

Draft Minutes  
Board Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #8

Monday December 3, 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)  
Ashley Rudy (AR)  
Peter Morse (PM)  
Carolyn Gibson (CG)  
Lukas Arenson (LA)

**Observers attending**

Panya Lipovsky (PL), member-at-large elect  
Barb Fortin (BF), Treasurer elect

**Members excused**

Richard Trimble (RT),  
Isabelle de Grandpré (IDG),  
Chris Burn (CB),  
Wayne Pollard (WP)

Minute taker: PM

**Agenda**

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #7, November 5, 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. Student funding policy
  - b. CPA / CNC-IPA funding adjudication sub-committee
  - c. Named awards / Canadian Foundation for Permafrost Studies (CFPS) update
  - d. Eighth Canadian permafrost conference in Quebec City in August 2019 update
  - e. List of potential volunteers for a sub-committee to develop a policy on sponsorship of the CPA.
  - f. IUGG / IACS request for participation in writing a report
  - g. PPP request for inclusion in next CPC / CPA 2<sup>nd</sup> AGM
6. Early Career representative report (CG)

- a. Student/early career activities at ICCRE-CPC 2019 involving PYRN-North America, APECS-Canada, ASCE-Cold Regions Engineering Division, and CGS-Cold Regions Geotechnology Division
- 7. Treasurer's report (LA)
  - a. Membee App update
  - b. Number of paid-up memberships update
  - c. NWT DOI Service Agreement
- 8. Secretary's report (PM)
  - a. New applications for membership received update
  - b. Endorsement letter to Stephan Gruber
- 9. Communications director report (AR)
  - a. Web-site and social media
  - b. Web-site translation
  - c. Logo lapel pins / stickers
  - d. CPA generic business card
- 10. Any other business
- 11. Adjournment

Page Break

## Minutes

1. Approval of the Agenda
  - a. AL: Minor changes. Strike 5c and 5g, and 9c
  - b. Any other business? No.
  - c. Vote: To approve the Agenda.
  - d. DECISION: Unanimous agreement to approve the Agenda
2. Approval of the Minutes of Meeting #7, November 5, 2018.
  - a. AL: Any comments? No.
  - b. Vote: To approve the Minutes
  - c. DECISION: Unanimous agreement to approve the minutes,
3. Approval of the Minutes of the 1st Annual General Meeting
  - a. AL: Comments on minutes? A few changes to be made, so table for the present, and bring back to next meeting.
  - b. Vote: To table the decision on approving the minutes from the AGM.
  - c. DECISION: Unanimous agreement to table the decision on approving the minutes from the AGM.
4. Matters arising (not covered later as agenda items)
  - a. None.
5. President's report (AL)
  - a. Student funding policy
    - i. Relates to Item B. CPA willing to fund up to 10 students to attend CPC 2019. These are the terms of reference for the adjudication committee. The committee selects the 20 students overall for funding from the CPA and CNC-IPA. This draft instructs how the committee operates and who will be on it. Terms of reference have gone through several iterations from the adjudication committee chair, comments from CNC-IPA, and CPC

organizing committee. May have to change original deadlines (e.g. Dec. 12<sup>th</sup>). Amount is ~\$500 per person. CPA will fund a maximum of 10 registration fees, or 8 and 2 travel bursaries.

ii.LA: Should we move some of the deadlines now?

iii.AR: 3 applications submitted for the bursary on the website.

iv.LA: Any idea on how many abstracts submitted in total?

v.AL: No. Impression that it's not going to be a big meeting. Did not make a second extension so that is a good sign. But meeting still prepared to take additional abstracts.

vi.AL: Lets take an "if-then" approach on deadlines. We have to wait until we find out about accepted abstracts. If we don't hear back about abstracts this week, then we can move the date.

vii.Vote: All agreed.

b. CPA / CNC-IPA funding adjudication sub-committee

i.AL: Vote: Accept the sub-committee members?

ii.DECISION: Unanimous agreement to accept the sub-committee members.

c. ~~Named awards / Canadian Foundation for Permafrost Studies (CFPS) update~~

d. Eighth Canadian permafrost conference in Quebec City in August 2019 update

i.AL: The review of abstracts is complete. Not scientific, but that will come with the papers. Will follow up with CPC organizing committee about the numbers.

e. List of potential volunteers for a sub-committee to develop a policy on sponsorship of the CPA.

i.AL: Need assistance. We have a volunteer willing to chair, but they can't until February. Can we afford to wait?

ii.LA: We need to move faster. We need to be able to respond to sponsors, so that they know what they get, sooner than later.

iii.PM: Should move along.

iv.AL: Most of the volunteer names come from academics, but maybe should be from applied side.

v.LA: This committee can be my role come January.

vi.AL: A great idea.

vii.PM: Agrees a good idea

viii.AL: Action: LA, please approach a couple of other people and form the committee for January.

f. IUGG / IACS request for participation in writing a report

i.AL: We received a request from Canadian reps of IACS (International Association of Cryospheric Sciences). IACS is a member of IUGG (International Union of Geodesy and Geophysics). IUGG is holding its next major conference in Montreal in July, 100<sup>th</sup> anniversary. IACS is being asked to put together a report on the cryosphere, and they have asked us for help on the permafrost section, research over the last 5 years. Looking for 2-3 pages on the state of permafrost. Makes sense, but needs some context. IUGG is a member union of ISC (International Science Council, formerly

International Council for Science (ICSU)), and ISC has country members, and member unions, including IUGG and IUGS (International Union of Geological Sciences). But, IPA is an affiliate of IUGS, but not IUGG. The program for the conference does not seem to have anything much to do with permafrost. IACS is not regarded by IPA as having much of a role in the permafrost field. We probably have an interest in having the CPA respond to the request, but not take very long to respond. It is more logical for us to deal with the IUGS, rather than the IUGG. Do we want to provide any kind of a report? Could be something from GSC. We could ask SS.

ii.PM: I will ask SS to join.

iii.AL: I will then ask for help from SS.

g. ~~PPP request for inclusion in next CPC / CPA 2<sup>nd</sup> AGM~~

6. Early Career representative report (CG)

a. Student/early career activities at ICCRE-CPC 2019 involving PYRN-North America, APECS-Canada, ASCE-Cold Regions Engineering Division, and CGS-Cold Regions Geotechnology Division

i.At the conference, there will be a student afternoon/workshop. The people contributing to the organization are committed. There will be 2 sessions, could be workshops/speakers, etc. Still to be organized. Conference budget has set aside funds for this. The point is to have students come together. Because the CPA is supporting the awards, the students would be happy to hear from the CPA. Planning is ongoing, but major effort won't start until the new year.

ii.AL: Is this pre-conference or during?

iii.CG: Aug 18<sup>th</sup>, the day before, leads up to the evening cocktail event.

iv.AL: Grateful to have the opportunity to speak to students. Bring back that we want one of the CPA board to have the chance to address the students.

v.CG: Great.

vi.LA: Have you been in touch with the organizers of the organizers of the CGS (The Canadian Geotechnical Society) conference? There is some cold regions work in the group.

ix.CG: Will pass on the message that we want to be involved.

x.CG: Will have more of an update in the new year

xi.AL: Comment. Think about the differences between students who are practitioners and those who are in academia.

xii.CG: Thank you. Leaves meeting

7. Treasurer's report (LA)

a. Membee App update

i.Working over the last month to check the system. Setting up automatic response emails, how to register, etc., and membership list. In the next 1-2 days, everybody should receive an email on how to log in to the system. You can now go in and change your profile information, make payments, etc. It is all set up. Another talk with Membee on Wed to discuss the final implementation. The only problem is that the new CPA webpage is not set

up yet. I've been using the old webpage to help out, but the full implementation will not occur until we have the full website. Using the old webpage works, but is not ideal

ii.AL: So should we hold off until we have the new webpage?

iii.LA: Not a big difference to the users, mainly just a URL thing. Mainly an optical problem rather than a technical problem to use the old webpage. The problem is that if we delay things, it makes it hard for Membee to guarantee that they can finalize implementation. So not a good idea to delay. The email will guide the user to a page on the website that has a script incorporated on it.

iv.AL: We should hold off until we have a new webpage.

v.PM: Is there a roll out date? How does it affect the Secretary?

vi.LA: We can still receive the old forms. We enter the data manually in Membee, but then we send the invoice. We can still receive cheques, etc. These options still exist. We can send out emails to new applicants for them to register on Membee on the website.

b. Number of paid-up memberships update

i.91 registered members, missing payments from 15. 33 % early career, 10% Lifetime, 48% regular, 8 institutional and corporate members.

ii.No questions.

iii.AL: The awards adjudication committee will have to check in that the applicant is a paid-up member.

c. NWT DOI Service Agreement

i.No update, but good to keep in the agenda as a reminder that we have a deliverable. A synopsis of papers relevant to NWT DOI. Pass along papers if you come across any. AR has been working with REM to develop a tool to develop a tool to keep track of these papers on the website. And our student support also complies with the agreement.

ii.Final number for the AGM is \$3118.58 profit. We don't expect any outstanding receipts to come in.

iii.AL: Excellent news. Need the funds to continue to support our work.

8. Secretary's report (PM)

a. New applications for membership received update

i.Covered in Item 7b

b. Endorsement letter to NSERC Strategic Partnership Grant for Networks proposal

i.Letter drafted, some comments back. Will send out this week.

c. Doodle poll.

i.First meeting will be Friday January 11<sup>th</sup>, 2019, 1-3 PM EST

9. Communications director report (AR)

a. Web-site and social media

i.Needs material and content.

1. AL: So we should have an operational website in 3 weeks?

2. Yes. Website will probably go live right after Christmas, but doesn't know the exact date, but relies on REM. REM has been on schedule.
  3. AL: The board should have an idea, we need to know if we are on track.
  4. AR: I'll contact REM to give us a window, and will notify the board.
- ii. Interactive map has been reviewed by AL and LA. Different researchers can add in points with information. Original cost was \$625 but REM needs to change code to input Lat & Long, instead of street addresses. The changes bring the cost up to \$1225.
  - iii. LA: We have enough funds to cover those changes.
  - iv. AR: The interactive map could be launched later or at the same time as the website.
  - v. AL: Should be the same time.
  - vi. AR: Social media has been active and going well.
- b. Web-site translation
    - i. Most things are translated now, other than the interactive map. Anything new will need translation.
    - ii. AL: IDG will still help with translations, and BF will also help.
  - c. ~~Logo lapel pins / stickers~~
  - d. CPA generic business card
    - i. Business cards are being printed today, \$45 or 100 cards. Will pass the template to PM
  - e. PL: How to keep the website up to date? Map platform?
  - f. AR: The position will stay open, and it's the responsibility of the position. The Map platform is a Google Earth map.
  - g. AL: PL can be a resource for this sort of thing if necessary.
10. Any other business
- a. Next meeting fixed, Friday 11 January 2019, 1-3 PM EST
  - b. Congratulation again to CB for his Polar Medal!
  - c. Thanks to outgoing members, IDG and RT, and thanks to LA as Treasurer, and the AR for her work and for returning.
  - d. LA: Two points.
    - i. One. A friend has been using G-Suite to organize meetings. It has file management, skype-type meetings. It is from Google. Could be an option to Drop Box, and this teleconference. Works with Google Docs. G-Suite has unlimited space for not-for-profits.
    - ii. PM: Action. Will look in to this
    - iii. Two. Will we use Mailchimp for email? Because it integrates into Membee well and the mail-outs look good.
    - iv. AR: Yes we will.
  - e. AL: I will have to send out another newsletter soon.

Adjournment

1:25 pm EST