

Minutes Meeting #59  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
9 June, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

PM

JH

BF

LA

RM

TH

KK

Excused

Minutes

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #58, 5 May, 2023
3. Matters arising from the minutes (But not covered later as agenda items)
4. ICOP 2024 Chair report (LA)
  - a. General update
5. President's report (KK)
  - a. General update
  - b. 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 (JH)
  - 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:

All: Keep sponsorship ideas flowing to Lukas

KK: Sort out CNC-IPA, IPA, SIC, and NRC with SIC at EUCOP and wrap up by July.

KK: Send out letters to past members who have not renewed yet.

BF: Please pass budget numbers to board ahead of the meeting so we have them at hand.

BF and KK: Contact Sam Gagnon about timing of awards.

GD: Ask the SLC to look into linkages with CGU-Hydrology Section and with the NSDIC.

TH and KK: Work on something by August to get the conversation started about funding opportunities. Some sort of social media plan and activity, with a Google form.

#### Minutes

1. Approval of the Agenda
  - a. KK: Any issues or questions?
  - b. None
  - c. Unanimously approved.
2. Approval of the Minutes of Meeting #58, 5 May, 2023
  - a. KK: Any issues or questions?
  - b. PM: I updated all of the numbers on membership and finances.
  - c. No other comments
  - d. Unanimously approved.
3. Matters arising from the minutes (But not covered later as agenda items)
  - a. None.
4. ICOP 2024 Chair report (LA)
  - a. General update
    - i. Call for abstracts went out and was extended to May 31, 2023. We are hoping to make a couple of edits to the website. We got about 150 abstracts submitted for papers. We will probably get about  $\frac{2}{3}$  of those. about 25% for posters, and the rest for presentations. People are interested and probably it will be a crowded conference.
    - ii. Planning on social events is progressing well. We have enough blocks for hotel rooms. Not cheap, but we have around 300 rooms blocked off. Most hotels give us until about mid-May next year, so quite generous.
    - iii. Finance side, I'll defer to Barb, but we are getting out of the critical zone for sponsors. I encourage everyone to look for sponsorship opportunities. We need to see how to do this best for the government to sponsors. They can't really send a cheque, but they can support expenses.
    - iv. PM: yes, they can't really cut a cheque, but can pay for expenses.
    - v. LA: That is pretty much it. The next key deadline is for August to get the papers. We hope to have registration open next week, ideally when EUCOP is on.

- vi. KK: Will there be a cap on registration? The big restriction is hotels and capacity for some buildings.
- vii. LA: The bigger issue is the venue, max @450. That is the critical part.
- viii. PM: Sharon and I are working really hard to get the permafrost group registered as soon as possible.
- ix. LA: We may have to hold a couple of spots for government people who may not actually be able to pay before April 1st 2024. Let us know ASAP so that we can reserve those spots. Then we can set a deadline like April 10 for payment. We don't want to advertise this on the website.
- x. JH: What are the expected numbers?
- xi. LA: We have to cut at 450, and I expect that. I'm hoping that we might get the same number online.
- xii. KK: Did you get the stickers?
- xiii. LA: Yes, simple ones made up.
- xiv. KK: Any other questions? None

## 5. President's report (KK)

### a. General update

- i. I got an update from the Cascade Institute on the permafrost carbon story. they were not successful in finding a student/postdoc to work for them. But they did find two people from Germany and Denmark, to do a contract with them to look at fires and permafrost, and another to look at thaw mitigation strategies. They are looking for another dialog in line with March 2021, again in early 2024. This is something that we are just watching. They did submit their proposal listing us as a partner without our knowledge. We are aware of their work now and we will notionally support it. But I do have concerns about the exact direction that they are taking.
- ii. Spoke with Toni about the Standing International Committee and about the TOR. I will see them in person at EUCOP, and we will have this nailed down by July. We need to sort out CNC-IPA, IPA, SIC, and NRC. It would be great if the NRC can still keep paying, but the CPA's SIC takes over the operations of the CNC-IPA.
- iii. I circulated the proposal about LGBTQ+ support from the CPA. The IPA will not raise this this year given the Russia issue, but CB said to please contact the CPA and PYRN. I have worked with a few friends to put together the proposal and the design. I'm interested in feedback on the statement and the design element, and how we want to go forward with this. How much information do we want to share, and what? I compiled the information in the email to you for this meeting, but what should we do for a statement and activities?
- iv. JH: I loved this, and the direction of this. It is such an important issue. A statement about inclusion is much easier to make. We need to frame around permafrost, and why this is important. We need something like how changing permafrost affects everyone and everything, and the only

way to address this is to include all viewpoints and we are fully inclusive. We need something that says we can't understand a diverse problem without diverse people. We need a higher level statement to frame this. Then go into Kumari's statement. maybe we minimize some of the international details.

- v. PM: This is great, and JH summed it well!
- vi. JH: This is an opportunity to make it clear that we, the CPA, welcome other perspectives, such as archeology, social sciences, etc.
- vii. RM: This is a great thing to do. Is this just for the website, or what else will we do, and is this just for June?
- viii. KK: For now, this is focused on June, and could come around each year, but we could make a permanent space for this on our website.
- ix. TH: I love the initiative, and love the logo. JH's ideas are great to broaden the statement. So June is here. We can finesse the statement soon and get this moving on the website and social media.
- x. KK: I think that if we make the statement that permafrost thaw does not discriminate, and so we need to be inclusive to garner all of the helpful ideas for solutions. We can leverage this to say that there are other groups that are also important. I need some help.
- xi. TH: Agrees to help.
- xii. KK: Thank you. We will work on a statement and pass around for review, but try to get this out next week.
- xiii. KK: The logo has had a few rounds, and there were a few variations, and this was the best. Pascale helped veto a few of them. This version is more like a big celebration. If we have this ready for ICOP it will say "this is where the CPA is at" and will nudge the IPA to get there.
- xiv. KK: I'd like the statement and logo on social media, and a statement on the website, and perhaps put the other information together a bit later on. I'm open to hearing suggestions for other things that we can do this year in addition to the statement and logo.
- xv. JH: Talking about inclusions in a broader sense, we can kick this off with this, but we can maybe start up a regular section in the newsletter about including other knowledge and perspectives. Each month we could have a new bit in this section. Like something about disability and fieldwork, etc.
- xvi. TH: I'd be tempted to see the logo on a neutral background. Please pass me a high quality version.

- b. Standing International Committee
  - i. Discussed above.

## 6. Treasurer's report (BF)

- a. General update

- i. Renewal and New Membership:

- 1. 182 paid members, 2 new members

2. Distribution of members: 66 EC, 88 Reg, 18 Lifetime, 5 Corp Gold, 1 Corp Silver, 3 Inst. Gold and 1 Inst. Silver
  3. I'll be sending out a few email to people who have not renewed.
  4. KK: Maybe I can do that and lean on them a bit.
  5. BF: That is a great idea
- ii. Bookkeeping:
1. CPA Assets: Cash Account: \$37,130; CPA Reserve: \$40,468; ICOP: \$7,631; GIC: \$2,034
  2. CPA Revenues for 2023: \$23,856 This month: \$367, which includes New Membership and Membership Renewal: \$280; interest deposited in savings accounts: \$87 in Reserve
  3. CPA Expenses for 2023: \$6,215 This month: \$1,207 which includes \$1,200 for executive assistant and \$7 in banking fees
- iii. ICOP bookkeeping:
1. Revenues so far: \$22,567 which includes \$22,500 in sponsors and \$67 in interest.
  2. Expenses: \$51,033 which includes \$43.2K for conference organizer, \$7,625 for Gunta, \$173 for cheques, \$8 for shipping and \$27 in banking fees.
  3. Sponsors so far are CNC-IPA and TetraTech
  4. PM: thank you for staying on top of all of this. Do you need any support?
  5. BF: For now, no.
  6. KK: It would be helpful for me if a minute before the board meeting to see the numbers. I'm a bit concerned about capacity down, and also who will take over from you after your commitment. This is going to be a big handoff to somebody. If we had some overlap, that would be great.
  7. BF: Some overlap would be great, and I had that with Lukas.
  8. BF: I did have problems with accessing our CRA account, but I've got that sorted out.
  9. CGS: I did get a report on the shared members, and there were only 4, so I am following up with that.
  10. Awards: Are we giving the money to the awards this year?
  11. PM: The SMC has got the nominations committee together. I think the idea is to get the nominations together, and confer the awards at ICOP2024.
  12. KK: Maybe we announce the award in 2023 at the AGM, and then have talks at ICOP?
  13. PM: Best thing is to contact Sam Gagnon.
  14. Action: BF and KK contact Sam Gagnon about timing of awards.
- b. Standing Finance Committee
- i. No update.
7. Secretary's report (PDM)

- a. General update
    - i. Just to make sure that this is clear. We are good for insurance, specifically for the conference. We just need to make sure that we ask for proof of insurance from the companies that we contract
    - ii. Action: PM to reach out to Majestic Solutions and ask for these proofs to be passed to the Secretary.
  - b. Standing Membership Committee
    - i. They have put out a call for awards nominations in the newsletter
    - ii. They have got the mentorship program all sorted out. They put a teaser in the recent newsletter, the mentor/mentee forms are ready, and so are respective information sheets.
    - iii. They have put together a TOR and work plan. I'll ask for it and pass around.
8. Communications director report (JH)
- a. General update
    - i. Responded to requests for the website
    - ii. KK: Would be good to put out on social media whenever a newsletter comes out. People are still missing the MailChimp emails. We can put the newsletters on the archive as soon as we can.
  - b. Standing Dissemination Committee
    - i. The SDC did not meet this month because of fieldwork
    - ii. TH: I shared the SDC TOR and work plan.
  - c. KK: Any other comments for TH?  
BF: Are new members being added each month?
  - d. TH: AS handles this.
  - e. KK: I think that AS is pretty good about this. I think that if we can make people more aware of these via social media, then these will be read more. I'm pretty sure that AS is keeping the email list updated.
9. Early Career representative report (MG)
- a. General update
    - i. KK: MMG is not here, but I think that she has a few webinars lined up this fall. It would be great to have a few of these lined up for 2024.
  - b. Webinars
10. President-Elect report (GD)
- a. Update on Action Groups
    - i. KK: Guy passed me his updates
      1. The Modeling Action Group is passing the leadership to Earl De Guzman
      2. The Glossary Action Group is productive with lots of meetings. May 6th was their 23rd meeting. They are on track to get the bulk of their 1st phase done by the end of October. They want this for ICOP.
  - b. Standing Linkages Committee
    - i. KK: This committee is up and running, and they submitted a TOR to me.

1. They will work on processes and criteria for reviewing groups that we want to link to; Development of a northern advisory group. This would be great. And they will reach out to the new partner organizations and groups.

c. GeoManitoba

- i. KK: GD is working on this MOU, and has worked to get the wording changed so that the money from the Manitoba Government is shared differently.
- ii. JH: Reviews the wording in the clause. GD and Brent went back and forth on the statement. It protects us.
- iii. PM: The revised statement means that if there is a profit of over \$40K, the provincial incentive goes just to Manitoba Section, but if the profit is less than \$40K there are two options: some of the funds are used to top up to \$40 to be split between CGS, CPA, MS, or if there is a negative profit (loss) the tax incentive is used to cover the loss and any leftover incentive funding (less than \$40K) is split 3 ways. It seems like a fair plan.
- iv. PM added for the record: The proposed statement reads:  
“If conference profits (without any tax incentives) exceed \$40,000 any tax incentives received will be paid entirely to the Manitoba Section, if conference profits are less than \$40,000, tax incentives will be included in the conference profit sharing calculations to either bring total conference profits up to \$40,000 (a portion of the tax incentive in this case) or entirely in the event that total conference profits plus tax incentives result in less than \$40,000 profit.”
- v. KK: GD is looking for support now. Let’s vote. Any other discussion?
- vi. None
- vii. Vote: All in favour. Unanimous approval of

11. Information Sharing

- a. RM: Frozen Ground just came out, and a lot of stuff in there.
- b. KK: Did the CPA distribute this to members?
- c. TH: We did reposts on social media.
- d. RM: One thing. After our last meeting, I sent you a few notes about my thoughts on Permafrost Carbon.
- e. KK: I’ll work on it over the summer. That can be an action item for me. I got your comments on permafrost carbon. Thank you for the reminder.
- f. TH: Cool webinar next week on accessibility in polar research, Accessibility in Polar Research. I shared on social media and I will retweet just before the event.
- g. RM: I got this email from NSIDC about something. Do we need a connection with them?
- h. KK: We can put this to the SLC to investigate? Action for GD.
- i. PM: The NSIDC is really about data and data management. We may not have a strong link with it when it come to organizational networking, but we might get a

great speaker on data and data management, things that we as a permafrost community in Canada are working on.

- j. JH: How do CPA members get updates from the IPA? I just found that Frozen Ground is out.
- k. PM: CB has made it clear that the IPA needs help to distribute Frozen Ground to people in member countries.
- l. KK: I'll look into this.
- m. TH: I can share this via social media.
- n. KK: I just found out that at EUCOP there is a session on ArcticU, and they have a workshop and EUCOP and the speaker fell through, so CB asked if I could talk. It is about international interns in government or private sectors. My personal opinion is that there is not a lot of appetite for this. The Canadian government gives priority to Canadians and my experience in the private sector is that an intern should be expected to do a lot of different things.
- o. PM: that is the way things are at the GSC. Hard to bring in a student from an international location. Not what we are looking for.
- p. RM: I am trying to figure out if this is something that might have a place, and it's something that I'm interested in. And that is funding. Where is the money? How often does it come up? I'd like to see if there is a way for private industry to contribute some how. There could be a way for private industry to contribute to funding applications.
- q. KK: If I understand correctly, something like a list of potential funding sources, and who is doing what?
- r. PM: At a bare minimum, what is going on in different jurisdictions. We are starting to collaborate more with the academic community. It would be good to be more proactive. I have some activity with Anne-Marie Leblanc but there could be more of these opportunities.
- s. KK: maybe this is something that we should brainstorm in September. How do you find people to work with.
- t. RM: We jumped all over Google Forms at my office. We could do the same thing. I'm not part of most funding calls, but it would be good to know what is going on.
- u. JH: Often these calls are responded to at the last minute, so things can happen pretty quickly. Part of it is figuring out how to involve other parties and private companies. What we need to do is have a matchmaking service.
- v. RM: There may be some sensitivity to funding limitations. Like are the territorial and federal surveys going after the same funds?  
PM: No, we have very separate pots of funding.
- w. RM: We would like to be out ahead of many of the calls so that we can support them better. There is a lot of collaboration that can happen. It could be helpful to have calls for funding listed on the website.
- x. KK: We could say on social media that there are certain calls coming, is there anything else out there? We can think about this in September, the high level



points as to how funding is located and dispersed. Permafrost is so diverse we can tap into funding from lots of places.

- y. JH: We need to encourage our members to put on their information, and also the institutions and corporate members.
  - z. RM: What is this public member directory?
    - aa. KK: It is a bit tricky, because members have to update all of their information, and then it has to be updated if they don't renew. We need an action
    - bb. TH: We did this for courses, and we can do this for funding.
    - cc. KK: We can keep this separate.
    - dd. Action: TH and I work on this together by August, something to get the conversation started. Some sort of social media plan and activity, with a Google form.
12. Any other business
- a. None.
13. Adjournment
- a. 15:00. Next meeting 7 July 2023.