

Draft Minutes
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #6
Monday October 1, 2018 1200-1400 EDT

Members attending

Antoni Lewkowicz (AL),
Peter Morse (PM),
Richard Trimble (RT),
Wayne Pollard (WP),
Ashley Rudy (AR),
Lukas Arenson (LA)

Members excused:

Carolyn Gibson (CG),
Isabelle de Grandpré (IDG),
Chris Burn (CB),

Minute-taker: PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #5, September 10, 2018.
3. Matters arising (not covered later as agenda items)
 - a. Resolution on membership before Meeting of Members.
 - b. RCOP 2021 proposal from the USPA
4. President's report (AL)
 - a. Board approval of revisions to Constitution and By-Laws (including translation)
 - b. E-mail list gender evaluation report: 67% male, 33% female.
5. Treasurer's report (LA)
 - a. Membee App to keep track of paid-up membership and invoicing
 - b. Number of paid-up memberships
 - c. GNWT funds
6. Secretary's report (PM)
 - a. Policy endorsement & certificate of insurance
 - b. New applications for membership received update
 - c. PM security check.
7. Communications director report (AR)
 - a. Web-site and social media
 - b. Web-site translation
 - c. Logo lapel pins
8. Early Career representative report (CG)
 - a. Update on activities, e.g., PYRN
9. MOU Eighth Canadian permafrost conference in Quebec City in August 2019 update (AL)

10. CPA Endorsement Policy (AL and all – please read draft in advance; not discussed at last meeting)
11. Request for endorsement of NSERC Permafrost Research Network by Stephan Gruber
12. Update on Annual Meeting – Yukon College, Whitehorse, October 10-12 (IDG, AL, LA and RT)
 - a. Registrations and program (IDG)
 - b. Agenda for the Business Meeting (AL)
 - c. Slate of candidates for election to the Board (AL)
 - d. Online participation (PM)
 - e. Registered voting members (PM)
13. Update on Arctic Change meeting (AR)
14. Any other business
15. Adjournment

Minutes

1. Approval of the Agenda
 - a. Comments?
 - b. DECISION: Unanimous approval of the Agenda
2. Approval of the Minutes of Meeting #5, September 10, 2018.
 - a. Comments?
 - b. DECISION: Unanimous approval of the Minutes
 - c. AL: Condense minutes to post on Websites. Keep Anonymous. Generalize. Publish minutes on website
 - d. All agreed. Could be on Member section of Website
 - e. Vote: Simplify minutes for website.
 - f. DECISION: Unanimous approval to simplify minutes for website.
3. Matters arising (not covered later as agenda items)
 - a. Resolution on membership before Meeting of Members.
 - i. AL: Who can vote at Meeting? Those who were members at the time that the Notice of the meeting was sent out (30 September 2018). Includes paid up members and those who are registered on that date for the meeting.
 - ii. By-law states: Membership in the Corporation shall be available only to persons interested in furthering the Corporation's purposes and who have applied for **and been accepted into membership in the Corporation by resolution of the board** or in such other manner as may be determined by the board.
 - iii. AL: Members are those who have registered and paid as of the date of The Meeting of Members on Thursday. Not a member if you've not paid.
 - iv. RT: Motion seems a bit soft. We should say what we intend.
 - v. AL Moves: Membership in the Corporation shall be available only to persons interested in furthering the Corporation's purposes and who have applied prior to the date at which the notification went out (30 September 2018), and have paid all dues at the time of the annual meeting. LA Seconds

- vi. DECISION: Unanimous approval of motion.
 - b. RCOP 2021 proposal from the USPA
 - i. AL: Discussion to support USPA. Need to confirm board support. There is support in the ranks to run a field trip. Seems like a good opportunity to work with USPA and in return bring a lot of Americans to meeting in 2024.
 - ii. WP: Anything that strengthens the NA community is good. EU has done so.
 - iii. AL: Should we encourage USPA to call it a NA regional conference?
 - iv. WP: Depends on the support that they want.
 - v. LA: US for regional, Canadians for International.
 - vi. AL: Agree. I will write back and say we are willing to help, and support the regional conference.
- 4. President's report (AL)
 - a. Board approval of revisions to Constitution and By-Laws (including translation)
 - i. Resolution: We as a board approve the most recent version of the Constitution and By-Laws in English and unofficial in French. Did not have a formal vote in July on the amendments that we made. When we have this approved, it is that version that needs ratification at the Meeting of Members.
 - ii. AL: Moves to approve the amended English minutes dated July 24. WP seconds.
 - iii. PM: English to apply to legal, French does not have legal standing.
 - iv. AL: Need to state that on the French version
 - v. DECISION: Unanimous approval of motion.
 - b. E-mail list gender evaluation report: 67% male, 33% female.
 - i. ~450 names, and on our distribution list could identify gender ~95% of the time giving these numbers. Responded to inquiry of this split.
 - c. Drafting a report to the members at the meeting in Whitehorse. What we've done and achieved. What we plan to do over the next year and a quarter. Keeping report as short as possible. Everybody on this call will be there? RT will be travelling and will miss the meeting. Looks like we will have a majority of the board.
- 5. Treasurer's report (LA)
 - a. Membee App to keep track of paid-up membership and invoicing
 - i. LA: Still need the credit card, but should have it any day now. Hard to get a credit card as a business. As soon as we have that, we can switch over to Membee. Just need one account. Treasure and Secretary can share the account.
 - b. Number of paid-up memberships
 - i. Most members have paid up. We have 8 members that have not paid up yet, and some of the institutional sponsors have not paid up.
 - c. GNWT funds
 - i. Money has been sent, waiting for it to show up in our bank account.

- d. We do have enough money left in the account to send the cheque to Eighth Canadian Permafrost Conference in Quebec City in August 2019.
- e. Annual report:
 - i. LA discusses report to be presented at AGM. Note that the 2018 revenues must be looked at in connection with the 2019 revenues. Since memberships are paid for 2018 and 2019 the membership revenues for 2019 will be significantly lower as only new members will have to pay the annual dues in 2019. Expenses mostly go into operations. Most revenue is from membership. Projected budget is a surplus of ~\$10000. This balances with a projected deficit of ~\$8000. Have not accounted for who needs to pay what for tax. GST/HST from AGM-registrations as well as some double payments (i.e. paying membership and AGM registration), has not yet been cleaned.
 - ii. AL: What does including "Conference" in EXP and REV indicate?
 - iii. LA: Only took the money (100) from the Conference registration fees that goes to Membership dues, the rest goes to Conference expenses. Therefore, Conference is both on revenue and costs. This shows the amount that we will actually make on the conference.
 - iv. AL: Not obvious that by the end of 2019 year we will have \$16000 in a saving account (Reserve), and about \$2000 in the bank (balance of REV minus EXP). Needs a tweak to highlight our financial standing.
 - v. AL: We will want to move into a situation where we have money in the bank.
 - vi. AL: Any other comments? No.
- 6. Secretary's report (PM)
 - a. Policy endorsement & certificate of insurance
 - i. Policy endorsement & certificate of insurance was send to Yukon College to indicate our insurance coverage during the AGM
 - b. New applications for membership received update
 - i. 72 members to date.
 - c. PM security check.
 - i. PM: Completed
- 7. Communications director report (AR)
 - a. Web-site and social media
 - i. Website coming along. Working on content pages. Needs photos.
 - ii. Quite a few Twitter followers, and a number of Instagrams. Seem to be back on track.
 - iii. LA: Are we on track to launch next week?
 - iv. AR: Not the full website. Timing was not great, due to field work.
 - v. AL: Need to make a splash in the local media. Contact CBC Radio north. Need a website. Will we have a front page?
 - vi. AR: Will confirm what will be done. Will contact individual to get more material.

- vii. AR: Membee will be incorporated into the website to control membership pages, newsletters, renewal of membership, etc.
 - viii. LA: Can we post the abstracts from the AGM on our website? Who will post the abstracts.
 - ix. AL: Yukon College will assemble an abstract book. We should do this. We must have his on our website.
 - b. Web-site translation
 - i. IDG working on French translations, needed to build the French pages.
 - c. Logo lapel pins
 - i. AR: Stickers are ready, and sent to AL.
 - ii. AL: Looking for suppliers.
 - iii. AR: Will find out where APEX gets their pins.
 - iv. AL: Will follow up with AR. Colour pins are inexpensive, not more than about \$4.
- 8. Early Career representative report (CG)
 - a. Update on activities, e.g., PYRN
 - i. CG absent. No discussion.
- 9. MOU Eighth Canadian permafrost conference in Quebec City in August 2019 update (AL)
 - a. AL: Signed and sent MOU to Conference Organizers. The \$10000 will be sent via cheque. LA and AL to sign. Trying to have cheque sent from the CNC-IPA..
 - b. LA: Will look into the numbers related to the AGM, and if comfortable, then we can write the cheque. LA will write the cheque today, confirm numbers, and send to AL know to counter sign.
 - c. AL: Organizing Committee asked us to send out an email to our membership as “save-the-date” type email. Should we send along, or send out after Whitehorse to plug our involvement.
 - d. Agreement to send it out after the meeting.
- 10. CPA Endorsement Policy (AL and all – please read draft in advance; not discussed at last meeting)
 - a. AL: CB not here, but time to discuss.
 - b. AL: Projects we endorse will be large ones. Not fixed in stone, may want to change a bit
 - c. WP: Need a simple sentence. What if we get a request from an individual. One way around it is to say that we don’t support individual endorsements.
 - d. AL: For individuals, we should have it as a case by case. Maybe we should call this “project endorsements”.
 - e. AL: Change to Policy on Project Endorsements. Any other endorsements would be case by case. Should be Research Projects.
 - f. AL: Moves to call it the “Policy on Research Project Endorsements”. PM Seconds the motion.
 - g. DECISION: Unanimous approval of the motion.
 - h. AL will follow up on a request for an endorsement of a NSERC Permafrost Research Network application.

11. Update on Annual Meeting – Yukon College, Whitehorse, October 10-12 (IDG, AL, LA and RT)

- a. Registrations and program (IDG)
 - i. A bit light on talk material, but we are not overwhelmed. Probably will be OK. Perhaps talks will be 15 min. We gave people until October the 5th to register
 - ii. LA: Need for any other plenary talks to fill the conference?
 - iii. AL: Probably have enough talks to fill the day on Thursday. Probably don't need any for Friday, and have a longer field trip. Extra talks can be slipped into the other days.
 - iv. AL: Don't need to have a board meeting. Important to have non-academics feel like they got something out of it.
 - v. RT: Is there an option for proxy voting?
 - vi. AL: There isn't anything in the by-laws about transferring votes. It allows us to have absentee votes
 - vii. PM: We have decided not to allow absentee votes, due to allowing electronic participation at the Meeting of Members. No one has yet indicated his or her willingness to participate remotely.
- b. Agenda for the Business Meeting (AL)
 - i. A draft agenda is prepared, and we will use that. We've gone through the constitution and by-laws to make sure that we have motions as required
- c. Slate of candidates for election to the Board (AL)
 - i. Slate is as proposed by nomination sub-committee
- d. Online participation (PM)
 - i. Participation in videoconferencing will be possible
 - ii. Don't anticipate many connecting via video conference
- e. Registered voting members (PM)
 - i. Will be updated by Treasurer and Secretary before the Meeting of Members.

12. Update on Arctic Change meeting (AR)

- a. AR: No indigenous knowledge and permafrost session. It was cut and asked to join our session. Seems like all session have had low interest. Perhaps why there was an extension on abstract submission. We are waiting to see the final list of submissions.

13. Any other business

- a. AL: Has moved forward on setting up a charitable organizations to take donations and disburse funds related to awards. AL working on determining the dispersal limit, but appears to be %3. Allows a donation to generate interest, and use the interest to disburse the award. The organization would be completely separate, but linked. The Canadian Geotechnical Society has this sort of set up. Goal for the charity has to be education. AL has put together a document about this and has circulated this to the Board.
 - i. The initial stage is incorporation, then second stage CRA approval.
 - ii. Comments?

- iii. Discussion about what “funding publishable research by qualified researchers” might entail. Seems like it should be left in.
 - iv. We should talk about it at the AGM and gauge reaction.
 - v. LA: Likes the idea because it can help push the CPA agenda.
 - vi. AL: With board support, will bring to members for discussion at the AGM in Whitehorse.
- b. WP: Peter Adams passed away on Friday. Does the CPA want to send a letter of condolence?
 - c. AL: A mention of those who have passed away in the community in the President’s Report.
14. Adjournment
- a. 13:52 EDT