



CANADIAN PERMAFROST ASSOCIATION  
ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (On-line version)  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #27  
Friday 11 Sept, 2020 1430-1630 EDT

Present:

PL, AL, LA, BF, AR, CB, XKK, JS

Excused:

LA has to leave at ~15:30

Minutes

PM

Agenda:

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #26, 7 Aug 2020.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
  - a. Update on AGM in Yellowknife
    - i. AGM organizing Committee?
    - ii. Call for Abstracts?
    - iii. How/where to post virtual posters?
  - b. Nominations Committee update
  - c. Other organizations and their fees
5. Treasurer's report (BF )
  - a. General update
6. Secretary's report (PM)
  - a. General update
  - b. Zoom license details, voting or Google voting?
  - c. Reminder: Directors to seek Chairs for Standing Committees
7. Communications director report (AR)
  - a. General update
  - b. Improve communication (Members not getting updates about webinars from CPA except 1 month ahead)
8. Early Career representative report (XK)
  - a. General update
  - b. Webinars
    - i. Next: Louis-Philippe Roy, U Yukon
    - ii. Collaboration with PYRN, PermafostNet, IPA, USPA, etc?



9. Past President report (AL)
  - a. CPA Strategic Planning
    - i. Comments to date
    - ii. Extending the deadline for responses
  - b. Update Action Groups
    - i. LA: Best practices for geothermal modelling spin-up and boundary conditions
    - ii. LA: PCF Action Group
    - iii. AL: Revised glossary of permafrost and ground-ice terms
  - c. Restart process to set up charitable arm
10. Any other business

Action items:

LA, AR, PM: AGM organizing committee. Get out call for abstracts.

LA: A registration page for the website.

AL: Check to see if Wayne Pollard gave a talk at ArcticNet conference last year.

PM: Follow up with XK and see if we need to update our license or if our current Zoom license lets us run a poll.

LA: List of nominees from the Nominations Committee

BF: Follow up with Jean-Pierre Bilodeau about conference profit share.

Directors with a Standing Committee responsible to them: Seeks Chairs for Standing Committees

AR: Send out another SM blast for the AGM and look into a Media Inquiry page/link.

AR: Email a notice of the next speaker to the CPA membership.

AL, AR, and XK: Outline a plan to host a webinar series that involves the IPA, USPA, PermafrostNet.

LA, AL, or CB?: Decide who will contact the USPA about the webinar series once the plan is drafted, then contact the USPA.

AR: Monday, the 14th, send out to our members and to Cryolist that we have extended the deadline to comment on our strategic plan another week.

Minutes:

1. Approval of the Agenda
  - a. LA: Suggestions?
  - b. LA: Will talk about PCF during my time as I have to leave the meeting early.
  - c. No other suggestions.
  - d. Decision: All in favour of approval. Agenda approved.
2. Approval of the Minutes of Meeting #26, 7 Aug 2020.
  - a. LA: any additional comments?
  - b. None
  - c. Decision: All in favour of approval. Agenda approved.



3. Matters arising (not covered later as agenda items)
  - a. None
4. President's report (LA)
  - a. Update on AGM in Yellowknife
    - i. AGM organizing Committee?
      1. AGM will be on-line, Thanks AR for getting the news letter out. Good because Brian Moorman let us know that PermafrostNet AGM is on 18-19. PermafrostNet will also do a 5 h meeting each day.
      2. We need a registration page. Are we getting any registration fees, or is it for free for members; and have to pay a membership fee if not a member?
      3. AL: I think we discussed that there was going to be no fee unless you want to join the CPA.
      4. LA: We need a committee. Do I have any volunteers?
      5. AR: I'll get involved
      6. PM, I'll get involved.
      7. LA: I'm happy to read through abstracts. So that will be our core team.
      8. LA: Do we want to give an award for a presentation? Should we do a student award?
      9. PM: I think so, for a student, but no other award at this time. We can give the same award we gave Adam Kirkwood.
      10. AL: We could send out an addendum, that the CPA will give out an award for the best student award. Award a free annual membership like last time.
      11. AR: Live talks or pre-recorded?
      12. LA: I prefer live talks.
      13. General agreement.
      14. AL: We have been successful with Zoom so far. There is a surprising degree of interaction. The biggest worry is the internet going down at the source.
      15. LA: We're not charging any fee, so annoying but not a big deal if things go bad for a bit.
    - ii. Call for Abstracts?
      1. LA: We need a registration page. Can we create a form through the website?
      2. AR: We can do that.
      3. LA: We don't need much, an email and and create a form on the website for registration.
      4. LA: Confident that Zoom should work?



5. AL: Comment: Think that the time is getting tight. We need progress quickly. If someone has suggestions for a Keynote speaker, let us know.
  6. CB: Have 2, one on Eng, one on Sci, one female one male. Whatever diversity you can get. Somebody who you know will give a good presentation. They've got to be good.
  7. LA: I'll reach out to Ryley Beddoe.
  8. AR: Maybe Steve Kokelj? He has a lot of talks prepared for this fall, but he may be too busy. Also thinking of Ryley.
  9. AL: SVK would be good, and another possibility could be Wayne. He has just retired, and might be interested in giving a talk. Would give a nice broad talk.
  10. AR: Did he give a talk last year at Arctic Net?
  11. AL: I'll check to see if he did. Pascale would also be good.
  12. CB: We need someone for next year too. Good to appear as balanced as possible, and with a bit of foresite.
  13. AL: We shouldn't forget Stephan Gruber.
  14. LA: PermafrostNet is still early days, so maybe not a keynote at this conference.
- iii. How/where to post virtual posters?
1. LA: Do we want virtual posters?
  2. CB: They can be a bit difficult. I've seen these where the presenter did not realize how small the poster would appear and it was impossible to see what they were talking about.
  3. LA: We can have about 20-21 presentations in total. Not that many.
  4. CB: Probably need to get the call out soon, and then once we have the abstracts in, we can decide on having a poster session or not.
  5. LA: We will wait after the call once see what comes in after 2 weeks.
  6. LA: Any other things about the AGM?
  7. PM: While I've got LA here, I want to talk about Google Meet and Google Forms versus Zoom. I've played around with Meet and Forms, and we can set this up pretty easily, but the only way to prevent multiple votes is if the member logs in to a Google account. I can set up a set of temporary accounts for the AGM, but it gets a bit tricky for people who register just for the meeting.
  8. AL: With Zoom I can create a poll and get the answers real time from my students. I can share the results immediately.
  9. PM: Sounds like the way to go. I haven't tried Zoom yet, I guess because I don't have that license at home. I'll follow up with XK



and see if we need to update our license or if our current Zoom license lets us run a poll.

- b. Nominations Committee update
    - i. LA: Hoping to have the list full by next week.
  - c. Other organizations and their fees
    - i. LA: No update. Does anybody have any organizations to suggest?
    - ii. None
  - d. PDF Action Group
    - i. LA: Mike Brown has been very active. On October the 16, there will be a roundtable discussion, moderated by Tony Penikett, with opening remarks by Thomas Axworthy. It is called *Science and Policy of Permafrost Thaw in the Arctic*. Chris is involved and will talk about the scientific response to permafrost thaw and there is a discussion of the policy response as well. I'll send the link (<https://www.masseycollege.ca/event/science-and-policy-of-permafrost-thaw-in-the-arctic/>)
    - ii. The idea is that out of this comes some additional discussion on how to move forward with PCF and the economics w/r/t/ permafrost carbon feedback challenges. Mike will report on this at the AGM. I'll ask Greg to give an update on the thermal modelling at the AGM too. That is it from me. I have to go soon.
5. Treasurer's report (BF )
- a. General update
    - i. 1 new Reg. member. 123 members: 37 EC, 11 LT, 4 CG, 66 R, 2 IG, 2 IS, 1 Com. \$28478 in the bank. \$2030 GIC, 0.1% interest. No liabilities. Revenue \$167. \$933 expenses, mostly for Zoom license, ~7 banking fees, and \$42.90 GST paid.
    - ii. CGS having trouble paying us.
    - iii. On the membership renewal page, the promo code is very visible and works. I'll remove in January, and repost in July.
    - iv. I had a comment from a new member who said no to the directory because she couldn't choose what she could show, and she didn't want to show her address. We need to look into this.
    - v. LA: We can have a chat. It is probably there, but probably extremely hidden. We can figure it out. A good question.
    - vi. AL: We got our seed money back from the conference, but did we get our profit?
    - vii. BF: No.
    - viii. AL: How can we get our money? It has been over a year.
    - ix. CB: For that conference, it might be worth asking Jean-Pierre Bilodeau. We need to find out who to ask. Guy is now retired.
    - x. BF: Can you please send me his email address.



- 6. Secretary's report (PM)
  - a. General update
    - i. Very quiet. No nominations for positions on the Board received yet.
    - ii. Reminder: Directors to seek Chairs for Standing Committees
  - b. Zoom voting/ Need to talk with XK about the license.
    - i. Discussed above
- 7. Communications director report (AR)
  - a. General update
    - i. Sent out a newsletter this morning. Updated the membership list in Mailchimp. There were about 15 people who should be removed from the list. A handful are not members, but have presented at our speaker series. They should probably be members. I think that they may have to be removed.
    - ii. LA: What I did earlier this year was not remove them, but marked them as inactive.
    - iii. AR: This does help us identify people who should be members.
    - iv. AR: We received an interview request yesterday from CBC North. Nice to see that we are getting requests. CB gave an interview. We reached out to Pascale.
  - b. Improve communication (Members not getting updates about webinars from CPA except 1 month ahead)
    - i. AR: There are reminders going out on social media. I'll make sure that another email goes out as we don't all get our news from SM.
    - ii. AR: I'll send out another SM blast for the AGM.
    - iii. LA: We don't want to send out too many newsletters.
    - iv. AL: When you were contacted by the CBC, how was that done?
    - v. AR: They went to the website and I got it through that.
    - vi. AL: Great to know that they used the website. Maybe we should make it more media friendly. Maybe add a Media Inquiries page. I went to the website and thought that we should make this easier.
    - vii. AR: I can look into that for sure.
- 8. Early Career representative report (XK)
  - a. General update
    - i. No Audio
  - b. Webinars
    - i. Next: Louis-Philippe Roy, U Yukon
      - 1.
    - ii. Collaboration with PYRN, PermafostNet, IPA, USPA, etc?
      - 1. CB: In 3 meetings in the last 10 days, they have said that there are going to be permafrost webinars. Adam Kirkwood is VP at PYRN, and in charge of webinars, PermafrostNet wants to have webinars, and then there's us. If we have an active series in



Canada, the Americans will want to get involved. There could be a joint activity with the US, etc. Needs a bit of coordination, but difficult to organize access hosting, and needs some discussion. XK, Adam Kirkwood at PYRN, Michael Krautblatter at IPA. Kjersti Gislén is another IPA contact. Not sure who at PermafrostNet will be the contact, but we'll know this soon. The basis of a committee here. This avoids one month with many and another with few, and avoids repetition. Lots to consider with respect to balance. Because I saw so much enthusiasm this should take off, but there is real potential for errors or that this falls apart and gets lost. We have to remember that in Canada we are relatively well equipped with permafrost education resources, but not the same in Europe. Many in Europe may look at these webinars as a part of their education. Needs to be well organized.

2. AL: Important comments. We need a planning committee within the CPA that reaches out to the other organizations. Maybe we only present 1 in 4 but host the talks. We can have XK develop a plan as to how we go about this. We need a little sub committee that takes care of this. If we have 5 different groups involved, how do we make sure that we have the profile? The CPA is the headliner, and the other groups are under the umbrella. We have to decide who can listen in. How do we choose who can speak. I'm prepared to join in with XK on this. Those are the things that we have to decide on.
3. CB: With the exception of the person at PermafrostNet, we already know who we need to contact. PYRN is also interested in personal development, not just research talks. That is why we need to talk with the other parties. If we get something done this month, that is best. If the CPA is in the driving seat, the CPA will own the car. The sooner we can present an idea and a way to do it, others will probably join in. The CPA is in a strong position to show something to the rest of the community.
4. AL: AR, will be you be involved?
5. AR: Yes
6. AL: CB?
7. CB: I am very interested in seeing this delivered, so yes, and thank you AR. However, I do want to make sure that Michael Krautblatter is involved from the IPA.
8. AL: AR, XK and I will draft something, about how often, who speaks, the subjects, etc. and pass this draft to our contacts, and ask them about what needs to be amended. We can circulate to



the board before we pass on to other organizations. There is a lot of pent up demand for this.

9. CB: I'll write to the president of the USPA, and they can allocate somebody to this task. I can do it from the IPA perspective or the USPA as I'm a member.

10. AL: We need to contact them, it should be the CPA that contacts them, but we need to get some ideas down first. Then we will be set, and why would they not say yes.

11. CB: We need to make sure the next talks are well publicised.

12. AR: XK, As soon as you have a date set for the next one, let me know.

9. Past President report (AL)

a. CPA Strategic Planning

i. Comments to date

1. Only 1 response so far. Very positive. Submitted anonymously, so not who it was. It means that unless a whole bunch flood in over the weekend, we may not have to do too much to get it ready for the AGM.

ii. Extending the deadline for responses

1. Is there a desire to prolong this process given that we have not got much feedback? We allowed a month for revisions, but it won't take long at this point. We can afford to prolong the deadline. Should we extend the deadline another week?

2. CB: I have mixed regard for these open ended requests for feedback. The SPC may want to ask 3-4 people, specifically, who should read over the plan. Somebody from engineering, science, early career, etc. It is a good read, easy to read, so not a big amount of work.

3. AL: A wise set of comments. AR, is there some way to get this communication sorted so that we are not overloading our members?

4. AR: We aren't sending out that many emails, so I don't think that we will overload our members. We could tag on to other list services such as Cryolist.

5. AL: A good idea. AR, could you follow up on this? We should extend the deadline another week. Do you think that you could send something to those lists on Monday, the 14th. We would have to send out to our members and to Cryolist.

6. AR: We can send out another email later on in the week about the AGM. Any other listservs? PYRN will send out things if we ask them to.

7. AL: I will contact a few people for comments as CB suggests.



- b. Update Action Groups
    - i. LA: Best practices for geothermal modelling spin-up and boundary conditions
      - 1. No update
    - ii. LA: PCF Action Group
      - 1. Covered above.
    - iii. AL: Revised glossary of permafrost and ground-ice terms
      - 1. AL: Asked Michel Allard, but he said no. Then I got another email from him about it that was 'warmer. I wrote back. If he says no to leading it, I stop being past president in December, and maybe this is what I take on. I'd be prepared to move this forward. MA was involved back in 1978, and has some comments about that process, onc being that we don't want to be entirely comprehensive and focus on the terms that we think are important.
      - 2. AR: Brendan O'Neill did volunteer early on for this, so we can keep him in the loop.
  - c. Restart process to set up charitable arm
    - i. No.
10. Any other business
- a. No.
11. Adjournment
- a. 15:58
  - b. Next meeting, October 2, 14:30-16:30 Eastern

