

Approved Minutes (On-line version)
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #12
Friday May 17, 2019 1300-1500 EDT

Members attending

Antoni Lewkowicz (AL)
Peter Morse (PM)
Lukas Arenson (LA)
Panya Lipovsky (PL)
Barb Fortin (BF)
Carolyn Gibson (CG)

Members Excused

Ashley Rudy (AR)
Chris Burn (CB)
Wayne Pollard (WP)

Minute Taker: PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #11, April 12, 2019.
3. Matters arising (not covered later as agenda items)
4. President's report (AL)
 - a. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
 - i. Student awards
 - ii. Terms of Reference for Mackay Lecture and Hugh French Award
 - b. Formation of Nominations Committee:
 - i. Recommended membership: Antoni Lewkowicz (Chair), Barb Fortin (Treasurer, because there is no Past-President and the Secretary may be in conflict of interest), and Two regular members who have not been directors: Guy Doré (Laval) and Stéphanie Coulombe (Polar Knowledge)
 - c. CPA newsletter
 - d. Canadian Foundation for Permafrost Studies
5. Treasurer's report (BF and LA)
 - a. General update (BF)
 - b. Co-membership fees with CGS (BF/LA)
6. Secretary's report (PM)
 - a. G-Suite
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. None
- 10. Adjournment

Summary of Action Items

1. ACTION: CG will follow up with the student group organizers to let them know we want to do this and to organize the judges and the potential students involved.
2. ACTION: AL will follow up with ICCRE-CPC local organizing committee and get a list of potential students. AL can pull up a list of judging criteria from other events and pass along to CG.
3. ACTION: AL: Will add in “over an extended period” to the HF purpose on the TOR.
4. ACTION: AL: Working on plaque or a trophy for HFA and ML.
5. ACTION: AL: Will approach CB and CNC-IPA to add “or professional excellence” in permafrost studies to ML TOR.
6. ACTION: LA: Will look into Membee approach with AR to request remembrances of HF.
7. ACTION: AL: Will get in touch with the nomination committee members so that they can get to work
8. ACTION: AL: Will continue to work on CPA newsletter and will finish as soon as I can. Will run a French version past BF and then submit versions to LA to mail out through Membee
9. ACTION: LA: Will put proposal in writing to confirm joint fee schedule and will approach CGS.
10. ACTION: PM: Will send out a complete report detailing the G Suite permissions and where documents reside. Will continue to set up G Suite.
11. ACTION: PM: Will add summary of action items to Minutes.
12. ACTION: AL: Will write “What is permafrost?” for the website and pass to AR.
13. ACTION: PL to continue to work on Community Pamphlet
14. ACTION: AL: Will follow up on Hill Times Op-ed request.
15. ACTION: LA: Getting the MailChimp template going.
16. ACTION: CG: Will ask GWF to send out a tweet or something about the CPA
17. ACTION: WP: From Meeting 11, WP to draft a policy guideline regarding communications.
18. ACTION: LA: From meeting 11, LA to adjust policy of corporate sponsorship and present to board at next meeting.

Minutes

1. Approval of the Agenda (AL)
 - a. DECISION: Unanimous approval of Agenda
2. Approval of the Minutes of Meeting #11, April 12, 2019.

- a. Fix typos
- b. DECISION: Unanimous approval of Minutes
- 3. Matters arising (not covered later as agenda items)
 - a. None
- 4. President's report (AL)
 - a. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
 - i. Circulated a report from the organizers. Fewer individuals than expected but committee working to make sure there is a small profit. Close to \$15K. More or less a break even for us, but better than a loss. Ideas for additional sponsorship to help the conference are welcome. The CPA meeting is scheduled for Monday afternoon, and on Wednesday morning the Hugh French award will be given out to Michel Allard and the Mackay Lecture will be given by Chris Burn.
 - ii. Student awards
 - 1. Should we have CPA awards for best poster and/or presentation? There will not be that many students attending. Do we want to give these out if there are few students? Need a decision.
 - 2. CG: The organizing committee didn't have much to say about this.
 - 3. LA: The Award would attract more students in the future, but the value of the award is not high with only a few students participating. Maybe we don't give out the award at this conference with many engineering students.
 - 4. PM: Surely, there is one standout student. Perhaps we just give a best presentation award: poster or oral. Just to "permafrost" talks.
 - 5. AL: If we decide to do this, we need a judging panel, and we have to ask registered students who wants to be eligible in a permafrost field. Perhaps just one award is reasonable.
 - 6. LA: Reasonable. Would it just be a permafrost theme? Would they have to add a CPA sticker to their poster?
 - 7. CG: Not evident from the titles/presentations?
 - 8. AL: We could choose from the papers, or we can leave it to self-identification.
 - 9. CG: How do we identify the students? Often at the time of abstract submission.
 - 10. AL: We can ask ICCRE-CPC local organizing committee for a list of emails, and we can ask students if they want to be judged. Should be judged by the early career group.
 - 11. Decision: We will have a single award for the best presentation (oral or poster) on the subject of permafrost.
 - 12. ACTION: CG will follow up with the student group organizers to let them know we want to do this and to organize the judges and the potential students involved.

13. ACTION: AL will follow up with an ask ICCRE-CPC local organizing committee and get a list of potential students. AL can pull up a list of judging criteria from other events and pass along to CG.
- iii. Terms of Reference for Mackay Lecture and Hugh French Award
1. AL: Text is approved at this stage by Hugh French. There weren't criteria when we made our first recommendation for the award.
 2. BF: Not sure what the difference is between the two awards.
 3. AL: The difference is that the HF award recipient is not obliged to give a presentation. It recognizes a senior in the field with extended outstanding contribution. The Mackay Lecture is given at any level on excellent research. HF is a near-end-of-career, ML any time. Money versus lecture. HF annually, ML at conferences. ML a joint award, HF is just CPA.
 4. ACTION: AL: Will add in "over an extended period" to the HF purpose on the TOR.
 5. AL: Need a plaque or a trophy for both awards. Working on a plaque for HF. ML can be a trophy. Perhaps we can split the cost with the CNC-IPA who share the award?
 6. ACTION: AL: working on plaque or a trophy for HFA and ML.
 7. LA: HF is really a-list. ML is on research excellence, so are professionals eligible?
 8. AL: In the past only an informal award to SVK. CB and perhaps MA pushed for the ML award. Suggestion for text change in ML TOR?
 9. LA: Add "or professional excellence" in permafrost studies.
 10. AL: Have to run it by CB and the CNC-IPA. Does board agree?
 11. DECISION: All agree that AL should approach CB and CNC-IPA to make this change.
 12. ACTION: AL approach CB and CNC-IPA to add "or professional excellence" in permafrost studies to ML TOR.
 13. Changes to HF Award since last weekend
 - a. AL: HF passed away peacefully and suddenly. Nothing was signed regarding the award. Had informally indicated to send a cheque for \$2000 in June, and had planned to put it into his will, and later on had planned to endow funds when his partner passed away. Did not bring this up this week, but his partner brought it up. She asked if HF had been sending money monthly, or one lump sum. She seems interested in keeping this going, but we need to give some breathing room. At this point it seems that nothing has changed.
 - b. AL: HF was a major part of the permafrost scene in Canada. He's not being buried, but there will be a memorial event in Victoria. AL may host something in Ottawa. As a community, there probably should be a

formal recognition? SVK suggested an online book of memories. We could use this to build up the award. Another possibility would be for us to have a reception in Quebec. AL has been asked to write an obituary by *Arctic*. It could be part of a special issue. The Chinese are planning something at ICOP next year. Comments?

- c. PM: At the last CPC in Quebec, there was an informal meeting for JRM.
- d. LA: There was a get-together at UBC.
- e. AL: Those who are interested in remembering HF could go out to dinner. We could announce this at the CPA meeting on Monday afternoon, so we could go out Monday night.
- f. AL: What about remembrances? Can we use Membee? We need to moderate them.
- g. LA: We could use the website.
- h. AL: We can include thoughts from an international community. I can send out an email asking for comments.
- i. PM: Just ask for comments in an email and compile comments?
- j. ACTION: LA: Will look into Membee approach with AR.
- k. AL: There are many people around the world who want to thank him in some way.
- l. LA: We can include a longer obituary on the remembrances page.
- m. AL: Yes. We can also link to the *Arctic* obituary, or post a link to it.

b. Formation of Nominations Committee:

- i. Recommended membership: Antoni Lewkowicz (Chair), Barb Fortin (Treasurer, because there is no Past-President and the Secretary may be in conflict of interest), and Two regular members who have not been directors: Guy Doré (Université Laval) and Stéphanie Coulombe (Polar Knowledge)
 - 1. AL: We have to approve a nomination committee. We don't have a past president to sit, and the secretary is in conflict, so the next in line is BF. Then we need two non-board members. Suggested GD and SC. 2 men, 2 women, one from the north, some from the south, engineers and scientists. We need to approve a committee urgently. We need to fill 3 positions: Member-at-large, Secretary, and Early Career Representative. President and Past-President positions will be automatically filled.
 - 2. AL: The committee needs one name for each position. If there are others who wish to be nominated they can follow the nomination process by Class A members set out in the By-Laws.
 - 3. Are there any comments on the suggested committee?

4. Vote: AL: do you approve this proposed nomination committee?
 5. DECISION: All in favour.
 6. ACTION: AL: will get in touch with the nomination committee members so that they can get to work.
- c. CPA newsletter
 - i. AL: Website ready. Would like to be able to include a reference to the report to the GNWT. Do we have permission to publish this?
 - ii. LA: Has asked, but still has not heard back.
 - iii. AL: Would be great to say that this was one of the activities done.
 - iv. ACTION: Will continue to work on it and will finish as soon as I can.
 - v. LA: Has been looking a linking Membee to Mailchimp. Should be ready soon. Board can pass newsletter text to him and he can make it happen. Mailouts can include text, gifs, images, and video.
 - vi. ACTION: AL: will run a French version past BF and then submit versions to LA.
 - d. Canadian Foundation for Permafrost Studies
 - i. AL: No news here.
 - e. Added:
 - i. AL: We need to come up with a plan for a Strategic Plan.
 - ii. LA: Will help with this.
 - f. Environment and Climate Change Canada meeting on understanding permafrost, climate change, feedbacks, and adaptation.
 - i. AL: Invited to attend, and will go.
 - ii. LA: Has been a "CPA rep", and got support from BGC to host it in the BGC office. EC only has small office space in Vancouver.
 - iii. LA: SG will be there, SVK, and others.
5. Treasurer's report (BF and LA)
 - a. General update (BF)
 - i. \$22453 in RBC account, \$2000 in GIC. Since 2019, revenues have been \$5183 from new memberships and those who have outstanding dues. Since last meeting, \$305 in new revenue. Expenses of \$2291 since 2019, mainly from paying GST. This month was an expense for the CPA stickers. Our credit card wouldn't work. Card wouldn't go through with the information that I had.
 - ii. LA: A challenge because we are spread around.
 - iii. BF: Paid the GST, and LA filed this with the CRA.
 - iv. Cheque for REM invoice was sent to them, but it has not been taken from the account.
 - v. 117 members, 114 paid, 3 members who haven't paid. 2 are 106 days overdue. Do we remove them?
 - vi. PM: We can send a note saying that we will remove their application unless they pay.

- vii. LA: We have a policy on this, and we can set up Membee to remind them. Eventually, we take them off. They are not eligible members, so can't vote.
 - viii. BF: One was not flagged as being paid. The other is a lifetime, but we don't have a record of payment.
 - ix. BF: 44 Early Career; 10 Lifetime, 54 Regular, 4 Corporate Gold; 1 Corporate Silver; 2 Institutional Gold, 2 Institutional Silver.
 - x. Last month we had different numbers between Bf records and Membee. Lukas was entered twice, and another record had a status that BF changed. Now Membee and her record match.
 - xi. LA: Once members are approved, we need to manually update status on Membee when somebody has paid.
 - xii. AL: That is fine. It is a good filter that we have to do this, because we have the right to not approve. In most cases we approve somebody when dues are paid, but just because someone has paid we don't have to approve. This could be helpful with corporate applications.
 - xiii. LA: I may have some background on the problematic lifetime membership. This seems to be somebody from REM. It may have been somebody, our contractor, when he was working on designing the website, and was testing the Membee link.
 - xiv. BF: That makes sense.
 - xv. LA: The pending status also lets us check the actual status of the applicant. For example, is the applicant a student or not.
 - xvi. BF: I can ask the board if I'm not sure about an applicant
 - xvii. BF: The Yukon government had paid, but they were getting notices that they hadn't paid, but that is fixed and the billing record is updated. All the Membee issues seem to be solved.
 - xviii. LA: Lots of opportunities in Membee, but can be tricky to implement and fix.
 - xix. AL: BF, your attention to detail is appreciated.
- b. Co-membership fees with CGS (BF/LA)
- i. LA: Contacted CGS about co-membership fees. Depending on the membership in CGS, you can opt to register to other associations in parallel. We could do the same. What CGS does is give a little discount if you register for both at the same time. Currently, the CGS asks for an annual membership of \$220. My suggestion for a discussion with the CGS is as follows:
 1. Regular Member - regular fee CPA: \$100, with CGS: \$300 (\$220 + \$80), of which the CPA gets \$90
 2. Early Career Membership - regular fee CPA: \$30; with CGS: \$65 (\$45 + \$20), of which the CPA gets \$25
 - ii. Suggests that members get a discount and that is split evenly between CGS and CPA. Lets us tap into the other society. They have about 70 members, and we wouldn't lose much money if we implemented.

- iii. LA: If you register with CGS and pay there, you get a discount code, and in Membee you can then easily apply a membership code when you register.
- iv. AL: On our side the website can say that if you register at CGS first you will get a discount code. "If you are a member of CGS, get your discount code and use it when you register here" or something like that. It could work. The board has to decide if this works. It is a pattern that other organizations will likely follow. If we think that this is a good idea we should vote.
- v. AL: Any extra discussion? None.
- vi. Vote: LA to discuss setting up a joint membership with CGS according to proposed fee schedule.
- vii. DECISION: Unanimous agreement.
- viii. ACTION: LA: Will put proposal in writing to confirm and will approach CGS.

6. Secretary's report (PM)

a. G-Suite

- i. PM: Set up the G Suite site, added profiles once I got the new set of emails for board members from AR. Wanted to set up a teleconference using G Suite, but had a hiccup related to registration of the CPA as a Google non-profit certified organization. Spent a morning with Google Support ironing it out. Fixed, but will take a few days to be implemented at Google. Once implemented, I will know for sure if we can use the teleconference Application. In the mean time, I set up permissions to the Google for Non-Profits account (Secretary and President), and to the G Suite Account (Secretary and President are super users; Treasurer can manage users). I added two groups. The Board is one group, and that group will have access to primary documents. The second group is a mirror of the board documents, but it also includes drafts and other such materials that the board does not ordinarily need. The Secretary and the President have ownership of the "Board Group", and the Secretary and a Member-at-Large (Panya) have access the "Secretary Group". I will check the status of G suite and will begin migrating documents when everything checks out. Hopefully we can use it to teleconference next meeting.
- ii. ACTION: PM: Will send out a complete report detailing the permissions and where documents reside.

b. Questions?

- i. AL: A task for the minutes. We need action items highlighted. Can you write a summary with actions items? Then you can send round the minutes in a few days so that we will get to things.
- ii. ACTION: PM: Will add summary of action items to Minutes.

7. Communications director report (AR absent)

a. Web-site and social media

- i. AL: Website is up! And looks very nice. She printed stickers and AL has them. AL also has business cards, so let him know if you need some. AL needs more content. She asked me for a “What is permafrost? blurb”. I will pass this round. It will be low-level. Also wants anybody who is doing fieldwork to pass along the info to her about the location with photos.
 - ii. ACTION: AL will write “What is permafrost?” for the website and pass to AR.
 - iii. LA: Spoke with AR about the locations section, and they will fix it up a bit.
 - b. Added: Community Brochure? (AL)
 - i. PL: I got some comments, wrote a draft, and CG indicated that she could work it into the existing format. We still have too much text, but will pare it down.
 - ii. AL: Not ready for the Association of Yukon Municipalities meeting?
 - iii. PL: Probably not.
 - iv. AL: If it is possible to get this clear message out, we should, but don’t rush. Please pass around the text to the board to get comments/edits.
 - v. PL: Regarding the benefits of membership, is the membership access set up to be exclusive yet?
 - vi. LA: Yes, there is a directory, and that should be updated by members. The members have to update their profiles.
 - vii. PM: Can we add in the membership statistics for the public to see?
 - viii. LA: We need to provide the instructions in the newsletter that if members want to be in the public or private membership list, they need to indicate these choices in their profile.
 - ix. AL: A member benefit is access to the private list, ads for employment posting. AR is implementing this.
 - c. Added: AL: Just got an email from “The Hill Times” asking for an Op-ed piece.
 - i. ACTION: AL: will follow up on this Op-ed request.
 - d. MailChimp
 - i. ACTION: LA: Getting the MailChimp template going.
- 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. CG: The agenda indicates that PYRN sessions are organized. One of the special PYRN sessions will feature the CPA on Sunday.
 - b. Brochure
 - i. Working on the new brochure with PL. The text is dense. Idea for brochure is an infographic on where work is occurring.
 - ii. AL: How easy is it to get that together?
 - iii. PL: Not sure how many are set up on the web map on the website? Will this fit?
 - iv. CG: Will look into it, just an idea to explore. Could be a small-scale map.
 - v. AL: Sent AR a list of 20 boreholes. If we restricted it to boreholes, it might be good for us to show where we are working. Perhaps we just point to

the map on the website, rather than show a map. Will be good to show where we are working.

- vi. CG: Wondering if one of the benefits could be that the CPA is essentially Open Access if you are a community member because membership would be free.
 - vii. CG: Global Waters Futures meeting is happening, and a lot of PF people there. Next year we should be involved.
 - viii. ACTION: CG: will ask GWF to send out a tweet or something about the CPA
- c. Involvement in CGS (The Canadian Geotechnical Society) conference?
 - i. No news.

9. Any other business

- a. Schedule next meeting: June 14th, 3-5 PM.
- b. AL: 15 s moment of silence to honour HF.
- c. Have a great weekend!

Adjournment: 2:55 EDT.