

Minutes Meeting #56
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference 10 March, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Teddi Herring
Kumari Karunaratne
Guy Dore
Barb Fortin
Robin McKillop
Astrid Schetselaar

Excused

Dale Heffernan
Peter Morse
Chris Burn
Jocelyn Haley
Madeleine Garibaldi
Lukas Arenson

Minutes

Astrid Schetselaar

Action Items

- Action item: KK to reach out to Marolo Alfaro to see if he is interested in being the liason between GeoManitoba and CPA. Also ask if he can join the board as member-at-large next year.
- Action item: AS to send out CPA board meeting dates and times to Toni for the rest of the year.
- Action item: KK to follow up with standing committees on task they will commit to this year. • Action item: Everyone to review documents from Standing Finance Committee on foundation activities
- Action item: PM to get GD access to Google Drive.
- Action item: KK to visit RBC Branch to get signing authority
- Action item: TH to create slack channels and invite board members and in each standing committee
- Action item: MG to contact people for webinars. Get webinars scheduled until January of next year.
- Action item: KK to get PermafrostNET AGM details for the next two years. • Action item: Start thinking about who could be a chair for CPA virtual AGM this year.

Agenda

- 1) Approval of the Agenda
 - a) No discussion
 - b) Unanimously approved
- 2) Approval of the Minutes of Meeting #55, 10 February, 2023
 - a) No discussion
 - b) Unanimously approved
- 3) Matters arising from the minutes (But not covered later as agenda items)
 - a) None
- 4) ICOP 2024 Chair report (KK)
 - a) Seed money / CPA reserve fund discussion.

ICOP Session Proposals:

- Session proposals deadline is now closed. Over 40 proposals were submitted and were all pretty interesting. We took similar themes and grouped them. They are now getting feedback from the international committee. These will be published in the next couple of weeks. Sessions need to be re-written, some are well-written others need to be straightened out.

ICOP Call for Abstracts:

- Title of papers and abstract submission deadline is April 28.

ICOP Sponsorship Packages:

- LA and RM sending out sponsorship packages. National committee needs to review these and provide feedback. We already have pretty big costs coming in for virtual component of conference (about \$8,000). Early sponsorship is critical, particularly from the private sector. Still waiting on seed money and majestic solutions will need to be paid by the end of march (about \$20,000). Looking for sponsors ASAP. MoU was sent to CGS, CNC-IPA will be providing grants (\$15,000) – funds can probably be released quickly.
- We need to think of new organizations that can provide sponsorship for the conference and receive sponsorship packages. Provide input on what organizations could sponsor event and need to make sure we have broad representation • KK: Ask CGS as well who they would like to sponsor ICOP

ICOP Registration:

- Registration fee has been set. Regular registration fee is around \$1300 (not early bird price). Limited space is available in Whitehorse (max. 450 attendees). Important to push virtual registration.

- 5) President's report (KK)
 - a) General update

- **EUCOP Travel Funds:** KK and GD to request CPA travel funds to attend EUCOP June 18-22 in Spain. KK will be representing CPA and the ICOP organizing committee at the

conference. It would be great to answer questions for ICOP and look at how things are organized at the conference. Ask CPA to support KK's registration fee and GNWT support the rest of it. GD will contact board members as well to initiate this discussion

- **GeoManitoba.** MoU was received by CPA, JH, KK, and GD currently reviewing it. The CPA needs someone on the GeoManitoba organizing committee as liaison. Would like that person to be member-at-large on the CPA board next year when Dale's term is up. Seed money needs to get sorted out. We mostly need to organize conference sessions and review of papers – we need an organizing committee for that. MoU outlines that the CPA bring 50-100 additional attendees to the conference that are not part of the CGS – this might be challenging.

- GD: We will probably be exhausted from ICOP. We might not have as many people with papers and people that want to go. Are we organizing a Canadian Permafrost Conference OR helping CGS with permafrost content in the conference? Personally, inclined to have Canadian Permafrost Conference but perhaps we need to lower expectation. This needs to be shared by other members of the board.
- BF: When is the conference? October 2025. It is during a time of the year to have a business meeting as well. It is not that close to ICOP, about a year and a half. Probably doable.
- KK: Would like to go for Canadian Permafrost Conference. Set expectations on the number we can bring that aren't already CGS members. Some people that couldn't make ICOP may be happy for this conference.
- TH: Window of time would be enough for CPA to organize Canadian Permafrost Conference
- KK: Will summarize this discussion and respond to MoU. Figure out the seed money and the percentage that the CPA will be responsible for at GeoManitoba (right now it is 15%).
- GD: Low risk for losses at this conference since there are a lot of attendees. But we need to lower expectations on money they are expecting and attendees b) Standing International Committee

- By April to have all committees to commit to what they will produce for 2023

6) Treasurer's report (BF)

a) General update

- Renewal update: 10 members that renewed this month. Automatic email that goes out every 2 weeks to remind people to renew. 166 paid members currently. 7 new members. Stantec just renewed.
- Bookkeeping: 39,255 in the main account
- Revenue 2023: \$20,974, for March 2023 \$3781.
- Total expenses for the month about \$2000. We paid \$400 to CFES. Paid \$967 for

website.

- Expenses ICOP: \$173 for cheques. Virtual conference \$8000 for down payment still needs to be paid.
- CGS/CPA membership; first report 24 registrants that are combined members. 5 of them not in the system. Invoice was paid by CGS.
- Signing authority: KK needs to physically go to RBC to get signing authority. Barb, Peter, KK to have signing authority. Peter had changed owners which triggered CRA and locked out of account since ownership was changed

b) Standing Finance Committee

- i) Discuss documents prepared for CPF submission for charitable status • Committee wanted board to have a look at documents and agree to information that was sent out. Discuss this by email since most people did not get a chance to look at the documents/were not able to open.
- Some items to follow up on are how are awards given out? Who forms the committee CPA or Foundation?

7) Secretary's report (PDM)

- a) General update
- b) Standing Membership Committee

8) Communications director report (TH)

a) General update

- Chris Burns Elements of Permafrost Science are posted and available. AS working on social media campaign to get the word out.
- Continuing to update the website. One of the pages that needs updating and refreshing is the map of research locations. Needs to be maintained and updated. Maybe this could be added to registration forum or create a separate forum on the webpage itself and promote via socials and newsletter
- Compiling a list of permafrost courses. This is underway but would like to reach out to members to know of courses that are going on. Perhaps a google forum for people to fill out.

b) Standing Dissemination Committee

- SDC launched social media series that features an ECR. Made our first post last week. We had really good response on social media. We have 6 of them ready to go and post them monthly
- Committee interested in organizing events. An online permafrost trivia or meet up with members in local cities.
- Slack channel for board members and committee members. Facilitate community between board and in committees. Could facilitate collaboration between committees as well and is rather informal communication tool. Account is free but messages disappear after 90 days. Should be optional for members and important information should still be sent via email.

9) Early Career representative report (MG)

a) General update

b) Webinars

- Upcoming webinars by Chris Burn and Stephan Gruber, Robin McKillop and Naomi Short

10) President-Elect report (GD)

a) Update on Action Groups

- Two action groups; action group on glossary development – very active and well organized group. 18 meetings so far. They are progressing but it is quite an undertaking considering 500 terms (only 35 approved, 100 to be evaluated). Toni is leading the group.
- KK: Perhaps we can get an update on some of the work they are doing, and we can disseminate on SM or newsletter. Provide members with a bit of a teaser on terms that have been approved.
- TH: Include action groups on the website. Do we have proposal for modelling group? Ask Peter where this might be.
- Action group on modelling led by Greg Siemens. Have not gotten an update yet from that group. Intent is to develop procedure for thermal modelling.
- Update on the PCF action group that it was complete and passed to the cascade institute. Time frame that this was active and for further information.

b) Standing Linkages Committee

- Chris Stevens is new chair of the committee. Intent is to develop database of stakeholders in permafrost scientist and engineers. Did not yet get a report but in early stages.

11) Information Sharing

- International Day of Permafrost – almost 100 people attended. All the videos will be available on PermafrostNET website.
- PermafrostNET planning AGM for Victoria this year. We should make sure that all the work that was completed gets passed on.

12) Any other business

- No discussion

13) Adjournment

- EST 14:23
- Next meeting April 7, 2023