



CANADIAN PERMAFROST ASSOCIATION

ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (On-line version)
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #20
Friday March 6, 2020 1300-1500 EDT

Attending

Lukas Arenson (LA)
Barbara Fortin (BF)
Antoni lewkowicz (AL)
Xiangbing Kong (XK)
Chris Burn (CB)

Excused

Panya Lipovsky (PL)
Peter Morse (PM)
Ashley Rudy (AR)
Jason Smith (JS)

Minutes

BF/LA

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #19, January 24, 2020.
3. Matters arising (not covered later as agenda items)
 - a.
4. President's report (LA)
 - a. Update on development of proposal for Whitehorse ICOP
 - b. CPA Strategic Planning – Update on Anick Guimond to chair Strategic Planning committee (to be also covered by AL later)
 - c. BGC questionnaire on behalf of TC
 - d. Other organizations and their fees: add in an item in the newsletter and a spreadsheet on our drive.
5. Treasurer's report (BF)
 - a. General update (BF)
 - b. Proposal for membership renewal
6. Secretary's report (PM)
 - a. Update in Land Claims Agreement Coalition Conference
 - b. Update on Annual Planner
 - c. Update on minutes for Website.



- d. Conference Insurance
- 7. Communications director report (AR)
 - a. General update
 - b. January Newsletter
 - c. Update on posting coordinates of research sites on website
 - d. (AR/LA) Update on corporate versus institutional memberships on the website
 - e. (AR/LA) Update on adding events in Membee
- 8. Early Career representative report (CG)
 - a. General update
 - b. ICOP
- 9. Past President report (AL/LA)
 - a. Update on ICOP 2020
 - b. Update on return on investment from CanCOP2019
 - c. Update on Potential Action Groups – pick priorities, select leaders, and offer support
 - i. Best practices for geothermal modelling spin-up and boundary conditions
– (LA) Update about approaching Greg Siemens to chair
 - ii. Cost of permafrost carbon emissions
 - iii. Revised glossary of permafrost and ground-ice terms – Update on blurb to include in the newsletter about the PF glossary and indicate the goal to produce for ICOP 2024
 - d. Restart process to set up charitable arm
 - e. Strategic Planning – Update on mandate
- 10. Any other business

Action Items:

- 1. ACTION: LA to add in an item in the newsletter and a spreadsheet on our drive.
- 2. ACTION: AL to contact Pooney Maghoul and ask her to co-chair Strategic Planning committee
- 3. ACTION: BF to draft a proposal for membership renewal
- 4. ACTION: LA to respond to requests from companies that we can assist if they are CPA members
- 5. ACTION: AR to clarify corporate versus institutional memberships on the website and update this.
- 6. ACTION LA will read through the old descriptions of corporate versus institutional memberships and discuss this with AR off-line.
- 7. ACTION: PM to develop Annual Planner.
- 8. ACTION: PM will work with Jen to prep the minutes for the website.
- 9. ACTION: AR to look into posting coordinates of research sites on website.
- 10. ACTION: LA to approach Greg Siemens about chairing geothermal modelling spin-up and boundary conditions action group
- 11. ACTION: AL will write a blurb to include in the newsletter about the glossary and indicate the goal to produce for ICOP 2024.
- 12. ACTION: AL will write a mandate for the Strategic Planning committee



Minutes

1. Approval of the Agenda (LA) (also discussed below in item “4.b, viii”)
 - a. AL: AL, BF, XK present, we don’t have quorum so cannot vote on things. BF: Jason is supposed to join at 1:15.
 - b. No discussion. No objection.
 - c. Vote: Unanimously approved.
2. Approval of the Minutes of Meeting #19, January 24, 2020.
 - a. No comments. No objections.
 - b. Vote: Unanimously approved
3. Matters arising (not covered later as agenda items)
 - a. None. No comments.
4. President’s report (LA)
 - a. Update on development of proposal for Whitehorse ICOP (also discussed below in item “b, x”)
 - i. LA: Haven’t heard anything.
 - ii. AL: Same, nothing about our proposal, but we are in a good situation.
 - iii. LA: Only fear is that with no ICOP this year, China may be moved by 4 years to be ICOP 2024.
 - iv. AL: It is a probability, but we would push strongly against it since it would mean that Canada would have no ICOP for 8 years.
 - b. CPA Strategic Planning – Update on Anick Guimond to chair Strategic Planning committee (to be also covered by AL later)
 - i. LA: Anick declined to co-chair the Strategic Planning Committee.
 - ii. AL: I tried to contact her but we were unable to connect. We should include a note in the newsletter for another candidate.
 - iii. AL: Pooneh Maghoul would be a good candidate; she is professor of engineering at the University of Manitoba. I would be happy to approach her. More representation from the north would be good for the co-chair but I can’t think of any obvious candidate. Everyone that I can think of is too busy.
 - iv. LA: Anick mentioned that she would get no support from her organization, so she would be on her own with this and cannot take additional work.
 - v. LA: Pooneh would be a good candidate, she is a woman and an engineer.
 - vi. AL, XK and BF agree that AL should contact Pooneh to see if she would agree to co-chair the committee.
 - vii. CB: Joined the meeting. Have quorum
 - viii. CB: Pooneh approached me and mentioned that she wanted to get involved. I replied but received notification that her email did not exist, so not 100% clear about it. Nevertheless, she has shown significant interest so we should encourage that.



- ix. CB: approved the agenda and minutes
 - x. CB: With regards to an update on Whitehorse ICOP, as far as I am concerned it is scheduled for 2024 and will happen in 2024. We are trying to sort out what is happening with ICOP 2020 now, so no one at the executive committee said anything about 2024 Whitehorse. No one suggested that there should be another proposal, so I don't know what people think about it.
 - xi. LA: The topic of 2020 ICOP should be discussed with the executive committee.
- c. BGC questionnaire on behalf of TC
- i. LA: This is a project that BGC is working on with TC to assess airport infrastructure on permafrost environment. BGC is trying to reach out to people to get some feedback. How do we approve or support those sorts of initiatives?
 - ii. LA: There is another questionnaire being circulated at the moment. It is great that we are using our network to do this but we have to be careful about how and what we send to our members. We have no instrument in place to deal with these types of requests.
 - iii. AL: I think this is something the CPA can do to assist BGC, since they are a CPA corporate member. If a company makes a request, we should ask if they are a member of the CPA? If so, I think we can provide this service to our own corporate members.
 - iv. CB: The second questionnaire is from the Standards Council of Canada (SCC). I think what AL says is wise, if the SCC would be supportive of the CPA, we would assist.
 - v. LA: I like the idea because it shows some of the benefits to be a corporate CPA member. I will send an email to mention that this is something we do for our corporate members.
 - vi. LA: Not only BGC is a member, but TC who is paying is also a member.
 - vii. AL: Is SCC the same as CSA?
 - viii. CB: SCC is the crown corporation, the CSA is a private firm specialised in the development of standards, often on behalf of the SCC.
- d. Other organizations and their fees: add in an item in the newsletter and a spreadsheet on our drive.
- i. LA: Did not do anything about this, it is still in the agenda.
5. Treasurer's report (BF)
- a. General update (BF)
 - i. BF: With regards to renewal process, 15 members renewed this past month (2 EC, 12 reg and 1 corp gold). 71% of regular members have renewed and 52% of EC
 - ii. BF: We gained 4 new members (2 EC and 2 reg) and lost one member (EC). Now have 92 paid members and 39 outstanding.



- iii. BF: Distribution of paid members: 27 EC, 10 lifetime, 46 reg, 4 corp. gold, 2 inst. gold, 2 inst. silver and 1 community.
 - iv. BF: total members (including outstanding) is 131
 - v. BF: With regards to the CGS-CPA combined membership, there is a glitch in the system as one member was credited the regular fee but charged GST. Contacted Membee to find out why this is happening since it did not occur to another member who renewed through the same process. No answer from Membee yet.
 - vi. BF: Update on bookkeeping \$18,907 in bank account. GIC \$2020. Revenue \$2,594 (membership renewals and new members). No \$ deposited from CanCOP2019 yet. Expenses \$3,719 (GST for 4th quarter of 2019, REM Web Solutions and payment for Land Claims Agreement Coalition Conference).
 - vii. BF: We will get \$1,075 back from Permafrost Net for the Land Claims Agreement Coalition Conference. Sent the invoice but no payment yet as Shirley is on vacation.
 - b. Proposal for membership renewal (BF)
 - i. Did not work on this yet, still on the agenda.
 - c. Questions?
 - i. AL: Should find out if Pooneh is a member before asking her to co-chair? BF: OK I will check.
 - ii. LA: While you were talking, I received another request from "you" (BF) to do an e-transfer (spam / fishing emails)
 - iii. BF: I get those all the time from someone pretending to be AL or LA.
 - iv. LA: Just a reminder to everyone to not reply to those emails.
6. Secretary's report (PM absent)
- a. Update in Land Claims Agreement Coalition Conference
 - i. AL: I attended with PM and Anne-Marie LeBlanc, and we shared the booth with Tristan McLean from Permafrost Net. We had a very nice CPA background with logo. Tristan took photos which ended up in the Permafrost Net's website. There is one of myself with my CPA hat on.
 - ii. AL: There was interest in permafrost. The Chief of the Gwitchin community of Old Crow intervened in one presentation. I met him briefly and he mentioned that permafrost was important to them. We should give him a call to encourage the community to be a CPA member. No email provided for Old Crow so have to call.
 - iii. CB: I heard that Dana Tramm (Chief of Old Crow) is very articulate and has very refined ideas about science. Science activities is one of the major connections the community has. We should tell them what are the benefits to be a CPA member. Should be a short paragraph that goes in one of the letters.



- iv. AL: He talked briefly about permafrost in his talk. I met his assistant and she was also very interested in permafrost. We need to let these communities know what we are offering, which is our mission to bring together communities to solve problems about permafrost. Old Crow does have problems about permafrost and they could learn from experts who could participate. We've agreed that we wouldn't charge community members for the first year, and hopefully they would carry-on after that.
 - v. LA: We should update our statements of memberships and update our pamphlet about the benefits.
 - vi. ACTION: CB to write a letter and cc LA and AL and include a short paragraph about the CPA.
 - vii. AL: We can send a joint email.
 - viii. LA: Was it worth going to the conference?
 - ix. AL: We didn't get new members but we were visible. What is our message?
 - x. LA: What do they expect or need?
 - xi. AL: I'm going to do a presentation in Inuvik, I might include a slide about the CPA.
- b. Update on Annual Planner
 - c. Update on Minutes for Website
 - d. Conference Insurance
 - i. LA: I checked and we would not be able to get insurance for ICOP2024 if a pandemic would affect the conference
7. Communications director report (AR absent)
- a. General update
 - i. LA: AR had to go to a meeting so she sent me a text. She says JH and I have added the "New Jobs Page" on our website
 - b. January Newsletter
 - i. LA: AR says that they received several positive comments about the Newsletter. It appears that it is well received by our members.
 - c. Update on posting coordinates of research sites on website
 - d. (AR/LA) Update on corporate versus institutional memberships on the website
 - i. LA: This still needs to be done
 - e. (AR/LA) Update on adding events in Membee
 - i. LA: Several events have been added to our event calendar and they are available online. If anyone has events they know about, let AR know so she can add them to our calendar.
8. Early Career representative report (XK)
- a. General update
 - i. LA: Xiangbing you are muted. Can you turn your microphone on? Since you cannot unmute yourself, can you send a few bullets to the group after the meeting?



9. Past President report (AL)
 - a. Update on ICOP 2020
 - i. AL: We already talked about this earlier
 - b. Update on return on investment from CanCOP2019
 - i. We haven't got the money back. GD meant to send us the \$10,000 right away and profit later. We hope it will come soon.
 - c. Update on Potential Action Groups – pick priorities, select leaders, and offer support
 - i. Best practices for geothermal modelling spin-up and boundary conditions – (LA) Update about approaching Greg Siemens to chair.
 1. LA: I reached out to Greg but he is on sabbatical so he might not respond quickly. He is back in April.
 2. AL: We were asking for a proposal to be approved by the board?
 3. LA: Yes
 - ii. Cost of permafrost carbon emissions.
 1. AL: You sent something today Lukas?
 2. LA: Yes. I will try to share my screen. Mike Brown wants to have another workshop to discuss permafrost carbon feedback technologies, maybe in April? It would probably not be feasible at that time. He wants a core group of participants to discuss his road map and provide feedback on how to move forward. I'm not sure where the CPA's role would be in this. I like the idea but it is getting peripheral to our mandate. The other element is that there is a complete absence of northern group in this meeting.
 3. CB: What is he asking the CPA to do other than to give money?
 4. LA: He knows the CPA cannot provide money. It is really the endorsing that he would like, to give him more credibility.
 5. AL: Endorsement is key, however no one from the CPA is invited at this point.
 6. LA: He has them here, they are outside of these 12.
 7. LA: If we are endorsing, we need to have people from the CPA participating.
 8. AL: It's been in our hand for a little while so we can come back with comments: what is the role of the CPA in this? Are we OK with him doing this, with us sponsoring? What do we have to gain or to lose?
 9. CB: We've got a lot to lose. I'm reluctant. I would like to see the CPA clearly represented in this program rather than just some people sitting at the edge of the room.
 10. LA: I'd be happy to participate but this is not my area of expertise.
LA: It sounds like we are generally positive about endorsing and



supporting Mike with his initiative but we want to have a more active role in it.

11. AL: We want to see the CPA better represented. We could send a representative from the CPA who could participate or observe

12. LA: I will send a reply.

13. AL: In April we could set up a meeting with MB so we could have a real talk with him.

14. LA: He might not be around but don't know yet.

iii. Revised glossary of permafrost and ground-ice terms – Update on blurb to include in the newsletter about the PF glossary and indicate the goal to produce for ICOP 2024.

1. AL: I will share my screen and what we are proposing. I consulted with the CNC-IPA and they are interested to develop a new glossary or revisit the old one. The goal here is to develop a new set of definitions in accordance with current usage and add new terms. I've put down a set of objectives and a tentative timetable. The approval of terms of reference and selection of co-chairs and open call to members could be presented at the YK annual meeting.

2. LA: One suggestion I have is if we could expand it as an illustrated glossary and have more images through it.

3. AL: In the multi-language glossary, there are 20 pages of figures at the end, but there are no reasons for not to include the photographs in the main text.

4. CB: Trying to get it done by the middle of 2021 is an aggressive timetable. I wouldn't be surprised if that doesn't happen. It shouldn't be stretched forever either, so it's great to suggest a timetable early on.

5. AL: 2021 we could have another consultation on definitions. 2022 we could have the English language completed and have the translations done in the next 2 years.

6. LA: I like that plan.

7. CB: It will give people who come to the 2024 conference the other languages, although Russians have their own approach to terminologies.

8. LA: I had similar discussions with Spanish terminologies.

9. AL: I'll finalize what we said for comments from our members who have not seen it.

iv. Restart process to set up charitable arm.

1. AL: Nothing happened on this.

v. Strategic Planning – Update on mandate.



1. AL: We did advertise in the Newsletter. March 15 is the deadline. We should send a short reminder and we could always extend the deadline.

10. Any other business

- LA: The only one is AGM but we have no update as AR is not here. Everybody wants to have their meeting during the Geoscience: Permafrost Net, Transport Canada and us. We should start sending info to our members and since there will be no ICOP, we should support a couple early-career to come to YK.
- CB: Your concern is very important. Permafrost meeting is 1 to 2 days, geoscience has sessions itself. It would be great if you raised your concerns with AR and Kumari Karunaratne (NTGS).
- LA: I already mentioned to them that it's a challenge.
- CB: Everybody here at the same time will be great.
- AL: We only need about 1.5-hour, way less than everybody else.
- LA: I'll put that into my action items.
- LA: if we could check if Pooney has renewed her dues.
- BF: I will check right now. She did not renew yet.
- AL: The nominating committee needs to be formed by July.

11. Adjournment

- 12:55. Need to set up monthly meetings in the calendar.



Appendix:

Motion to amend By-laws regarding Discipline of Officers

Directors have a Fiduciary Responsibility to act honestly and in good faith in the best interests of the corporation and are responsible for supervising its activities and for making decisions regarding those activities. A director's term ends upon their: (i) resignation, (ii) death, or (iii) disqualification or removal by the members. Therefore, the directors are "disciplined" by the members.

The officers of a corporation are responsible for the day-to-day operation of the corporation. Officers are appointed by the directors and, together with the directors, form the management of the corporation. Officers can fill any position in the corporation that directors want them to fill (president, secretary or any other position).

At present, there are no grounds for disciplining officers. This is important because we need to ensure that the executive has active officers. Section 5.16 says that an officer is removed if such officer ceases to be a director (see above) *if it is a necessary qualification of the appointment*. At present, being a director is only a qualification for the appointment of the Chair of the Board and Vice-Chair of the Board. Adding grounds for disciplining an officer requires a new subsection.

Motion to adopt the following amendment of a new subsection 5.19 to the By-laws regarding Discipline of Officers:

5.19. Discipline of Officers

The board shall have authority to suspend or expel any officer of the Corporation for any one or more of the following grounds:

- a) the officer is suspended or expelled from the membership of the Corporation in accordance with subsection 3.5;
- b) the officer misses three (3) consecutive executive office meetings.

In the event that the board determines that an officer should be expelled or suspended from the executive, the president, or such other officer as may be designated by the board, shall provide twenty-one (21) days notice of suspension or expulsion to the officer and shall provide reasons for the proposed suspension or expulsion. The officer may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty-one (21) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the officer that the officer is suspended or expelled from the executive office of the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the officer concerning such final decision within a further twenty-one (21) days



from the date of receipt of the submissions. The board's decision shall be final and binding on the officer, without any further right of appeal.

Approved Minutes (On-line version)
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #21
Friday April 10, 2020 1300-1500 EDT

Attending

Lukas Arenson (LA)
Peter Morse (PM)
Barbara Fortin (BF)
Antoni lewkowicz (AL)
Ashley Rudy (AR)

Excused

Xiangbing Kong (XK)
Chris Burn (CB)
Panya Lipovsky (PL)
Jason Smith (JS)

Minutes

PM

Agenda

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2. Approval of the Minutes of Meeting #20, March 6, 2020.
3. Matters arising (not covered later as agenda items)
 - a.
4. President's report (LA)
 - a. Update on ICOP 2020 and Whitehorse ICOP 2024
 - b. Update on AGM in Yellowknife at YGGSF
 - c. CPA Strategic Planning - Update on Pooneh Maghoul to co-chair Strategic Planning committee
 - d. Other organizations and their fees: add in an item in the news letter and a spreadsheet on our drive.
 - e. Nominations Committee - Put out a call to members? Appoint?
5. Treasurer's report (BF)
 - a. General update
 - b. Return turn on investment from CanCOP2019



- c. Proposal for membership renewal
- 6. Secretary's report (PM)
 - a. Comment on Land Claims Agreement Coalition Conference
 - b. Update on Annual Planner
 - c. Update on minutes for Website.
- 7. Communications director report (AR)
 - a. General update
 - b. Newsletter
 - c. Update on posting coordinates of research sites on website
 - d. Update on corporate versus institutional memberships on the website
- 8. Early Career representative report (XK)
 - a. General update
 - b. ICOP
- 9. Past President report (AL)
 - a. 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
 - b. Restart process to set up charitable arm
 - c. Strategic Planning - Update on take up from reminder email
- 10. Any other business
 - a.

Action Items:

BF: Will write Pooneh Maghoul a note about joining.

AR: website updates

Minutes

- 1. Approval of the Agenda
 - a. LA: Move to approve. PM Seconds.
 - b. No items to add
 - c. Unanimously approved.
- 2. Approval of the Minutes of Meeting #20, March 6, 2020.
 - a. LA: Moves to approve. PM Seconds
 - b. Unanimously approved.
- 3. Matters arising (not covered later as agenda items)
 - a. None
- 4. President's report (LA)
 - a. Update on ICOP 2020 and Whitehorse ICOP 2024
 - i. IPA has sent out an email, and we should copy this into the newsletter, ICOP2020 postponed until June 2022, US Reginal still on for 2021, Spain



regional 2023, the ICOP2024, then back into the normal 4-year interval. June 22-23, Council meeting, on-line, when Canada has to pitch the bid. Likely Whitehorse to be selected for 2023. will send out an email to the 2024 group to start planning for the presentation.

- ii. Probably the closeness of the two ICOPS will have a big influence on the 2024 conference.
 - iii. AL: Agree, think that Spain may have a bit more of an influence, but not much. They are distinct enough. We will have everything well defined.
 - iv. LA: This schedule may have more of an impact on the Chinese ICOP, as people may save talks for the regional conferences. Depending on how this disease plays out, there may still be changes, but we may also have figured out by then how to have on-line conferences.
- b. Update on AGM in Yellowknife at YKGSF
- i. Still very much up in the air. AR, comments?
 - ii. AR: No decision made on the YKGSF yet. Discussion to make it an on-line forum, but the trade show would not be possible. Will keep the board up to date with any news.
 - iii. AL: Is there a drop dead date for a decision?
 - iv. AR: Not yet. The early planning is done by the chamber of commerce, and I'll ask around about their timing.
 - v. LA: What is the talk about travel bans in the territory?
 - vi. AR: Until the rest of Canada eases its restrictions, the GNWT will not lift its ban. Not clear how this affects bans this year. There may be opportunities to get to the field for specific purposes, but not planning on much summer field work. Budgets in the office have been cut.
 - vii. LA: The travel bans within the territory will be lifted first, before outside travel into the territories. Q: Do we want to make the decision to have an on-line AGM now?
 - viii. AR: A lot of the communities are instituting community travel barriers. Tuk has cancelled all research permits in their area. ARI still figuring out if they will provide logistical support.
 - ix. AL: Good to think about this now. Wise to contemplate. Just an AGM, or more, such as presentations. Good to know how we would do it.
 - x. PM: Thinking about online meeting, looking into Meet and Zoom, we can invite members and give out passwords. The key is to moderate video and audio control.
 - xi. AL: If we had an AGM and some talks, then we can have a lot to offer.
 - xii. AL: We could think of a general set of presentations, a plenary at the minimum, and advertise this.
 - xiii. LA: Interesting to think about the impact of COVID-19 on permafrost research. What about voting?



- xiv. PM: Can use Comments. If we have everybody online it is easier than a mix.
- xv. LA: Can use Survey Monkey, or Cahoot. You can set these up so that only one person can fill out the answers. The answers show up real time to the moderator. People can cast their vote and see the result in real time. We have options.
- xvi. PM: Late November is still a perfect time for the AGM
- c. CPA Strategic Planning - Update on Pooneh Maghoul to co-chair Strategic Planning committee
 - i. Move to ALi:
 - ii. AL: She is happy to be the co-chair. Didn't check with her to see if she is a member.
 - iii. BF: Not a member. Action: will write her a note about joining.
- d. Other organizations and their fees (LA): add in an item in the news letter and a spreadsheet on our drive.
 - i. Just started, now a spreadsheet on Google Drive with organizations. a living document about who to look into to contact. If you have any other organizations to contact, let us know and become a champion.
 - ii. AL: That is the list that I would put together. International Association of Cryospheric Sciences?
- e. Nominations Committee - Put out a call to members? Appoint?
 - i. Toni and I will look into this
 - ii. AL: Need one person from the north and someone from another gender, and someone who hasn't been on in the last two years.
 - iii. AR: What about Kumari?
 - iv. AL: She's very busy.
 - v. LA: We could ask Panya if she has some names.
 - vi. AL: What about Merran Smith. She is someone who could help.
 - vii. PM: We can look through our membership list and tap a shoulder or two.
 - viii. LA: Action: I'll go through the members and we can go from there.

5. Treasurer's report (BF)

- a. General update
 - i. Renewal: pretty quiet, 1 member renewed. Still have 38 outstanding. We gained 1 new member through the CPA-CGS. 94 paid. 27 EC, 9 lifetime, 48 reg, 4 CG, 2 IG, 2IS, 1 community. There's a glitch in the CPA-CGS membership related to tax. Membee explained the situation, but still have to figure out how to make it work better. \$28, 697 in the account, \$2020 GIC. \$10000 back in the seed money from the conference, and \$1075 from Carleton University, which was the Permafrost Net share of the booth at LCAC conference, \$210.45 Expenses , \$186.45 membee, and \$12 Annual corporations filing fee , Stripe \$12.00. Still need to pay the GST this month.



- ii. LA: Wondering when we can switch to annual GST, CRA tells us. they may need more time to make a decision. it would be nice if this was once a year.
 - iii. Return on investment from CanCOP2019
 - 1. See above.
 - b. Proposal for membership renewal
 - i. Still working on this.
6. Secretary's report (PM)
- a. Comment on Land Claims Agreement Coalition Conference
 - i. Shared the conference booth with PermafrostNet. Not a lot of great interest, but a few good discussions. CPA did not really fit in well with the conference theme, but it gave us new exposure. If anything it is clear that these regions are very important from a permafrost perspective as they are almost entirely within permafrost zones of Canada. Get a few new applications.
 - b. Update on Annual Planner
 - i. Done
 - c. Update on minutes for Website.
 - i. Working on this
7. Communications director report (AR)
- a. General update
 - i. Website is up to date with jobs. Need to update the website newsflash about the Calgary conference. Need to update sections. Jen can help with the minutes
 - b. Newsletter
 - i. Can add info about the new conference dates,etc. in the new newsletter and send it out next week.
 - c. Update on posting coordinates of research sites on website
 - i. Need to add the link to the website so that people can add coordinates from the website directly
 - d. Update on corporate versus institutional memberships on the website
 - i. Will update this information from the by-laws
 - e. Update on social media. Things are moving along, trying to keep these up to date.
 - f. LA: I've been posting papers from CPA members on our linked in site.
 - g. AR: Agree that it is nice to post papers from members. Could be a bias related to our circle of collaborators
 - h. AL: We need our members to contribute, and let them know that it is easy, and a fair promotion.
 - i. LA: We can't censor. As long as a CPA member has a paper, we should highlight it.
 - j. LA: Is there another interview in the works, for the website, and newsletter?



- k. AR: Yes, there will be one every other newsletter.
8. Early Career representative report (XK):
Absent
- a. General update
 - i.
 - b. ICOP
 - i.
9. Past President report (AL)
- a. Update on Potential Action Groups – pick priorities, select leaders, and offer support
 - i. Best practices for geothermal modelling spin-up and boundary conditions
 1. Meant to be LA following up on this
 2. LA: Greg promised something on this, but haven't seen the objectives yet., Will follow up.
 - ii. Cost of permafrost carbon emissions
 1. Plan was to meet at the CSA meeting last week, so had on-line discussions. Worked well. managed to get through a lot. didn't get to meet with Mike, obviously.
 2. LA: Wrote him a note last week but haven't heard back yet.
 3. AL: This is kind of stalled now.
 - iii. Revised glossary of permafrost and ground-ice terms
 1. Put together a general outline on this, and the idea is to work on this over the next few years. Not a priority. After the CSA experience, there is a great benefit to doing this. We had the CSA meeting, and the question was, if warm permafrost is >-2 , and cold permafrost is <-4 , what is permafrost between these? Cool! Cool is <-2 and >-4 . Engineers want this definition in terms of resilience to temperature change. Cool is the term we are going with. The glossary is a valid idea to work with.
 2. AR: At a Polar Data Management conference in Banff, agreement that the semantics are important as these databases have different terms. PermafrostNet is discussing taking the glossary, and adapting it toward a semantic dictionary. There may be a way to leverage this and collaborate with PermafrostNet on this.
 3. AL: Not quite what PermafrostNet should do, but the Association should do. We need a committee, and PermafrostNet should have a rep on it. The task requires a committee that has lots of experience, and not really a task for PHD students. Do you think that we should initiate this soon?
 4. AR: It has more legs if it comes out from the CPA, but we may be able to advance this with the support of PermafrostNet. The



PermafrostNet data management meetings could be a way for us to get people together and talk about it, advance it.

5. AL: Brought up on screen/shared his plan with the board. If the board agrees with this timeline that we get participation, or funding from permafrostNet, then that would be great.
 6. AR: Can I share this with Nick Brown at PermafostNet?
 7. LA/AL: Should be fine. If Nick is a member, he should be aware of this initiative.
 8. AL: PermafrostNet brings people together from other backgrounds, so it is interesting to see what people think of the terms and definitions. Please share with Nick. A good link to make. Don't want CPA to lose control of this. The IPA want to do this first, but couldn't do it, so we should. The CNC-IPA want to be involved. Lets go ahead and follow up with the general plan to form an action group. Need to include this in a newsletter. Who should chair this? Chris Burn? Michel Allard?
 9. LA: Michel would be good, certainly help with the language issues. or Guy Dore.
 10. AR: Plus Guy has an engineering background.
 11. AL: probably not Don Hailey.
 12. LA: Chris is probably busy, but would be a good person.
 13. LA: Let's leave for another month. We can include a request for involvement in the next newsletter. A deadline of May 15th.
 14.
 - iv. Restart process to set up charitable arm
 1. No progress on his
- b. Strategic Planning - Update on take up from reminder email
- i. Pooneh has agreed to chair. We need an ECR and need to look for someone from PYRN, who are also CPA members. She recommended two, but they are both her students. Thanks but no thanks. Need to look for a few new people.
 - ii. PM: Brendan O'Neill?
 - iii. AR: He would be good.
 - iv. AL: Will ask Brendan. Will think about another PhD student who could be involved. We need to get going on this and get it moving by next meeting. Any new people I think of I will run by the board.
 - v. LA: How about Eva Stephani?
 - vi. AL: She is a good choice too.
10. Any other business
- a. LA: we were contacted by the Standards Council of Canada, requesting something from our members, I wrote back to ask them to become members, and have not heard back.



- b. AL: CNC-IPA and CPA: CNC-IPA are appointed from ICOP to ICOP. Don't know if the current members will be extended to the next ICOP, if the terms end at the IPA council meeting held this summer. How do we make sure the CPA is represented on the CNC-IPA. We can suggest to Sharon Smith that we would like membership on the CNC-IPA. I will talk to Sharon and get one member of the board on the CNC-IPA. If the current terms are extended, I will be a member of the CNC-IPA but now the CPA as I will no longer be on the board. Unless we have a past-past-president, ha ha. In case our terms all end on the CNC-IPA.
 - i. LA: Any member of the CNC-IPA can be ex-officio, so we won't have a total vacancy.
- c. LA: Regarding the message from the President, there was positive feedback on my suggestion to have a monthly presentation. We can do this on Google meet or webex. With webex we can record the presentation and archive on the website. It would be great for our student members.
 - i. AL: Very good for us to practice this, and again, something for us to offer our members. Could have legs.
 - ii. LA: May be a bit too early to promote the idea of having sites visited by community members, but a great idea for the future. Maybe this is something we can set up for the future, but not for now until the current crisis is over.
 - iii. LA: Was thinking that we can share windows of time in the field, and the tool could allow us to connect.
 - iv. LA: I will get the newsletter together in the next few days, and pass along to BF for translation.

11. Adjournment

- a. 15:35. Next meeting May 8th.

