

Approved Minutes (On-line version)
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #16
Friday September 20, 2019 1300-1500 EDT

Attending

Antoni Lewkowicz (AL)
Peter Morse (PM)
Lukas Arenson (LA)
Barb Fortin (BF)
Christopher Burn (CB)
Wayne Pollard (WP)

Excused

Ashley Rudy (AR)
Panya Lipovsky (PL)
Carolyn Gibson (CG)

Minutes

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #15, August 19, 2019.
3. Matters arising (not covered later as agenda items)
4. President's report (AL)
 - a. Review of Québec conference and CPA AGM
 - b. Development of proposal for Whitehorse ICOP – submission deadline to IPA Council is December 2019
 - i. CPA vs. CNC-IPA
 - ii. ICOP committee structure and potential members
 1. National Organizing Committee (10 members)
 2. National Committee Chair
 3. Local Organizing Committee Chair
 4. Technical Program Chair
 5. Field Trips Chair
 6. + 6 others
 - iii. Local organizing Committee (6-8 members)
 - iv. Technical Program Committee (including publications) (5-6 members)
 - c. CPA Strategic Planning
 - i. Committee chair
 - ii. + 5 ? members
 - d. Potential Action Groups – pick priorities, select leaders, and offer support

- i. Best practices for geothermal modelling spin-up and boundary conditions
 - ii. Cost of permafrost carbon emissions
 - iii. Revised glossary of permafrost and ground-ice terms
- e. Restart process to set up charitable arm
- 5. Treasurer's report (BF)
 - a. General update (BF)
 - b. Co-membership fees with CGS (BF)
- 6. Secretary's report (PM)
 - a. General update
 - b. Renewal date/Join data upon which the remaining year is included in the registration fee
- 7. Communications director report (AR)
 - a. General update
- 8. Early Career representative report (CG)
 - a. General update
- 9. President-elect report (LA)
 - a. Three proposals
 - i. Action Group on Geothermal Modelling (Led by Greg Siemens)
 - ii. Action Group on Permafrost Carbon Feedback (Led mu Mike Brown)
 - iii. Action Group of Permafrost and Transportation Infrastructure (Led by TC??)
- 10. Any other business
 - a. Board meeting dates, October-December 2019
- 11. Adjournment

Action Items:

1. Members of the CPA board to suggest names for someone who is the Chair of the National Committee
2. Send out a note to our membership and USPA colleagues about ICOP20204, what and when.
3. Add ICOP2014@canadianpermafrostassociation.ca to our email accounts
4. Send out a call to the membership for SP and Action groups in the next week to ten days
5. PM and AL will work on charitable arm.
6. Respond to inquiry from Champagne and Aishihik First Nations.
7. Set Oct 15 as the renewal date, website, email notice.
8. Contact Margaret Darrow about our Action Group on Geothermal Modelling (Led by Greg Siemens)

Minutes

1. Approval of the Agenda

- a. DECISION: Unanimous approval of Agenda
- 2. Approval of the Minutes of Meeting #15, August 19, 2019.
 - a. DECISION: Unanimous approval of Minutes
- 3. Matters arising (not covered later as agenda items)
 - a. None
- 4. President's report (AL)
 - a. Review of Québec conference and CPA AGM
 - i. Success for CPA. Smooth, including AGM and awards. Our work went well. No negative feedback, except the students wanted to know immediately when they would get their money.
 - ii. Waiting to get the final numbers on the financial side of things, but it seems that we will get our seed money back.
 - iii. Michel Allard "refused" the financial award, by transferring \$1000 to lifetime membership, and \$500 to students in the future. Thank you.
 - iv. The hats are in my office, and waiting to use at the next event.
 - b. Development of proposal for Whitehorse ICOP – submission deadline to IPA Council is December 2019
 - i. Becoming pressing. We have about 3 mo. from today to have the proposal ready.
 - ii. CPA vs. CNC-IPA
 - 1. AL: Wears both hats. Canada is still represented on paper by CNC-IPA, but CPA should take charge of organizing the conference, with the goal that the CPA should take over by the conference. We want the dues to continue to be paid by NRC.
 - 2. AL: Do you agree that we should move in this direction?
 - a. LA in favour. What are the other members' views on this approach?
 - b. AL: AL, SS, GD, CB, SK, EH in CNC_IPA. Recently, everything that CNC-IPA has traditionally done, has really be CPA, such as funding students. The CNC has not done much in the last 10 years. The mandates run out next year at the ICOP. In CPA bylaws, one of our goals is to influence the CNC. The best thing would be to not renew the CNC. There is the matter of transferring funds from the CNC, and it would be nice if we had them. Nothing is happening at CNC-IPA, so nobody will notice.
 - c. CB: The CNC-IPA has not met in the last 4 years, but the CNC-IPA has regularly paid the dues to the IPA. We can't say this for all country members of the IPA. We need to figure out if NRC would be upset if the affiliated body is different. The transfer of funds is a bit complicated, and this needs to be cleared up.
 - d. AL: There is a precedent for a shared adhering body in Norway. It wouldn't be impossible for the CNC-IPA to exist

- in parallel with CPA. More complicated than we would like, but not a bad fall back if we want to keep the money flowing, and the CNC-IPA does issue helpful reports that help convince the NRC to continue to provide the support.
- e. CB: We need to hold a meeting of the CNC-IPA and sort this out. Should be easy.
 - f. DECISION: Unanimous support to pursue this.
- iii. ICOP committee structure and potential members
1. Most of the work will be in the last 2 years, but there is work that can start now
 2. We need to think about who will lead the various committees and requires more conversation. Would like members of the CPA board to suggest names for someone who is the Chair of the National Committee. Have to be able to knock on doors and help promote and knock on doors for money. AL taking self out of the running.
 3. A proposed structure discussed with CB
 - a. National Organizing Committee (10 members)
 - i. National Committee Chair
 1. A single person in charge at the top
 - ii. Local Organizing Committee Chair
 - iii. Technical Program Chair
 - iv. Field Trips Chair
 - v. + 6 others
 - b. Need a Local organizing Committee (6-8 members)
 - c. Need a Technical Program Committee (including publications) (5-6 members)
 - d. CB: Need to identify somebody who can deal with finance. Need the technical committee to handle the technical program, and publications, and short courses. The technical committee may need a sub-committee.
 - e. AL: Agree, need somebody on National Committee who is Early Career, and need somebody in charge of finances and budget.
 - f. LA: Structure makes sense for now.
 - g. WP: Need to make room for transition over time, to give room for people who want to become involved, and those who need to move aside. Not carved in stone.
 - h. LA: probably a good idea to be a bit flexible.
 - i. CB: Good suggestion. There will be at least 1 person who can't or won't keep up commitments.
 4. AL: CB and I met with Yukon Convention Bureau. If you go into late June, there won't be hotels available. There will be an RFP in Whitehorse, asking if hotels will make dates available around the

17th of June, but if not, a week earlier. Ask for what we want first. We should have answers about that by the next meeting, and expect to have the dates finalized for 2024.

5. CB: We also now know the conference will have a limited number of accommodations. Not sure, but 450 to 500. If we tell the IPA that this is capped, there shouldn't be that much trouble. Not expecting this to be a big problem, considering the announcement at the coming conference. We will have a good understanding once we hear back from the YCB and the hotels.
 6. AL: Could be other spaces that become available, and we can overbook a little bit, but at SouthCOP, the field trip section let you indicate willingness to share a room with. Finding a partner to share accommodations will reduce the pressure on the accommodations. The venues will probably be the limiting factor, not accommodations.
 7. We need to write this proposal up soon. How do you think we should go about field trips? Approach individuals for suggestions, or come up with a set of goals, and then approach trip leads?
 8. LA: Both ways. Approach people, and also put out an open call.
 9. AL: Send out a note to our membership about what and when.
 10. LA: Also send a message to USPA colleagues, as they might want to show some things
 11. AL: We need to get out this notice soon
 12. LA: Can we add ICOP2014@canadianpermafrostassociation.ca to our email accounts?
 13. PM: Yes
 14. AL: Any ideas for these committees and potential members, please let me know. We may end up defining the planning stages up into two chunks, to separate the planning from the operations.
 15. CB: One point at CPA AGM that was raised afterward, 3 people wanted to become a part of a publications committee. Part of this stemmed from the ASCE publication of papers. This will be an innovation, because the last two conferences didn't. It does involve a lot of work, and financial outlay.
 16. AL: The task is different when the committee has to consider international papers, not just North American contributions. Not a decision we need now, but the door needs to be left open in the proposal.
- c. CPA Strategic Planning
- i. Need to move forward on this. We committed to this at the AGM. Need a chair and members
 - ii. LA: Need to put out a call to members for SP and Action groups in the next week to ten days

- iii. AL: A call for membership does not always produce the kind of person we would like. Is there any board member who wants to lead this? We need suggestions from the board. RB may be a good choice, but she may be over taxed. Would like to see a female in charge of this. Will send out an email asking for suggestions
 - iv. Committee chair
 - 1.
 - v. + 5 ? members
 - 1.
 - d. Potential Action Groups – pick priorities, select leaders, and offer support
 - i. Leave to item 9
 - ii. Best practices for geothermal modelling spin-up and boundary conditions
 - 1.
 - iii. Cost of permafrost carbon emissions
 - 1.
 - iv. Revised glossary of permafrost and ground-ice terms
 - 1.
 - e. Restart process to set up charitable arm
 - i. AL: HF’s partner willing to move forward on this with a tax deduction. We need a constrained account for awards.
 - ii. ACTION: PM and AL will work on this.
 - iii. CB: Had a conversation with EH, regarding a parallel professional award, and he is convinced that he can get DH’s colleagues to chip in on an award if tax receipts are available.
 - iv. LA: We should have an award for members who show interest and help the community.

5. Treasurer’s report (BF)

- a. General update (BF)
 - i. Cheques have been sent to students
 - ii. Membership: 128 members; 49 EC; 9 Lifetime; 59 Reg; 4 CG, 1 CS, 2 IG, 2 IS, 1 Community. Manual registration of Selkirk First Nation. Does not include AK, because we just need his personal information to accompany his Best Student Presentation Award.
 - 1. AL: We give him 2020 and 2021. Will follow up on this.
 - 2. Champagne and Aishihik First Nations: What do we do as this is a corporation and not really a community organization. Goal is commercial.
 - 3. AL: They are the commercial arm. Completely torn on this. We want to attract FN communities, but this is a corporate entity, and other corporations will raise questions.
 - 4. CB: I don’t think any of the development corporations in the final agreement are short on cash, and are very a clear potential partner for ICOP. They have an interest in permafrost and ask if

they want to be a corporate member. council has perhaps decided to put this into the commercial arena, rather than the community arena.

5. AL: I think this originates from MS's contact. They did reach out and ask if they were eligible for community membership. We can write back and ask the development corp to join as a corporate member, and the council can join as a community member.
 6. CB: The FN keep the corporations and the governments separate. You can imagine other YK companies getting upset if a development corporation got in for free.
 7. BF: Will respond to this inquiry.
 8. WP: In full agreement. Giving them an out is a good option.
 9. Unanimous agreement to ask the development corporation to register as a corporate member
- iii. BF: 2 members that didn't pay yet. One, tried to pay a few days ago and the link didn't work.
1. LA after a period of time the link expires. Need to resend the invoice
 2. BF the other one, tried to register yesterday. Website worked, but Stripe was locked.
 - a. LA if he managed to get on Stripe, it is probably a credit card issue
 3. BF Link did not work for Fabrice's renewal.
- iv. \$10722 in the bank. GIC \$2020. Revenue, since June we have @ \$700 from membership. Expenses: \$2010+tax insurance; \$1265+tax hats; CNC-IPA \$425+GST *5, only 5 students have cashed their cheques, so will follow up on the last uncashed cheque; \$186.46 related to Membee.
- v. 2019 Financial statement prepared for AGM, do we want to post this on the website.
- vi. AL: We should post everything there on the website. Question, is the GIC in addition to the money in the bank?
- vii. BF: Yes
- viii. AL: We can't sit back and be complacent, but it is great to have some money for next year
- b. BF: Regarding French translation of emails, what automatic emails are in French, what ones do I have to look at.
- c. LA: We can look at this.
- d. Co-membership fees with CGS (BF)
- i. LA: CGS is positive, have accepted our proposal. The question is when, because the CGS is big and slower. Will find out if they can implement this year, next year, or 2021.
 - ii. AL: Great to hear this news. It is a good thing for the organizations.
Terrific
6. Secretary's report (PM)

- a. General update
 - b. Renewal date/Join data upon which the remaining year is included in the registration fee
 - i. AL: One possibility is to set a date sometime in October.
 - ii. BF: November 1st
 - iii. CB: Earlier because we can attract students at the beginning of September. First term of graduate career. In this case, the abstracts for the ICOP are due on 31 October, so it would be good if students who submitted abstracts were already members. Would be nice if abstract submission and registration were coordinated. Better to have a general rule for the future.
 - iv. LA: A bit torn. We could switch to a non calendar year membership. The renewal is based on the members start date. Hard to switch to this now. thinks 1 November. Doesn't think this will hinder anybody from submitting an abstract.
 - v. CB: Just wondered if the abstract submission could be used as a recruiting tool.
 - vi. AL: If we make an announcement that we have a set renewal date, we may get a bit of feedback from a few members and we handle them case by case. We could take a quarterly approach, but there is no easy solution. Given the cost of going to China, the students won't be waiting for our potential support
 - vii. CB: We won't know when our AGM will be each year, so we are just going to have to set a date. 1 October is more likely to be 2 weeks before an AGM.
 - viii. LA: But you shouldn't be able to pay once and attend to AGMs.
 - ix. AL: This is possible but not likely. Let's compromise, and set it at Oct 15.
 - x. LA: We need to announce this on the website
 - xi. CB: Important decision, because you have to have some date.
 - xii. Unanimous agreement to set Oct 15 as the renewal date.
7. Communications director report (AR)
- a. General update
 - b. AR not present
 - i. AL: The newsletter did go out. Comments? Has JH had any requests yet?
 - ii. CB: Either no requests, or requests have been of no concern. Will find out.
 - iii. AL: Website needs a lot that could be done, but nothing is happening now. Need to advertise better than we are.
 - iv. CB: Will ask JH to get photographs from the conference posted.
 - v. LA: Also good to get the video posted.
 - vi. CB: TE asked if he could wait until the end of September to get this together. TE will produce this, and it will probably be up before Thanksgiving.
 - vii. Anything positive that we can announce, we should.

8. Early Career representative report (CG)
 - a. General update
 - i. Not present
9. President-elect report (LA)
 - a. Three proposals
 - i. Action Group on C (Led by GS)
 1. There are big uncertainties in V, and best practice guidelines would be helpful, GS is willing to lead this.
 2. AL: MD said that she was planning on doing something with ASCE. Mentioned to her that we were thinking of creating best-practices document for thermal modelling, it would never be printed, but would be a white paper on our website. Is that what you were thinking about?
 3. LA: Yes
 4. AL: MD does not want to produce a best practices. She is working with ASCE to produce a formal publication. We want a freely available thing for members.
 5. LA: A best practice suggestion, that is freely available, it is what experts in the field suggest, take it or leave it. As an engineer, if this document is out there, you would have to argue why you are not following the white paper. There are implications for practice.
 6. CB: Nervous about a lawsuit if somebody used this advice and got into trouble. The document needs a watertight disclaimer at the beginning. Also, to avoid this, is to not refer to any generic software. The escape clause is that we did not suggest a software for example. Needs to be generic, but still useful.
 7. AL: Need something that a PhD student can read to help them get up to speed. Could save people a great deal of time. Doesn't need to be long. I will respond to MD and let her know that what we want to do is different.
 - ii. Action Group on Permafrost Carbon Feedback (Led by MB)
 1. LA: Had a meeting in June with ECCC, and ECCC is not allowed to post the summary report from the meeting, but we have the approval to share amongst colleagues. This led MB to think that we need an action group, and sees the CPA taking control on moving this forward. Mb wrote a proposal, I have it but hasn't distributed it yet. Mb wanted to know if we can financially support action groups. Wanted to discuss this. I don't think that we can support these groups financially. A good initiative, and together with Mb we can put out a call to join this action group.
 2. AL: CPA is not in the position to provide financial support. Most action group members are expected to pay their way. Maybe in the future, but not now given our size and budget. The action group would be good and we need to ask members to join.

- iii. Action Group of Permafrost and Transportation Infrastructure (Led by TC??)
 - 1. LA: following up on the conference, from an engineering perspective, most challenges are related to transportation infrastructure. If we found somebody to lead this, there could be great benefit and would be well received.
 - 2. CB: the TC people through the network, are supportive of the CPA and are looking for ways to help. The thing to do is to bring this up at the next NTAI meeting and see what support they might give.
 - 3. LA: Hope that the CPA can help draw in a broader audience than the NTAI.
 - 4. CB: The NTAI has a hard time to distribute their reports, so it would be worth talking to TC about. I will follow up with TC about this at the next meeting in November.
 - 5. AL: TC wanted to know what happened at the AGM, because the TC member couldn't attend the AGM
- iv. Update the Glossary
 - 1. AL: The glossary defines the terms we use. The 1988 glossary was expanded to international terms, but the definitions themselves are still the same. But the definitions may have changed, and are there any new terms. Could lead to a publication. Terms are being used differently now, so updating could be valuable. Not a rush, but would be interesting
 - 2. LA: Like the idea. Always a question at the CSA meetings, how to define terms. The CPA would be a great organization to look at this.
 - 3. AL: How would the IPA receive this?
 - 4. CB: Would be great if we had this published before the 2024 conference. We won't get it translated by then, but it will be something the council members would be interested in. We can tell the IPA at the June 2020 meeting that we are doing this. We could make this a Canadian contribution to the IPA, and after 2024 the IPA can do what they want with it. There are more people now than in 1988, so it would be hard for the IPA to tackle unless they had a good document to work with.
 - 5. AL I will think more about it, and will approach the USPA about it. The definitions really matter.

10. Any other business

- a. Board meeting dates, October-December 2019
 - i. Stick to Fridays
 - ii. October 18; November 22, December TBD
 - iii. Invite new board members to observe the November 22 meeting.

11. Adjournment

- a. 15:05 Eastern.