stripe fees, and \$375 for a conference registration, and \$600 for another registration. For Don Hayley's registration, do I pay for his registration or where do I put that?
KK: I think that has to be another expense.
9. BF: I added two more people as CPA members on Chris's request, but they haven't registered yet. Not sure what is going on there.
10. BF: There are 2 single day registrations. We only offer this on Tuesday, Wednesday, and Thursday. Do we need this for Monday and Friday.
11. BF: I think that the person who wants to register for single days wants to go on Wed and Thursday. Are we OK to put single registration live on the website?
12. LA: It's not an issue right now.
13. KK: Any \$100 participants are welcome. The 1 -day registrations are going to have the lowest priority for field trips.
14. BF: it is easier for me if they can register on-line.
15. BF: Questions?
16. KK: According to my calculations, we are in the hole by \$6K, and I think that this has many reasons. We didn't get as many students as expected, and Chris assures me that we will get lots of FN registrations. Also not sure if the honoraria will be paid by the Climate Preparedness in the North Funds. I'm a bit concerned. The Refreshments are based on more participants, and so that budget item will come down. But there is a real need to hustle the sponsors.
17. KK: One program note is that there is a conflict with Pascale's Schedule and the panel on the 24th. I've asked if the panels on

the 23 and 24 can switch. Chris is aware of that and is coordinating

18. KK: I meet with Gunta yesterday, and they shared with me a conference planning checklist. I got a bit of a talking to, because they took this on to take the virtual stuff, but we are not taking on the conference organizing. In March, Chris found out that the FN haven't been able to take this on. So we are going to have to. JH, AS, and I have put together a comms plan, with a number of different things that JH is leading. I need to let JH lead that. From July 26-Aug 4 I will be at a remote camp. I can check email from 6-9 in the morning, but that is it. I'm not sure who to ask. JH has offered to lead communications, so contact here about general communications.
19. KK: Gunta has budget to do graphic design, and will do some kind of banner logo to be used on conference slides. They are working on that now. And incorporating the logos of the three FN. It can be used on the logo of the program, etc. this can also be used to recognize the sponsors, the covers of the program should be in colour to showcase our sponsors, with black and white on the program. Need individual's names, where they are from, presentation titles, and things like that. Gunta will put that together and we can feed them that information.
20. JH: The program or just the logo.
21. KK: They will get it ready for printing, like through Arctic Star Printers in Whitehorse. We just need to get it from the printers in Whitehorse to Dawson ahead of time. Could be Dale, or an expediter.
22. JH: And I don't know if anybody is going early. Need to pay somebody to pick it up and take it to AirNorth Cargo.
23. PDM: I raise concern about the pop-up flag with sponsors.
24. KK: Gunta can develop the form boards for recognition of sponsors.
25. KK: Name tags. Derrick Cronmiller has lanyards, but I haven't figured out how to produce these. This is a time consuming task to clean the list in Membee, and check names and affiliations. A great task for Astrid to do. We need to figure out how these name tags look, and whether we go with Arctic Star.
26. PDM: Maybe we just need a student to go through the cleaned up list of names and organizations, and print these manually using printer papers from Staples or something.
27. BF: the list will be easy to clean up.
28. LA: Is there an address that we can ship to in Dawson? That could eliminate involving other people to help with shipping.

29. LA: I can take care of a “welcome” flag for the conference, and it would help to have an address to ship to.
30. KK: As long as it has the conference name and the logos of the conference organizers on it.
31. LA: Action: I’ll take care of this.
32. JH:Action: I will make up the name card template and print these up. I’ll work with BF or KK to locate the plastic holders.
33. KK: We also need someone to take care of the virtual presentation registrations and that they get the link to the sessions.
34. BF: I will do that. I’ll be around.
35. KK: We also need people to be at the registration table in Dawson while the talks and discussion are going on. We need to ask around for a volunteer.
36. LA: Can we ask one or two local kids?
37. JH: or we all just sign up and we each put in some time. It could be that I ask Katie Fraser for someone who could help or one of Chris’s Northern Studies Students. We need someone on that.
38. KK: Several unknowns about the food and refreshments. Steve Kokelj has volunteered to be in charge of food related stuff. I don’t want to load that on to a student.
39. KK: Posters, we need someone to pick up a bunch of sticky tack, but I don’t know where they are going. How many do we have?
40. LA: We could postpone the poster deadline. I have no concerns about too many posters. I’d try to reach out to our members that there is still time to register and submit a poster for presentation.
41. PDM: As long as we have sticky-tack, push pins, and velcro, we will be set. buy this stuff at the same time as the name card holders.
42. KK: So let's say submit abstracts for posters by 15th of August, in a newsflash.
43. LA: Should we reach out to ePYRN and the IPA to drum up more virtual?
44. KK: Emma Stockton should be able to do that.
45. PMD: Emma would be great, and keep Chris in the loop
46. JH: Action: she will reach out to Emma and make the contacts happen with IPA and PYRN.
47. KK: The coffee needs to have the sponsorship clearly indicated. I don’t know what Chris has promised, so that will get sorted out later.
48. KK: I’ve ordered the delegate bags. I’ll order water bottles. We need to ask participants to bring water bottles and travel mugs to reduce the amount of single use stuff.

49. LA: Do we want to ask the sponsors if they have anything that they want to add into the bags?
50. KK: There will be some things that we can put out if people want to take them.
51. KK: ACTION: I can put out a note to sponsors to see if they want to have us put out any swag.
52. KK: Other questions/comments?
53. JH: I need to make up a general poster for the event, and so I need the Social Media contacts for the FN, we need the contact info for Dawon so that we can send things there.
54. JH: I made stickers up with the logos of the FN, but we need permission to print these.
55. PDM: I have a load of CPA stickers that we can bring up.
56. KK: I'm a bit concerned about having stickers with one logo on it; if seen independently, they don't really represent what the conference is about.
57. General discussion about one sticker or several stickers.
58. LA: Gunta may come up with a joint logo that works.
59. KK: A year from now, a single logo sticker will not represent the conference. A sticker is a great marketing tool.

c. National Adaptation Strategy Letter

- i. KK: National Adaptation Strategy update. PN put a letter together. Due next Friday July 15th. Stephan was wondering if the CPA was open to reference and support the PN letter and vice versa, to strengthen/have a united front
- ii. LA: I read it and supported it using my other hat, as the board member of PN. CPA should have it's own individual letter. There is also the Canadian Climate Plan that's also In the works and looking for comments.
- iii. KK: There are a few initiatives right now, and it's not clear how they all fit together. It's all under this big climate change 2050 plan.
- iv. LA: there is the letter for the National adaptation strategy, but there is also Canada's Climate Change Science & Knowledge Plan that is requesting comments. This one is due a bit later. CCSKP has an excel sheet and comment tracking. We don't have to do something for this one, but it would be good to contribute to.
- v. LA: I want to review the CCSKP anyway, so I'll take that on. I'll post the info and share it, but I understand everyone's really busy right now. No letter, just a form to fill out.
- vi. KK: So the PN letter basically has three points, that says Permafrost needs to be accounted for in the adaptation plan. Our letter could be an opportunity to clarify the PN letter. Permafrost needs to be a line in the mandate, and brings the various aspects of permafrost together (carbon, Geotech, etc), so we are pulling in the same direction. The third point is

creating permafrost services, i.e., an organization to deliver data, answers questions, provide outreach, etc.

- vii. LA: I struggle with the term permafrost climate services. It's sitting between Environment Canada and NRCAN/ is it climate or not. They're putting it under the climate umbrella now.
 - viii. PM: Permafrost information services would be better. Otherwise it is like, What services do permafrost provide? e.g. wetlands filter water. I already submitted comments to this effect to Stephan this week.
 - ix. LA: Maybe we make more concrete suggestions, getting more to the point.
 - x. KK: Being in NSERC maybe they feel they can be a bit more vague, but we can be more straightforward.
 - xi. LA: Has anyone looked at the NAS call for comments? I can share that around. Pass comments on to Lukas
 - xii. AGM 2022 - updates
 - 1. PermafrostNet is coming to the YUKGSF to hold their AGM, the forum will be in person, just found this out. Going forward, the AGMs need to be in Nov/DEC, and should be virtual or hybrid so that all members can participate. We can't do another Dawson, We need a conference organizer to help out. We need to think about whether we have a virtual event each year. We need to have a business meeting every year and that should be accessible to all members of the CPA. This needs to be virtual. As BF says, we will never have a Business meeting in time to approve a budget for the year end, unless it is held on Dec. 31. We just need to see what we can do on a yearly basis. Comments?
 - 2. PDM: Need to look at our by-laws to see if we need to make any amendments, as we have commitments to hold meetings in the north every other year.
 - 3. LA: we need to partner if we have in person meetings. We are pretty good until 2026 in terms of the bylaws.
 - d. Standing International Committee
 - i. No updates.
5. Treasurer's report (BF)
- a. General update
 - i. 8 new members, 6 reg. 2 EC. 201 paid members. 77 EC, 18 Lifetime, 97 reg., the other numbers haven't changed.
 - ii. \$110 984 in the bank. Revenue for 2022, net from ember \$21820, revenues for conference are \$107362
 - iii. Expenses are \$6762, normal CPA expenses. I got the first invoice for the EA's services, and the other regular expenses from membee, Stripe, etc.
 - b. Standing Finance Committee
 - i. General Update
 - ii. Sent along the TOR, and work plan.

- iii. Charitable Foundation
 - 1. They are still getting a lawyer sorted out for the Charitable Foundation.
 - iv. Questions?
 - v. KK: Roll-over date?
 - vi. BF: yes, if you don't renew, you expire July 1st, but this is late. Our discounted membership should start in July. I think that those members who don't pay their dues expire earlier. some members managed to register to the conference because they didn't pay their dues, because they were still a member until the end of July.
 - vii. LA: Earlier would be good, maybe in May or something.
 - viii. BF: Yeah, maybe the end of May. They get a lot of reminders.
 - ix. KK: Let's raise this at the business meeting.
 - x. KK: We have the credit card now.
 - xi. LA: I will meet with the bank in a few hours and resolve some issues, and create an account for ICOP.
 - xii. BF: Can you also set one up for the Reserve?
 - xiii. LA: I'll ask.
6. Secretary's report (PDM)
- a. General update
 - i. I requested and got a quote for our insurance renewal that I passed around this week. As expected the premiums have gone up like they have over the last few years. Can I proceed with renewal?
 - b. Standing Membership Committee
 - i. Activities and TOR/work plan should be wrapped up soon.
 - ii. Action: Follow up with Phil on Nominations Committee so that it is set.
7. Communications director report (JH)
- a. General update
 - i. The Instagram page has been revived.
 - ii. I've been trying to sort out who our Google metrics are going to, which CPA user account.
 - b. Standing Dissemination Committee
 - i. No meeting this month, but we've been making progress on the best practices documents for field work.
8. Early Career representative report (MG)
- a. General update
 - i. No general update
 - b. Webinars
 - i. Naomi Short said contact me in the fall. probably best to wait until September to start things up again.
 - ii. KK: Naomi is a good person to start with. We did talk about Sue Natalie as a speaker. She will be at the Dawson Meeting, but it would be good for her to talk to the membership on her project. I'm also in contact with Jennifer Spence. also wondering if Lukas, or Ashly Rudy, could say

something about the new Geohazards Standards. Sara Brown really wants that released, but it needs to be finalized before we can speak about it.

- iii. JH: I think it would be good to hold off until September, and have a few consecutive ones lined up. SG is receptive to talking, and another suggestion could be on using stable water isotopes to characterize ground water/ice source. With a schedule, we can drum up interest and coast!
- iv. LA: you can pencil me in for November, we will have it released by then. Maybe combined with Ashley.
- v. KK: we'll forward those emails to you, MG, and you can follow up. I'll do the Sue Natalie one.

9. Past-President report (LA)

- a. Standing Committee Chair meeting
 - i. We will have one in the fall.
- b. Update on Action Groups
 - i. The modeling action group put together a questionnaire, and that will go out to our members soon regarding how they use numerical modelling. That should be in the next 1-2 days.
 - ii. The glossary is coming right along, and we will see a poster at Dawson.
 - iii. The PCF group, not an action group, but they are still talking with Woodwell
- c. Standing Linkages Committee
 - i. Still don't have a chair to lead this. I had interest indicated last month, but no follow up on their part on that. I want to use Dawson to use 1-on-1 discussion to advance this in person.
 - ii. KK: I kind of see this as being a comparatively low commitment, and more like the social butterflies. They probably have fewer meetings, but are constantly updating the board on what is going on in the world.
 - iii. LA: That's it for me.

10. Information Sharing

- a. none

11. Any other business

12. None.

13. Adjournment

- a. 15:15 Eastern. Next meeting Aug 12, 2022