

Approved Minutes (On-line version)  
Board Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #11  
Friday April 12, 2019 1300-1500 EDT

**Members attending**

Antoni Lewkowicz (AL)  
Ashley Rudy (AR)  
Peter Morse (PM)  
Lukas Arenson (LA)  
Panya Lipovsky (PL)  
Barb Fortin (BF)  
Wayne Pollard (WP)  
Chris Burn (CB)

**Members Excused**

Carolyn Gibson (CG)

Minute Taker: PM

Agenda:

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #10, February 8, 2019.
3. Matters arising (not covered later as agenda items)
4. President's report (AL)
  - a. YGS planning meeting (April 3, 2019) (AL & PM)
  - b. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
    - i. Mackay lecture
  - c. NSERC Partnership Grant application update
  - d. CPA newsletter
  - e. Community membership category (fees and definition)
  - f. Canadian Foundation for Permafrost Studies
5. Treasurer's report (BF and LA)
  - a. Annual financial report (LA)
  - b. General update (BF)
  - c. Year-start reporting planning/needs (BF)
6. Secretary's report (PM)
  - a. Annual Return filed to Corporations Canada
  - b. Number of paid-up memberships
  - c. G-Suite

- d. Refined minutes
- 7. Communications director report (AR)
  - a. Web-site and social media
  - b. MailChimp
- 8. Early Career representative report (CG)
  - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
    - i. Update on opportunity for CPA to address Early Career at an event
  - b. Involvement in CGS (The Canadian Geotechnical Society) conference?
- 9. Any other business
  - a. Website (LA)
  - b. NWT DOI Service Agreement (LA)
  - c. Sub-committee to develop a policy on sponsorship of the CPA (LA)
  - d. Sub-committee to address Carbon issues (LA)
- 10. Adjournment

Minutes:

- 1. Approval of the Agenda (AL)
  - a. DECISION: Unanimous approval of Agenda
- 2. Approval of the Minutes of Meeting #10, February 8, 2019. (AL)
  - a. AL: Just a typo.
  - b. DECISION: Unanimous approval of Minutes
- 3. Matters arising (not covered later as agenda items)
  - a. AL: Did send out a note to Anna Liljedahl that we could not support her proposal. Has not heard back yet.
- 4. President's report (AL)
  - a. YGS planning meeting (April 3, 2019) (AL & PM)
    - i. PM: Permafrost mentioned by other YGS staff in relation to improved access roads, baseline conditions for EAs. Great to hear that people other than AL and myself feel that a PF scientist is needed at YGS. Great to hear that YGS is now rounding up permafrost data and looking to create a permafrost database. Follow up after the meeting was a field trip led by Fabrice Calmels to see a retrogressive thaw slump within city limits on the Alaska Highway on the Takhini River that has developed within the last 2-3 years.
    - ii. AL: Surprised to hear from Champagne and Aishihik First Nations that Pf is the main problem in Haines Junction.
    - iii. PL: Anything we can do to help post-meeting?
    - iv. AL: Response from CAFN was not yet because of a lack of capacity.
    - v. AL: Enjoyable meeting. Glad that YGS was open to suggestions. Importance of permafrost was reinforced. Even more so by post-meeting visit to a thaw slump on the Alaska Highway.
    - vi. CRB: PL, can we send you/YGS comments/suggestions if we did not attend the meeting?

- vii. PL: Yes
- b. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
  - i. AL: Asked for an update from organizing committee, and did not get one. Committee will better understand registration numbers better after the early-bird registration. Committee only has numbers for people who submitted papers at this point.
  - ii. CB: Organizing committee told me that the 30<sup>th</sup> of April is the cut-off date. Received 65 papers, but in the past more like 120. So fewer papers than anticipated. Concerned about total registration, but that most people will either register soon, or are not concerned about the early-bird deadline. Got the sense from organizing committee that “perhaps there are too many conferences”.
  - iii. AL: Not surprised by this report. Thanks for the summary. Organizing committee probably trying to modify the event according to the budget.
  - iv. CB: Organizing committee is organizing special thematic sessions that will not require papers. Intending to boost enrolment, and not terribly concerned about balancing the budget but expects there to still be a profit.
  - v. AL: Conference program is up on the website, and there are a number of special sessions present. Clear that they are trying to make the conference a success.
  - vi. Mackay lecture
    1. AL: In Geoquebec2015, Steve Kokelj gave the Mackay lecture. Not sure how CNC-IPA endorsed it, but it was approved as an activity of CNC-IPA. CB raised the question as to whether there will again be a Mackay lecture at the next CPC. CNC-IPA thinks it should endorse the lecture. Separate is an award, the Hugh French award and related lecture. We could imagine having both activities, one the lecture, the other (HF award) a lifetime achievement award (a senior person), the Mackay lecture could be for anyone, senior or up-and-coming.
    2. WP: Could the lecture be tied to the CGRG Mackay award? Was SVK’s talk related to this?
    3. CB: No. The Mackay talk was a CPC-IPA initiative, not related to the CGRG award.
    4. AL: Proposal: Would like to have CPA awards given out at this conference. We propose to Hugh French, that the board comes up with a suitable candidate, and that individual would receive the award. If we do that, we can tick off a lot of boxes all at once.
    5. DECISION: Board agrees that this should go ahead.
    6. AL: For Mackay lecture, I will circulate a few names.
    7. LA: We do have money available for the HF lecture. We don’t need the foundation to be able to give money.

8. AL: We have 3 paths: 1 we get the new foundation set up to cover the HF award, 2 the CPA does it, 3 HF simply gives the money for the award. AL will go over the options with HF, and the person proposed, and go ahead and do it one way or another.
  9. Board agrees with this can-do approach.
  10. AL: Will advise organizing committee what our approach will be.
- c. NSERC Partnership Grant application update
    - i. AL: NSERC scientific committee will visit next week, and we will wait and see. The results come in June.
  - d. CPA newsletter
    - i. AL: In draft form. Contingent on having our CPA website up before we send it, but we may have to send it anyway with apologies for an incomplete website.
  - e. Community membership category (fees and definition)
    - i. AL: Last week in Whitehorse, I used the YGS even as a means to meet with first nations regarding their membership in the CPA. The board agreed by consensus over email that communities should pay \$0 for 2019 as an incentive to join, and then WP suggested \$0 for 2020 as well. Problem was that it was very hard to arrange to meet with communities and local governments, and didn't have much success. Champagne and Aishihik First Nations was at the YGS meeting, and noted that PF is an important problem in Haines Junction. AL asked if the Haines Junction community would like to be a member, and CAFN asked why a government would be a community? A good question. The CAFN indicated it doesn't have capacity to get this rolling anyway. Biggest success is with Yukon Council of First Nations and MS would be willing to help. MS is a CPA member, and is willing encourage membership in the CPA. We need to develop a brochure that highlights the benefits to a government or community, which are different than what we currently offer. Need something from a volunteer member of the board in the next 3 weeks. Based on comments from CAFN we need a different title for our membership categories, given the categories do not match well.
    - ii. WP: Restating the community membership for FN organizations and governments as a separate category could be useful.
    - iii. CRB: The word "agency" might be useful. Something like an agency includes government as well.
    - iv. WP: Wording is sensitive.
    - v. AR: I can't lead this but will assist someone.
    - vi. PL: Leaving for 2.5 weeks so can't right away, but could work with YGS outreach person on this new pamphlet.
    - vii. AL: If you are willing to do this PL and AR, please do. Once we have pamphlets made, we can send few over to YCFN.
    - viii. AL: ACTION: All members of the board produce 1 bullet point and send to AR and PL.

- ix. CB: An agency would greatly appreciate a directory of the membership, so if a problem comes up, they would know who to contact.
  - x. LA: Yes, once implemented on the website. Membee will give members access to a list/database that is internal. But members can also choose to be a part of an external list that is available to anyone.
  - xi. CB: When we put this on a brochure, we must have the capacity to do it. We need to be able to do this by the middle of May.
  - xii. AR: We can do this once the website is up.
  - xiii. AL: MS is willing with work with PL. We need to use members in the territories to help us set up meetings with communities and agencies.
- f. Canadian Foundation for Permafrost Studies
- i. AL: PM and AL have gone over a plan, and we have made some progress, but not as far ahead as we had hoped.
5. Treasurer's report (BF and LA)
- a. Annual financial report (LA)
    - i. Have not completed this yet. Needs to do this and will have it in by next week. It has been revised, and BF found some minor discrepancies that need to be adjusted.
  - b. General update (BF)
    - i. Total members: 111; Early careers: 41; Lifetime: 9; Regular: 52; Corporate Gold: 4; Corporate Silver: 1; Institutional Gold: 2; Institutional Silver: 2
  - c. Year-start reporting planning/needs (BF)
    - i. Since the 2019, we have \$3500 revenue, from 12 new members, and 4 late paid invoices. Will pay GST this month. LA: will help with this. BF has the account numbers to pay \$210 in GST. Expenses since January are \$1775.00. BF has had a few issues with Membee, not that easy to use. In cases when 2 members did not pay tax (they did not set a province from the drop-down list, so then no tax was selected). The other issue was the QC tax was not being calculated properly, but now this is fixed. A few payment issues in Membee, but BF is working with Membee to sort out. In Membee, not sure why members are "pending". Thought that members became full members when they have paid. Have to check on this. Have had some suspicious emails/scam asking for money transfers. Need double authentication before making payments in the future.
    - ii. AL: Impressed with how the transition has gone and that we have such a high proportion of paid-up members.
6. Secretary's report (PM)
- a. Annual Return filed to Corporations Canada
    - i. PM: Update was filed with Corporations Canada.
  - b. Number of paid-up memberships
    - i. Delete from my standing line item as this is covered by Treasurer's report.
    - ii. ACTION: Work with BF to clean up. Numbers generated by the Membee report do not match perfectly with BF's list. Needs to be rectified.

- c. G-Suite
    - i. Our not-for-profit status was confirmed by TechSoup, so I could set up a Google Not-For-Profits account, and from there set up G-Suite. I added BF as a co-super administrator to Google Not-For-Profits. I am in the middle of setting up profiles on G-suite for the board members, but need a few more emails generated in order to do so. Have requested these from AR. Once received, I will migrate CPA documents to G-Suite from DropBox. The Treasurer has also been added as an administrator to G-Suite. As with the Secretary's DropBox account, I will add a Member-at-Large as a co-administrator of the Secretary's files.
    - ii. LA: We should be able to host our meetings on G-suite, rather than by the current teleconference set up.
  - d. Refined minutes
    - i. Minutes have been refined and are ready to post on the website.
7. Communications director report (AR)
- a. Web-site and social media
    - i. AR: sent out the link. Contacted REM this week about the delay. The Project manager agrees that there is a significant delay. Project manager is going to the coder to find out why. Next step is for AR to receive training next week to allow AR to edit text, insert photos, etc. Will finalize the content next week after the training. Comments on the site? Any problems? Not content, but the layout and links, fonts, etc.
    - ii. PM: Strange word wrapping using Internet Explorer 11.
    - iii. LA: Noticed that the Instagram link didn't work.
    - iv. AR: REM has to fix these things in the code.
    - v. LA: The link to Membee: Is the membership profile linked?
    - vi. AR: We have to link Membee.
    - vii. LA: On the old website, I had to include the Membee script.
    - viii. AR: I will make sure that the Membee script is included. Any logos mixed up such as English/French?
    - ix. AR: Will set up the new emails for the new site today so that the G-Suite can get set up.
    - x. AL: Can you come up with a firm live date?
    - xi. AR: Once I have the training, and the deadline is just on me, then yes. I will know about the training date soon.
    - xii. AL: How are we financially with REM?
    - xiii. AR: We have paid 50% up front, and then 50% upon completion.
    - xiv. AL: Please indicate our displeasure on the delays that have taken place. Without this, many things are stalled. It is frustrating. The site looks fine, but not much seems to have changed from 6 months ago.
    - xv. AR: That was just a mock up, but the programming of the actual website did not start until Mid-march.
    - xvi. AR: Please visit the site and click on things so that we can catch the errors

- xvii. AR: If you have material that you want included, please send along. Such as information on where study sites are for the map portion of the site.
- xviii. LA: Good in general. 2 Action items: 1 Please inform the board of the realistic timeline; 2 give bullet points to the board for what you want for content.
- xix. AR: I need interactive web map information.
- b. MailChimp
  - i. Nothing to update. Once we have the firm timeline, we can send out the newsletter through MailChimp
  - ii. AL: Maybe we have to send out the newsletter before the website is ready. Spring is the best time for a newsletter.
- c. Other
  - i. PM: How do we decide on what we post on Twitter?
  - ii. AR: No clear policy.
  - iii. AL We need a communications policy. We need to think about what kind of things we do send out. WP, would you be willing to draft a guideline as to what we would want to send out as an organization for the next meeting?
  - iv. WP: Send me an email with a few guiding bullets, and I'll respond to that.
  - v. AR: Broad points of interest we should highlight, such as requests for input on standards, etc.
  - vi. LA: We have to be careful to not re-tweet everything. We need a tool to catch the good stuff. Important to have this guidance or control mechanism in place.
- 8. Early Career representative report (CG)
  - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
    - i. Update on opportunity for CPA to address Early Career at an event
      1. AL: CG not here but passed along update in an email. There is time for a workshop on the 18<sup>th</sup>. Working on the speaker lineup for an early career workshop
      2. AL: CG requested stickers. AR, do you remember where we ordered these?
      3. AR: CG ordered them.
      4. AL: Board, should we direct CG to order more, like 200?
      5. AR: If we order a larger amount it would be cheaper. I will take this on.
      6. AR: Will reach out to the conference organizer to see what materials we can bring with us to the conference as a sponsor, such as a roll-up poster?
      7. AL: We need some of these promotional materials as they would be helpful to have at hand for conferences and workshops.
      8. AR: Will take the lead on this with conference organizers.
  - b. Involvement in CGS (The Canadian Geotechnical Society) conference?
    - i. No update.

9. Any other business
  - a. Website (LA)
    - i. Already covered.
  - b. NWT DOI Service Agreement (LA)
    - i. LA : Sent out the draft of the deliverable to DOI, and haven't heard back from them. Also let them know about the students who were supported by them at the conference, and we will have the directory on the website soon. We have delivered on our agreement. Still have to send them the annual financial report approved by the board.
    - ii. AL: The report is good reading.
    - iii. LA: Will ask DOI if we can post the report on the website.
    - iv. AL: So we have completed our obligations.
  - c. Sub-committee to develop a policy on sponsorship of the CPA (LA)
    - i. We should have guidance, but perhaps we should just evaluate on a case by case basis.
    - ii. AL: What is the meaning of a "corporate sponsorship program"? Endorsement is different from sponsorship. Not sure I want the two mixed together. One asks for sponsorship by the CPA, the other asks for endorsement of a product. Probably should be an endorsement policy that is separate.
    - iii. LA: You're right, these should be separated.
    - iv. PM: Perhaps we don't need to endorse products.
    - v. AL: Maybe the CPA shouldn't endorse anything. If that company wants to be a member of the CPA, and they fit in with our mandate, we can accommodate that, but more comfortable that we don't endorse products.
    - vi. LA: We can do that.
    - vii. AL: Please make these adjustments based on this conversation and bring back to the board for decision next meeting.
    - viii. CB: My talk with the TAC cited the fact that we had a policy to endorse and not endorse a proposal, and that we have already implemented decisions each way with the policy instrument. This was received favourably by TAC member present.
  - d. Sub-committee to address Carbon issues (LA)
    - i. ECCC leading a program that has a workshop on carbon-economics-climate relations. It is on hold for the moment, but it is asking questions such as "What are sources, what are sinks?" Must address carbon in permafrost. CPA asked to participate, and asked what the CPA is doing? Where can we find economists or scientists who address these issues? As President-elect, I wanted to bring this up: is there a desire for a committee that looks into carbon from an economic perspective?
    - ii. AL: Is there an immediate need?
    - iii. LA: We are still too small at this point, but we could bring this up at the AGM.

- iv. CB: To say that the CPA could do something on carbon and the economic component of the carbon cycle is stretching our capacity, but if we were to propose a project on an empirical basis, there might be enough expertise in the country to draw upon. It could be the catalyst for a special session at a conference. Rather than stalling up something that is open ended, this gives a clear target at the end of the activity. Then you would find people to contribute to it. A project of this scope requires time, and the 2024 conference in Whitehorse might be the target.
  - v. AL: The CPA could facilitate and initiate the idea. We can provide the network and let it go.
  - vi. AL: Certainly agree that this is of interest, permafrost and carbon. We don't have a pan-Canadian group looking into this. If we look at the cost of permafrost, it is central to our interests. We can bring this up at the AGM, and task the individuals to come up with a report to present at the 2024 AGM.
- e. TAC report
- i. CB: Presented at the TAC meetings, to a "northern infrastructure in the face of climate change" group. They are government agencies, who had a closed meeting organized at the TAC meeting by Transport Canada. GNWT DOI, TY HWPW. Manitoba and Nunavut not present. CPA invited, but AL and PM away. CB deputized. CB knew almost everybody at the meeting well through the NTAI. Meeting had a report from a consultancy. The CPA presentation was very engaged by audience. Some felt embarrassed that they hadn't joined CPA yet. Gave a presentation that AL had emailed beforehand. TAC was interested in history of CNC-IPA and particular interested in the meetings the CPA wants to organize. TC looking to CPA to coordinate meetings on PF and showcase Canadian research on PF and transportation infrastructure. CB has the sense that all of the Agencies present would like to support the association. Didn't try to give a sales pitch, but audience felt that the CPA was important to support, and that the documents produced by the CPA are useful. For example, the synthesis by LA is helpful and much better than a list of abstracts. They were looking for ways to help us fulfill our objectives.
  - ii. AL: Thank you for representing us.
  - iii. CB: The presentation was so clear, that it might form the basis of other presentations.
  - iv. LA: Want to add that the Yukon HWPW and Environmental Policy branch are members.
  - v. CB: People attending the meeting were operational in nature, and maybe were not aware of their institutional membership.
- f. IUGG report:
- i. AL: Did put together a report. Summarized research, and it is a marker in the larger IUGG report.
- g. Next meeting, May 17<sup>th</sup>.

Adjournment  
2:58 Eastern.