

Minutes Meeting #54
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
13 January, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending:

Kumari Karunaratne (KK)
Guy Doré (GD)
Barb Fortin (BF)
Astrid Schetselaar (AS) - Not voting
Dale Heffernan (DH)
Lukas Arenson (LA) - Not voting
Teddi Herring (TH)
Jocelyn Hayley (JH)
Peter Morse (PM)
Chris Burn (CB)

Excused:

Robin McKillop (RM)
Madeline Garibaldi (MG)

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #53, 09 December, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. ICOP 2024 Chair report (LA)
5. President's report (KK)
 - a. General update
 - b. Work planning
 - c. Standing International Committee
6. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
7. Secretary's report (PDM)
 - a. General update
 - b. Standing Membership Committee
8. Communications director report (TH)
 - a. General update
 - b. Standing Dissemination Committee
9. Early Career representative report (MG)

- a. General update
- b. Webinars
- 10. President-Elect report (GD)
 - a. Update on Action Groups
 - b. Standing Linkages Committee
- 11. Information Sharing
- 12. Any other business
- 13. Adjournment

Action items

KK: Take over ICOP 2024 Signing Authority and keep up to speed about the finances.

KK: Sign MOU with Yukon University

DH: Contact Brian Horton and offer to help.

LA: Report to IPA council on ICOP 2024 update and request seed money.

KK: Follow up on MOU with Permafrost Pathways.

KK/CB: Pass on Frozen Canoes videos to the rest of the Board

CB: Contact Nicole Cerpnjak at CIRNAC about potential support for a Canadian version of Frozen Canoes

KK: Talk with RM about training for geohazard mapping.

KK/BF: Reach out to Pooneh at CGS to sort out membership program and payment issues

BF: File last Quarter GST

PM: Finalize the changes to the Bylaws.

PM: File Annual Corporate Return and Bylaws

PM: Send out thank you letters to outgoing Board members.

PM: Set up a meeting with KK, AS, and GD to talk about Google Workspace

PM: Follow up with Phil and Sam about chairing the SMC

KK: Distribute the TOR around.

KK/AS: Put out a notice about the EUCOP abstract deadline.

KK: Renew EA contract.

KK/PM: Set up meeting of Standing Committee Chairs.

Minutes

Introductions, welcoming in the new members.

1. Approval of the Agenda
 - a. KK: Anything to add?
 - b. All: None, no discussion.
 - c. All: Unanimously approved
2. Approval of the Minutes of Meeting #53, 09 December, 2022
 - a. KK Minutes, any questions?

- b. All: None, no discussion.
- c. All: Unanimously approved
- 3. Matters arising from the minutes (But not covered later as agenda items)
 - a. All: None.
- 4. ICOP 2024 Chair report (LA)
 - a. LA: I will join in monthly to give an update to the Board. Originally ICOP was going to be its own entity, but that would have been very challenging, and hard to move profits to CPA from conference. So the CPA is running the conference. The Board decided last year to run this under the CPA umbrella, but the finances are separated with a different bank account. This means that the Board is legally responsible. So, it is important that the Board knows what is going on.
 - b. LA: What is new and exciting is that the call for sessions went out. Please start spreading the word. These may come in after the deadline, but the call is out. In parallel to Board meetings, we have monthly meetings with the NOC and the LOC to coordinate some of the local activities, like the gala dinner. Marjie from Majestic Solutions is the coordinator we have hired, and we are working with her and Brian Hortin to get the costs nailed down. We are working with BF on this, and we will need sponsors to bring costs down. We are looking at about \$1000 for registration. Nick Brown will be our Communications Coordinator. We also had discussions from Mauro Guglielmin about PPP and an IPA Transactions/special issue. We are working on how to best publish the proceedings, and what special issues could be developed for the conference. We also have Daniel Fortier who is interested in Arctic Sciences.
 - c. KK: The important piece of information is that the signing authority and the finances are us, the Board. So, we need to transfer this from Lukas to someone on the Board.
 - d. LA: Yes, so the MOU with Yukon University has to be signed by someone on the Board.
 - e. KK: Action: We need to keep up to speed about the finances.
 - f. DH: Question, the call for abstracts. Will that be extended? My colleagues think that it is too soon.
 - g. LA: The deadline is for the call for sessions, but all of the deadlines are made so that we can move them.
 - h. DH: Recognizing that I live in Whitehorse, I can help. Just ask.
 - i. LA: Brian Horton is the LOC Chair, and he can use that help.
 - j. CB: I don't think that the deadlines need to be moved. There will be more demand than supply. But there will be some people who will get annoyed by this. Second thing is that there is more money in the IPA bank account because of not much happening during COVID. So we will have money for more students. Could be \$30K Euros. This is more than we had anticipated.
 - k. LA: That is fantastic.
 - l. CB: It means that if students need to travel, we can help them with that.
 - m. LA: We have been trying to have the registration as low as possible for students.
 - n. CB: It is still not a huge amount of money.

- o. LA: But it is still a great help.
 - p. CB: Also a possibility that there is some seed money there, but you have to ask that at the Council meeting on the 23rd. There will need to be a short report.
 - q. LA: Do you want an update?
CB: A verbal update, Jan 23, 11-13 Eastern.
 - r. LA: Action: report to IPA council on ICOP 2024 update and request seed money.
 - s. KK: Any other questions?
 - t. All: None
5. President's report (KK)
- a. General update
 - i. Nothing has really happened except for the AGM. It went fairly well. I would like to follow up with AS on what happened on the Chat Boards and breakouts, and get that into the next newsletter.
 - ii. KK: Comments on the AGM, or the holiday social?
 - iii. PM: We had a great time in our breakout on field work. There was some good networking.
 - iv. KK: We need to figure out things that are high value, but take very little work to make happen. We are going to be focusing on ICOP 2024 this year.
 - v. KK: The other thing that has happened is the Cascade Institute's proposal was approved. I haven't heard anything else about that. I'll catch Guy up on that. We have agreed to endorse this, we are not a partner. Lukas is an Advisor on this initiative. If they are looking to us, I'm going to ask that they use their advisory committee. It is a bit contentious, but they are not permafrost scientists/engineers. I'm a bit concerned about how that is unfolding. Guy and I will catch up about this. All new members are welcome to join in the discussion to get up to speed on that.
 - vi. GD: Can you summarize the focus of the proposal?
KK: They want to compile permafrost data, make a map of the permafrost community, and integrate permafrost carbon into climate models. They are not scientists, but this is science. They intend to do this in a year. They are affiliated with Permafrost Pathways.
 - vii. KK: I've asked Permafrost Pathways for a draft MOU, but haven't heard back.
 - viii. KK: Action: to follow up on MOU with Permafrost Pathways.
 - b. Work planning
 - i. KK: The main thing I'd like to do today, is to brainstorm on what the Board will do and what we want the committees to do. We are also missing MG, and she is looking for people to present for our webinars. We have AS and Pam Godin working on the newsletter with me. We will probably have a general meeting in the fall with a few presentations again. I got a bit of pushback about that this past year. What are your thoughts?

- ii. TH: What was the pushback?
KK: That we needed to have an in person meeting. We need pairing with another meeting like the Yellowknife Geoscience.
- iii. PM: I'm surprised that you got pushback considering that we had a big meeting this summer. All we needed was to have the business meeting.
- iv. CB: The only way to have this AGM in person is to tag on to another meeting, otherwise it is too much. The other thing is that it is not the best to always coordinate with PermafrostNet. This is not the best for the industry and government people. It should not be just an academic thing. The Geoscience Forum is an interesting operation for us to get associated with. It is a good time of year, it is in the middle of the term, so not ideal for people like me, but good timing for end of year reporting. To me, the YKGSF is kind of the default.
- v. KK: It is a bit tricky , if I put my NTGS hat on, it is a lot of permafrost talks. Let's keep thinking about this. Think about a meeting in Fall 2023.
- vi. PM: We could look into meeting up at the Yukon Forum. We can get boots on the ground before the conference, meet with the LOC, etc., since the conference will only be 6-7 months later on.
- vii. KK: Only trouble is that many people may not want or be able to attend something in Whitehorse so close together.
- viii. KK: Any other ideas for things the Board can do this year?
- ix. CB: Well we have something.
- x. KK: Yes, well CB has these videos as a part of Frozen Canoes.
- xi. CB: Frozen Canoes got a bit discombobulated during COVID, so they had a bit of cash left over. Hannah Christansen had some cash left over. She supported us making about 30 videos that summarize the materials that we cover in my permafrost course. There will also be a series of videos that are longer and will have more information. These are paid for by the Norwegians. I've sent 29 of these videos to Guy and Kumari, the last one is almost ready. The other 10 longer ones will be ready in a few months. These have to be in the public domain. To make this more of a CPA initiative, we could do things like publish the slides to our members in the Members Section of the website. They can use this, and other people can too. If we can get these up in the first 6 months of the year, that would be great. The first thing is to have these available to the Board so that we can figure out how to use and leverage them. We can't make the videos proprietary, but we can make ancillary materials available to our members.
- xii. KK: They are a fantastic resource. Polished and well done. We need to figure out how to use these to our advantage. Maybe we can engage our EC engineers. May be an opportunity to sit down and watch, and then discuss the videos. CB has some exercises and things that we can use to support these videos. We need to decide whether we want to take this

on, or pass to the Dissemination Committee to work with them. I'll get these into your hands. Thoughts?

- xiii. KK/CB: Action: pass on Frozen Canoes videos to the rest of the Board.
- xiv. PM: We could have a discussion group, a regular series to discuss each video..
- xv. KK: JH has also suggested that we would work on reaching out to more than just CPA members and have a "learn permafrost" workshop.
- xvi. JH: We could have something lively, and have a panel discussion surrounding the videos.
- xvii. KK: Having it as a panel would be more engaging. Any more comments?
- xviii. GD: In the AGM, there were discussions about how to continue the Frozen Canoes initiative in Canada. Could the Dissemination Committee take this as a mandate? Also, we talk a lot about permafrost trends, but we have to talk about what we do about that. We don't see that as much in forms, about how we deal with the problems. There are lots of needs. The community needs guidance on the problems they are facing with permafrost degradation and climate change. I'm not saying that we should do this, but maybe we can team up with Environment Canada or someone to make some training happen.
- xix. KK: Yes, those are the ideas that we need. Anyone have something to add to that?
- xx. TH: We will talk about that at the next Dissemination Committee meeting, and brainstorm about that.
- xxi. KK: GD, were you thinking about a one-off panel discussion, or a course?
- xxii. GD: We need a discussion about what needs to be done. We don't have capacity to do this sort of program, but we could work with a funder to build something like Frozen Canoes that has longevity. Something for managers, engineers, etc. so that they will know what they will need to do to make adaptations. We need something that reaches people in the north. First a discussion, and then develop a plan.
- xxiii. CB: The people who gave the permafrost conference \$100K was CIRNAC's climate change program, and one of them thought that there may be some money available in that program to do something like what GD has just outlined. Aimed at community members like the road foremen, the level where people do things with their hands. If that is what we wanted, I'd contact CIRNAC and see if they would be interested. Much of the money is demarcated for indigenous communities, but the program is climate change in the north. There may be a way to get this funded. This will get it done in a professional way, and there will be materials that will be available for the long term. I'm willing to contact Nicole Cerpnjak about this.
- xxiv. KK: Action item for CB to contact Nicole about this and see what is possible. Also a good time to organize a discussion. It sounds like a much needed and appealing project.

- xxv. KK: We could call it a networking meeting on that theme, and have a Zoom meeting about it. We can work on that this month, think about who would take it on, and what committee might be interested in taking it on.
 - xxvi. KK: Any other ideas for this year? Another idea that I had was to set up training on the geohazard mapping standards that were developed last year. LA, Sara Brown, and Ashley Rudy have been working on this. With all of the graduates from PermafrostNet, if there is some way to provide training from this, that would be great.
 - xxvii. KK: Action I'll talk with Robin about this, and see if he could talk about this next month.
- c. Standing International Committee
 - i. No update
6. Treasurer's report (BF)
- a. General update
 - i. BF: Very busy the last few weeks. 44% of members have renewed, 3 of 5 corporate members have renewed their membership. Out of our institutional members, we have 3 renewals. We gained a new corporate membership from Northern Permafrost Consulting out of Alaska, this is via Chris Stevens. Bookkeeping, we have 3 accounts, \$31K in Cash, \$40K in our reserve, and \$3.5 K in our ICOP account. I have prepared an annual report for our finances. The numbers are very similar to those at the AGM. The only difference is that there is more money in the ICOP 2024. \$35K for ICOP, and \$3K into the Reserve.
 - ii. BF: We have \$11,118 in revenue from renewals, and some interest. We have Stripe fees, and some banking fees. I'll file the GST for the last quarter of 2022. For ICOP 2024, that was the biggest expense. We had to pay Majestic Solutions \$25K, and we had to pay FourWaves for the website support.
 - iii. BF: I sent a new promocode to the CGS for the combined membership. Our system has been a bit of a mess. 4 members renewed via CGS, Lisa at CGS sent me her list of members, and the list did not match mine. I contacted those people, and I only got one response, but that person decided to renew. Also, the CGS was not charging tax on our memberships but we need to do this. I have to look into this because the tax is different based on where the member lives. And we haven't been paid in 2 years.
 - iv. KK: We had a discussion last month on this. My concern is that things aren't happening for the members, and not good for us because it is hard on Barb. It is important to figure this out. Pooneh is now CGS VP Finance, so we need to sort this out with her now that she is in this role, and capitalize on her motivation.
 - v. ACTION: KK to reach out to Pooneh to get this sorted out.

- vi. JH: I'm a member of both, but it is an awkward process. I just join each separately. Maybe we just need to have a link to the CPA, and register separately.
 - vii. BF: That is easier. We don't want it to be a crazy nightmare.
 - viii. AS: Is there a grace period where you use old information to contact members, or do you just contact the renewed members?
 - ix. BF: Old members get contacted until June
 - b. Standing Finance Committee
 - i. BF: The committee hired the KPMG law office to get guidance on registration of the foundation for charitable status. I'll have an update for you from the committee on that next month. Questions?
 - ii. All: None.
7. Secretary's report (PDM)
- a. General update
 - i. I've been working on year end items, like setting up accounts, transferring accounts. I've updated the contact list and will use that to submit our Annual Corporate Return to indicate changes to directors. I will update the Bylaws according to the amendment approved at the MoM last month. We need to have the President sign that and then we will post them on the website.
 - ii. PM: Action: Finalize the changes to the Bylaws.
 - iii. PM: Action: Submit Annual Corporate Return and Bylaws
 - iv. PM: I have been sorting out the Google Workspace accounts and I think that we need to clean things up. Right now we have a set of CPA email addresses that work as email addresses, but we can't use any of these in Google Workspace. I think that we need to migrate our emails from REM mail to our own Google Gmail. There are ways to do this, but I think that I need help. I'm not an IT person!
 - v. KK: Anyone want to help with this?
 - vi. PM: Action: Set up a meeting with KK, AS, and GD to talk about Google Workspace
 - vii. KK: We also need you to send out the thank you letters to outgoing Board members
 - viii. PM: Yes, I have the pins ready and a draft letter.
 - ix. PM: Action: Send out thank you letters.
 - b. Standing Membership Committee
 - i. KK: Do we need a new Chair?
 - ii. PM: I think so, unfortunately.
 - iii. KK: Please discuss with Phil and then maybe ask Sam Gagnion to see if he is interested in the Chair.
 - iv. PM: Action: Follow up with Phil and Sam about chairing the SMC.
8. Communications director report (JH)
- a. General update

- i. TH: I'm getting up to speed on this file, and I went to the last committee meeting with Jen, but she is away until the 25th.
 - ii. KK: We can work with AS to get some updates on the website.
 - iii. TH: I also went through the website, and I have lots of ideas for that.
 - iv. KKt would be nice to have photos of board members for the website
 - v. ALL: Action – Everyone to send a photo to AS
 - b. Standing Dissemination Committee
 - i. [Items covered above]
- 9. Early Career representative report (MG)
 - a. General update
 - i.
 - b. Webinars
- 10. President-Elect report (GD)
 - a. Update on Action Groups
 - i. GD: I don't have any progress to report for now. I have to talk with LA about the action groups and find out what their status and progress is.
 - ii. TH: When you are catching up with them, you could ask them for a little summary that we can publish on the website.
 - iii. KK: I have bit on some of the committees that I can pass on to you, TH.
 - b. Standing Linkages Committee
 - i. GD: I am not sure what this is about, but I understand that Chris Stevens will chair this.
 - ii. KK: Action: I'll pull up the TOR that we had and distribute them around. We want people to feel setup for success. We want the committees to work on things that are meaningful and manageable. These were initiated under the strategic plan, and with COVID people do not necessarily have the capacity that they once had. You can look at the drafts, revise them, and send them back.
 - iii. KK: Chris Stevens agreed to chair this. It would be great for the committee to put together a list of government organizations, businesses, organizations that the CPA should know about.
- 11. Information Sharing
 - a. KK: Anything to share?
 - b. JH: Will there be papers at the European Conference? It seems like just abstracts.
 - c. CB: The Europeans are adamant that they will not release papers. I've heard nothing about a proceedings volume. Just abstracts.
 - d. JH: Thank you for that clarity.
 - e. CB: The last time there were some people who sent in an extended abstract, but some people sent in like ten lines.
 - f. ACTION: AS to put out a notice about that.
 - g. KK: Steve Kokelj got an invitation to a meeting, a permafrost workshop that is happening in Inuvik and Aklavik.
 - h. GD: This is related to the European Union Nunataryuk project.

- i. KK: It was a bit surprising to get this invitation to something happening in our backyard. It is happening from February 7-9. CB, did you know about this?
- j. CB: No, but you should expect to see more about this as a result of the war in Ukraine. More interest will be shunted to North America. This is not one off. There will be more and more of this happening. It is difficult for the Europeans to work in the Yukon because it takes so long to see change as it is so warm. The coast, the western Arctic is a destination for these people. Nunavut and the eastern Arctic is more difficult because of all of the rock, and the ITK have strong ideas about who will do what. There is more openness in western Arctic. And it is far far cheaper to work in the western Arctic. Your office will have to figure out how to manage this in the future.
- k. KK: It would be nice to have a heads up on more of this. JH and I sit on the PermafrostNet Strategy Committee, and there was discussion about taking the initial findings and making a simple publication so that there is something to talk about.
- l. JH: There were people from Environment Canada, or a contractor, interviewing a bunch of people about permafrost.
- m. KK: They didn't reach out to PermafrostNet about this. It was JH who was contacted to be interviewed, and that is how we all found out about it. I hope to have a better update about that work next month.

12. Any other business

- a. I forgot to mention that we need to update AS contract.
- b. PM: We need to ask AS to leave the meeting.
- c. AS: Leaves the meeting.
- d. KK: Any reservations?
- e. PM: I don't have any. I do wonder how long we will actually be able to hire her.
- f. CB: I think that she will be able to work for the next 6 months. After that she will likely start looking for work.
- g. GD: How much does she work?
- h. KK: She works about 8 hours a week, but we may have this become a monthly agreement. She has been flexible.
- i. CB: One thing to keep in mind is that we have been fortunate to have AS and her capabilities. GD's question about length of time is important, the question of having someone on a long term basis. This was not part of the original plan of the CPA. We need to figure out if this is a "student" job, or someone who devotes a day a week.
- j. GD: We need to make sure that she has good records and files. We need to think about transition.
- k. KK: It would be good to keep in mind how we do this and keep our eyes open for potential candidates. She keeps good records.
- l. Al: Agree
- m. KK: Action: I'll renew her contract.
- n. KK: Action: We also need to see about getting a meeting of Chairs of the Standing Committees.

- o. CB: Are you expecting to have the Royal Roads people give a presentation to the Board?
- p. KK: I am not planning on having the Cascade Institute present to us, except maybe at the AGM.
- q. CB: I'm just wondering if there is a misconception about what the CPA is. We pulled off a conference this summer, and the ICOP is a big thing. But even though we are trying to do a lot, we are trying to not do a lot of work. I respect your thought that we should just leave them to do what they are now contracted to do. I think that at the end of the day that the CPA is there to basically just get people together from time to time. It doesn't have a science capacity, etc. You can't look at the government for leadership. The federal government has to pick up its game. It has backed off, listening to the rhetoric from the Territories, but it has the only national mandate. I don't know if the CPA's message comes through. It requires a bit of reflection on the past, about how things were achieved at the federal level in the past, and what the CPA should do.
- r. KK: Where did you hear misconceptions about the CPA?
- s. CB: We've heard that it is hard to get a cohesive view from the Canadian Permafrost Community, but people like Jennifer Spence think the CPA has this. But it doesn't. The view is go to the CPA, don't go the federal government. I asked why this is. One reason is that in Ottawa, that there is no leading agency. Who do you go and talk to for Canadian Northern Policy on permafrost? And if an agency starts to say things, then they get jumped on.
- t. KK: The CPA fills that gap. I'm hoping the strategy committee will expand, and that this can be something that can take on this conversation. But things are not coming together with the federal government.

13. Adjournment

- a. KK: Thanks everyone for coming. Great to have everyone on board. We lost some good people, but we have gained new great people. Call me if you have any questions or concerns.
- b. Adjourned
 - i. 14:59 Est.
 - ii. Next meeting February 10, 2023.