

Approved Minutes
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #9
Friday January 11, 2019 1300-1500 ET

Members attending

Antoni Lewkowicz (AL)
Ashley Rudy (AR)
Peter Morse (PM)
Lukas Arenson (LA)
Wayne Pollard (WP)
Panya Lipovsky (PL)
Barb Fortin (BF)

Members Excused

Carolyn Gibson (CG)
Chris Burn (CB)

Minute Taker: PM

Agenda

1. Welcome to new Board members and thanks to outgoing members
2. Approval of the Agenda
3. Approval of the Minutes of Meeting #8, December 3, 2018.
4. Approval of the Minutes of the 1st Annual General Meeting
5. Matters arising (not covered later as agenda items)
 - a. None
6. President's report (AL)
 - a. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
 - b. AUGG / IACS request for participation in writing a report update
 - c. NSERC Partnership Grant application
7. Treasurer's report (LA)
 - a. Membee App update
 - b. Number of paid-up memberships update
 - c. NWT DOI Service Agreement
 - d. Year-end reporting planning/needs
8. Secretary's report (PM)
 - a. New applications for membership received update
 - b. CPA / CNC-IPA funding adjudication sub-committee progress
 - c. G-Suite update
9. Communications director report (AR)
 - a. Web-site and social media

- b. MailChimp
- 10. Early Career representative report (CG)
 - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
 - i. Opportunity for CPA to address Early Career at an event
 - b. Involvement in CGS (The Canadian Geotechnical Society) conference?
- 11. Any other business
 - a. Sub-committee to develop a policy on sponsorship of the CPA (LA)
 - b. Report on ArcticNet Meeting (AR)
- 12. Adjournment

Minutes

1. Welcome to new Board members and thanks to outgoing members (AL)
 - a. AL wrote to outgoing members to thank them for their work and support.
 - b. AL: Please AR, update the website with new board members.
2. Approval of the Agenda
 - a. DECISION: Unanimous approval of Agenda.
3. Approval of the Minutes of Meeting #8, December 3, 2018.
 - a. DECISION: Unanimous approval of Minutes.
4. Approval of the Minutes of the 1st Annual General Meeting
 - a. Put off approving, needed minor tweaking, done by AL. Is the board OK with the minutes as drafted, so that they can be presented to members at the next meeting.
 - b. Vote on approval of minutes of AGM minutes.
 - c. DECISION: Unanimous approval of AGM minutes.
5. Matters arising (not covered later as agenda items)
 - a. None
6. President's report (AL)
 - a. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
 - i. No new information from conference organizers, so no update on numbers. Full papers due Feb 12. Only then will they know who intends to present and attend. AL will send an email to conference organizers that the CPA would like to know how the budget is working. We are meant to be kept in the loop on this as a part of our MOU. Concerned whether the budget is being scaled to the numbers.
 - ii. LA: From conference organizers: abstract numbers may be around 200. BGC has received request for sponsoring the conference.
 - b. IUGG / IACS request for participation in writing a report update
 - i. Board agreed to ask CNC-IPA president to write a report, but CNC-IPA president cannot. AL will do. It is due today, but will be late.
 - c. NSERC Partnership Grant application
 - i. AL: Application is ongoing. It is behind where it is meant to be, but it should be ready in a month.
 - ii. PM: Applicant very happy with reference letter.
 - iii. LA: There are 2 competing applications, and we don't know how they are progressing. They seem similar, but they are not so permafrost specific, though there are permafrost related issues. Finds it strange that these competing applications all address permafrost to some degree. How would we address competing requests for endorsement in the future?
 - iv. AL: probably let sleeping dogs lie.
 - v. PL: YGS supported competing applications, because both were fine on principle. Level of support will come from the details in the applications.
 - vi. AL: Either of the two applications will support

- d. ADDED: AL: If you subscribe to Canadian Geographic, you will read quotes from me related to the CPA in an article in the January issue. Will send around the text to the Board
 - i. AR: Will link to the article if I can.
- e. Canadian Foundation for Permafrost Studies
 - i. Action: PM and AL to meet next week to get going on this.
- 7. Treasurer's report (LA)
 - a. Membee App update
 - i. We completed Membee's 1 month introduction phase, we've had a month to test it. Earlier this week we had call to go over a few more details. Everybody should be activated in the system, and we can update our personal information. Billing is active, so reminders will be sent out regarding when dues are due January 1, 2020. Automatic reminders will be send out ahead of time.
 - ii. AL: Very simple to update your profile.
 - iii. LA: You can get a list of members, but we only have this visible to members. We can also make a public listing, and change what info you what to show in the public listing. Lots of options. We will inform the members of this when we launch the new website.
 - iv. With 11 of the applications, we have missed payments, but since we now accept payments through Membee, I could manually send out invoices. Required a few manual changes.
 - v. Some email may not received because they might be screened as junk.
 - b. Number of paid-up memberships update
 - i. 45 Regular, 38 Early Career, 9 Lifetime, 4 Corporate Gold, 1 Corporate Silver, 1 Institutional Gold, 2 Institutional Silver, 0 Community.
 - c. NWT DOI Service Agreement
 - i. Literature being pulled together, not much synthesised yet. Can AR tell us how the online database for literature is coming along?
 - ii. AR: Website module is coming along, but a delay due to some recoding.
 - iii. LA: Can supply AR with test sites and associated papers?
 - iv. PL: Brief overview?
 - v. LA: Gave brief overview.
 - d. Year-end reporting planning/needs
 - i. Just need to do it, and will coordinate with BF. Need to report GST in the month of January. Currently we have ~\$20000 on the books.
- 8. Secretary's report (PM)
 - a. New applications for membership received update
 - i. 14 applied
 - ii. See 7b
 - b. CPA / CNC-IPA funding adjudication sub-committee progress
 - i. One student did not apply until the 20th.

1. AL: Is this OK, or should we be more flexible. One application applied for the money, but the student did not apply for membership.
 2. AR: The person who submitted late, submitted it incorrectly the first time, I reached out to help get it corrected, and it was still submitted late.
 3. AL: So, it seems that it is fine to go with our decision. Only one might be a “northern” student, from a student based in Anchorage, AK, and the student is a Canadian. Unfortunate because Polar Knowledge Canada could support such a student, but can’t because the student is attending a non-Canadian institution
 - ii. ACTION: Need to create the refined minutes for the website.
 - c. G-Suite update
 - i. Application is underway. Waiting on verification of our non-profit status from a third party, TechSoup Canada, before G-Suite Canada will approve us for use of their services for free.
9. Communications director report (AR)
- a. Web-site and social media
 - i. Trying to pin down exact release date. Still waiting on materials from a few board members. Will resend an email request to board members. Will be looking for profile information from board. Needs refined minutes.
 - ii. LA: Can we see what they have been able to work on so far?
 - iii. AR: Not aware of a place we can go to see the progress.
 - iv. AR: will talk with Sharon Smith to get GeoQuebec2015 abstracts put up on the website.
 - v. AL: Not clear who has copyright to the papers. It seems like low hanging fruit, but not clear if we are able to put the papers on our website.
 - vi. AR: Will look into it and talk with CNC-IPA president.
 - b. MailChimp
 - i. AR: made an account, and it can be linked to Membee.
 - ii. LA: Yes. The email addresses get pulled from Membee.
 - iii. LA: Has started to draft a newsletter, and would like to have it distributed. The newsletter could be distributed regularly, and is something that the president and communications director can keep going. Need BF’s help to tune up the French version.
 - iv. PL: Newsletter frequency?
 - v. AL: Probably quarterly, maybe bi-annual.
 - c. AR: Drafted a small report for the *Frozen Ground* main document, and CNC-IPA president is writing the country report for Canada.
10. Early Career representative report (CG): CG Not in attendance
- ~~a. Update on Eighth Canadian Permafrost Conference + Early Career planning~~
 - ~~i. Opportunity for CPA to address Early Career at an event~~

~~b. Involvement in CGS (The Canadian Geotechnical Society) conference?~~

11. Any other business

- a. Sub-committee to develop a policy on sponsorship of the CPA (LA)
 - i. Haven't had a chance to do anything yet. On top of to-do list.
- b. Report on ArcticNet Meeting (AR)
 - i. Great session, very full, 2 sessions, 12 speakers. Lots of positive feedback, and a good mix of science research, engineering research, and communities (policy and food security).
- c. Mike Brown, venture capitalist (LA)
 - i. Joined the CPA, and met up for coffee. He comes from an economics background. Connected to politicians, and fears that Canadians significantly underestimate the impacts from GHGs due to permafrost degradation. Wanted to know if the CPA would be willing to be present at round table discussions to give some perspective on permafrost. LA suggested that probably, yes, the CPA might want to be on board with such discussions.
 - ii. AL: if Canada can say that our forests will suck up GHG, we should probably also say that our PF degradation produces significant GHG. The CPA should be involved, and perhaps we form a working group from our members. First time I've heard this as a question from an economic perspective, and it is innovative. There is still a lot of uncertainty, which might make it harder to put something together, but a good question to answer.
 - iii. AL: Any other questions. None.
 - iv. Meetings on the first Friday of each month. Next meeting on 8th February

12. Adjournment

- a. 14:17