

Approved Minutes Meeting #62  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
6 October, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending:

Guy  
Peter  
Teddi  
Robin  
Jocelyn  
Madeline  
Barb

Excused

Kumari  
Chris

Minutes

Peter

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #61, 15 September, 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

#### Action items

ALL: Review the three documents from the SFC and pass on comments to BF by Wednesday

ALL: Look at December 13th, 2023 on calendar and advise KK of suitability.

#### Minutes

1. Approval of the Agenda
  - a. GD: Anything to add?
  - b. None
  - c. Agreed to approve
2. Approval of the Minutes of Meeting #61, 15 September, 2023
  - a. GD: Any questions?
  - b. No comments
    - i. Approved
3. Matters arising from the minutes (But not covered later as agenda items)
  - a. GD: The points needed to be discussed today are in the agenda.
4. ICOP 2024 Chair report (LA)
  - a. General update
    - i. The big thing is the papers have been closed. We still keep getting papers, but that is good. Not sure of the numbers. Extended abstracts have now been officially opened. The call went out, and this is being pushed on CPA, Cryolists, and others. We will let our Scientific Committee know. The Schedule is coming together. We are making good connections with various government agencies, ECCC, TC, NRCan, and CIRNAC. Those parties are quite interested. We also have planned on the week of Oct 23 to go to Whitehorse, and meet with the University, YGS, and Yuon Infrastructure. Me, KK, and Ryley Beddoe.
    - ii. Big challenge is still colleagues from Russia. Our Government supporters do not want to be seen as supporting someone from Russia. The IPA is a bit vague. The IPA made some commitments as a part of EUCOP, but I haven't been able to locate this.
    - iii. BF: Which Russians does this apply to?
    - iv. LA: It is really for people from Russia. Not sure if this is limited to Russian institutions, or government, or just someone who has an address in Russia.

- v. GD: Registrations are coming in?
- vi. LA: Yes, some are. We are getting some in but we are not pushing for these yet. Money is flowing in, and the sponsors are lining up, so things are starting to look good financially.
- vii. GD: And how are things with Yukon Transport?
- viii. LA: We are talking with them, and we will meet with them in October. We also had a request to set up a PO with Yukon U because they want to register a lot of people.
- ix. GD: Any questions? Nice to see that things are progressing well. When you look at the calendar it is soon. Thank you very much, keep up the good work.

5. President's report (GD)

- a. General update (GD on behalf of KK)
  - i. Productive meeting of the Chairs of the Standing Committees. Terms of reference and deliverables will be reviewed and will be posted on the website. Links will be posted in the next newsletter. The international Committee will need to be sorted with respect to representing Canada before ICOP2024.
    - 1. TH: So we have updates from standing committees, but what will be posted onto the website?
    - 2. GD: The membership, objectives, that's the intent. Prior to doing that we want uniformity between the reports for some consistency.
    - 3. TH: There is a page on the website on the standing committees, so we can put this information there.
    - 4. GD: If there is any missing information we can round that up.
  - ii. Canadian Science Policy Conference in Ottawa in November, and there will be another panel on Permafrost, Organized by Permafrost Pathways. Includes ECCC, ITK, PermafrostNet, Sara Brown NWT Communities, and a few more.
    - 1. PM: So no NRCan or CPA involvement. Seems odd.
  - iii. Nomination committee work is underway.
  - iv. AGM, a date needs to be selected. Last year it was Dec. 19, and felt a bit late. We need to set a date.
  - v. PDM: Arctic Net is 5-7 December.
  - vi. GD: The following week is fine, should not push this past the 15th
  - vii. PM: How about we give people a bit of time after ArcticNet, say the 13th, Wednesday.
  - viii. GD: Let's put it on December 13th, Wednesday. We can change if needed.
  - ix. All agreed.
- b. ICOP: Please ask for an updated budget for the end of 2023 so that we can review it for 2024.
- c. Partnership on Canada's bid to host IGC 2028

- i. MOU is signed, for now just for preparing the bid. Not committed to being involved in the conference. We need to have a CPA rep who is willing to put time and effort into this. KK and I had a discussion about this. Should be someone from Yukon or NWT, because our main involvement is likely to be a field trip. Not going to push for a field trip in Nunavut, easier to run in NWT or Yukon. KK will reach out to Fabrice, and someone from NWT for suggestions, and also YGS.
  - d. Standing International Committee
- 6. Treasurer's report (BF)
  - a. General update
    - i. BF: Was a quite month. Gained 1 EC. Put in the numbers that BF sent. Now up to 189 members. Only expense was Membee, and revenue was the registration and some interest.
    - ii. BF: ICOP numbers were shared in an email:

**CPA 2023 Financial Budget vs Actual**

<b>CPA Revenues (Net)</b>	<b>2023 Budget</b>		<b>Actual</b>	
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	\$	812.48

Other	\$	-	\$	36.88
<b>TOTAL</b>	<b>\$</b>	<b>36,000.00</b>	<b>\$</b>	<b>26,295.86</b>

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<b>CPA Expenses</b>	<b>2023 Budget</b>		<b>Actual</b>	
Administration	\$	10,000.00	\$	6,830.89
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
<b>TOTAL</b>	<b>\$</b>	<b>36,000.00</b>	<b>\$</b>	<b>11,558.45</b>

We have a total of 189 members with the following distribution:

<b>Memberships</b>	<b>Member Numbers for 2023</b>
Lifetime	18
Regular	90
Early Career	71
Corporate - Gold	5
Corporate - Silver	1
Institutional - Gold	3
Institutional - Silver	1
Community	0
<b>TOTAL PAID Members</b>	<b>189</b>

For ICOP2024, the financial numbers are the following:

<b>ICOP2024 - Revenues</b>	<b>Budget Net</b>	<b>Actual (Net)</b>

Registration - Early-Bird Regular	\$ 209,000.00	\$ 11,000.00
Registration - Early-Bird Student	\$ 71,500.00	\$ 4,025.00
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	\$ 375.00
CPA / CGS Discount	\$ (1,875.00)	

Refund	\$ -	\$ (909.52)
<b>Registration Sub-Total</b>	<b>\$ 527,900.00</b>	<b>\$ 14,490.48</b>
Sponsor Łuk Cho	\$ 25,000.00	\$ -
Sponsor Akłaq	\$ 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
<b>Sponsor Sub-Total</b>	<b>\$ 187,500.00</b>	<b>\$ 60,500.00</b>
Interest	\$ -	\$ 307.34
Other	\$ -	\$ 15.19



<b>TOTAL RECEIVED</b>			<b>\$ 715,400.00</b>	<b>\$ 75,313.01</b>
<b>ICOP2024 - Expenses</b>	<b>Budget Net</b>	<b>Actual (Net)</b>		
Stripe	\$ 5,000.00	\$ 534.85		
Fourwaves	\$ -	\$ 456.77		
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	\$ 68,700.00
Virtual Conference	\$ 40,000.00	\$ 7,625.00
Room Furnishings	\$ 15,000.00	\$ -
Transportation (Buses)	\$ 35,000.00	\$ -
Conference Meeting and Travel	\$ 15,000.00	\$ -
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	\$ -
<b>TOTAL PAYMENT MADE</b>	<b>\$ 707,905.00</b>	<b>\$ 85,890.24</b>

- iii. RM: What were our numbers last year?
- iv. BF: They were higher last year because of the Dawson Conference.
- v. BF: I've been paying our expenses related to ICOP, and I will pass on updated numbers for the end of the year.
- vi. I need to file GST this month for the 3rd Quarter, and some invoices to sponsors for the conference
- b. Standing Finance Committee
  - i. I couldn't attend the meeting last Friday, but I did meet with Wendy in Yellowknife. I passed around the documents that we have commented on and they responded to. There was a list of activities, bylaws, Budget.
  - ii. BF: Any comments?
  - iii. TH: They looked OK to me?
  - iv. BF: They want to know if these are good enough to go to the lawyer. They tried to address the comments that we had. I didn't see anything that we need to discuss.
  - v. GD: I'll read over and pass on comments soon. How about we pass on comments by Wednesday. If none received by, then they can pass on. So Wednesday is the last day for comments.
- 7. Secretary's report (PM)
  - a. General update
    - i. No nominations from the floor for CPA Board membership.
  - b. Standing Membership Committee
    - i. They have passed on all of the materials to KK that they were meant to.
    - ii. I set up a new email address with Teddi's help, to support the Mentorship Program.
- 8. Communications director report (TH)
  - a. General update
  - b. Standing Dissemination Committee
    - i. They would like to have a photo contest and would like to have a prize, can we support that?

- ii. BF: Oh, yes.
  - iii. PM: We just need a proposal for the amount requested and we can do that.
  - iv. TH: Great.
  - v. TH: We had some discussions about the committee's role in driving an initiative to include more resources toward Indigenous Awareness, and a Statement, and they think that it should be led by the Board, or they can do this, but with very clear direction from the Board.
9. Early Career representative report (MG)
- a. General update
  - b. Webinars
    - i. Two more webinars in November, and Teddi will do hers in January. Once I have the information ready, we will post this.
    - ii. We had a webinar last week, 15 attended, and the video is on the Website.
10. President-Elect report (GD)
- a. Update on MOU for GeoManitoba
    - i. This is approved, and signed. We are now officially partners on this conference.
  - b. Update on Action Groups
    - i. Not much to report here. We are working on getting out terms of reference and deliverables.
  - c. Standing Linkages Committee
    - i. Nothing to report here.
  - d. We will probably try to put together a new Special Interest Group, very informal, but a space for technical discussions. That group can meet and have discussions about different strategies, techniques, etc. they might decide to write about state-of-the-art. We will have a call for these. That is something we want to present at the AGM in December, but we will probably have one group formed before the AGM, so we will have something to report on.
  - e. BF: Now that we are partners with GeoManitoba, when do we need to provide the seed money?
  - f. GD: I'm sure that they will say the sooner the better, but we have not yet discussed a date for sending the seed money, but once they start making reservations for the venue they will want money. could be in the MOU.
  - g. PM: Did we get a proposal to set these Special Interest Groups?
  - h. GD: We will just make a call and see what sort of interest we will get. The idea is to get people together. Since there is a loose structure, with no mandate, but a way to get people together.
11. Information Sharing
- a. PM: Shared about his latest field trip to AB on methane emissions.
  - b. RM: Astrid and I have been working together, and there will be an announcement in the next newsletter that we want to have a session on drilling. A heads up that that is coming.

- c. GD: Two great topics for special interest groups.
- 12. Any other business
  - a. GD: Anything?
  - b. Nothing
- 13. Adjournment
  - a. Adjourned at 14:00. Next meeting, #63, is Friday 10 November 1300-1500 EST (1100-1300 MST / 1000-1200 PST)
  - b. Thank you all for participating, and see you next month.