

Approved Minutes (On-line version)
Board Meeting of the Canadian Permafrost Association
Palace Royal Hotel, Quebec City
Meeting #15
Monday Aug 19, 2019 0700-0800 EDT

Attending

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

Excused

Wayne Pollard (WP)
Carolyn Gibson (CG)

Note taker

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #14, July 22, 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. Electronic voting
 - ii. Decision to set August 9th, 2019, 24h00 PDT as cutoff for parallel nominations
 - iii. Decision on proposal to: order 100, give a free cap to each member registered for the Québec conference (currently 38) and sell the remainder at \$15 each. The total loss is \$370 not counting taxes that we must pay or must charge.
5. Treasurer's report (BF)
 - a. General update (BF)
 - b. Co-membership fees with CGS (BF)

6. Secretary's report (PM)
 - a. General update
7. Communications director report (AR)
 - a. General update
8. Early Career representative report (CG)
 - a. General update
9. President-elect report (LA)
 - a. General update
10. Any other business
 - a.
11. Adjournment

Minutes

1. Approval of the Agenda
 - a. DECISION: All in attendance in favour of proposed Agenda
2. Approval of the Minutes of Meeting #14, July 22, 2019.
 - a. No need for approval. No Quorum.
3. Matters arising (not covered later as agenda items)
 - a. Discussion of 2024 International Permafrost Conference
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. AL: Proposal to not have Electronic voting at this meeting
 1. DECISION: All in attendance in favour of proposal
 - ii. AL: Decision to set August 9th, 2019, 24h00 PDT as cutoff for parallel nominations
 1. DECISION: All in attendance in favour of proposal
 - iii. AL: Decision on proposal to: Order 100, give a free cap to each member registered for the Québec conference (currently 38) and sell the remainder at \$15 each. The total loss is \$370 not counting taxes that we must pay or must charge.
 1. DECISION: All in attendance in favour of proposal
 - iv. Documents to add to website
 1. Minutes from Last AGM, once approved
 2. Agenda
 3. Bios from candidates
 4. Presentations at given AGM, hopefully all bilingual

- v. Discussion about the AGM
 - 1. Slide deck is almost in place
 - 2. CB wants to say something about the 2024 International Permafrost Conference in Whitehorse. That it is in the works. Yukon College needs to appreciate that they need to appreciate a document in November to support the proposal to support the application.
 - a. AL: CB, you should tell the members about this. We need to tell the members that we need them to get involved, and helping in all ways. Message: We need committees, need active involvement
 - b. CB: We need a local organizing committee at Yukon College. We also need a national committee that takes care of the program, field trips, publications, keep an eye on the money. means that there are roles for non-Whitehorse residents.
 - c. CB: No papers at 12th International Permafrost Conference. Just extended abstracts. IPA transactions will be published.
 - 3. AL: Reviewing the items he speaking to at AGM
 - a. Discussion about things that volunteers can help us with. Help with newsletter. Help with website. Help with content.
 - b. AL: Proceedings are invisible from the last conference, and the ASCE papers are not easily available. We need to put GeoQuebec2015 papers on our website.
 - c. AR: Have to ask about permissions.
 - d. CB: Problem is that some of the GeoQuebec2015 paper PDFs have problems like missing figures. We need a body to go through the papers and clean them up. Need a student to get permission and help with edits.
 - e. AL: Lets ask the audience today to help on this.
 - f. AL: We need to post abstracts for permafrost papers and include email so people can contact the authors and get the papers.
 - g. AL: Americans are talking with ASCE for the 2021 conference. They are going to have a proceedings.
 - h. AR: ASCE papers peer reviewed?
 - i. AL, CB: Yes. These have to be substantially modified for a journal. Can use the data, but that's about it.
 - i. BF: A few slides on revenue and Budget. Budget for 2020? The reserve does not make Sense right now. Hard to know how many will renew.

- i. LA: We will need to send out the renewal letter in November
 - ii. LA: Conservative approach is to assume the same number of members (@120).
 - j. AL: Non-members can attend AGM today, can't vote, and will get a hat if they fill out a membership application form. If we sell a hat it is \$20. Members will get a hat.
 - k. PM: I have membership lists and application forms to help sort out the members eligible to vote at the AGM.
 - l. AL: We need a photograph of the group.
 - m. LA: We need a resolution on the budget. We have a 2-year plan, so we are not voting on the financial statement. It's not the report.
 - 4. AL: Vote to hold the 2020 AGM in Yellowknife at the Geoscience Forum?
 - a. DECISION: Unanimous approval to hold 2020 AGM during YKGSF
 - 5. PM: Reviews presentation, asked to include slide on membership change since last AGM
 - 6. AR: Reviews presentation. Please ask for feedback on communications strategy.
 - 7. CB: What are we doing to address the Early Career members?
 - a. AL: Reviews discussion with the PYRN group. Disappointed that we only got 2 people who were interested in participating on the board.
 - 8. CB: We need to get the younger members really involved, and we need to put pressure on them to get involved. There is a monetary value in being a member through conference registration awards.
 - 9. LA: The contribution from GNWT helps to pay for the registrations as a part of the contribution agreement.
 - 10. CB: The summary report that was written this year on permafrost & infrastructure was great and should be a model for future years. People can use these as a resource. Something that is a member benefit. Students will use these.
 - 11. AL: Bit disappointed that there are not as many students this year.
 - 12. PM: Case in point, CG could not attend.
 - 13. CB: Students have appreciated the experience of making a paper for the conference and the presentation. There is great value in writing the papers. In the context of the Canadian Community it is important.
5. Treasurer's report (BF)
- a. General update (BF)
 - i. Discussed above

- b. Co-membership fees with CGS (BF)
 - i. Not discussed.
- 6. Secretary's report (PM)
 - a. General update
 - i. Discussed above
- 7. Communications director report (AR)
 - a. General update
 - i. Discussed above
- 8. Early Career representative report (CG)
 - a. General update
 - i. Not present
- 9. President-elect report (LA)
 - a. General update
 - i. Not covered today
- 10. Any other business
 - a. None.
- 11. Adjournment
 - a. 8:15 am Eastern. Next Meeting in September to be determined, but will be set for mid month.