

Approved Minutes (On-line version)  
Board Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #14  
Monday 22, 2019 1300-1500 EDT

Attending

Antoni Lewkowicz (AL)  
Peter Morse (PM)  
Lukas Arenson (LA)  
Panya Lipovsky (PL)

Excused

Wayne Pollard (WP)  
Barb Fortin (BF)  
Carolyn Gibson (CG)  
Christopher Burn (CB)  
Ashley Rudy (AR)

Note taker

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #13, June 14, 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. Mackay Lecture and Hugh French Award
      1. Plaque/trophy
      2. Adjustments to Terms of Reference
  - b. Nominations Committee:
    - i. Update
  - c. 2019 AGM
    - i. Timeline and responsibilities
    - ii. Announcement of AGM
    - iii. Electronic voting
    - iv. Agenda for AGM
  - d. CPA newsletter
    - i. Update
  - e. Canadian Foundation for Permafrost Studies
    - i. Update
  - f. What is Permafrost? for website
    - i. Update
  - g. Follow up on silver pins

5. Treasurer's report (BF)
  - a. General update (BF)
  - b. Co-membership fees with CGS (BF)
6. Secretary's report (PM)
  - a. Update on PM, BF, and AL to develop a plan for Strategic Plan
7. Communications director report (AR)
  - a. Web-site and social media
    - i. Update on french edits
  - b. MailChimp
    - i. Email access problems?
8. Early Career representative report (CG)
  - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
    - i. Update on CPA student award
    - ii. Update on booking 10 min for CPA talk to students.
  - b. Update on involvement in CGS (The Canadian Geotechnical Society) conference?
  - c. Update on infographic based on information about Early Career members
9. President-elect report (LA)
  - a. Mailchimp template
    - i. Update
  - b. Remembrances for HF
    - i. Update
  - c. Proposal to confirm joint fee schedule with CGS
    - i. Update
  - d. Policy of corporate sponsorship adjustment
    - i. Update
10. Any other business
  - a. Community Pamphlet (PL)
    - i. Update
  - b. Policy guideline regarding communications (WP)
    - i. Update
11. Adjournment

#### Summary of Action Items

1. PM to put motion to board for mixed in-person and online vote and decision on approving the agenda of the 14th meeting.
2. PM to put motion to board for mixed in-person and online vote and decision on approving the Minutes of the 13th meeting.
3. PM to put motion to board for mixed in person and online vote and decision on approving an August 9th deadline for process to nominate candidates by members.
4. PM to put motion to board for mixed in person and online vote and decision on approving that nominee support can be in the form of an email that clearly states the nominee, the position, and the name of the supporting member, and the email is sent so the secretary and CCd to the nominee.

5. AL to draft and send out dual notice for AGM and nominations for available board positions
6. PM to draft the agenda for the AGM
7. AL, LA, PM, FB, AR, CG to put together reports for the AGM
8. PM to ask board for approval for PL to order CPA hats.
9. PL to look into making up CPA hats
10. BF to pay insurance invoice
11. PM to set up next meeting for Monday morning, 7:00, 19 August, at the conference, locations TBD.

Minutes - Don't have quorum. Attendees will discuss, have an informal meeting, and put matters to the board for further comment and decision

1. Approval of the Agenda
  - a. All present in favour (4 votes)
  - b. Action: PM to put motion to board for mixed in-person and online vote and decision on approving the agenda.
2. Approval of the Minutes of Meeting #13, June 14, 2019.
  - a. All present in favour (4 votes)
  - b. Action: PM to put motion to board for mixed in-person and online vote and decision on Minutes of the 13th meeting
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. Mackay Lecture and Hugh French Award
      1. Plaque/trophy
        - a. Plaques and trophies are ready. Ice wedge for HF Award. Do plaques in the language of the recipient. Mackay is a pingo design. Made by AL. To be made each time awarded.
        - b. PL: YGS and help with this in the future, and the local maker space could be helpful too.
        - c. AL: Thanks for the suggestion.
      2. Adjustments to Terms of Reference
        - a. AL: Only adjustment is that the HF award will only be given out every second year. HF partner happy with the changes. We will follow up with her to get a legal arrangement for the fund and the future. Mackay award is fine, nothing to do.
      3. AL: The CNC-IPA normally sends a report to NRC, and has been asked for a report. AL needs to find out who is asking for this. CNC-IPA doesn't really need to exist after next year, and the CPA can take this duty over.
    - b. Nominations Committee:

i. Update

1. Has agreed on a slate of candidates for the open posts: president, past-president, member at large, secretary, early career representative. LA for president, AL for past-president. Jason Smith for Member at large. Renewal of PM for Secretary. Early career representatives were asked to self nominate to President. These nominations need to be passed to committee. We want to send out a message to membership with the slate of candidates, and inform them that others can apply if they get the support of 10 members (a nomination from members). AL has drafted an email that can be sent rapidly after this meeting that explains the method, and has the form to nominate from members. AL suggest that we set a deadline for nominations for Aug 9th, 10 days before the actual meeting. Gives Secretary time to send out candidates information to members. We can approve this deadline for the alternate method.
  - a. AL Moves that the board approve an August 9th deadline for process to nominate of candidates by members . PL Seconds.
  - b. All present in favour (4 votes)
  - c. Action: PM to put motion to board for mixed in person and online vote and decision on August 9th deadline for process to nominate candidates by members.
2. AL: How do we accept nominations. We need written support, my suggestion is that an email from an individual is sufficient, as long and the candidate and position are made clear. Must go to Secretary, and CC the nominee. That way we can be above board, and Secretary can check "signatures"
3. PM: the email needs to clearly state the name of the nominee, the position, and the name of the member supporting the nomination. Basically a cut and paste from the form we send out.
  - a. AL: Moves that nominee support can be in the form of an email that clearly states the nominee, the position, and the name of the supporting member, and the email is sent so the secretary and CCd to the nominee. LA seconds.
  - b. All present in favour (4 votes)
  - c. Action: PM to put motion to board for mixed in person and online vote and decision on approving that nominee support can be in the form of an email that clearly states the nominee, the position, and the name of the supporting member, and the email is sent so the secretary and CCd to the nominee.

c. 2019 AGM

i. Timeline and responsibilities

1. Notice of meeting has to be 21 days before the meeting, so this week. Part of a dual notice on AGM and nominations. Would be good to have a preliminary Agenda.
  2. We haven't ammended the by-laws, so we don't need to vote on that. The main votes are for the new board members coming in 2020. Slate is by acclimation unless we receive names for alternates.
  3. LA: Treasurer's report can be drafted by BF. Don't need an external financial report
- ii. Announcement of AGM
    1. See above.
  - iii. Electronic voting
    1. Last year we set up and nobody participated. PM and AL are not convinced we need to have electronic voting this meeting. by laws allow us to be silent on it and make it available if we want to. Thoughts?
    2. LA: We probably should ask if anyone wants electronic voting
    3. AL: Not sure how to do this, technically, but we are getting no response from organizers on other questions, and no response on electronic voting. We just don't know if it is technically possible. If somebody wrote to us, we could.
    4. LA: We could set up a form in Google Gsuite, or use Google Meet.
    5. AL: Do we keep silent, make it open, or ask people to self identify as needing to connect.
    6. LA: Let's wait until we start getting requests for electronic participation
    7. AL: Let's just agree that for now we stay silent on electronic voting
  - iv. Agenda for AGM
    1. Action: PM will copy last year's agenda to a new folder, and update it for the 2019 AGM.
- d. CPA newsletter
    - i. Update
      1. None
  - e. Canadian Foundation for Permafrost Studies
    - i. Update
      1. None
  - f. "What is Permafrost?" for website
    - i. Update
      1. A draft is on Google Drive.
  - g. Follow up on silver pins
    - i. No final quote. We should also be doing something else. We desperately need some baseball caps made up for photos. We could have a publicity campaign: " where did you wear your hat?" The baseball caps could be given out at the conference.

- ii. PM: Seems like a good idea, worth investigating.
  - iii. PL: Has had hats made in the past. I'll look into it.
  - iv. AL: Thanks!
  - v. PL: How many?
  - vi. AL: At least 100. Just the logo, or logo + words. We would want to give out for free to members, and sell to others who are not in attendance. 100-to 200.
  - vii. LA: More like in the 20 dollar range.
  - viii. PL: Can bring them to the meeting.
  - ix. Action: PM to ask board for approval for PL to order CPA hats.
5. Treasurer's report (BF )
    - a. General update (BF)
    - b. Co-membership fees with CGS (BF)
  6. Secretary's report (PM)
    - a. Update on PM, BF, and AL to develop a plan for Strategic Plan
      - i. No update
    - b. Added: update on insurance.
      - i. Insurance policy has been renewed, and invoice needs to be paid by the Treasurer.
  7. Communications director report (AR)
    - a. Web-site and social media
      - i. Update on french edits
    - b. MailChimp
      - i. Email access problems?
        1. AL: Spam and fishing is a problem. We definitely need to be careful.
        2. LA: Mac versus PC?
        3. AL: Will look into email issues that he is having.
  8. Early Career representative report (CG)
    - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
      - i. Update on CPA student award
      - ii. Update on booking 10 min for CPA talk to students.
    - b. Update on involvement in CGS (The Canadian Geotechnical Society) conference?
    - c. Update on infographic based on information about Early Career members
  9. President-elect report (LA)
    - a. Mailchimp template
      - i. Update
        1. Sent out 2-3 emails to early career. Went well. Select a group and send out. Was smooth. Worked very well.
        2. AL: Membee and Mailchimp are independent, but we link them.
      - ii. PM: Let's set up a meeting for the CPA board to talk about our technical issues.
      - iii. AL: Maybe we do this as a breakfast meeting on Monday morning. LA agrees

- iv. All agree to a breakfast meeting on Monday morning.
    - b. Remembrances for HF
      - i. Update
        - 1. AL: Remembrances are with me at this point. will send out an email about the dinner at the conference, and a second note about a get together in Ottawa. any notes that get passed on to me about HF can eventually be used to host a biography on the website.
    - c. Proposal to confirm joint fee schedule with CGS
      - i. Update
        - 1. On going. Waiting for the CGS meeting in September.
    - d. Policy of corporate sponsorship adjustment
      - i. Update
10. Any other business
  - a. Community Pamphlet (PL)
    - i. Update
      - 1. Not a lot of progress. Has been paired down. We both have been away, and edits are on CGs shoulders because of software. Hopefully finished in the next week or two. If the version looks good, I'll sit down with MS in the next week or two.
      - 2. AL: Met with Inuvialuit Game Council last week, and asked what it would take to get the IGC to become a member. We need a version of the brochure for each territory, with different contacts. We can bring this need to our members at the AGM and ask for participation in bringing in communities and organizations. We need to draw on our contacts in the North. We need to demonstrate that there is a benefit for these communities and organizations to join. Our difficulty is figuring out how to help with the capacity of these groups to be involved in more than a nominal capacity. Perhaps members-at-large are responsible for reaching out, or we set up a sub-committee.
      - 3. LA: Maybe we have a member-recruiting-member program. We can publish a lot of brochures, but it is the contact that gets us new members. Bring this up at the AGM.
      - 4. PL: Probably only need one brochure. It is pretty generic.
  - b. Policy guideline regarding communications (WP)
    - i. Update
11. Adjournment
  - a. PM: Action, to send out questions to board for vote
  - b. PM: Set up the next meeting for Monday morning, 7:00, 19 August, at the conference, locations TBD.
  - c. Adjourned at 12:26 pm EDT.