



CANADIAN PERMAFROST ASSOCIATION
ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (On-line version)
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #30
Friday 4 December, 2020 1500-1700 Eastern

Attending

Lukas Arenson (LA)
Panya Lipovsky (PL)
Peter Morse (PM)
Kumari Karunaratne (KK)
Antoni Lewkowicz (AL)
Chris Burn (CB)
Barbara Fortin (BF)
Ashley Rudy (AR)
Xiangbing Kong (XK)

Excused

Pooneh Maghoul
Jason Smith

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #29, 6 Nov. 2020.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. Thank You and Welcomes to board members
 - b. Review of AGM, lessons learned
 - c. Corporate membership and sponsorship
 - d. Membership in CFES and any other organizations
5. Treasurer's report (BF)
 - a. General update
6. Secretary's report (PM)
 - a. General update
7. Communications director report (AR)
 - a. General update
8. Early Career representative report (XB)
 - a. General update
9. Past President report (AL)
 - a. Update Action Groups



- i. General update
 - b. Restart process to set up charitable arm
- 10. Any other business
 - a. Location for next year's AGM?
 - b. Membership of Standing Committees and Action Groups

Action items:

1. LA: Action: Look at what we have for our corporate sponsors, and update this, and bring it to the board for further discussion.
2. LA: Action: Reach out to CFES, and find out what their decision is.
3. JH/AR Action: Add past board members and roles to the website. Will work together to ensure a smooth transition. Will update the website and newsletter with the new corporate logos.
4. XK" Action: Discuss webinar proposal with LA
5. PM: Action: Agenda items for next meeting: Location of next AGM
6. Board Members: Action: Write out these letters to the committees to confirm their participation, the timeline, and what they are working on.
7. PM: Doodle to see about meetings next year.

Minutes

8. Approval of the Agenda
 - a. Lukas any comments? None.
 - b. Unanimously approved.
9. Approval of the Minutes of Meeting #29, 6 Nov. 2020.
 - a. LA: Minutes from the last board meeting not AGM. Comments or questions? None.
 - b. Unanimously approved.
10. Matters arising (not covered later as agenda items)
 - a. None.
11. President's report (LA)
 - a. Thank You and Welcomes to board members
 - i. LA: First, thanks to outgoing board members, and to new ones starting January 1st. Thanks to Barb for agreeing to work on our finances. Thanks AR, PL, and AL for all of your help. AL, you put in enormous work getting this started, and we all appreciate it. A token of our appreciation is on its way. We had some gold pins made up and they were sent out.
 - b. Review of AGM, lessons learned
 - i. LA: AGM was busy, we weren't certain until the last minutes what PermafrostNet was going to do. We had 1.5 days, and we could have



- done 2 days. It was a challenge. More lead time in the future would be nice. The pre-recorded videos went really well. Makes being on schedule really well. We need to see how we can publish them on the website.
- ii. AL: Feedback from PermafrostNet about next year. There is interest in holding a joint meeting. They want to be consulted, and want a northern meeting next year. May not be ideal to have 2 northern meetings. Ryley Beddoe is the chair and contact for that meeting.
 - iii. LA: Yes, it is good to have her as a chair. Easy to contact.
 - iv. AL: We had a real winner this year.
 - v. CB: I thought that the CPA content outshone the rest of the meeting. Well structured, nice mix of experienced people and those starting out. Very encouraging. Thought the selection of not doing a panel was good in the context of the whole thing. We were lucky that we could concentrate on the science and engineering, and they could concentrate on the more social aspects.
 - vi. AR: Lots for feedback from new members. They were either PermafrostNet or partners, and became members. Length of presentations was good. Hard to keep time a bit, but it was nice to be engaged. Went well.
 - vii. PM: Great to have the PermafrostNet support, and next time we should have the presentations served up from a location with a good internet connection.
 - viii. CB: There will be a number of people who demand that we do this. This will make it a financial encumbrance. Difficult to get the help too, to work in the background. We cannot underestimate the work in the background. There were about 4-15 people behind the scenes doing stuff. The breakout sessions made it complicated.
 - ix. AR: It was nice to have those people for sure. And yes, we had international participants, and this will not change.
 - x. CB: We then have to be careful about timing, but we probably have to focus on Canada
 - xi. LA: Yes, we do need to focus on Canadians.
 - xii. AL: Worth reflecting on a hybrid conference. If we have an in-person meeting, if we have 50 people turn up, that means 100 won't. This was a unique meeting, completely virtual. But we will have a composite meeting in the future. We got it right this time. Good sessions, plenaries, the Business meeting went well. CPA did a fantastic job.
 - xiii. LA: Thanks, we need this hybrid model for ICOP. Like to encourage in-person attendance at conferences, because they are more than just the talks. The personal networking is a key component. One last thing about a virtual AGM is to have a closing. We weren't able to announce the winners of the presentation awards.



- xiv. AR: It was stressful having such a tight timeline.
- c. Corporate membership and sponsorship
 - i. LA: I'd like to keep this short, and change our description of these memberships. We need to better define these. We received a request for a lifetime corporate sponsorship.
 - ii. AL: We did discuss this early on, and we thought that it wasn't in our financial interest. We could scale it the same way we do for personal lifetime membership.
 - iii. LA: Action: Look at what we have for our corporate sponsors, and update this, and bring it to the board for further discussion.
 - iv. BF: So should we wait to get back to Accutech?
 - v. LA: Yes.
 - vi. CB: You should find a way to make it happen, so that we can make our nest egg. It will give us some stability. Very important. Needs time to figure this out.
 - vii. LA: Any other questions?
 - viii. AL: It is a question of membership versus sponsorship. Maybe we have to clean these up. We said in the strategic plan that this is something to work on. We are actually well on the way to reach the nest egg we planned on for 5 years time.
 - ix. LA: The AGM crated quite a bit of momentum, and we should capitalize on this.
 - x. KK: There isn't a lot of appetite for government employees, but it seems to make sense to get an institution membership, and then individual memberships. There is also the aspect that the GNWT is looking to unload funds in Jan and Feb.
 - xi. CB: If there is a charitable arm, that works into perpetuity. You actually need those funds up front. Unreasonable to have those funds come from membership. Hard to get organizations to put money in the pot. Individuals just don't have the pockets to fund things. With lifetime memberships, there is a one-time deposit, and that's it.
 - xii. LA: Yes, that is what I want to formalize in those guidelines.
 - xiii. Any other comments? None.
- d. Membership in CFES and any other organizations
 - i. LA: Action: Still need to reach out to CFES, and find out what their decision is.
 - ii. AL: amount?
 - iii. LA: They estimated \$400, but it depends on the numbers of members. I just keep pushing on other organizations
 - iv. AL: Is there a need for us to become a member of PGSE?, or are we a member?



- v. CB: PGSE is independent of CFES. It does have dues. An individual society can join, but doesn't have to if a member of CFES. PGSE lobbies the government on science and engineering. They do "Bacon and Eggheads". A good way to make parliamentarians aware of what we do. We have had stuff on cell phone development, now vaccines. I can actually go the CFES meetings as they are in Ottawa, which is helpful to us. The other thing that PGSE does is advocate for things in the budget, and some of their interventions have worked out. E.g., more scholarships or fellowships. PGSE has been very effective at raising some things, and then they have materialized. It is because they represent some many organizations. They are general, and this appeals to decision makers. PGSE is resurrecting a short publication, *Science and Engineering Pages*. We had one on permafrost in 2004-2005, and we should have another.
- vi. AL: Thanks for the summary. It is an organization that does Science and Engineering. And that is what we are about. We should join both. PGSE has political influence, and could be a good move for us if the dues are not too high.
- vii. CB: The dues are probably not great. Also, if our representative gets on the committee, then it can have great political sway.
- viii. LA: Looking at the members, most are large groups, but that doesn't mean that we shouldn't be a member.
- ix. CB: It doesn't matter at the table who you represent, or how many you represent. You are in the room at the table and have a say. That's what counts.
- x. AL: And it is time that we got permafrost back on "Bacon and Eggheads"
- xi. KK: CFES is also preparing a statement on climate change.
- xii. CB: We were told to keep this close until release. But we were told to write this as advocates, rather than lobbyists. We present in clear language the problem, but what different societies can contribute is not there. It has gone to members, and they are replying. What Ollie Bonham didn't want was for members to come out of the woodwork. If there is something to say now, we need to say it.

12. Treasurer's report (BF)

a. General update

- i. BF: So many new members; 23 during the AGM. 11 EC, and 11 Reg, and we got a new corporate gold member, Beaded Stream, AK. The contact person would like a list of membership as a sponsor.
- ii. AL: It is a bit of a problem. There is no check box for members to not receive sales information. What we had to discuss, was that if they wanted to write a white paper, or feature a product in our news letter. But I don't think that we should send out a membership list to our sponsors.



- iii. AL: Could be against our privacy laws.
- iv. LA: In the end they would get it from our directory. We need to promote how to use our internal directory. You can show your email address in that directory. But then it goes back to our members to say yes, they do, or do not.
- v. AL: If Beaded Stream has a logo, can people click on it and find out about them.
- vi. 17 EC, 1 lifetime, 80 reg, 5 CG, 2 IG, 2 IS, 1 community.
- vii. The invoices have started to go out for membership renewal. 17 have renewed. 5 EC, 11 reg. Yukon government renewed.
- viii. A few issues. Some members renewed before the invoices went out. I'm sorting this out. One of these was a combined membership with CGS. It is like the member paid twice for 2020. Similarly, an EC had free membership in 2020, but then used the promo code and registered again. I am not sure what to do with these.
- ix. LA: We should have taken the code out for our recent membership drive.
- x. BF: If we have a late-fall AGM, we should remove that combo. For now, what do we do? Either they pay twice for 2020, or a discount for 2021.
- xi. AR: Where does the promo code come from?
- xii. BF: It comes from our website. This is not the CGS promo code that we are talking about.
- xiii. AL: I wouldn't worry about it.
- xiv. AR: I'll remove the codes right now.
- xv. BF: I have 5 issue tickets. Membee is not letting me change from pending to approved, so the members won't get the invoice. I will have to make the fix manually.
- xvi. Community membership. It was free for the last few years, but now we charge the \$50.
- xvii. LA: My take is that we keep them free, but then in terms of voting, perhaps they could be observers. I think we should keep it free for now.
- xviii. AL: We should invoice for \$50, but indicate that it is paid for. That gives the membership some value.
- xix. BF: Yes, we can do this.
- xx. AL: This sound like Membee is difficult. Should we keep this platform?
- xxi. BF: I feel like I am learning this more and more, and Membee is happy to help. It is hard to say.
- xxii. AR: It does a lot of things, and they are very flexible, and they have training. There weren't a lot of options for an org our size. Without it you would be even more busy.
- xxiii. BF: If I have an issue, I contact them right away, and they help. It is usually fine.



- xxiv. BF: Brendan O'Neill told us that 5 regular members will become lifetime. They are just sorting out how to pay for this. One I know what to do, I will do it
- xxv. Revenues: \$2486, mainly from new members. Most will be included in 2021 revenues. Less than \$200 this year. \$172 expenses since last month. We had Stripe fees, WeTransfer. Also paid GST \$305.
- xxvi. CB: Small suggestion. It just struck me that the late Dan Riseborough, wouldn't have been able to become a lifetime member, but under the current plan, he could become a lifetime member. Perhaps PM can ask about including Wendy and Caroline.
- xxvii. KK: How do you define community members? Not clear on the website. I assumed something like the town of Inuvik.
- xxviii. LA: It is meant to be something like Inuvik. The problem has been to define what is meant by community. Could be the Vuntut Gwich'in, too. What happens if they are multiple levels of government for example
- xxix. PM: I got that question today, and I think that it is up to the institution to decide at what level they think that they are best represented.
- xxx. KK: Having a cost gives values.
- xxxi. AR: there are Inuvialuit monitoring programs, and a few of them might want to become members. We need to think about this.

13. Secretary's report (PM)

a. General update

- i. Just getting minutes up to date, and sending out the pins.

14. Communications director report (AR)

a. General update

- i. Last meeting. Will add past board members and roles to the website. Will work with Jen to ensure a smooth transition. Will update the website and newsletter with the new corporate logos.
- ii. Regarding the presentations, I think that if we create a YouTube site, we can upload them, and share the link internally.
- iii. AL: We need to make sure that the presentations are available only to members,
- iv. LA: Exactly, we need to have these as a benefit to members.
- v. AR: There are other video services that are available, and we can explore these. Something to look into in the near future. Need to explore the options first, rather than rush into this.
- vi. AL: Sounds like a good way to proceed if we can limit access using some services.
- vii. LA: And I guess that we will have one more newsletter out in December.
- viii. AL: We can include the standing committee updates included.
- ix. AR: If there is an updated list, please pass it along.



- x. AR: Thanks for having me on this board for the last 3 years. It has been a growing experience.

15. Early Career representative report (XK)

a. General update

- i. Webinar with USPA and PYRN. A bit delayed. I think the webinar series will be ready for the end of January end of February.
- ii. LA: We got very positive feedback to plan on this. Did we say something about how to rotate through, or is it more ad hoc?
- iii. XK: I have a draft already.
- iv. LA: XK put together a proposal in late September, but we haven't met about it. We can meet soon and talk about it at the next meeting. We'll arrange a Zoom call.
- v. CB: Did Michael Krautblatter ever get in touch with you about this?
- vi. LA: yes, he did, but I didn't hear back again.
- vii. CB: Grateful if you could get in touch with him again.
- viii. LA: I'll ping him again.

16. Past President report (AL)

a. Update Action Groups

i. General update

1. Sent around two docs. One is the application form. Let's start with that. For action groups. We need one for interest groups. Action groups is modelled on the IPA's application. Asks for a title, members, deliverables, support needed, etc. the kind of things that needs a decision on, or perhaps the SCD. It is a budget question, but the board could say, SCD, you have a budget, and don't need to ask us for approval. We do need to say what the minimum size is. We do say that one member should be an EC. The form is fillable. We should have something, so that when somebody come up with something, we can pass it along. This is a way to make these requests happen. Any comments on the form?
2. LA: I like it, and thanks for putting this together. The challenge is the money. Do we have a call, or is it first-come-basis. We need to decide who gets funded and who doesn't. As soon as money is involved, we need to make it fair and transparent.
3. AL: Agree. We only just adopted the Strategic Plan. We should ask the exigent Action Groups to fill one out. We need to test it out, and it is an opportunity for these groups to ask for some money. Allow for the plans for the action group to be concrete. In terms of funded ones, we need a call each year.
4. BF: Yes, we have about \$5000 each year.



5. AL: This means that we would have 2 each year. But these numbers are not fixed. Most will probably not need much money. Perhaps they will need funds for a meeting.
 6. LA: I'm more inclined to take out the Budget line. What can you really get for the \$2500?
 7. AL: In the past, at the IPA, it was to get someone to a meeting. It could help to pay for a bit of research. I'm happy to take it out, but the action group has deliverables. If the action group needs money, they should be able to ask for it. I don't think that we should exclude funds.
 8. AR: Maybe you could provide examples, because there are some things that should not be covered. We used funds to apply for translation and to pay an artist.
 9. AL: I'm happy to give examples. We can change the numbers.
 10. AR: How many action groups does the IPA fund?
 11. CB: 2 a year, so 4 at any one time. Two main money problems. Imagine 3 applications, one asked for \$2500, and two for \$1250. We need to make sure that we decide on substantive basis, not just financial. Maybe we start at 1 a year, and then start from there. \$2500 is not a load of money, but is it's good gesture. The deadline is very important. 31st of October/30 of Nov, so that they are set up for January. This year we should set Jan 31st to get things going. Should be a character limit.
 12. AR: The Frozen Ground cartoons, found the funding super helpful to support the publication fees.
 13. LA: We shouldn't make decision based on budget. Rather than asking how to justify, they just use it. Here is \$2500 to use for your group. Just have a fixed amount at your discretion.
 14. AL: So what you are suggesting is that the action groups should pass along expenses to the Treasurer or approval, but that they have the lee-way.
 15. CB: If people want a reimbursement for these invoices, they must have been sent by Dec 31st of the year.
 16. AR: When we had expenses, the IPA made the payments directly.
- b. Restart process to set up charitable arm
- i. LA: No update, but I would like some comments on which route we go. We could seek to turn the CPA into a non-profit charitable org, or set up a sister non-profit charitable arm. If we do the former, we would have to change our mandate so say that we are an educational organization. The two operate differently, and both require different financial reporting. There are plus or minuses either way. I would like direction from the board.



- ii. LA: My experience with CGS is that the separate arm is nice to deal with. It separates the operational part from the awards. It is my slight preference.
- iii. Unless I hear otherwise, I will pursue the original idea and develop a charitable arm. That makes it easier. We don't have to re-write the CPA constitution.
- iv. LA: OK.

17. Any other business

a. Location for next year's AGM?

- i. LA: CB, proposed a suggestion for next year's AGM, and we need to discuss this in January, but can you give us a summary.
- ii. CB: The important details are: the CPA says it needs more community dealings; the ICOP in Whitehorse in 2024, and we need to be interacting beyond a cultural interest. Carleton University has an agreement with Na-Cho-Nyak Dun (NND), and they are supporting our work, and NND has an interest. Dawson has accommodation, and there is a fair amount of permafrost research in the area. If we are to have a genuine contribution by First Nations (FN) at ICOP2024, we need to start this. The FN are very engaged in climate change as a topic. The executive directors of most FN are very supportive. I think that it would be good for the CPA to have an AGM in which the FN were front and centre. This could happen through sponsorship by FN, help organize the program, and help with arranging accommodations. It can happen practically in Dawson, and there is a fibre optic cable so a combined AGM is possible. I'm asking the board for approval to keep following up on this. 2021, or 2022 have to be in the frame, and the time of year needs to be considered, the sessions discussed, but important at this point important to signal if this is important or not. Probably will all come together at the end, but needs time to set things up for accommodations.
- iii. LA: My suggestion is to indicate that we are very much interested, and talk about 2022. 2021 is probably not feasible.
- iv. AL: I agree, we will have to make the decision before we know if we can go or not. I don't think that physically we can do it. 2022 is the Chinese ICOP, and many Canadians may not be going. The end of August seems like a possibility. A smaller meeting in Dawson would be very nice. Completely agree that we need meaningful collaboration with FN.
- v. AR: How comparable is it to get to Dawson City versus Inuvik. If we move away from "capital" cities in the Territories, I just want to know how comparable it is.
- vi. CB: Not that bad, and in the Yukon you can drive anywhere. The hotel is cheaper in Dawson than Inuvik. Food is the same. There are different sites to visit.



- vii. PM: Action: I will set as an item for the next meeting.
 - viii. LA and AL: We can't commit to a 2021 timeline.
 - ix. CB: They know that it is unreasonable to quarantine in Whitehorse, and that you have to have free movement. In 2022 you can guarantee free movement. If we know what we know now, this time last year, we would have pulled the plug on the Chinese ICOP earlier. If it was clear to our members that we were planning on our 2022 AGM in a non-capital city, our members would look forward to it.
 - x. CB: AR makes a clear point that if it is clear that we can offer comparable things, then we have options.
- b. Membership of Standing Committees and Action Groups
- i. LA: Some committees populated. Philip Bonnaventure is the chair of SMC. And we have a number of people who want to be a member on it. Somebody needs to write to one person and ask them to be a member. 3 are EC. It has lots of work to do, but EC are energetic.
 - ii. PM: Happy that PB is the chair.
 - iii. LA: don't have a chair for SDC. Have members.
 - iv. LA: Emma has to withdraw from the Membership Committee.
 - v. AL: OK, she's removed.
 - vi. AL: SDC: Theoretically responsibility of the Board member, but AR, did you have any recommendations? We could use the members, but ask in the newsletter for a chair. It is an important committee, but it is a lot to ask of an EC.
 - vii. AR: ECR is not necessarily an MSc. If the person is capable it doesn't matter who.
 - viii. AL: I was just thinking about experience of doing that kind of work as a chair. The chair needs to know how to get things done. It is a hard row to hoe, and could be overwhelming for someone doing graduate work.
 - ix. AR: I will ask for a chair in the newsletter, otherwise we look to the members
 - x. AL: Linkages report to Kumari. Sarah Brown will be a chair, and 4-5 members have volunteered. Seems like a good team.
 - xi. CB: Not likely that all will be good at getting northern linkages. Need somebody from YT, and somebody from Nunvut.
 - xii. LA: There are a number of people that we can think of.
 - xiii. AR: Suggests some names.
 - xiv. KK: Suggests some names.
 - xv. General discussion about candidates for linkages.
 - xvi. LA: Responsibilities rest on the Chairs and the responsible board members. How far down the list do we go to recognize the individuals who have volunteered?
 - xvii. AL: The International Committee is set.



- xviii. AL: Finances is not ready. Need a Chair.
 - xix. AL: Need the nomination committee.
 - xx. AL: And we need a committee to nominate CPA members for other awards.
 - xxi. AL: We are not there yet.
 - xxii. LA: Let's reach out to these volunteers, and in the newsletter, we can say that we are still looking for members. Hopefully by January we can fix the committees. Great to have for early next year.
 - xxiii. AR: So do we target the requests?
 - xxiv. AL: Yes, we say the chairs that we are looking for, and the members that we are looking for.
 - xxv. CB: Email the committees about their own committees, before they read about it in the newsletter.
 - xxvi. KK: Lets people confirm their participation, the timeline, and what they are working on. And the board member should send out the email.
 - xxvii. LA: Yes, the board members should do this. Sets up the fact that the board member takes responsibility.
 - xxviii. Action: Board members write out these letters to the committees
 - xxix. AL: Surprised at how many want to be on the Glossary, and we had volunteers for all of the other action groups.
 - xxx. AL: As I reflect on the money and the action groups, that is where we are going to get things done. Ultimately, we might need a better budget. We shouldn't not fund them. It is why the IPA formed action groups. And action groups must report to the members at the AGM.
- c. Adjournment
- i. Everyone: Thank you, thank you, thank you.
 - ii. CB: We couldn't have had the great last 2 AGMs without you, AL. I hope that AL is proud of what he's done. It wouldn't have happened without you.
 - iii. AL: I am indeed proud, and happy to have so many members. CB and I talked about this in the late 90s, and who would have joined then. Have a great Christmas everybody.
 - iv. PM: Action: Doodle to see about meetings next year.
 - v. Meeting end at 17:37 Eastern.

