

Approved Minutes Meeting #45  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
08 April, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending:

Kumari Karunaratne (KK)  
Lukas Arenson (LA)  
Jen Humphries (JH)  
Barb Fortin (BF)  
Madeline Garibaldi (MG)  
Peter Morse (PDM)  
Chris Burn (CB)  
Pooneh Maghoul (PM)

Excused:

Dale Heffernan

Minutes:

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #44, 11 March, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
  - a. General update
  - b. AGM 2022 - updates
  - c. CPA Executive Assistant
  - d. Standing International Committee
5. Treasurer's report (BF)
  - a. General update
  - b. Standing Finance Committee
    - i. General Update
    - ii. Charitable Foundation
6. Secretary's report (PDM)
  - a. General update
  - b. Support for Canadian Archaeological Association
  - c. Standing Membership Committee
7. Communications director report (JH)
  - a. General update
  - b. Standing Dissemination Committee
8. Early Career representative report (MG)

- a. General update
- b. Webinars
- 9. Past-President report (LA)
  - a. Standing Committee Chair meeting
  - b. Update on Action Groups
  - c. Standing Linkages Committee
- 10. Information Sharing
- 11. Any other business
- 12. Adjournment

Action items:

KK: Contribution to the Frozen Ground

KK: Pay deposits like for the buses, Gunter

LA: Prepare a sponsor pamphlet

PDM the SMC will set up a student travel award. Work with BF

KK: Send out a letter to CGS about fees collected

ALL: Review the draft member benefits

PDM: Ask the Committee about helping MG with the webinar series

Minutes:

1. Approval of the Agenda
  - a. Discussion? None
  - b. approved
2. Approval of the Minutes of Meeting #44, 11 March, 2022
  - a. discussion? None
  - b. approved
3. Matters arising from the minutes (But not covered later as agenda items)
  - a. None
4. President's report (KK)
  - a. General update
    - i. I will write a country report for the IPA, and if there is any interest in contributing to that, Sharon needs it by the 22nd.
    - ii. LA: Mike Brown will put something in.
    - iii. KK: Would be good to get a newsletter out by Mid-May. I have a few ideas that I want to include. E.g., the differences between PermafrostNet and the CPA.
  - b. AGM 2022 - updates
    - i. I've spent a lot of time on this, but we'll talk about that once CRB joins
    - ii. KK: Lots to talk about, let's start with the budget. I've passed that round for everyone to see. There are expenses and revenues. Our expenses are at about \$121K, and our revenues are at about \$97K, so there is a projected loss of about \$23K. But, this does not include any sponsors that

we get. And, we hope that the accommodations at Yukon University will be given to us. I had questions about if we need venues for the reception and the BBQ?

- iii. KK: If we need AV help, there is an item. and Audio support if the meeting is not virtual. The buses are about \$30K. We need to send some Deposits, mainly to secure the buses.
- iv. ACTION: Pay the deposits
- v. KK: I bumped up the costs of refreshments a bit. There wasn't a cost for reception, but I think a \$10 cost for no-drinks is fair. The banquet is about \$30 per head. Do we need staff to help out with refreshments?
- vi. CRB: We have to have helpers. Either volunteers or paid staff.
- vii. KK: OK, we need volunteers.
- viii. KK: I have no idea how much things like linens, plates, cutlery, etc.
- ix. CRB: I have asked Derik Cronmiller at YGS to see if they will pay for name tags
- x. KK: The honoraria for invited participants, CRB, can you talk about this? There is something for elders for the prayers, and then some for invited participants.
- xi. CRB: Some of the participants work for themselves, and are expecting to be compensated. There aren't many, and most people are working for the FN. There may only be 3 people. we can find out their rates, and confirm who is actually coming.
- xii. KK: So this \$15000 is probably too high. Guides for field excursions?
- xiii. CRB: Keep this in for now, but I'd be surprised if this is spent.
- xiv. JH: I have to leave.
- xv. LA: Can we go live in the next couple of hours?
- xvi. KK: I think so.
- xvii. LA: JH: Can I click go on the registration?
- xviii. JH: Yes
- xix. KK: OK, I think that I can delete the other honoraria, and move the there \$15K
- xx. KK: We've budgeted for 60 Early bird members, 60 student early birds, 50 virtual participants who will register.
- xxi. LA: These numbers won't have a big impact on our budget.
- xxii. KK: I was going to suggest that we bump up the cost of the virtual.
- xxiii. BF: We should raise the cost of the virtual so that it pays for itself. The USPA made some money on this. Maybe up to \$200 from \$100.
- xxiv. LA: We could also ask for more from professionals. Could be challenging for students.
- xxv. CRB: I can't figure out the virtual thing at all. I'm with Pooneh that I've had enough virtual, but I also understand that we need virtual for risk management. Covid numbers in wastewater are skyrocketing now, and there are more problems that we may be more likely to encounter. The virtual will help with risk management. There will be all sorts of people

who will want to watch this. Hard to know how much people are willing to pay.

- xxvi. KK: So let's say 50 for EC virtual, and \$250 for normal virtual participation.
- xxvii. CRB: There's going to be way more than 60 CPA member types. There will be a load of Yukon Government who will want to come, and their registration will be paid for by the government. There will be people who come for a shorter length of time, there will be some beds available. There seems to be no concern about numbers,
- xxviii. KK: OK, so we can increase from 60 to 80 Early bird CPA members. I haven't added in the bus, because we have no idea. And then we have sponsorships. We have Village of Mayo for \$1500, Carleton University for \$5000. The CNC-IPA needs a proposal. I think that if we invest in the virtual it will help.
- xxix. LA: I'll prepare a sponsor pamphlet, maybe with 3 levels, \$2500, \$5000, and \$7500. The only question that I have is about trying to include registrations with the sponsors. 1 for bronze, 1 for silver, 2 for gold.
- xxx. CRB: Paul Merchison is in discussion with us about sponsoring field trips. He thinks that some of the federal groups will help.
- xxxi. LA: Do we need to think about sponsoring a student?
- xxxii. CB: If there is an apparatus, then fine, but some other entity does this, fine. It has to be simple.
- xxxiii. LA: I'm not thinking so much about the registration, but for travel support. After the student registers, they can apply for support. And Sharon has money
- xxxiv. BF: And the CPA has \$4000 for this.
- xxxv. Action: PM the SMC will set up a student travel award. Work with BF.
- xxxvi. KK: OK, we need to confirm the sponsorship. I'll add in the Carleton support. So now we are at about \$11K loss.
- xxxvii. LA: I think that we will be OK with some sponsorship. My question is, how will we split the loss/gain from the conference?
- xxxviii. CRB: Even without the sponsorship, we will be pretty good, but if the CNC-IPA doesn't give the \$10K, they will have some problems. Fine, they need a concrete proposal, but saying that it makes it possible to have a virtual dimension to the conference is attractive. It reduces the risk, lets people attend who can't, and it allow us to live stream it to the rest of the world. It gives us that possibility. Also lets those in the Federal government who can't go, still participate. What we are not doing in the virtual part is having breakout groups and things, it is just live streaming the conference and panel discussions. We can include emailed comments that can be addressed during the conference wrap up.
- xxxix. LA: I'd like to do something in between. If we have a moderator who reads the comments/messages and brings them to the panel. We don't want people turning on cameras, but a moderator who can read the comments would be great.

- xl. CRB: The only concern that I have is that someone has to read and collate questions, and pick say 3, and ask those. It has to be manageable.
  - xli. KK: My thought was to have no virtual comments coming to the live discussion groups, and the virtual participants can meet up online. This will take some good scribes, facilitators to make that happen. It will be less disruptive to the other groups, and it will happen behind the scenes anyway. We can talk about this with Gunter on Monday.
  - xl.ii. KK: Are we good with this budget now? REvised expenses are \$133K, revenue is \$130K, difference is -\$3K.
  - xl.iii. CRB: I will need to access my membership profile on the website.
  - xl.iv. LA: I can send a reset email.
  - xl.v. KK: If you try to log on, you can click forget password, and you just log on with your email address.
  - xl.vi. CRB: Just noting, according to BF's calculations, there isn't space for all of our members.
  - xl.vii. KK: Accommodations are set up.
  - xl.viii. CRB: But they are tight. If you have a room with 2 beds in it, that's 2 of the beds, so if you bring a friend, you reduce the beds. This has already happened. but the plan is that when people register, they write to me and Astrid, and say that they want to come and a place to stay. We will tell them to find someone to find a room with, otherwise you may be sharing a room with someone else. E.g., in the Whithorse cabins, there are 3 beds. The alternative is that if you find your own accommodation, that's fine, just let us know. There are a few places where if they are not staying the whole time, there are a few chances. The TG have a camp a distance out of town, and you can stay there for nothing, you just have to be able to get in and out. It is possible that we could have the bus to a pick up and drop off for a small fee. The other possibility is that YG may have some of its own accommodations, and there are YG people living in Dawson who will put up some of their colleagues.
  - xl.ix. KK: A few of us will register today, and early next week we will send out a note to invited speakers, and then late next week we will open it up to the CPA members in a newsflash, and then on social media after that.
    - l. CB: I've held back 39 beds for FN. The idea is that there will be 25 people from Dawson, so it is for those who have to travel to Dawson.
    - li. KK: OK, looks like we have a plan. We will need a plan for volunteers.
    - lii. CRB: The program is almost complete.
    - liii. LA: I'm not too worried about people volunteering. We have a list when we put out a call earlier this winter.
    - liv. KK: Thanks for all of the help on this.
    - lv. CRB: Just to emphasis that the bus people and Gunter are anxious for deposits
    - lvi. ACTION: BF to send a deposit to Gunter as well.
- c. CPA Executive Assistant

- i. We had 5 applicants. The evaluation committee (JH, LA, PDM, KK) reviewed the applications, had a quick meeting, and have decided to interview 2 of them on Monday. Once concern is the applicant is not in Canada, but they are a Canadian citizen and eligible. But there could be some time change constraints. We will let you know about the outcome, and they will hopefully join us next meeting
  - d. Standing International Committee
    - i. Toni is quite busy with the Glossary, so we haven't met. We do need to arrange a meeting with the Board and Chairs. Scheduling that is challenging with so many people, but May June should work.
- 5. Treasurer's report (BF)
  - a. General update
    - i. BF: 3 members renewed. Gained 8 new members. Created basic profiles for the CGS-hybrid members. 160 paid members, and 39 outstanding. 59 EC, 75 regular, 5 CG, 3 IG, 1 IS, 17 lifetime.
    - ii. BF: \$68, 024 in the bank, \$2032 GIS. Revenues: \$17, 650 from membership, 92% of what we had budgeted. This month we made \$860 from new members and renewals. \$5069 so far for expenses (19%). We spent \$1678 for REMs invoice for our website and Membee, and Vimeo fees, and Stripe fees, and banking fees. Plus we had a reimbursement for \$14.50.
    - iii. Still haven't been paid by CGS
  - b. Standing Finance Committee
    - i. General Update
      1. Met on March 29, and they went through the CPF by-law draft, and are asking us for final approval. For the most part they accepted our comments. If you have time to approve it, please do. I sent the link to that in an email.
      2. They want input for a lawyer. Can this be handled in the same way as the CPA by-law
      3. LA: We did the CPA by-laws internally at BGC, but for this foundation we should use an external lawyer/office that deals with NGOs. I'll send again. We want to use them for the ICOP2024. The chat that Brian Hortin and I had with them was good.
      4. BF: Also, they want to know if they can use the same address, or some other address.
      5. PDM: We may need another MOU?
      6. CB: Carelton won't care. I don't think it matters, but it is important to get this correct, but I cannot imagine that they will have any problem at all.
      7. BF: Is this on line?
      8. PDM: Yes

9. CB: There is hardly any mail, and Carleton is looking to the future, so Carleton is happy to have Geography as a contact in the foreseeable future.
  10. BF: The last thing that they were asking for was a list of names for the initial Board. Please pass the committee some names.
  11. They have also worked on the ToR, and hopefully will be ready for the next meeting.
  12. KK: Wondering about the revenue from CGS. What else can we do?
  13. BF: I'll forward you the last correspondence, and KK will send out a letter.
  14. BF: It would be nice to have that as actual revenue.
  15. KK: Action will send out a letter to CGS
- ii. Charitable Foundation
    1. Covered off above.
6. Secretary's report (PDM)
    - a. General update
      - i. All of the year end reporting to Industry Canada has been completed.
    - b. Support for Canadian Archaeological Association
      - i. Brian Moorman has officially taken over the role, so I won't have this on my plate any more
    - c. Standing Membership Committee
      - i. Has developed a list of member benefits, that has been passed to the board
        1. Action: Board to review the benefits by next Wednesday
      - ii. Has started reviewing/editing the ToR
      - iii. Has started drafting a proposal to start a mentorship program, and may submit it to next meeting.
      - iv. BF: I got a question from Samuel about member benefits, but that is all resolved, as the info is on our website
  7. Communications director report (JH)
    - a. General update
      - i. I've spent a lot of time on registration
    - b. Standing Dissemination Committee
      - i. We figured out who will lead and support the various activities that we are working on. Don't need any feedback from the Board.
      - ii. KK: So the dissemination committee is putting together a poster for each of the YFN.
      - iii. KK: Questions?
      - iv. CRB: For the poster, what size are you thinking? We might need a short summary/reference that can be included in the registration package.
      - v. KK: So you will provide a bit of info to the committee?
      - vi. CRB: Yes. A few years ago I made a bunch of cards/pamphlets, and people like the quick reference. Especially if there was one or two key

things that we want to say about each FN. Just little take away things. I'll pass one or two just for inspiration.

8. Early Career representative report (MG)
  - a. General update
    - i. We had the webinar on Wednesday, and had about 30 people there. I have it recorded and we can post it. Is there a way to get the registration numbers before we start the webinar? Just helps to know how long to wait before starting the webinar.
    - ii. JH: There is a tool on Zoom that lets you look at that.
    - iii. MG: OK, thanks.
  - b. Webinars
    - i. MG: I would love a few new ideas for the webinar, so if you have any ideas, please pass along your ideas.
    - ii. KK: We can request these in the newsletter.
    - iii. PDM: Drilling would be a great topic.
    - iv. LA: Jim Coates would be a good person.
    - v. PM: I agree that there are a lot of webinars now, so I totally agree with Lukas that it is hard to get ideas. I sent a link to another site that could be a model, and have students and labs present. It would help foster collaborations. We can have these "tea talks". This topic is pore mechanics.
    - vi. KK: This is like our idea from last month in that we talk about things in a casual way.
    - vii. PM: I found it very interesting, and the students present some great stuff.
    - viii. KK: Maybe the SMC could look into that along with Madeline
    - ix. ACTION: Peter to ask the Committee about this.
9. Past-President report (LA)
  - a. Standing Committee Chair meeting
    - i. I've been mainly working on the AGM, so not much on this side of things
  - b. Update on Action Groups
    - i. I had a chat with Greg Siemens, and they have had another meeting, and they are really moving forward now, and will send us something "soonish". They have 6-6 members looking into the modeling.
    - ii. The glossary is moving right along.
    - iii. Though no longer an action group, the PCF is moving forward with something with the GSC, a meet and greet. So the DG of GSC will meet with T.H-D.
  - c. Standing Linkages Committee
    - i. No update here yet.
  - d. You've been doing lots, so no worries
10. Information Sharing
  - a. LA: Question about Russia. As you know, we have an MOU with Rosscongress. We are cutting that. What is the IPA doing?



- b. CRB: We have a Canadian member on the GTNP, and that federal employee can't be on the call if the Russian delegate is on the call. The Americans don't seem to care, that science is science, and war is politics. I think that we don't want there to be the suggestion that the IPA has a stance about individuals. The IPA members are countries, and we don't have a process for kicking any country out. If they don't pay their dues, they can still show up at a meeting but can't vote. But it is individuals who show up to meetings, not countries. I hope that this is resolved so that we don't have to deal with this at the next IPA council meeting. My sense is that the Canadian government may not allow Russians to attend the ICOP in 2024 if this goes on, and the IPA will have to deal with that. I'm trying to take the long run on this. We don't want the scientists to feel like they have been persecuted.
  - c. LA: My personal opinion is that you can't separate sport and science from politics.
  - d. CRB: My personal opinion is the same, but as president of the IPA, I have to think a bit differently, and I'm hoping by September that things will become much clearer.
  - e. KK: I supported LA's letter to back out of the MOU.
  - f. PM: I think that we have to think about, and make sure that what we do is in accordance with existing policies.
  - g. PDM: I think that getting out of these things like our MOU, makes the Russian scientists a bit unhappy with the position that their government has put them in, and perhaps they will then put pressure on their regime to make change.
  - h. CRB: The Arctic Council has disbanded, and it will take a long time to get back to where we were just a few months ago. It is perfectly reasonable that the MOU is untenable. It is a tricky problem, and the IPA needs to think about it some more. It is difficult if you are on the receiving end, so the CNC-IPA needs to have a discussion about how to approach the IPA meetings coming up.
  - i. KK: I'm glad that you are taking the time to think about this.
11. Any other business
- a. None
12. Adjournment
- a. 15:00. Next meeting is Friday, 6 May 2022.