

Approved Minutes  
Board Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #7  
Monday November 5, 2018 1200-1400 EDT

- Dial 613-729-5408 or 1-855-470-7641
- Dial 76139436725#
- You will then enter your pin 7351#.

**Members attending**

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

**Members excused:**

Richard Trimble (RT),  
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 #6, October 1, 2018.
3. Approval of the Minutes of the 1st Annual General Meeting
4. Matters arising (not covered later as agenda items)
5. President's report (AL)
  - a. Recap of Meeting of Members
  - b. Named awards / Canadian Foundation for Permafrost Studies (CFPS) update
  - c. Eighth Canadian permafrost conference in Quebec City in August 2019 update
    - i. Notice to members
6. Treasurer's report (LA)
  - a. Membee App to keep track of paid-up membership and invoicing update
  - b. Number of paid-up memberships update
  - c. NWT DOI Service Agreement
7. Secretary's report (PM)
  - a. New applications for membership received update
8. Communications director report (AR)
  - a. Web-site and social media
  - b. Web-site translation
  - c. Logo lapel pins

9. Early Career representative report (CG)
  - a. Update on activities, e.g., PYRN
10. Eighth Canadian permafrost conference in Quebec City in August 2019 update (AL)
11. CPA Endorsement Policy (CB and all – please read draft in advance; not discussed at last meeting)
  - a. Decision on request from Stephan Gruber
12. Update on Arctic Change meeting (AR)
13. Translation of by-laws and recommended changes to By-Laws (IDG)
14. Any other business
15. Adjournment

## Minutes

1. Approval of the Agenda
  - a. AL: Item 10 will be incorporated into Item 5. Strike Item 13
  - b. AR: Use of our distribution list incorporated into Item 11
  - c. Comments?
  - d. DECISION: Unanimous approval of Agenda.
2. Approval of the Minutes of Meeting #6, October 1, 2018.
  - a. AL: Any changes?
  - b. AL: Change SPA to USPA
  - c. Comments?
  - d. DECISION: Unanimous approval of Minutes
3. Approval of the Minutes of the 1st Annual General Meeting
  - a. Table until next meeting.
  - b. AL: A few things to go over, add in Treasurer's report, anonymize the discussion.
4. Matters arising (not covered later as agenda items)
  - a. AL: Have you been billed or did we make money at the meeting?
  - b. LA: Will talk about it in his report
5. President's report (AL)
  - a. Recap of Meeting of Members
    - i. Pat yourselves on the back. Happy with first meeting. Meeting, talks, workshop, field trips, all went well. We approved the slate for the board and the by laws.
    - ii. All agreed.
    - iii. AL: AR, do you need photos from the meeting or anything for the website/media?
    - iv. AR: Yes
    - v. Action: Pass along photos
  - b. Named awards / Canadian Foundation for Permafrost Studies (CFPS) update
    - i. AL: No progress since meeting, but pleased with positive response.

- ii. PM to pass along list of interested members who want to sit on new board, or volunteer otherwise.
    - iii. PM interested in working on CFPS
  - c. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
    - i. Notice to individuals interested in permafrost sent out, with highlights to student awards. Dec 12<sup>th</sup> deadline for students. Conference is saying Nov 27 for abstract notification. If this deadline changes, we can change ours.
    - ii. AL: It is a competitive process so we need a sub-committee to review the applications
    - iii. AL: Will be simple next year to send out our official notice to members next year.
    - iv. LA: CPC needs abstracts, only have around 70. Because of the time lines, and the deadline, it is on the low end, but CPC are not concerned yet.
    - v. WR: What is a reasonable number?
    - vi. LA: Based on GeoQuebec2015, hoping for 200-250
    - vii. AL: Probably not going to get 200, but more like 150.
    - viii. LA: A bit of a challenge because of the closeness to the field season for academics. Not an ideal time.
    - ix. AL: Whether or not we get our money covered depends on how flexible the costs are.
    - x. AL: Sub-committee to review the student abstracts. We have a chair for the subcommittee, and WP from the CPC, plus 2 people recommended by CNC-IPA. Then we need a PYRN representative. Will ask sub-committee chair to organize the meeting of the sub-committee. AR set up an on-line form, and it will all get done on line. Announcement has a link to a Google form that is easy to fill out. CPA membership is a requirement. Hoping to see increase in Student/Early career members.
- 6. Treasurer's report (LA)
  - a. Meeting profit: ~\$3000.
  - b. Membee App to keep track of paid-up membership and invoicing update
    - i. We have registered for Membee. Been in training for 3 weeks, and will go live in mid-December. Membee has assigned him an "Integration manager" to help us get set up. Has already sent along our membership list, and continues to stay up to date with her. Will run several tests, needs to contact REM so that we can see if website integration works. After going Beta, there are a few more tests, then ready to run. Only starting to make payments in December, once everything is implemented. We are on track. Will make notes so that there is a document for the next Treasurer to have.
    - ii. AL: BF and PL will participate in the December meeting to get up to speed. How much should BF participate in your dealings, sooner or later?
    - iii. LA: For now, I'm fine, but one administrator at a time.
  - c. Number of paid-up memberships update

- i. Currently, we have 82 registered, still have 15 waiting for the payment from. 67 paid members.
  - d. NWT DOI Service Agreement
    - i. LA: we got the funds from GNWT DOI, \$10000. But it is a service agreement, so we do have to prepare a deliverable for the money. We agreed on a short synthesis report on the 2018 literature relevant to DOI. LA can take care of that. Second, is that we are supporting students to attend the Canadian Permafrost Conference. We could also ask students to write a paragraph about where they are working and we can link this to a Google Earth type map. Only members could post, but anybody could view. Shows what we are up to.
    - ii. AL: Could be a great way to highlight what we are doing and where.
    - iii. AR: Not totally straightforward, but we can work on something like that.
    - iv. LA: Would really support our networking mandate.
    - v. LA: If that feature were to cost a bit, we do have some funds to develop it if we want to. We are in a good position.
- 7. Secretary's report (PM)
  - a. New applications for membership received update
    - i. None
- 8. Communications director report (AR)
  - a. Web-site and social media
    - i. Website is being built. Should take a couple of weeks, but we can migrate over a lot from the current site.
    - ii. Gathering basic content on engineering, biology, etc.
    - iii. Social media: posted the information from the CPC and the student travel awards.
    - iv. No one has used to Google student support form yet, but very early.
    - v. Updated the website with this year's AGM, and a page for next year has been initiated.
      - 1. LA: can write something for engineering. What can sponsors do? Can they write a paragraph on thermosiphons, or something? Sponsor profile?
      - 2. PM: Can there be a sponsor profile? We don't want to have it be an ad.
      - 3. AL: We do want the corporate members to be able to contribute, but we haven't promised this.
      - 4. LA: True, but there is value if there is something of value, such as new equipment, then it is an opportunity for others to learn. It can get a bit murky.
      - 5. AR: Like the idea of highlighting new techniques
      - 6. AL: We can't be caught endorsing things, because we could be liable. We need to think more about this. We need to develop a policy before we respond. We need to look at our list of potential

volunteers to see if we can organize a sub-committee. With a policy, we can go to sponsors and say what they can do.

7. AL: Will look at the volunteer list and come back at the next meeting with a list
  - vi. At the AGM, we had a volunteer agree to help us with profiling students if we want.
- b. Web-site translation
  - i. IDG suggested a contact to help with French translation.
- c. Logo lapel pins
  - i. Everyone liked the stickers that were printed. Will bring more to distribute at ArcticNet
- d. Looking into business cards for Directors.
  - i. AL: I need a card that says CPA on it not University of Ottawa. At the very least, the President, Secretary, and Treasurer.
  - ii. AR: 1 card with General CPA info, but with the different names and contacts on it. President, Secretary, Treasurer
  - iii. Action: AR to make these up.
9. Early Career representative report (CG)
  - a. Update on activities, e.g., PYRN
    - i. CG: Absent from meeting.
    - ii. AL: A bit worried about our link with PYRN. E.g., send off our recent notice to PYRN. That funding opportunity is basically for PYRN. If PYRN wants to do something, now is the time to say something.
    - iii. AR: PYRN did tweet us.
- ~~10. Eighth Canadian permafrost conference in Quebec City in August 2019 update (AL)~~
11. CPA Endorsement Policy (CB and all – please read draft in advance; not discussed at last meeting)
  - a. Decision on endorsement request from PI on NSERC Strategic Partnership Grants for Networks proposal
    - i. AL: Conflict of interest, and CRB is also out.
    - ii. PM: Would I be in conflict of interest.
    - iii. AL: No, PM hasn't developed the proposal.
    - iv. WP: Board is aware of my comments. Problem is inviting everyone to the workshop, but not all participants are now involved and, and some who were not there are now involved
    - v. PM: Agrees, that it should be supported, but is there a way to clear the air?
    - vi. LA: First impression is that as the CPA should support it, but we face the problem that we know how the proposal developed. We should support it.
    - vii. WP: Feels that SG has put all of us in conflict. Thinks that AL should comment, values his response.

- viii. AL: Feels more or less that it is difficult to say we are not going to support a substantial network, that is focused on exactly the areas we want to support. These are our colleagues.
- ix. PM: Perhaps this is a bitter pill that we have to swallow as a new organization, but moving forward, perhaps in the future we can prevent this kind of situation from playing out.
- x. AR: Seems like a well written proposal.
- xi. LA: Vote on drafting a letter of endorsement letter for NSERC Strategic Partnership Grants for Networks proposal.
- xii. DECISION: Unanimous approval to draft an endorsement letter (AL did not vote).
- xiii. ACTION: PM will draft the letter, to be reviewed by LA. Circulated to rest of board, but not AL and CB
- xiv. LA: Would like to add a comment that we try to address WP concerns, some diplomatic wording to add some of our concerns.
- xv. WP: Some way to add in a line about more inclusivity.

#### 12. Update on Arctic Change meeting (AR)

- a. ARL: People have now received their emails indicating presentation type. Not a huge meeting.
- b. AL: 2 sessions with permafrost talks, and lots of posters. Our next “CPA event” would be good to have CPA slide as a background as people enter the room. Then we can piggyback CPA on top of presenting what will happen during the session.

#### ~~13. Translation of by laws and recommended changes to By-Laws (IDG)~~

#### 14. Any other business

- a. AL: If you look at the link to the CNC-IPA, it is from 2006. It is an opportunity for us to host it on the CPA website. It could include the list of members, a link to IPA, and the country report. Begins to help merge the two entities together.
  - i. LA: in favour of this.
  - ii. AR: Where would it go? Link to the front page, or somewhere else?
  - iii. AL: Just need a button to a simple page with members, link to IPA, and country report.
  - iv. LA: Agree, other things like Frozen Ground, we link to anyway. Just need the 1 page.
  - v. AL: Will talk to CNC-IPA about this
- b. AR: Through PYRN, looking a papers published before IPY, and after IPY, surveying what are the “inspirational” papers? Question: Wwill the CPA be open to sharing its email list? Would we send out emails on the behalf of other groups to our members, like from PYRN?
  - i. AL: we have two lists, the list of 400 folks who are interested, and our members. We don’t really have the permission for the 400, and we use it sparingly, and maybe after we get set up in a few months, we get rid of it. We need to rely on our website. Maybe for something like this, we use our member list.

- ii. LA: Big list should slowly get buried. Some members will not want to get external information. Membee should be able to help with this. Members can agree to just get CPA notices, or also get info vetted by CPA. People can opt in or out.
  - iii. AL: Does this mean that we endorse a note that we have passed on.
  - iv. AR: I think that we can support things of general interest via social media. I will send you the form, so that you can get a better sense of what is being requested.
  - v. AL: AR, could you put pen to paper and start drafting a policy on how we can handle these requests. Not easy to decide on this sort of thing.
  - c. LA: NTAI meeting will be held before Arctic Net, and he's been asked by Transport Canada to give a 10 min update on CPA.
  - d. PM: Will add PL and BF to the invite for the next meeting.
  - e. PM: Congratulations to CB on receiving a Governor General's Polar Medal today.
    - i. Resounding congratulations from the board.
15. Adjournment
- a. 1:45