

Minutes
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #5
Monday September 10, 2018 1200-1400 EDT

Members attending:

Antoni Lewkowicz (AL),
Peter Morse (PM),
Carolyn Gibson (CG),
Isabelle de Grandpré (IDG)
Richard Trimble (RT),
Wayne Pollard (WP),

Members excused:

Chris Burn (CB),
Ashley Rudy (AR),
Lukas Arenson (LA),

Minute-taker: PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #4, July 9, 2018.
3. Matters arising (not covered later as agenda items)
4. President's report (AL)
 - a. Message to list
 - b. Newsletter
 - c. Named awards
 - d. Sharing of membership information, re.: a request from Stephan Gruber, Carleton University
5. Treasurer's report (LA)
 - a. Membee App to keep track of paid-up membership and invoicing
 - b. Number of paid-up memberships
 - c. GNWT funds
 - d. CNC-IPA funds
 - e. GST registration (Business Number)
6. Secretary's report (PM)
 - a. Director's and Officer's Insurance update
 - b. New applications for membership received update
 - c. PM security check.
7. Communications director report (AR)
 - a. Web-site and social media update

- b. Web-site translation update
 - c. Logo lapel pins update
- 8. MOU Eighth Canadian permafrost conference in Quebec City in August 2019 update (AL)
- 9. CPA Endorsement Policy (CB and all – please read draft in advance; not discussed at last meeting)
- 10. Update on Annual Meeting – Yukon College, Whitehorse, October 10-12 (IDG, AL and RT)
 - a. Contract stating CPA obligations update(IDG; not discussed at last meeting)
 - b. PDF for registrants to fill out and send to Yukon College (IDG)
 - c. Slate of candidates for election to the Board (AL)
- 11. Update on Arctic Change meeting (AR)
- 12. Translation of by-laws and recommended changes to By-Laws (IDG)
- 13. Any other business
- 14. Adjournment

Minutes

- 1. Approval of the Agenda (AL)
 - a. No comments
 - b. DECISION: Unanimous approval of Agenda.
- 2. Approval of the Minutes of Meeting #4, July 9, 2018.
 - a. Could not take any decisions in July, so “decisions” taken were temporary, and actually need to be approved today
 - i. We will get to the MOU later on.
 - ii. We moved ahead with the Director’s insurance on the basis that PM was charged with seeking adequate insurance for the board, but we will seek formal approval of the action today.
 - b. AL: Vote to approve the minutes.
 - c. DECISION: Minutes unanimously approved
- 3. Matters arising (not covered later as agenda items)
 - a. All items seem to be agenda items
 - b. No others
- 4. President’s report (AL)
 - a. Message to list
 - i. ASAP, whether today or tomorrow. Held back until key points are ready, such as slate of candidates. A brief message about a drop-dead date for abstracts at AGM. Encourage people to apply for membership. Need a slate from the nomination committee
 - 1. Nomination committee update. Need a slate for President-Elect, Treasure, Member-at-large, and Communications Director. LA interested in President-Elect, AR wants to be Communications Director. Need candidates for Member-at-large and Treasurer. Received 1 nomination for Treasurer, but committee not satisfied with the application. The committee has identified an individual looking to take on the roll of Treasurer. Still looking for a member at large.

- a. RT: will let his name stand again if the committee can't find anybody else for Member-at-large.
 - b. AL: Thank you
 - b. Newsletter (AL)
 - i. A short newsletter forthcoming to distribution list.
 - c. Named awards (AL)
 - i. The minutes of the last meeting indicate that we have a candidate is willing to cover a named award. Need to go to a lawyer to see about setting up and operating a charitable organization.
 - d. Sharing of membership information (AL)
 - i. AL: We received a request about the categorization of our membership (e.g., male/female, north/south, etc.). We have not been asking these questions of our membership, should we pass this on?
 - ii. PM: We could publish our own statistics, and these could be cited.
 - iii. WP: agrees.
 - iv. AL: Until we have greater numbers, perhaps we do not publish now. We could provide a list from the broader community (not necessarily members, but from our distribution list).
 - v. WP: Clearly an increase in early career levels in female participation.
 - vi. AL: We should expect a gradual change, but now dominantly men at most meetings.
 - vii. Agreement: AL to provide a breakdown of the distribution list into general categories.
- 5. Treasurer's report (LA)
 - a. Membee App to keep track of paid-up membership and invoicing
 - i. PM: AL would like to switch to using Membee for membership coordination and administration. The monthly fee will likely be \$88/month. AL thinks it is absolutely worth it. Membee integrates with Stripe and Wordpress, can handle conference-related registrations, as well as individual registrations and institutional registrations. It also coordinates renewal notices, etc. Right now the whole process is clumsy, and time consuming, despite the relatively low numbers that we have at present. Membee will give us more freedom.
 - ii. AL: Comments from members
 - iii. IDG: Can we use for the AGM?
 - iv. PM: Yes
 - v. WP: Good to use something like Membee, because it will help maintain continuity over time, seamless transition.
 - vi. AL: Vote on the proposal from LA to use Membee, seconded by PM.
 - vii. DECISION: Unanimous in favour of using Membee.
 - b. PM: Number of paid-up memberships. 10 Early Career, 9 lifetime, 22 Regular, 4 Corporate Gold, 1 Corporate Silver. On hand, \$10, 757.40 in a chequing account, and \$2000 in a GIC. Major disbursements: \$829.42 for web hosting and internet, \$4875.51 for REM Web Solutions, and \$2170.80 for Insurance. Still waiting for

\$10K from GNWT-DOT. Based on the registrations we have \$20,600 (w/o GST/HST) of which \$5,390 (w/o GST/HST) is still outstanding. The GIC is so that we can get an RBC Business Cash Back MasterCard credit card. We don't have a credit history, so the GIC acts as security, and is the credit limit of the card. After 3 years and we have a credit history we can apply for a different approach.

- i. PM: Corporate lifetime membership?
 - ii. AL: No, but perhaps a 5-10 year membership. Need a timeline
 - iii. AP and RT agree.
 - c. GNWT funds
 - i. Nothing yet from DOT
 - d. CNC-IPA funds
 - i. AL: Have come in.
 - e. GST registration (Business Number)
 - i. PM: We have one now.
6. Secretary's report (PM)
 - a. Director's and Officer's Insurance update
 - i. We moved ahead with adding the Publication clause and LA issued a cheque for insurance.
 1. AL: Moves that we pass formal approval for the disbursement for the insurance for the board of the CPA that we have paid for?
 2. DECISION: Unanimous approval of the disbursement.
 - b. New applications for membership received update
 - i. Updated during Treasurer's Report. 1 Early Career and 5 of the Regular memberships are a result of conference registration.
 - c. PM security check.
 - i. Still needs doing.
7. Communications director report (AR)
 - a. Web-site and social media update
 - i. AL: We went with REM Web Solutions. They will move ahead in the next few months, and will be finished by the end of the year. Should work seamlessly with Stripe and Membee. Member only areas, links to papers, etc. AR has put out tweets. We are all encouraged to share ideas, images, quotes, etc. with Ashley. She will be back soon.
 - b. Web-site translation update
 - i. IDG: Still waiting for content. Has translated what she has got from AR. Still some to translate, but waiting to see if there are further funds to assist with translation.
 - c. Logo lapel pins update
 - i. AL: Went to a store on Bank St, but the company has shut down. Need to find a jeweller for a long-term plan, for pins for lifetime members. Baseball caps would be great for regular members. Could be a great way to get our logo out there. Stickers are good.
 - ii. PM: Can we get any for the AGM?
 - iii. AL: Doesn't take time, just need a bit of time.

- iv. CG: Stickers are simple, 2-3 week turn around time.
 - v. AL: CG, an you follow up with this with AR, to get stickers for the AGM?
 - vi. CG: Yes, usually about 100 order minimum.
8. MOU Eighth Canadian permafrost conference in Quebec City in August 2019 update (AL)
- a. AL: It has gone through a few small changes. Eliminate free registrations, but apart from that is the same. Organizing committee wants AL to sign. Any loss of seed money will be shared between the 4 partners: CGS Eastern, CGS Western, CPA, and CNC-IPA. Any extra loss will be to CGS. Profits are 60% CGS, 40% CNC-IPA (20% to CPA). AL can send the MOU to the board for review?
 - b. Board does not need to see it; confidence in AL.
 - c. AL: Budget designed to create a small profit or \$5000.
 - d. VOTE: PM moves that AL sign the MOU and move the agreement forward on behalf of the CPA, RT seconds.
 - e. DECISION: Unanimous approval for AL to sign the MOU.
 - f. Action: AL to sign the MOU
9. CPA Endorsement Policy (CB and all – please read draft in advance; not discussed at last meeting)
- a. Not discussed. Leave this until CB is present
10. Update on Annual Meeting – Yukon College, Whitehorse, October 10-12 (IDG, AL and RT)
- a. Contract stating CPA obligations update (IDG; not discussed at last meeting)
 - i. Not discussed
 - b. PDF for registrants to fill out and send to Yukon College (IDG)
 - i. Not discussed
 - c. Slate of candidates for election to the Board (AL)
 - i. Discussed above
 - d. AL: NSERC Strategic Network proposal wants to have a workshop to piggyback on the CPA AGM. The NSERC Strategic Network proposal is in the works, and it is likely that CPA members will participate in the Network. AL and Yukon College moved the AGM schedule around so that there is time for a 2-day worksho meeting after the AGM. Our meeting now starts on the Wednesday and goes through until the Friday.
 - e. IDG: The Registration and payment on the website seems to be working well now. Yukon College has indicated that the early-bird registration will end this Wednesday. Can we push this to Sept 19th? Many people are in the field, so not a lot of new progress.
 - f. RT: Met with Yukon College as well, and RT agreed to contact a number of people to see if they are able to give talks. RT has not heard back from a number of these people yet. Tetra Tech is interested in giving their perspective, but haven't found the person yet.
 - g. AL: LA has agreed to give a plenary on engineering. WP, did Yukon College contact you yet?
 - h. WP: No.
 - i. AL: Will follow up with Yukon College. Need to add the list of plenary speakers to the newsletter.

- j. AL: Not surprised about the low registration at this point, many people out in the field
 - k. AL: On-line voting?
 - l. ACTION: PM has to follow up on on-line voting, so that members can vote even if they cannot attend. There may be an app online, and maybe Membee does it.
 - m. AL: Who of the Board will be there? PM plans to attend in person. AL intends to. CG can't commit. IDG won't be able to. WP expects to. LA will. CB may not be there. RT for 1 day. Haven't heard from AR on this.
 - n. RT: Should we send out a reminder to register in the newsletter?
 - o. AL: Yes, the first priority. There are legal implications for being eligible to vote. Must be a member to vote, and the deadline is coming soon. An abstract is not necessary to attend the AGM.
 - p. We will have to schedule our own Board meeting in Whitehorse. Normally on the first Monday of the month
11. Update on Arctic Net Annual Meeting (AR)
- a. AL, CG: A generic title for a session on permafrost submitted. AL received a spreadsheet of the abstracts to date. There were 7 as of last week, out of 180 total. AL will try to get more talks for this session. It may be that some of the permafrost talks have gone to other sessions. Now have another 4.5 days to submit an abstract.
 - b. CG: Conflicts with AGU, so numbers may be down.
12. Translation of by-laws and recommended changes to By-Laws (IDG)
- a. AL: Nothing new. Will have to come back to this so that the by-laws can be approved by membership. Please, IDG, go back to your comments, and run these by the board, so that we can take action at the next meeting?
 - b. IDG: ACTION: will go through her comments and make suggestions
13. Any other business
- a. None
14. Adjournment
- a. 1:22 PM