

Approved Minutes (On-line version)
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #18
Friday November 29, 2019 1300-1500 EDT

Attending

Antoni Lewkowicz (AL)
Peter Morse (PM)
Barb Fortin (BF)
Panya Lipovsky (PL)
Lukas Arenson (LA)
Jason Smith (JS, invited, incoming member-at-large, non-voting)

Excused

Christopher Burn (CB)
Ashley Rudy (AR)
Carolyn Gibson (CG)
Wayne Pollard (WP)
Xiangbing Kong (Invited, incoming EC Rep, non-voting)

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #17, October 18, 2019.
3. Matters arising (not covered later as agenda items)
4. President's report (AL)
 - a. Update on development of proposal for Whitehorse ICOP
 - i. CPA vs. CNC-IPA
 - b. CPA Strategic Planning
 - i. Committee chair
 - ii. + 5 ? members
 - c. ICOP2020 student funding announcement
 - d. Purchase backdrop and get a table at Land Claims Agreement Coalition
 - e. Restart process to set up charitable arm
 - f. Strategic Planning
5. Treasurer's report (BF)
 - a. General update (BF)
6. Secretary's report (PM)
 - a. Motion to amend By-laws regarding Discipline of Directors
 - b. G-Suite to support ICOP2024
7. Communications director report (AR)

- a. General update
- 8. Early Career representative report (CG)
 - a. General update
- 9. President-elect report (LA)
 - a. CGS-CPA combined membership
 - b. Update on development of proposal for Whitehorse ICOP
 - c. Update on 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
- 10. Any other business
 - a.
- 11. Adjournment

Action Items

1. Action: PM to look into the Pop-ups
2. Action: PM to look into two options, one with Directors and Officers treated as the same, the other with them treated separately
3. Action: AR to get photos and bios from JS and XB.
4. Action: LA will send the proposal to the CPA and CNC-IPA for comment when the draft is complete.
5. Action: PM to set up a Doodle Poll for next meeting.

Minutes

1. Approval of the Agenda
 - a. DECISION: Unanimous approval of Agenda
2. Approval of the Minutes of Meeting #17, October 18, 2019.
 - a. LA: Moves to approve. No objection
 - b. DECISION: Unanimous approval of Minutes
3. Matters arising (not covered later as agenda items)
 - a. None
4. President's report (AL)
 - a. Update on development of proposal for Whitehorse ICOP
 - i. CPA vs. CNC-IPA
 1. Nothing relevant from the CNC-IPA meeting. CNC-IPA agreed on our plan and the proposed names for the set of committee Chairs. Will circulate the draft proposal to the CNC-IPA before submission. CNC-IPA agrees that the CPA takes on proposal writing.
 - b. CPA Strategic Planning
 - i. Committee chair
 - ii. + 5 ? members

1. LA and AL did not get much going here. From Québec, AG, Transport Quebec, will support this committee.
 2. An on-going activity, still a process.
- c. ICOP2020 student funding announcement
- i. Made on-line and in our newsletter, the deadline was the same as the abstracts, Jan 15th. Don't know the status yet, AR, not here. Reiterate in our newsletter about the funding before Christmas.
- d. Purchase backdrop and get a table at Land Claims Agreement Coalition
- i. \$1050 for a booth, at conference in Gatineau, QC, on February 11-12, 2020. Conference is every 3 years. Includes First Nations from across the north. An opportunity to network with northern communities. We'd have to buy a popup display, about \$1400 for a portable display, with halogen lights. Not budgeted for, but are we interested? May be a way for us to increase our membership. We would have to print some flyers. Could give away some hats. Discussion?
 - ii. BF: Costs?
 - iii. AL Banner \$1500, Registration for a booth \$1050
 - iv. BF: We have \$2000 for Conference and \$1500 for Travel. We have this as extra.
 - v. AL: A significant investment. The banner will get used, the cost of registration will be gone.
 - vi. PM: Seems like a good opportunity, and a good chance to get our banner made.
 - vii. LA: Another option is a pull-up banner, they are a bit less,
 - viii. JS: You could probably get 3 of them.
 - ix. LA: Starting with the conference, this is a good opportunity, if we can spare people to work the booth.
 - x. AL: We can think about the banner, but consider the registration \$1050. Registration includes a delegate pass. Conference title is "Making modern treaties work: building today for a better tomorrow"
 - xi. PL: Seems like a good opportunity, but it doesn't leave us a lot of time to build the material for the pop up.
 - xii. LA: Let's think about more than one pop-up, rather than one banner.
 - xiii. BF: Supportive of this, and there is room in the budget.
 - xiv. LA: Supportive.
 - xv. AL: Decision is to go ahead. We will have to move rapidly to get 2 pop-ups, and modify the Yukon fliers to the conference. Registration can wait a bit
 - xvi. Action: PL to modify the flyer
 - xvii. Action: PM to look into the Pop-ups
- e. Restart process to set up charitable arm
- i. AL: Waiting until the new year.
- f. Strategic Planning
- i. AL: Waiting until the new year

5. Treasurer's report (BF)

a. General update (BF)

- i. No new members, no outstanding members. E-billing worked. 2 members renewed, but the automatic email will go to 115 paying members. Membee indicated yesterday that we needed to immediately update our domain host records. AR contacted REM web and they made the changes. Everything should be fine on Sunday when the notices go out.
- ii. \$10314 in cash, GIC \$2020. Revenue \$95. Paid GST for 3rd quarter \$32.50.
- iii. LA: Sent an email to AR about updating the website about the new joint CGS-CPA membership.
- iv. LA: AR said that she could get this done before Sunday.
- v. LA: When do we get the money from the conference?
- vi. AL: Haven't heard anything yet, but I think they have 6 mo. to pay back. Not imminent. Confident that we will get the seed money and a bit extra on top of that. We may get \$2000 dollars in profit.
- vii. LA: Asking because ICOP2024 NOC may ask CPA for seed money for ICOP2024.

6. Secretary's report (PM)

a. Motion to amend By-laws regarding Discipline of Directors

- i. PM: Presented the motion
- ii. LA: Let's postpone until next meeting, and we will attach to the agenda. Once approved, we will have to translate. We can use these in the interim, until adopted by members.
- iii. LA: Worded to have this open for future where there may be a board and a set of officers. Need to keep this in mind. Maybe for now, this is the best way, but when we grow, maybe we change again.
- iv. AL: In an arrangement with officers and a board, the officers meet often, and the board meets infrequently?
- v. LA: Yes.
- vi. AL: At the moment, the two are the same unless we get more funds. PM, can we look back at this, and talk about officers being removed versus directors?
- vii. LA: Perhaps we keep things simple and go with the proposed motion.
- viii. LA: Will look into an option for possibly splitting the roles. Will follow up with PM later.
- ix. Action: PM to look into two options, one with Directors and Officers treated as the same, the other with them treated separately.

b. G-Suite to support ICOP2024

- i. PM Setup to support ICOP2024

7. Communications director report (AR)

a. General update

- i. Not present
 - ii. AL: We did put out a newsletter about 2 weeks ago. It is membership renewal time, so good to send out a short letter in 2 weeks, mid-December. Please contribute any material if you like. If we had more movement in communications we could have a section of hat photos from all over the world.
 - iii. AL: In December, the letter should thank outgoing members, and the January to welcome incoming members.
 - iv. Action: AR to get photos and bios from JS and XB.
- 8. Early Career representative report (CG)
 - a. General update
 - i. Not present
 - ii. AL: haven't heard anything. ArcticNet is taking place, SG has a session. AR is going, and JS plans to go. It would be nice if the CPA was mentioned.
 - iii. LA: Time to send stickers to Jason?
 - iv. PM: I can get my wife to pass some to JS.
- 9. President-elect report (LA)
 - a. CGS-CPA combined membership
 - i. This is set up. Register with CGS, pay the full amount with CGS, you get a Membee Code, then you get a discount with CPA when you apply this (\$20 for regular; \$10 for EC), but you have to register with CGS to get the code. CGS takes care of taxes. We need to have the message on our website that for double membership, go to the CGS first.
 - ii. BF: How do we get our portion?
 - iii. LA: Not on an individual basis, but will be in bulk transfers.
 - iv. BF: And we don't pay tax?
 - v. LA: They pay the tax. We get the net membership fee amount.
 - vi. PL: How much do we get?
 - vii. LA: A reduced price, I think a \$20 reduction. Don't have the number at hand.
 - viii. AL: Point is to increase our numbers.
 - ix. LA: Also a trial run to see if we can get other groups to work with us.
 - b. Update on development of proposal for Whitehorse ICOP
 - i. We have the committee together. NOC: BH, PM, SW, KK, BF and PL, and RB, and AL as CNC-IPA rep.
 - ii. Proposal is advancing nicely. SW has been working hard on Field trips. On Tuesday we will have a committee meeting to start to finalize the proposal. Looking at conference being Monday - Thursday, 16-20. Not having any activities on the Friday. Run the conference until Thursday Evening. End with a social event.
 - iii. Looking a \$1000 regular registration fee, with reduction for early birds, etc.
 - iv. Conference will have paper and extended abstracts.
 - v. AL: Covered the important points.

- vi. BF: No questions
- vii. LA: Added in a proposal to run the conference carbon neutral. We will see how that is received.
- viii. AL: How do we do that? Virtual participation?
- ix. LA: Two ways, reduce emissions or offset emissions. If we offset, we need to know what the conference produces and then the contributions from travel to the conference. Here we ask people to do their own offset, or they can tell us where they come from and we put that into the general offsetting of the conference.
- x. AL: This is interesting. Discussion at the Geography Dept. about this recently. Big question in terms of conference, we should also track what we didn't do, as much as what we did do. Reduce. If we can increase virtual, then we can facilitate people from not travelling. If we set up video, what do we charge?
- xi. LA: Offsetting the costs of flights is not that great.
- xii. AL: NSERC does not allow us to claim carbon offsets.
- xiii. LA: Something that we should discuss and be proactive about.
- xiv. JS: Does not have version of the document.
- xv. LA: Will send the proposal to the CPA and CNC-IPA for comment when the draft is complete.
- xvi. AL: Idea of 4 days is good. And virtual attendance would be good.
- xvii. PM: Great if we can figure out how to do this.
- xviii. AL: Up to the committee to figure out if this can be done, but the aspirations are important. Pleased with how this is coming along.
- c. Update on Potential Action Groups – pick priorities, select leaders, and offer support
 - i. LA: News letter asked for members who wanted to participate
 - ii. Best practices for geothermal modelling spin-up and boundary conditions
 - 1. Four people interested, one interested in leading.
 - 2. Need to find the way to facilitate this and make it clear what we expect of them. Something for the next AGM. I think we leave it to the lead to decide what to do.
 - 3. AL: Can we ask the action group to give us an idea of what you plan? Ask for a proposal? A good idea to pass it to them to develop the plan. Also ask the membership again, and indicate who is already involved.
 - 4. LA: Now with registration opening, we may get new people.
 - iii. Cost of permafrost carbon emissions
 - 1. MB's lead, and will meet with him next Friday about his. Mostly ecologists working on this, and many are not members.
 - 2. AL if we don't have enough interest in an action group, and there is little interest, then we can't force it. But if we develop strong mandates for an action group, we can probably do a better sell

job. Let's ask MB to come up with some ideas and we present this to the membership. Then we may drum up more interest.

iv. Revised glossary of permafrost and ground-ice terms

1. SH contacted me. Wants to keep informed about the glossary.
2. AL: A number of papers where it is clear that the terminology needs to be clarified. Some are trying to re-write the definitions.
3. LA: EH responded, as have a few others. Every time we write the CSA standards, there are tweaks and changes, and it would be good to formalize those.
4. AL: In New Zealand, I'll meet with HC, and will see if the IPA will be taking this on.

10. Any other business

- a. AL: Thanks to WP and CG for their service, and to the rest of the board. Amazing that we've got this far so soon, mainly to the commitment of the board. We haven't gotten everything done; we still have aspirations. Thank you all.
- b. PM: Thank you for initiating this whole thing and your leadership at the outset.

11. Adjournment

- a. Next meeting, TBD. Action: PM to set up a Doodle Poll.
- b. 14:31 EDT