

Approvd Minutes Meeting #61
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
15 September, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Lukas Arenson (LA, invited)
Peter Morse (PM)
Barb Fortin (BF)
Kumari Karunaratne (KK)
Dale Heffernan (DH)
Madeline Garibaldi (MG)
Robin McKillop (RM)
Teddi Herring (TH)
Guy Doré (GD)
Chris Burn (CB)
Astrid Schetselaar (AS)

Excused

Jocelyn Hayley

Minutes

PM

Action items:

KK&PM: Go over meeting 60 Minutes.
KK: Sign I sign MOU that we participate in the IGC 2028 bid.
BF: Add "Meetings" line item to ICOP budget.
PM: To pass on mentorship program draft to KK
KK: Sign the GeoManitoba MOU

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #60, 7 July, 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. Partnership on Canada's bid to host IGC 2028
 - c. Standing International Committee
6. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
7. Secretary's report (PM)
 - 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 MOU for GeoManitoba
 - b. Update on Action Groups
 - c. Standing Linkages Committee
11. Information Sharing
12. Any other business
13. Adjournment

Minutes

1. Approval of the Agenda
 - a. No additions
 - b. Approved
2. Approval of the Minutes of Meeting #60, 7 July, 2023
 - a. PM: I'll tune up the numbers that BF sent, but I wasn't there so I can't suggest anything else.
 - b. KK: I'll go over this with you later
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. Papers are due today. We are bombarded for requests for extensions, and will keep doing that until the end of the month. Papers are coming in. Don't have the numbers, but may be gettin 50-60 percent of the abstracts that were submitted. We have opened the extended abstracts submission, that has some hiccups, but we are making it happen.
 - ii. KK: One change is the deadline for extended abstracts is the end of November, so we have everything by the end of the year. Lets people register and we will have time to organize the program and publish.
 - iii. KK: A big change, so a big push once the papers are sorted. We will need to do coms for this change in extended abstracts. Most presentations will be against these abstracts.
 - iv. LA: learned that now for USGS, their employees now even have to confirm that we are not using certain devices. The US government can't use certain routers. We have requests for visa help from a Russian

colleague. So unanticipated geopolitical challenges. We have resolved an email issue that we had with our inbox. We upgraded to a new REMWebsolutions subscription.

- v. We learned that ECCC will have some funding. And we still need to apply from GEMGeonorth to get funding from NRCan.
- vi. That is it for critical news.
- vii. KK: Lukas and I are hoping to go to Whitehorse to do a site visit, so that we can get a much better sense of things. Dale, if you are around, you can join in.
- viii. DH: I can do that.
- ix. AS: Are we opening the registration, is there a push yet?
- x. KK: It is open, but we wanted to consider that we needed to get through the bulk of reviews so that we can let people know if the paper is accepted and they can present it. Stand by for big launch
- xi. LA: We got discount codes from Air North, so they are a sponsor.
- xii. DG: Accommodations? Do we coordinate that, or do people find their own?
- xiii. LA: We have blocks at a set of hotels, this info is on our website, and it is up to participants to register.
- xiv. KK: Are the codes published?
- xv. PM: There was a problem with some codes, so Marjie just eliminated the codes and now participants just ask for one of the Canadian Permafrost conference rooms. The website says to do this.

5. President's report (KK)

a. General update

- i. I have a new job as director of NTGS. The PermafrostNet Strategy Committee published an editorial in Arctic Science. It is an overview of the status of coordination of permafrost activities in Canada, and is a call to action. Stephan Gruber and Janet King are working to connect the dots between different federal departments. I got an email from Tristan, who would like to link a survey to this editorial. We want to make sure that this survey is inclusive and includes people that want to be involved. Not sure when this survey will be published. The committee was asked where this initiative should live when PermafrostNet sunsets (2026?). The CPA is an obvious choice for some. I support that the CPA can be a home for this, by an action group or interest group, but that would be down the line.
- ii. KK: Back in July, Astrid and I put together a work plan for some things that I'd like to do before I sign off as President. Some are housekeeping, some are a bit more work. I'd like a EUCOP recap. It would be good to roll out a few of our Canadian presentations via the CPA.
- iii. I'd like a date for the AGM. We are late for the Nomination Committee. I'd like the first or second week of December.
- iv. PM: A full meeting, or just the business meeting?

- v. KK: I think just the business meeting. We all have a lot on our plates, getting ready for ICOP. If someone is willing to take something on, and lead it, we can do this. We could take Guy's suggestion to give some longevity to some interest groups. But I'm not going to ask for more than the business meeting.
- vi. GD: We can have a discussion on what interest groups to start.
- vii. AS: We also thought about having someone from each region talk about activities going on.
- viii. KK: A bit of a slideshow. Nothing formal. Or updates from labs.
- ix. KK: I'd like to get a newsletter out for next month. We have some content that is nearly ready to go. Does anybody have any newsletter related things right now?
- x. GD: If we report on regional activities, we could have an update in each newsletter.
- xi. KK: We have had a bit of that, but this is a good suggestion.

b. Partnership on Canada's bid to host IGC 2028

- i. We have been requested to participate in the IGC bid. This is the biggest geoscience conference in the world. In August 2024 it will be in Korea. People in Calgary have a bid-assembly committee, and they circulated a draft MOU to support just the bid. There isn't any financial obligation. They are looking for volunteers to put the bid together in the next year. Chris gave the advice that if the CPA gets involved, it will feel like another ICOP year, so to be careful, and limit our participation to hosting a field trip. Our participation in the coming year, this would be to support a field trip. These should be in the works, as we will host field trips in June. So not a lot of work at this stage. It is an opportunity to assess if we want to be involved in the conference organization. Those are the considerations. They are looking for us to sign the MOU, look for volunteers, and they would like to find out if there are any Canadians attending in Korea.
- ii. CB joins: Lots of work and no payback.
- iii. KK: Could be a money maker. I'm in favour of going ahead at this level and helping to organize the bid.
- iv. GD: There was quite a bit of interest for northern Canada, so opportunity to include a permafrost visit. With the 2024 conference, 2028 will be another ICOP year. Not sure when the next Canadian Permafrost Conference will be, but there could be conflict with those presenting at IGC.
- v. CB: This is one of the Field Guides from the IGC, and here is another. They used to do these in a grand style. Not clear if these are full tilt scientific excursions. If our ICOP field guides have a lot of work, there is potential to double up with whatever we do in the ICOP with IGC. The last time they did this, it was pretty serious. But when they did this, the EArth Science community in Canada was much larger. Important to find out

from organizers what their vision for field trips is. If somebody has to write a book, that is a lot more work than just leading a trip. CFES is pushing this bid, but it is a mixed bag. Some are great, some lack imagination. Some are not as ambitious as this opportunity could be. The Canadian community is just getting stirred up by this, but it is a bit late in the game. Normally there is an 8 years lead, but now just over 4. This is a whole earth science conference. It could be 12K people. If the CPA organized a trip, it would be filled up. Most will never get a chance to come to northern Canada otherwise. There is a lot of work involved. Someone from the CPA is going to have to grip some other aspect of the meeting. We can't be there as an appendage. We would have to dive into the middle. They have been a bit cagey about the money, but they want to build up a trust fund for the CFES. It is worth finding out from CFES what they want to do as a legacy project.

- vi. PM: Would you or Guy looking to do this, or looking for another volunteer?
- vii. KK and GD: We would be looking for volunteers, a little group.
- viii. CB: One thing to think about is, the meeting is in 2028, and there will be quite a bit of connection with the CPA, so the person we should have in mind is someone who is a very good member or a board member. Person should have more of a role than just participating in the CFES/IGC Bid, a strong liaison between the CPA and IGC LOC.
- ix. KK: I propose that I sign the MOU and that we participate in the bid.
 - 1. Questions?
 - 2. CB: Do we have to put up any money?
 - 3. KK: No.
 - 4. Vote: Unanimous, yes.
- c. Standing International Committee
 - i. KK: The International Standing Committee members are also the ones who liaise with the IPA, and they represent Canada on the IPA council. They want to sort out how the CNC-IPA can become the CPA International Standing Committee. NRC pays the Dues, about \$2000. So it would be great if NRC still did pay this. I've sent a note to Janet King, since I couldn't locate any of the CNC-IPA members, she put me in touch with Igor Egorov. Whether he knows it or not, he is our link to funds. Janet is touching base with ECCC, and touched base with Transport Canada, and other players.
- 6. Treasurer's report (BF)
 - a. General update
 - b. BF sent her numbers ahead of the meeting. 188 members now, 18 life, 90 reg, 0 ec, 5 CG, 1 CS, 3 IG, 1 IS, 0 Community. Still have decent money in the account. We have \$40K in ICOP. I made several payments, for Zoom, paid monthly Membee renewal, and the REM websolution Gold Package upgrade. We still have lots of budget to use. Any questions?

CPA Revenues (Net)	2023 Budget		Actual	
Indiv. Memb	\$	12,900.00	\$	10,586.50
Corp. Memb	\$	5,500.00	\$	5,500.00
Inst. Memb	\$	3,500.00	\$	3,500.00
Comm. Memb	\$	-	\$	-
CGS-CPA 2021 & 2022 Membership	\$	-	\$	3,860.00
Standing Awards	\$	4,000.00	\$	2,000.00
Transfer from Reserve	\$	10,000.00	\$	-
Interest from Reserve	\$	100.00	\$	722.05
Other	\$	-	\$	36.88
TOTAL	\$	36,000.00	\$	26,205.43
CPA Expenses	2023 Budget		Actual	
Administration	\$	10,000.00	\$	6,646.89
Standing Awards 2023	\$	4,000.00	\$	-
Scholarship & Bursaries 2023	\$	2,000.00	\$	-
External Conference 2023	\$	2,000.00	\$	1,152.56
Board Meeting/Travel 2023	\$	2,000.00	\$	-
Loan to Canadian Permafrost Foundation	\$	5,000.00	\$	-
Executive Assistant 2023	\$	10,000.00	\$	3,175.00
Support to Standing Committees 2023	\$	1,000.00	\$	-
Membership to CFES	\$	-	\$	400.00
TOTAL	\$	36,000.00	\$	11,374.45

- c. BF: For ICOP we have sponsorship, and registration is coming in now. registration is mostly coming in from outside Canada now. We are a bit higher in expenses, but we just started registrations. We had to issue a refund.

ICOP2024 - Revenues	Budget Net	Actual (Net)
Registration - Early-Bird Regular	\$ 209,000.00	\$ 7,700.00
Registration - Early-Bird Student	\$ 71,500.00	\$ 1,150.00
Registration - Full Regular	\$ 98,000.00	\$ -
Registration - Full Student	\$ 21,000.00	\$ -
Registration - Virtual Early-Bird Regular	\$ 22,750.00	\$ -
Registration - Virtual Early-Bird Student	\$ 7,000.00	\$ -
Registration - Virtual Full Regular	\$ 74,000.00	\$ -
Registration - Virtual Full Student	\$ 20,900.00	\$ -
Guest Banquet	\$ 5,625.00	\$ 225.00
CPA / CGS Discount	\$ (1,875.00)	
Refund	\$ -	\$ (909.52)
Registration Sub-Total	\$ 527,900.00	\$ 8,165.48
Sponsor Łuk Cho	\$ 25,000.00	\$ -
Sponsor Aktaq	\$ 60,000.00	\$ 30,000.00
Sponsor Denyák	\$ 37,500.00	\$ 22,500.00
Sponsor Vadzaih	\$ 40,000.00	\$ 5,000.00
Sponsor Other	\$ 25,000.00	\$ 3,000.00
Sponsor Sub-Total	\$ 187,500.00	\$ 60,500.00
Interest	\$ -	\$ 222.75
Other	\$ -	\$ 15.19
TOTAL REVENUES	\$ 715,400.00	\$ 68,903.42
ICOP2024 - Expenses	Budget Net	Actual (Net)
Stripe	\$ 5,000.00	\$ 322.36
Fourwaves	\$ -	\$ 269.17

Website (Initial)	\$ 6,440.00	\$ 5,697.00
Venue	\$ 5,000.00	\$ -
Catering	\$ 130,000.00	\$ -
Banquet	\$ 31,000.00	\$ -
Entertainment Banquet	\$ 7,000.00	\$ -
Icebreaker	\$ 17,500.00	\$ 2,650.00
Office Supplies/courier	\$ 5,600.00	\$ 7.76
Attendee Swags	\$ 5,000.00	\$ -
Printing	\$ 9,500.00	\$ -
Conference Organizer	\$ 132,300.00	\$ 54,866.70
Virtual Conference	\$ 40,000.00	\$ 7,625.00
Room Furnishings	\$ 15,000.00	\$ -
Transportation	\$ 50,000.00	\$ -
Proceedings Volume	\$ 35,000.00	\$ -
Banking Fees	\$ 500.00	\$ 218.86
Miscellaneous	\$ 20,000.00	\$ -
Contingency (25%)	\$ 128,710.00	\$ -
IPA Overhead (10%)	\$ 64,355.00	\$ -
TOTAL PAYMENT MADE	\$ 707,905.00	\$ 71,656.85

- d. KK: In terms of another expense, I'm going to Whitehorse to meet with Lukas. It would be great if there were some funds to cover that expense. Whether it is ICOP or CPA.
- e. CB: It should be from the ICOP budget. It is just to discuss ICOP, and wouldn't happen without the ICOP. Second thought is that there may have to be more than one of these visits. In person, over the course of a day all sorts of things come up. If people are in the rooms, they are engaged. Unlike Zoom. Face to face meetings need to be put into the budget, that gets lost in Zoom. Don't underestimate the importance of face to face. There will be difficult meetings, like about over subscription, and the inability to take on all registrations. It is a high risk if we don't have people asking questions about what is going on locally. We learned this from Dawson. They have to get moving and a personal visit will do this.
- f. GD: What is the transportation item in the budget?
- g. BF: It was for buses, but we had \$50K for this in the budget, but the quote was for about \$30K, so we have room.

- h. CB: Looking at that budget, where is the budget line for planning? Meetings for planning? If a person travels to Whitehorse and stays there for a few days, there are costs.
 - i. BF: I'll add that in.
 - j. KK: I have permission to use gov time to do this work.
 - k. Standing Finance Committee
 - i. We had some points discussed by the board. They addressed them, and I have to get back to the Board on this.
 - ii. PM: Wendy Sladen mentioned that the SFC hopes that the Foundation will no have to make decision on who to give money to, but would just vote on spending proposals from the CPA Board.
 - iii. KK: We can let the committee and BF get caught up and present to the board later.
 - iv. KK: We have a meeting with the standing committees on the 29th of September, and can talk about this then.
7. Secretary's report (PM)
- a. General update
 - i. I've had a few requests to fix up emails, and I've been requesting and filing contracts and records of insurance from contractors for the CPA records.
 - b. GD: Question about the suggestion to change the by-laws to help out with nominations. What happened there.
 - c. PM: Nothing. As CB rightly pointed out, the Board can conduct business as hoc if it agrees to do this and, then we tell the membership what we did at the AGM. If we wanted to make a permanent change, then we would draft a motion to present to the membership and it would get voted on. The difficulty assembling a Nominations Committee was a one off thing because of the NWT fires.
 - d. Standing Membership Committee
 - i. PM: The committee is working through nomination packages for DH and HF awards. The nomination process for the Hugh French award is done and I expect that the Don Hayley award will be sorted out next week. After that I think it's a matter of contacting the recipients and then we'll move forward to plan how we want to highlight this.
 - ii. PM: They will restart meeting for the membership committee by the end of this month. Aim to launch a mentorship program in October.
 - iii. KK: Would like to see an outline of the mentorship program before it launches
8. Communications director report (TH)
- a. General update
 - b. KK: Happy to see things moving along and making things happen on SM
 - c. TH: Not a whole lot to report on. There is a webinar that we advertised, lots of regular SM posts. We advertised the latest video that CB worked on. T
 - d. Standing Dissemination Committee

- e. The committee has not had regular meetings over the summer, but they will get back to it again.
9. Early Career representative report (MG)
- a. General update
 - b. Webinars
 - c. Jim Oswell is presenting on Sept 28th, on his trip to Antarctica. I have a discussion with Sara, and Teddi is getting something ready on the ERT database.
 - d. I'm also getting things ready to get the EUCOP CPA student presentations coordinated for a webinar, and I'm trying to get some new suggestions for the new year.
10. President-Elect report (GD)
- a. Update on MOU for GeoManitoba
 - i. We have a modified MOU, according to our requests, and some changes suggested by other groups. I want to quickly go through the MOU on screen. The CPA has the option to hold a meeting before the conference, communicated 1 year prior to the conference. The CPA Mackay lecture could run, but has to be confirmed 1 year in advance, and probably as a part of a session. CPA student/EC awards can be handled in permafrost technical sessions or the CPA luncheon. Depends on room availability considerations. One of the 5 concurrent sessions will be dedicated to permafrost, so a lot of talks. Our awards are now included in the award banquet (HF and DH). Possibility to have a photographer for award winners. And recording of the Mackay Lecture. CGS will sponsor CGS members. If we want to have CPA student sponsorship, we have to do that. In an earlier draft, the LOC could have profited with loss to CGS and CPA, but now if there is a loss the provincial funds will be used to reduce all losses. The limit to loss is to our seed funding.
 - ii. GD: Are you satisfied with the new wording? We supported recommending these changes, and all of the recommendations have been made. Do you have any questions before I stop sharing?
 - iii. CB: When the DH and HF awards were established, they were meant to be every 2 years. Is that the case here?
 KK: We have nominations in place, we are discussing if we give these this year or give at ICOP. And then nominations again to have awards in place for GeoManitoba
 - iv. CB: We just need to make sure that the adjudication takes place much earlier in the year, like March 2025.
 - v. KK: Any other comments on the GeoManitoba MOU? JH went through this with a fine tooth comb with her CPA hat on.
 - vi. KK: I can sign off on this then.
 - vii. Vote: All in favour of signing the MOU.
 - b. Update on Action Groups
 - i. No update

- c. Standing Linkages Committee
 - i. No update, but we have our meeting at the end of the month.

11. Information Sharing

- a. KK: YKGSF is going ahead this year. The tradeshow will be at the explorer this year, and the event website will be up next week.
- b. PermafrostNet has cancelled their meeting in Yellowknife.
- c. RM: Newsletter. An Action Item could be a drilling information sharing thing. I'd like to put an ad in the newsletter. Do you think we need to be specific about having a session organized, and then a wrap up brochure?
- d. KK: That could be a great topic for an interest group and a way to put out a summary.
- e. KK: If you put together a proposal and share it at our meeting with all of the committee chairs, I think that one of the committees will run with it.
- f. I kind of envision that we host a session of some sort, and then see if we can package it up and turn it into something.
- g. KK: I'd like to move to a model where the CPA hosts something like this on-line, and then we create materials that members can have. But the sessions can be open to more than just members.
- h. CB: I totally support you. People will join if they benefit from the CPA.
- i. KK: We need to help get to a model where everyone who has an interest and can contribute to knowledge sharing is welcome. I'd like to see Jim Coates there, not sure if he's a member or not. I want him there for more than his \$\$.

12. Any other business

- a. None

13. Adjournment

- a. 14:38. Next meeting, #62, Friday, 6 October 2023, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST).