

Approved Minutes Meeting #52  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
04 November, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

JH  
LA  
PM  
PDM  
KK  
DH  
MG  
BF

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #51, 06 October, 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
    - i. Nomination Committee
  - 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. Update on Action Groups
  - b. Standing Linkages Committee
10. Information Sharing
11. Any other business
  - a. Report from ICOP2024 NOC

- i. (Should this become a standing item? If so, does Lukas want to show up at meetings, or does he want to pass on a note that we can read? Or does this sit with the President? Or is the President Elect the liaison?)

## 12. Adjournment

### ACTION ITEMS

KK: I'll reach out to Permafrost Pathways, and CC Peter who also expressed interest in working with them.

KK: I'll put an agenda together for the AGM.

All: Reach out to your Standing Committees, let them know that they will be presenting 5 min, 1-2 slides.

LA: Reach out to Action Groups, let them know that they will be presenting 5 min, 1-2 slides.

BF: To arrange payment to lawyer for SFC.

PDM: Work on edits to the Bylaws for "timing"

KK: Nominations Committee to reach back to people and let them know what we want.

JH: Need to have a talk with Jen, Astrid, and KK soon to get some of these instructions down on paper. Need to know what Tedi can delegate to Astrid.

### Minutes

1. Approval of the Agenda
  - a. Approved
2. Approval of the Minutes of Meeting #51, 06 October, 2022
  - a. Approved
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 a great Webinar yesterday. I talked about my trip to Boston last time, and Sue Natalie gave an overview of the Pathways Project. We need to reach out to Elyn Humphries, Oliver Sonontag, and Alexandre ??? to figure out how to coordinate activities with Permafrost Pathways. I'll reach out to them, and CC Peter who also expressed interest in working with them. A need to have a coordinated approach, and need to know what support Pathways could support. Elyn said that they got \$200 K for a tower in Iqaluit. I'm curious to get input from the Board on this. In relation there was a meeting between Tad [thomas homer Dixon] at Cascade Institute, Jennifer Spence, and Janet King PermafrostNet. Janet and Jen made it clear that Tad needs to be working with us. One idea is for the Cascade Institute to do some stakeholder mapping. Something like a mind map, but more interactive. I need to know what we could do

- with this and why. They need \$10K to do this. It would be good to know the stakeholders in the permafrost community, but then what.
- ii. LA: A lot of information. A risk is that the CPA becomes a part. We do not need to be involved much in these activities. We help with networking, but let them run free, maybe with some guard rails. We don't need to fund this. We can help connect the dots, and strategy discussions, but not what these individuals should and can do. We can endorse some research. We could suggest that NSERC funds could leverage Woodwell funds, but that is about it.
  - iii. KK: I agree that we don't need to fund that kind of activity. But would we support it, and connect the Cascade Institute with our members.
  - iv. PDM: We do have to respect our members' privacy, and can just share the information that is on the public side of our website.
  - v. JH: I'm curious about how this represents individuals, and how this information will be used.
  - vi. KK: Certainly the mapping will include individuals from the territories involved in infrastructure. It would be good to reach out to Elyn, Oliver, and Alexandre to welcome them to be members of the CPA. Elyn said that it was a missed opportunity that Permafrost Pathways did not reach out to the CPA, and also good to reach out to people like Trevor Lantz, who is not a member, for example.
  - vii. LA: Duane Froes could be a good liaison to connect with Elyn, Oliver, and Alexandre.
  - viii. KK: The message that I'm hearing from Jennifer Spence is that they want to have more connections in the Permafrost Community. Certainly Pathways is looking for more data. We can help in a coordinating role. Anything else on Permafrost Pathways?
  - ix. None
  - x. KK: I've met once this fall with the PermafrostNet Strategy Steering Committee. Stephan Gruber really wants Indigenous representation on the committee. POLAR met with the committee, and said that they can't fill that role, but the outcome is that we can go to different indigenous organizations and ask for comments on what we have produced. We don't have a lot, but there are a few things like an infographic. There is a need to do engagement to find out what is needed, a needs analysis.
  - xi. JH: How will that be done? That is a big task.
  - xii. KK: This has to move ahead, but nobody seems to have the capacity to do this. I'm not sure. We were writing the letter to comment on the National Adaptation Strategy, and we had to be careful to ask for what we want without having the needs analysis. There is a Canadian Science Policy analysis in Ottawa this Fall, and we are in it. I'm on a Panel November 18th, with a director from ECCC, Emily Stewart Jones who is a PermafrostNet MSc student, and an insurance agent. The purpose of the panel is to discuss that Canada needs a Permafrost Plan. In the new Year,

we need to bring the strategy committee together with our members. Our members haven't really heard about it. I am not sure if this will fizzle and die, or whatever, but I don't want them to hear about it from someone else.

- xiii. PDM: is there anyone from NRCan on it?
  - xiv. KK: No. ECCC, Transport Canada. Here's the link:  
<https://www.permafrostnet.ca/about/permafrost-strategy-in-canada/>
  - xv. KK: It is a small group. It was really helpful to be able to say that we have this Strategy Committee so say that we are working on it.
  - xvi. LA: I'm on the PermafrostNet Board, we are unclear where this is going. There are finances going into this, and the last thing that we want to do is take away from other research. The Board wants to see something coming out of this. We will see in about 2 weeks from the committee about where the strategy committee is going.
  - xvii. KK: There is also on the horizon, Megan Nichols at TC, has secured time at the next meeting of ADMS. Not sure who the "we" is who is presenting, or what the message is going to be. The Strategy committee work is on the Permafrost Net website. Not too much more to report on that.
  - xviii. KK: CB also presented to the Senate Committee on Forestry and Agriculture. We need to know about these things happening. This will inform the Strategy Committee. Important to let members know that we will support such things, and we can share them when they happen.
  - xix. JH: What was the context of CB's talk? Do we need to have the same messaging?
  - xx. KK: Not saying that we need to have coordinated messaging, but we would like to know. Messaging can get diluted. We can focus on messaging. Before this needs assessment, we kind of need to know what is happening. We need to know what people like Chris have said, or the outcome of the Panel Discussion at the upcoming conference.
  - xxi. PDM: I very much appreciated the link to CB's presentation. I didn't know about it.
- b. AGM 2022 - updates
- i. KK: AGM: Business meeting only, 19th of December. We will report on what we've been up to. It should be pretty short. Besides the Finance committee, there is not a lot to report from the Standing Committees. It is a time to give the Standing Committees time so finish things up to have something to report on. We do need to ask the Standing Committees what they need for support. Things have changed since the pandemic started, priorities have changed and so has the time that we have to dedicate to such things. I think that we can have something like Spatial Chat to have some sort of social thing.
  - ii. PDM: I think that we can just focus on the Business meeting.
  - iii. KK: I think that we can keep this to about an hour.

- iv. LA: If we have something more than just the Business meeting, it is more attractive, and we need people to show up. We only need 20 people to show up
  - v. KK: OK, that makes me feel better.
  - vi. PDM: We could offer something else as a benefit to members. Maybe a panel discussion, or a speech from the Outgoing President. Or we could do a Spatial chat.
  - vii. KK: If we had a spatial chat, we could have people talking about different themes, like ICOP, or the strategy committee, etc.
  - viii. KK: It would be helpful to send out an invitation with a calendar invitation. Then it gets locked in, and people won't miss it. I'll put an agenda together. Action, reach out to your Standing Committees, let them know that they will be presenting 5 min, 1-2 slides. And that goes for the action groups too.
- c. Standing International Committee
    - i. None
5. Treasurer's report (BF)
- a. General update
    - i. One new member. 224 paid members, otherwise the distribution is the same as last month. \$99845 Dollars in the bank. Revenue \$24020. Expenses, \$20633 for regular CPA Stuff. Expenses this month are: \$4,375 for our Executive Assistant, \$400 for the poster awards, and \$15.60 in banking fees. GST filed for 2022Q3 is \$2,671.50.
    - ii. For Dawson, we have \$180001.90 for Revenue. I have 2 payments that need to be deposited. One from POLAR, and a cheque from MAYO RRC. then all will be paid. Our expenses are \$136818. I should hear back later today from Tr'ondek Hwech'in. I still need to pay Emma for her assistance during the conference for \$1400. Also, the programme printing needs to be invoiced and then paid, probably about \$1000. I still don't have anything from Yukon University. For the Honoraria, the CCPN funds paid for that. So our profit is about \$42K. We can't make a profit, so we have to figure out what to do with it.
    - iii. LA: We are not supposed to make profit, but we can move to reserve or pay to ICOP. We just need to add it to the budget.
    - iv. KK: I reached out to Adriane Hill, and they are covering the honoraria, and they may have also covered some of the CPA members. something to think about next time when we partner with FN, and there is a big chunk of money coming from external funders.
    - v. BF: Good point. It is hard to make a budget if you don't know what you are paying for.
    - vi. BF: CPA-CGS I am still getting nowhere with this. Should we keep this up, it has been over two years.

- vii. PM: Yes, I'll be VP Finance next year and I will work to fix this. I want to know more about it. I always pay CPA thorough CGS, and there are things that need to get figured out.
  - viii. BF: Good point. There are many steps, and it could be made better.
- b. Standing Finance Committee
- i. General Update
  - ii. Charitable Foundation
  - iii. SFC Met last week. They want to move forward with the foundation. The met with a lawyer, Kern Cooper with KPMG. They outlined what they need. They thought that she would do a great job. Cost will be about \$2250 to \$3500 to do the work. It will take about 6 to 8 months to finalize. It would be great to get this set up before we have to give out awards. We are above budget in the CPA, even before the conference, so we need to do this. I need the Board Approval
  - iv. LA: Sounds Great.
  - v. KK: Well done Barb! Thank you for all of the work you did this year.
  - vi. KK: Could we spend money on swag. CPA swag.
  - vii. LA: It is a nice problem that we have, but moving forward with ICOP we may need funds to help get Majestic Solutions going first. Another order of hats might be good, but we may need to pay Majestic Solutions so that they can work with us.
  - viii. BF: If we go ahead with the Lawyer, we will get close to the CPA budget. There is some money that we didn't use. But for the conference we will have a big surplus that we can use for ICOP.
  - ix. KK: Can we approve of the money for the Lawyer?
  - x. All agree.
  - xi. ACTION: BF to arrange payment to lawyer for SFC.
6. Secretary's report (PDM)
- a. General update
    - i. Working on edit to the Bylaws for "timing"
    - ii. Nomination Committee
      - 1. LA: We have a slate to present:
        - a. President-Elect: Guy Doré
        - b. Treasurer: Barb Fortin
        - c. Communications: Teddi Herring
        - d. Member at large: Jocelyn Hayley, Daniel Fortier, and Robin MacKillop
      - 2. We have the option of having three members at large.
      - 3. PM: I feel a bit bad that I haven't committed more.
      - 4. LA: Don't feel bad. We will have two busy years ahead. and on the ICOP side we will take up your offer to help. The reason why we have these changes is so that we have changes in the board.
      - 5. PM: I have to figure out how to merge some of the interests and groups that I am involved with.

6. LA: That input would be helpful to the Linkages Committee, for example. Having your involvement there would be valuable. There is a lot for you to support the CPA with.
7. PM: There is a fellow organizing a space conference, and there could be a link to space permafrost.
8. PDM: So, to be clear, we will have Dale, so we can bring on 2 Members-at-large.
9. KK: Guy is on board with being president, as he has not been a member before. I said that I was in the same boat. He is onboard for that. There are some concerns about finances as he is retired.
10. PDM: What is the finance concern?
11. KK: Travel costs.
12. PDM: We do have a budget line item for that, we've just never used it, and nothing in the bylaw says that we can't.
13. KK: I'm leaning towards Jocelyn and Robin. They tick the right boxes
14. LA: I second KK's suggestion.
15. PDM: I'm with you on this too.
16. KK: Let's reach back to these people and let them know what we want.

b. Standing Membership Committee

- i. The committee has met, this past month, and we have a suggestion for a Mentorship program that is being developed by Samuel.
- ii. We have helped Astrid with the newsletter.

7. Communications director report (JH)

a. General update

- i. Got the website updated, optimized a lot of the website. Things like the photos are too big, and use a lot of our storage space. I need to compress them and that sort of thing and re-upload them. This kills our bandwidth, and increases the cost. The videos are hosted by VIMEO, so no bandwidth use there. Lots of other little things.
- ii. KK: I'm hoping that Astrid can help out with the website.

b. Standing Dissemination Committee

- i. Steve Kokelj is the other co-chair, and so I need to find someone to fill that role.
- ii. KK: Issues?

JH: I think that some of the things that we have set out as a work plan item, is just not feasible. Like developing a curriculum item. Some of the other items are hard. When Yi Fung was co-chair, she took on a lot, but we don't have her now. The website takes a lot of work to keep it tuned up in the background. We need it to be more than text on the page. People don't have the incentive to take on that role. It took a few years to learn how to do the website. The tasks are either too labour intensive or are too large.

- iii. KK: I agree. I'd like to see if we can pay Astrid to do this sort of thing as a part of her role. Need to have a talk with Jen, Astrid, and I soon to get some of these instructions down on paper. Need to know what Tedi can delegate to Astrid. Also need to have the Committee more focused.
    - iv. JH: The committee needs to focus on one product in a year. Not so many. The way it is structured.
    - v. Discussion about how committees can work.
    - vi. Agree that we should all move some of these tasks to the EA, to free up the committee to do other things.
- 8. Early Career representative report (MG)
  - a. General update
    - i. I've recorded yesterday's webinar, so we can pop that on the website. I got an email to find out if other webinars are available on the website.
    - ii. KK: They are, but on the Member's part.
  - b. Webinars
    - i. Nov 24th is the next webinar
- 9. Past-President report (LA)
  - a. Update on Action Groups
    - i. They will present at the AGM. Hope to see some results at the AGM
  - b. Standing Linkages Committee
    - i. I've reached out to Chris Stevens' but haven't; heard back
- 10. Information Sharing
  - a. Yellowknife Geoscience Forum is coming up later this month, PermafrostNet is meeting in Yellowknife at the same time. There will be a special meeting about Data Science.
  - b. DH: I don't think that there is anything about permafrost at the Yukon Geoscience Forum. Yukon Government is looking at permafrost more, and permafrost is making its way into policy. On day 1 after lunch, Derek will present on some permafrost slides, and Casino will present on permafrost and their Gateway mine.
  - c. LA: The geohazard aspect will have a bit on permafrost.
  - d. KK: The National Adaptation Strategy will be out any time. It was supposed to be out before COP. We are waiting to see that.
  - e. AS: There is someone from the Yellowknife Francophone media who wanted to do an article on Dawson.
  - f. JH: That was pushed through.
  - g. KK: There was a Globe and Mail article on the Dawson Conference
- 11. Any other business
  - a. Report from ICOP2024 NOC
    - i. LA: We have regular meetings. We have agreed in principle to work with Majestic Solutions. We have had some meetings with Majestic Solutions, and we are moving forward with that. We have located a company, Fourwaves, as a platform to deal with abstract management. We will have a chat with them soon, and clarify our needs. We want to have that



platform ready on January when we put out a call for sessions. The Field trips have taken a bit of a pause, as the Chair is a new father of twins. We have reached out to the international community, and we have about 30 members of the international community as scientific advisors who will provide input on the program. One challenge is finding a good publisher for the conference. If you have ideas, let me know. KK reached out to several potential publishers, but haven't had good response.

1. KK: I had the YGS suggested. I'll ask Carolyn Relf to see if YGS can help. We would need to hire an editor.
2. PDM: Agree that we need to have an editor. I'm also looking internally here at the GSC to see if we could publish with GSC.
3. LA: Based on recent events, should we walk away from Twitter? I personally do not want to support where this is going. Is there still an appetite for Twitter?
4. JH: Instagram and Facebook we have a lot of followers, and a lot of science communication on Twitter. I think that we should sit on this. I don't have strong feelings about this.
5. KK: Put it on the Holiday Discussion. Should the CPA be on twitter?
6. LA: Let's put it to the Members at the AGM

## 12. Adjournment

- a. 15:05 Eastern
- b. Next meeting: December 9th.
- c. AGM December 19th