

Approved Minutes Meeting #63
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
10 November, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Peter Morse (PM)
Guy Doré (GD)
Kumari Karunaratne (KK)
Lukas Arenson (LA)
Madeline Garibaldi (MG)
Teddi Herring (TH)
Dale Heffernan (DH)
Robin McKillop (RM)
Astrid Schetselaar (AS)

Excused

Chris Burn (CB)
Barb Fortin (BF)
Jocelyn Hayley (JH)

Minutes

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #62, 6 October, 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 (PM)
 - a. General update
 - b. Standing Membership Committee
8. Communications director report (TH)
 - a. General update
 - b. Photo contest
 - c. 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:

1. KK to follow up with BF to determine budget for CPA student awards at ICOP 2024.
2. KK to follow up with technical committee about presentation of DH and HF awards
3. TH to look into how much a blown glass award would be
4. BF to determine what can we afford
5. KK to look into a carving as an award
6. KK to let the committees and action groups that they will need to present something at AGM
7. KK, AS, TH: Need a newsflash and news letter about the AGM date.
8. KK, PM, BF. will need to put together slides for the business meeting.
9. DH, GD, AS: support planning of AGM
10. PM: Send meeting invitation for 1 Dec to plan AGM.
11. PM: Schedule of events for 2024. Anything that I know about dates. Related to ICOP and the CPA, by 1st December.
12. MG: to pass on a legacy piece with tips for the EC rep.
13. KK: will follow up with Yukon U about IGC conference
14. KK, GD: to reach out to Chris Stevens.
15. PM: Set an AGM planning meeting for December 1st

Minutes of the meeting

1. Approval of the Agenda
 - a. KK: Any other items?
 - b. Unanimously approved
2. Approval of the Minutes of Meeting #62, 6 October, 2023
 - a. KK: Any additions?
 - b. GD: Just a question, what is Membee?
 - c. PM: It keeps track of membership
 - d. LA: All the registration goes through Membee.
 - e. KK: We used it for the Dawson Conference
 - f. Unanimously approved
3. Matters arising from the minutes (But not covered later as agenda items)
 - a. PM: I'm going to remove this standing item. We don't use it.
 - b. AGREED
4. ICOP 2024 Chair report (LA)
 - a. General update

- i. LA: RB, KK, and LA visited Whitehorse. Great to see the rooms, the gym, talk to the local people. Lots to tell and I don't need to cover it here, but it's important for us to have been there and seen it. The Icebreaker venue will be great. Makes us realize that it is real.
- ii. LA: Still some challenges. Catering is still an issue, but we should have that under control, with a quote from the caterer last week.
- iii. LA: PM, LA, FC had a meeting with the insurance company. The concern is mainly about the times where we are not in transport. The transportation companies have insurance. It is about when we get outside and someone trips, and they sue us, that is where we need the insurance. We spoke to the broker, we will put together a list of the risks, pass it on and get a quote.
- iv. LA: Papers are getting reviewed, extended abstracts are due 30 November.
- v. LA: We've got support for students posted on the website. IPA through PYRN will manage those. And there are other funding opportunities, so we have listed country-specific opportunities. The CPA may want to list something. The IPA has other opportunities as well. We want the students and ECR to be aware of these opportunities
- vi. KK: We need to nail down the budget for student support before the AGM. We need a decision about whether the CPA will sponsor ECR folks. I believe it is in the budget.
- vii. LA: In the past there has been funds.
- viii. Action item: KK to follow up with BF to determine budget for CPA student awards at ICOP 2024.
- ix. KK: We have the DH and HF awards, and we have to decide if we announce them at the AGM and then present them at ICOP 2024.
- x. LA: This has been done by other local organizers. Nothing hindering us from doing this. We just don't want to spend a lot of time on non-technical content. But I'm sure that there is time to present that at the conference.
KK: OK, I'll follow up with the technical committee.
- xi. Action item: KK to follow up with technical committee about presentation of DH and HF awards
- xii. GD: How did it go with Yukon Highways?
- xiii. LA: Great. They are looking at giving us some money, and looking into a way to support the field trips, and someone from highways will be in attendance on the field trips. They will be out there.
- xiv. GD: Will there be someone at the slump site?
LA: Yes, and there has been talks that they could provide the lunches.
- xv. LA: I forgot, Sam Gagnon was asking about the support for some of the awards. Like, who is giving out the awards? There may be others like IPA /PYRN who give out awards. I don't think that the CPA would give out

anything other than what we normally present. We are not doing a best Canadian paper for example.

- xvi. KK: Any other questions? Any comms stuff that TH should be ready for?
LA: We will send out another message soon.
- xvii. TH: We have chatted about this. We will make an announcement about any extension that might come up. It is in my calendar.
- xviii. LA: Just need to not overload with information.
- xix. We have posted twice, and will post when there is the extension.
- xx. KK: Anything else for LA?
- xxi. LA: Bye

5. President's report (KK)

a. General update

- i. KK: HF and DH award. The Awards committee has selected Ed Hoeve for DH, Toni Lewkowicz for the HF. I will call them to congratulate them, and the plan is to send this out as a news flash. But I'm wondering if I should announce this at the AGM first, and then follow up after the AGM? And then there is the issues of the actual award; in past years Toni made them. We have to figure that out.
- ii. PM: I think that we should announce at the AGM, and then send out a news flash.
- iii. TH: Agreed.
- iv. KK: The award? We could by some artwork, and then put a plaque under that. But I don't know anything about getting an award built.
- v. TH: I do have a friend who is a glass blower, and they have made awards before. I can ask.
- vi. PM: That would be awesome
- vii. DH: Good idea
- viii. Action item: TH to look into how much a blown glass award would be
- ix. Action item: BFto determine what can we afford
- x. GD: We could also have an Inuit carving.
- xi. KK: That is another option that we can look into.
- xii. Action item: I can ask about a carving, BF wil give us a budget
- xiii. The Nominations Committee met. Nomination for ECR rep is Robyn Starycki, PhD at RMC. She is a permafrost engineer, has worked in industry. She is one of the organizers for the Young People's events at CGS conference before GeoManitoba. That dovetails well with our involvement there. There have been suggestions for an additional member at large to replace Dale, but no uptake on that. But we still have Robin and Jocelyn.
- xiv. KK: AGM, wednesday Dec 13, 2023. Are we good on that date?
- xv. Agreed
- xvi. Action item:KK to let the committees and action groups that they will need to present something there
- xvii. Action item: Need a newsflash and news letter about that date.

- xviii. KK: Astrid put together a little poster last year.
- xix. Action item: Secretary, Treasurer, etc. will need to put together slides for the business meeting.
- xx. KK: The meeting takes more than an hour! We can do another little social thing. We could get the drilling group off the ground. And maybe the Mentorship Program. It might be missing “what the mentors can offer and what the mentees will want”. Who will help with organizing that?
PM: I will definitely help with that. We can pass out a slide template and they can get sent to me.
- xxi. DH, GD: We can help.
- xxii. KK: And AS can help
- xxiii. KK: And the final thing that I have is about Monday. I’m a panelist at the Canadian Science Policy Conference, and then in the afternoon there is a workshop to talk about policy. I first heard about this in early October, and then just got a tentative invite 2 weeks ago, and then got the invite last week. I just got the tentative agenda yesterday. The two main organizers are Janet King, who is chair of BoD of PermafrostNet and BoD POLAR. She is also the Chair of the PermafrostNet Strategy Committee. The other is Jennifer Spence with Permafrost Pathways. She is a Canadian and is adjunct at U Ottawa. They are leading the charge on this. They are looking at government roles. This is the next step from the letters that we wrote to ECCC earlier this year. And Janet King started having conversations with people that she knew in the Federal Government, including Nathalie Morin. Nathalie is putting together a Federal Government Interdepartmental Permafrost Working Group. The working group is meant to give feedback to this sort of meeting. It is meant to give feedback to this group from the feds. And the working group seems to want to do something at ICOP. The workshop on Monday has several questions. We can answer any questions from the CPA perspective. If you have any questions or comments that you think we should raise, please email me or we can meet. I have comments from Steve Kokelj and Chris Burn.
- xxiv. PM: Are you representing the CPA or NTGS? The timing is not great for a workshop that is discussing national policy when most federal employees have a holiday.
- xxv. KK: I’m representing the CPA, but I can also speak in terms of the territorial scientist and engineers. I don’t feel that there is a conflict. The timing follows the panel, which is on the Monday.
- xxvi. RM: From an industry perspective, what does permafrost policy mean? How activities are undertaken in the north? What does it mean?
- xxvii. KK: Great question. What decisions are there, who makes them, how are they made? Funding, who is responsible for what? Can funding be coordinated? Knowing what everyone is doing, reducing duplication, etc. Because of the cross disciplinary nature of permafrost, everyone wants a

piece. Not a discussion about details, more about who is driving the decision making.

- xxviii. RM: That is kind of how I took it. Like making sure that there is funding in place to do what we want.
- xxix. KK: And there is a lot of international work being done, and much of it is ad hoc. This could be better coordinated. Figuring out who should be leading that, and so that there is transparency in who does what. There is only so much that the CPA can do on this piece. Things like, me being asked to talk about Canadian priorities at the conference at Harvard last year,, when that is not what the CPA is about.
- xxx. RM: So things like, if you are doing an engineering degree in Canada, that you have an aspect of permafrost included? GD could address this. That sort of thing is a gap. That could be a national level standard.
- xxxi. KK: Talking with DH, there is not a lot of awareness at the undergraduate level.
- xxxii. KK: Any other questions ?
- xxxiii. PM: I think a key thing is to make it clear to the Panel/Workshop, what the CPA does. What it is all about.
- xxxiv. KK: I have a one-pager ready to go. Please contact me if you comments.
- xxxv. GD: Hard to go with a firm position on things given the short notice. Perhaps the best thing is to listen.
- xxxvi. KK: Let's move on, but follow up with me if there is something that you would like to discuss.

b. Standing International Committee

- i. No update.

6. Treasurer's report (BF)

a. General update

- i. KK: BF sent out the report:
 1. From BF email: "Of note, we gained 7 new CPA members this month, so we are getting closer to our final 2022 numbers. As for ICOP, we have a total of 31 registrations, and just received payment from one of our top sponsor, WSP."

2. CPA 2023 Financial Budget vs Actual

CPA Revenues (Net)	2023 Budget Actual (Received)	
Indiv. Memb	\$ 12,900.00	\$ 10,906.50

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	\$ 906.13
Other	\$ -	\$ 36.88
	\$ TOTAL 36,000.00	\$ 26,709.51
CPA Expenses	2023 Budget	Actual (Paid)

Administration	\$ 10,000.00	\$ 7,027.22
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	\$ 4,050.00
Support to Standing Committees 2023	\$ 1,000.00	\$ -
Membership to CFES	\$ -	\$ 400.00
TOTAL	\$ 36,000.00	\$ 12,629.78

3. From BF email: "We have a total of 189 members."

Memberships	Member Numbers for 2023
Lifetime	18
Regular	92
Early Career	76
Corporate - Gold	5
Corporate - Silver	1
Institutional - Gold	3
Institutional - Silver	1
Community	0
TOTAL PAID Members	196

4. For ICOP2024, the financial numbers are the following:

ICOP2024 - Revenues	Budget Net	Actual (Net)
Registration - Early-Bird Regular	\$ 209,000.00	\$ 18,700.00
Registration - Early-Bird Student	\$ 71,500.00	\$ 8,050.00

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	\$ 450.00
CPA / CGS Discount	\$ (1,875.00)	
Refund	\$ -	\$ (909.52)
Registration Sub-Total	\$ 527,900.00	\$ 26,290.48

Sponsor Łuk Cho	\$ 25,000.00	\$ -
Sponsor Akłaq	\$ 60,000.00	\$ 45,000.00
Sponsor Denyák	\$ 37,500.00	\$ 22,500.00
Sponsor Vadzaih	\$ 40,000.00	\$ 5,000.00
Sponsor Other	\$ 25,000.00	\$ 6,000.00
Sponsor Sub-Total	\$ 187,500.00	\$ 78,500.00
Interest	\$ -	\$ 384.21
Other	\$ -	\$ 15.19
TOTAL RECEIVED	\$ 715,400.00	\$ 105,189.88
ICOP2024 - Expenses	Budget Net	Actual (Net)

Stripe	\$ 5,000.00	\$ 907.64
Fourwaves	\$ -	\$ 806.75
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	\$ -

TOTAL PAYMENT MADE	\$ 707,905.00	\$ 86,613.01

- ii. KK: Are there any questions to follow up on?
 - iii. GD: The numbers are good, and everything is straight forward. Everything looks good.
 - iv. KK: We got a boost at the CGS cold regions session, so we might have gotten a few more dues and renewals out of that meeting.
 - b. Standing Finance Committee
 - i. No update.
- 7. Secretary's report (PM)
 - a. General update
 - i.
 - ii. PM: It was a quiet month, but there were a few of the usual things like resetting passwords.
 - iii. PM: I did set up that meeting about insurance for field trips at ICOP. Duane Froese raised a few good questions about our coverage. We will get a form from the broker to fill out so that they can assess the insurance need. The underwriters won't issue anything until 90 days before the conference so that they know it is a sure thing. We may get a change to our current policy, or we may have to go to a specialist insurance company for a limited time plan that is focused just on the field trips.
 - iv. PM: I also heard from a user that there was a problem with the contact page on the CPA website, so I alerted TH and AS, and they got it fixed.
 - v. AS: TH have had multiple issues with the website. There have been several inconsistencies, and REM has been slow on fixing things.
 - vi. TH: There have been various different things that have stopped working. But, migrating to a new website system would be a big hassle.
 - vii. Action item: PM; Schedule of events for 2024. Anything that I know about dates. Related to ICOP and the CPA, by 1st December.
 - b. Standing Membership Committee
 - i. They have been busy working on their projects and seem happy with their work.
- 8. Communications director report (TH)
 - a. General update
 - i.
 - b. Photo contest

- i. Is there funding to support a photo contest? Committee is looking for \$600 for prize money. The Goal is to make a permafrost calendar for 2025.
 - ii. KK: What is the prize money to be used for?
 - iii. TH: Prize money, but we could also give out membership.
 - iv. KK: I have to talk about this with BF, but we should have funds to do this.
 - v. GD: At the last meeting, BF said that we have the funds.
 - vi. RM: We could give a gift card for Patagonia or something. Cash is good.
 - vii. KK: I'm happy to go with \$600.
 - viii. TH: I did circulate an email in October with a proposal, but if there is more information that is needed, I can pass that on.
 - ix. KK: Here it is. If there no objections, this is approved.
 - x. Approved.
 - xi. PM: We need to think about CPA swag.
 - xii. TH: It is on the committee's to-do list.
 - xiii. KK: Great! Toni suggested that we have T-shirts and hats for CPA members when they check in at ICOP.
 - xiv. TH: I'll pop in the chat some of the awards that Okotoks Hot Glass can make to give you a sense of what that looks like.
 - c. Standing Dissemination Committee
 - i. Lots of cool things on the go for field methods, dilling, field safety.
 - ii. Action item: Swag for ICOP
- 9. Early Career representative report (MG)
 - a. General update
 - i. MG: We just had a webinar yesterday. It was recorded and it is posted. Next webinar is on the 28th. I just got the information from the presenters. I'm just trying to figure out how to make the ad so that it is not too long. It will be a recap of EUCOP with 3 ECs. TH is set up to give a talk in January, and I am talking with another person about a presentation for the spring.
 - ii. KK: I have a meeting with Robyn next week and I can introduce you to her and we can make the transition smooth.
 - iii. MG: I'll send her examples so that she is not starting from scratch.
 - iv. PM: Could you please pass us some feedback on your role so that we can better support the position in the coming years? You did a great job, and we all thank you.
 - v. MG: it was a bit hard at the beginning, but it improved as time went on. The webinar series gave the position structure, and it was fun. A list of potential topics/speakers to work from was really helpful.
 - vi. Action item: MG to pass on a legacy piece with tips for the EC rep.
 - b. Webinars
 - i. Covered above.
- 10. President-Elect report (GD)
 - a. Update on Action Groups

- i. Thermal Modeling group. Earl De Guzman is now chairing the group. In the summer they reengaged the team. They have formalized the Terms of Reference. They have some commitments. They will produce a guidance document, and assigned sections to the group members, and they expect that in December they will have a defined structure, a table of contents, and a scope. Earl is doing a great job
 - ii. GD: Glossary Action Group, they keep accumulating the numbers of terms, and are up to 320 finalized and another 180 to go. They want to be finished by the end of the year. They want to also write a simplified version.
 - iii. GD: GeoManitoba MOU is all set. We need to figure out how to have Brent Hay involved more formally in the CPA. He is the CPA member involved in GeoManitoba.
 - iv. KK: Maybe he could be a member at large.
 - v. GD: He can speak for CPA at meetings if this was the case.
 - vi. GD: The IGC conference MOU is signed. We still need to assign a representative. Ideally someone who is close to the CPA. KK, did you contact anyone from Yukon University?
 - vii. KK: We didn't have a chance to discuss that in Whitehorse
 - viii. Action item: KK will follow up with Yukon U about IGC conference.
 - ix. GD: I can also suggest that Julie Perrot. in Whitehorse could be very good to work on that. She is in consulting.
 - x. KK: Her name is familiar with me. I haven't heard from David Eaton since the MOU was signed. They need to put their bid together for the end of summer.
- b. Standing Linkages Committee
- i. Not sure where Chris is at with this. He has some good ideas, but I don't have an update.
 - ii. KK: Nor do I.
 - iii. Action item; KK: I'm happy to reach out to him. GD: I'm happy to reach out to him KK: I need to reach out to him with respect to the AGM reporting

11. Information Sharing

- a. RM: I saw in the newsletter that went out, that there was the piece on drilling. When do we want that? The dark days of winter?
- b. KK: You were going to organize this, right?.
- c. RM: Nothing formal, but something to catalyze discussion.
- d. KK: What about a breakout group after the AG? That could be used to get ideas about could be done, and then organize something for January.
- e. KK: PermafrostNet is having their AGM in Victoria at the end of the month, and next week is the Yellowknife Geoscience Forum. And Carleton is launching its LEAP program, which was mentioned in the newsletter. It runs for 6 years.
- f. PM: What is the latest on major infrastructure development in NWT?

- g. KK: Not sure. But NTGS has been working with the climate change division on community hazard mapping. We have convinced them to change the job description to terrain mapper. There is a job description in the works. They will be looking for a surficial geology mapper to work in communities.

12. Any other business

- a. None.
- b. KK: AS soon as I get this report from the workshop I'll make sure that it is distributed widely.
- c. The audio from the CSPC session is being recorded so you will be able to listen to that later.

13. Adjournment

- a. Action item: PM: Set an AGM planning meeting for December 1st
- b. Next Board meeting, 8 December
- c. Adjourned 14:37