



Approved Minutes (On-line version)  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #29  
Friday 6 November, 2020 1430-1630 EDT

Attending:

PM, LA, AL, BF, PL, CB, AR

Excused:

XK, JS

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #28, 2 Oct. 2020.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
  - a. Update on AGM 2020
    - i. Coordination with PermafrostNet
    - ii. Discuss AGM Agenda (link:  
<https://canadianpermafrostassociation.ca/Annual-General-Meeting.htm>)
      - 1.
    - iii. Number of Abstracts submitted?
    - iv. Discuss Meeting of Members agenda as follows:
      1. Agenda / Ordre du jour
      2. Welcome / Bienvenue
      3. Approval of the Agenda / Approbation de l'ordre du jour
      4. Approval of the Minutes from the 2019 Annual Business Meeting of Members / Approbation du procès-verbal de l'assemblée générale annuelle des membres 2019
      5. President's report / Rapport du président
      6. Treasurer's report (including financial statement and budget) / Rapport du trésorier (y compris état financière et budget)
      7. Ordinary resolution, Approval of the 2019-2020 Operating Budget/ Approbation du budget de fonctionnement 2019-2020
      8. Secretary's report / Rapport du secrétaire



9. Communications Director's report / Rapport du directeur des communications
  10. Early Career Representative's report / Rapport du représentant des membres en début de carrière
  11. Ordinary resolution to ratify the slate of nominees received from the Nominating Committee for the 2021-2022 Board or election(s) for any contested positions / Résolution ordinaire pour ratifier la liste de candidats reçue du comité de nomination pour le conseil d'administration 2021-2022 ou élection(s) pour les postes contestés
  12. Ordinary resolution to ratify the CPA Strategic Plan (2021-2025) proposed by the Strategic Planning Committee / Résolution ordinaire de ratification du Plan Stratégique CPA (2021-2025) proposée par le Comité de Planification Stratégique
  13. Ordinary resolution to ratify an amendment to the bylaws on Discipline of directors / Résolution ordinaire pour ratifier un amendement aux statuts sur la discipline des administrateurs
  14. Activities / Activités
    - a. Virtual 2020 Annual Meeting / Réunion annuelle virtuelle 2020
    - b. Discussion of other CPA activities / Discussion des autres activités de l'ACP
      - i. Update from "Best practices for geothermal modelling spin-up and boundary condition" action group / Mise à jour du groupe d'action «Meilleures pratiques pour la modélisation géothermique spin-up et condition aux limites»
      - ii. Update from "Permafrost Carbon Feedback" action group / Mise à jour du groupe d'action de «Rétroaction sur le carbone sur le pergélisol»
      - iii. Update on "Revised glossary of permafrost and ground-ice terms" action group / Mise à jour sur le groupe d'action «Glossaire révisé des termes relatifs au pergélisol et à la glace de sol»
    - c. Discussion of CPA charitable status or charitable arm / Discussion sur le statut d'organisme de bienfaisance de l'ACP ou le bras de bienfaisance
  15. Any other business / Autres affaires
  16. Meeting closure / Fermeture de la réunion
5. Strategic Planning Committee report (AL)
    - a. Comments to date
    - b. Response to comments



6. Treasurer's report (BF)
  - a. General update
7. Secretary's report (PM)
  - a. General update
8. Communications director report (AR)
  - a. General update
9. Early Career representative report (XB)
  - a. General update
  
10. Past President report (AL)
  - a. 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
  - b. Restart process to set up charitable arm
11. Any other business

Action items:

PM: Ask Tristan to record the keynote talks.

AR: To organize judging.

PM: Set up a shared space and email presenters to get their files uploaded.

AR: To invite reporters to AGM.

PM: To follow up on how voting will take place.

PM: To invite new members to next meeting.

Minutes:

1. Approval of the Agenda
  - a. Any comments?
  - b. PM: Add in an item to discuss Ordinary Resolution for Budget
  - c. Vote: Agenda approved unanimously
2. Approval of the Minutes of Meeting #28, 2 Oct. 2020.
  - a. LA, BF: Passed on minor edits
  - b. PM: Thank you, I've made the changes
  - c. Vote: Minutes approved unanimously
3. Matters arising (not covered later as agenda items)
  - a. AL: The board voted by email to approve the Strategic Plan. It was translated by BF, and is now posted on the website.
  - b. AL: Continuing to work on finding a linkages chair.
4. President's report (LA)
  - a. Update on AGM 2020



i. Coordination with PermafrostNet

1. LA: Technical part is coordinate with PFNet
2. PM: Gave an overview on coordination with PermafrostNet
3. LA: We have a Proceedings put together, AR, PM, and I. Then we can post on our website. For the 2 keynotes, we also have bios.
4. AL: Will we be recording?
5. PM: We didn't really talk about that.
6. AR: We do need permission.
7. AL: We should ask the keynotes, and post them. Something for members who can't attend. I would be grateful to have this as a member
8. PM: (LA: dropped out of call; AL: taking over as chair).
9. AL: We should do this for the keynotes. It's not too big.
10. All: Agreed.
11. PM: Action; Ask Tristan to record the keynote talks
12. AL: Question, we will have concurrent sessions, for part of the second morning?
13. PM: Yes, we will use break out rooms. Should be able to go in and out of the break out rooms. Tristan is having a practice session next week, and I'll attend that.
14. PM: (LA: Back in meeting).
15. AL: We decided to ask the Keynote speakers if we can record them.
16. LA: My preference would be to record all of them.
17. AL: Might be awkward for co-authors, and we didn't ask for permission ahead of time.
18. LA: OK, so let's keep it simple, and just record the keynotes.
19. All: Agreed.
20. LA: How to do the award for early career? We need judges. The challenge is the parallel sessions. Suggestions for finding a winner.
21. AR: We can look at the registrants, and ask them on the 2<sup>nd</sup> day to stay in a session.
22. LA: Can you look into this, AR?
23. Action: AR to organize judging.

ii. Discuss AGM Agenda (link:

<https://canadianpermafrostassociation.ca/Annual-General-Meeting.htm>)

1. PM: Has everybody looked at the agenda for the meeting? Comments?
2. AL: Just clear up that there are 2 concurrent sessions.
3. AL: Are people joining the CPA?
4. BF: Yes.



5. PL: How many registered?
  6. AR: I have the numbers from Lukas: (PM: not clear but these are increasing)
  7. LA: I'm having problems on this computer.
  8. LA: We do have the registrations, but do you agree that we include the registration log-in to all of our members. I would send the Zoom connection to everyone.
  9. AL: Agree.
  10. AR: Will there be a separate meeting each day?
  11. PM: As I understand it, yes.
  12. LA: Are we still going to send out a social media about the meeting. And we will send out the Zoom access through the Mailchimp?
  13. AR: yes
  14. LA: For the presentations, PM, what can we do to share the space?
  15. PM: I'll set up a shared space and email presenters to get their files uploaded.
- iii. Number of Abstracts submitted?
1. LA: We have 19 presentations and 2 keynote talks.
- iv. Discuss Meeting of Members agenda as follows:
1. Agenda / Ordre du jour
  2. Welcome / Bienvenue
  3. Approval of the Agenda / Approbation de l'ordre du jour
  4. Approval of the Minutes from the 2019 Annual Business Meeting of Members / Approbation du procès-verbal de l'assemblée générale annuelle des membres 2019
  5. President's report / Rapport du président
  6. Treasurer's report (including financial statement and budget) / Rapport du trésorier (y compris état financière et budget)
  7. Ordinary resolution, Approval of the 2019-2020 Operating Budget/ Approbation du budget de fonctionnement 2019-2020
  8. Secretary's report / Rapport du secrétaire
  9. Communications Director's report / Rapport du directeur des communications
  10. Early Career Representative's report / Rapport du représentant des membres en début de carrière
  11. Ordinary resolution to ratify the slate of nominees received from the Nominating Committee for the 2021-2022 Board or election(s) for any contested positions / Résolution ordinaire pour ratifier la liste de candidats reçue du comité de nomination pour le conseil



d'administration 2021-2022 ou élection(s) pour les postes contestés

12. Ordinary resolution to ratify the CPA Strategic Plan (2021-2025) proposed by the Strategic Planning Committee / Résolution ordinaire de ratification du Plan Stratégique CPA (2021-2025) proposée par le Comité de Planification Stratégique
13. Ordinary resolution to ratify an amendment to the bylaws on Discipline of directors / Résolution ordinaire pour ratifier un amendement aux statuts sur la discipline des administrateurs
14. Activities / Activités
  - a. Virtual 2020 Annual Meeting / Réunion annuelle virtuelle 2020
  - b. Discussion of other CPA activities / Discussion des autres activités de l'ACP
    - i. Update from "Best practices for geothermal modelling spin-up and boundary condition" action group / Mise à jour du groupe d'action «Meilleures pratiques pour la modélisation géothermique spin-up et condition aux limites»
    - ii. Update from "Permafrost Carbon Feedback" action group / Mise à jour du groupe d'action de «Rétroaction sur le carbone sur le pergélisol»
    - iii. Update on "Revised glossary of permafrost and ground-ice terms" action group / Mise à jour sur le groupe d'action «Glossaire révisé des termes relatifs au pergélisol et à la glace de sol»
  - c. Discussion of CPA charitable status or charitable arm / Discussion sur le statut d'organisme de bienfaisance de l'ACP ou le bras de bienfaisance
15. Any other business / Autres affaires
16. Meeting closure / Fermeture de la réunion
- v. AL: I'll summarize the action groups, and AL can go over the strategic plan.
- vi. AL: We need to be careful about timing. I'll share my screen and show you the Strategic Plan. Goes over the slides. It will take between 10 and 15 min.
- vii. LA: I will put together an agenda, and we can fit these in. (PM: LA does not have the above visible to him due to computer problems).
- viii. AL: If we have a shared slide deck, then I can pop these in.
- ix. PM: I've started a slide deck, and it is available on GSuite for you to start using.
- x. AL: It is hard to make this bilingual.



- xi. BF: I think that we can keep the main items bilingual in the presentation.
- xii. LA: Where it is feasible, we can try to make it bilingual. We can have the slide in one language, and talk in the other.
- xiii. AL: We should speak in French where we can. It is important.
- xiv. LA: Yes, it will be appreciated.
- xv. BF: We can also take questions in French.
- xvi. CB: This is not a trivial thing, having the translation. And as long as we have accessibility made available, that is important.
- xvii. LA: Then we need a motion to approve the Strategic Plan.
- xviii. AL: There could be an amendment, and we'd have to vote on that. I doubt it, but it is not impossible.
- xix. LA: I agree completely. Move it, discuss it, vote on it. My suggestion is that we only discuss the changes. Only discuss how the group addressed comments. Everybody had the chance to comment. We don't need to go back to the old document.
- xx. AL: I will then have a slide on how we addressed comments. I wrote directly to some of the commenters to let them know what we did, and it was appreciated.
- xxi. LA: Once we have that approved, we can move on to the Secretary.
- xxii. PM: I will just go over what we have been up to, and how our membership has changed. We had the Treasure talk before the Secretary last year.
- xxiii. BF: We should discuss the numbers a bit. I made some estimates based on the strategic plan needs. I estimated \$12k for conference, based on start up for ICOP 2024. For operations, I increased the amount by 5%. For scholarships, I put ~\$2k. for a total of ~\$22K. If we are working towards doubling our budget, we need to increase them each year. I welcome questions.
- xxiv. LA: The projected membership for this year is \$9000.
- xxv. BF: May be optimistic.
- xxvi. PM: The GSC will be paying for 5 lifetime members, for all permafrost Research Scientists (\$7500) in 2021.
- xxvii. AL: We are already above some of our numbers as laid out in the Strategic plan. We've got a strategy that is working.
- xxviii. LA: And it doesn't take long for them to become regular members,
- xxix. CB: There is quite a bit of effort in PermafrostNet Theme 5 to have the ECs join. A big bump now, maybe not next year, but there is continuity.
- xxx. AR: Assume new members paid for this year and the next?
- xxxi. BF: At the time they register, they get membership in the remainder of 2020, and they are members for 2021.
- xxxii. AR: So what revenue are they in? 2020, or 2021.
- xxxiii. LA: A good point, but we don't need to change the numbers.



- xxxiv. LA: Under the other, it is OK to balance the budget, but we don't know what that other revenue would be. Let's keep it in for now.
- xxxv. LA: We do need to discuss our support for the conference in Boulder, CO.
- xxxvi. AL: It is looking doubtful. Budget looks fine.
- xxxvii. BF: We didn't really use much of our budget because of COVID-19.
- xxxviii. CB: We need to say that this unusual situation has kept us from spending. We aren't using some of our funds, but it will be used.
- xxxix. LA: I think the budget look great and we can present it to our members.
  - xl. CB: I am concerned that our numbers increase, because we really have to deliver. Good for EC. With greater funds, comes greater responsibilities. We need to deliver more. If our numbers do grow, we have to think about what that means. If we achieve our objectives early, we have to achieve our aspirations early.
  - xli. AR: Great to see all of the talks, and we would have had 2 days if not for the concurrent sessions.
  - xlii. LA: We are delivering on webinars, the AGM, and we have quite a bit of value.
  - xliii. AL: The SP needs the members to get involved for this to happen. There are a lot of initiatives, and we can't do it all. We have to develop this pyramid scheme to work. We have to reiterate to the members that we need them to make this work.
  - xliv. LA: It may come down to hiring someone to do a bit of work.
  - xlv. AL: We do see that right now we can still get a lot done, even without not meeting in person. On-line is not as good, but we are getting a lot done.
  - xlvi. LA: Any other comments?
  - xlvii. AL: The \$12K for the conference, what is that for? A reserve fund?
  - xlviii. BF: Not sure. We may need it if there is an in-person AGM.
  - xlix. LA: A bit worried that it is a cost, rather than a revenue generator. I would call it an ICOP reserve. Or we can just have it in the reserve, it is part of our plan.
    - I. LA: The \$12 in the conferences is the seed money for ICOP.
    - li. AL: OK, then that should be labeled as something different. To see it as a conference raises questions.
    - lii. LA: In essence it is lending money.
    - liii. BF: We did get our money back from Quebec. I only put in the profit as revenue. Do we need to pay tax on that?
    - liv. LA: No, we don't need to.
    - lv. AL: I don't think that the cash should not be a part of the reserve. Then have total which is everything. Thanks Barb!
    - lvi. LA: As a next item, I will present on ICOP 2024.
    - lvii. LA: Anything else?
    - lviii. PM: There are three Ordinary Resolutions that we have to carry out.



- lix. AL: Have you had a chance to think about what you might say?
- lx. AR: I will summarize our activities
- lxi. AL: Can you invite some reporters?
- lxii. AR: Yes.
- lxiii. Action: AR to invite reporters
- lxiv. CB: The permafrost carbon folks may generate some activity, and your links with CBC North will help.
- lxv. AR: The Permafrost carbon panel was very interesting. I'll put together some slides on how we are portrayed in the media.
- lxvi. CB: Jennifer Humphries is now in the Yukon, when you contacted her, were you able to give her a rough estimate of the amount of time that the role would take.
- lxvii. CB: Do you have people lined up to make the motions.
- lxviii. PM: Yes. I need to ask about voting. I'll follow up on that.
- lix. LA: Any other items?
- lxx. PM: We may want to say something about how this meeting was organized, and then something about the charitable arm/status.
- lxxi. AL: I can say something about this choice. And we can reflect on what the CAG does. They have a far bigger budget, and they have an employee, bookkeeping, and a journal. We won't emulate this, but we need to explore further whether we need a separate arm, or just change the status of the organization. CAG is an educational organization, and is a charity. The board would have to decide on this down the road, but it might not be necessary to set up a second organization. I could do one slide on this. Some members are for this, and others are against this.
- lxxii. CB: Couple of points. With the new charity regulations, if we say anything that is political, we could get into trouble, as permafrost may become political. One potential danger. Two, the CAG got into trouble because somebody had their hand in the cookie jar. That is why they have an auditor. As a charity, people will look at your money closely. The auditors don't do a lot, but it would be necessary for us.
- lxxiii. LA: I've been in contact with CFES. Ollie thinks that the CPA should join. I will meet with him next week. He doesn't see an issue, and it could be discussed at their AGM in the spring. They would have to decide on how much we pay based on our membership structure.
- b. LA: I think that we are in a good place for the AGM. Good that we kept the registrations open a bit longer. The collaboration with PermafrostNet has had its challenges, but we are getting there.
- c. CB: Maybe the Strategic Plan will have to think about this. If this goes well, there is going to be pressure to repeat o- line again. We did say that every other year, the AGM would be held in the north. If this is always online, then it is hard to



meet that objective. People will be expecting to participate remotely if they can't travel.

- d. LA: Not an easy question. With ICOP, we are looking for a hybrid meeting. In person and listening in. If you are not at the venue, you can't present, but you can listen in. You are absolutely right, that there is an expectation to be available to participate remotely.
  - e. AL: The pull is to go north and participate in field trips. The one disadvantage of having an AGM this late, is not being able to go out on a field trip.
  - f. LA: A good point. We need to get people into the north.
5. Strategic Planning Committee report (AL)
    - a. PM: discussed above
  6. Treasurer's report (BF )
    - a. PM: discussed above
  7. Secretary's report (PM)
    - a. PM: discussed above
  8. Communications director report (AR)
    - a. PM: discussed above
  9. Early Career representative report (XB)
    - a. PM: discussed above
10. Past President report (AL)
    - a. PM: discussed above
  11. Any other business
    - a. CB: Did you want me to say something about the IPA at the AGM?
    - b. LA: Of course.
    - c. CB: I also want to mention "Frozen Canoes". Hanne Christiansen developed this program, and it looks like there will be something in Canada, in the Yukon, June 2022. Fabrice has mentioned that there are field excursions, and these could be a dry run for ICOP. They are very much concerned with the educational component.
    - d. CB: We also have a session at ArcticNet on permafrost science and engineering. CPA people are all over those activities/presentations. Our new communications director is in on one. I think that all of the Canadians that are involved are all CPA members.
    - e. AL: We do have a slide on future meetings, and we can mention ArcticNet and others.
    - f. CB: I'll send to Peter and he can add to that slide.
    - g. LA: Invite new board members to December meeting.
    - h. PM: will do.
  12. Adjourned, 16:60
    - a. Next meeting, Dec 4<sup>th</sup>, move to 3:00 PM eastern.



