

Approved Minutes
Board Meeting of the Canadian Permafrost Association
Teleconference
Meeting #10
Friday February 8, 2019 1300-1500 EST

Members attending

Antoni Lewkowicz (AL)
Ashley Rudy (AR)
Peter Morse (PM)
Lukas Arenson (LA)
Panya Lipovsky (PL)
Carolyn Gibson (CG)
Barb Fortin (BF)

Members Excused

Chris Burn (CB)
Wayne Pollard (WP)

Minute Taker: PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #9, January 11, 2019.
3. Matters arising (not covered later as agenda items)
 - a. None
4. President's report (AL)
 - a. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
 - b. NSERC Partnership Grant application
 - c. Canadian Foundation for Permafrost Studies
5. 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
6. Secretary's report (PM)
 - a. New applications for membership received update
 - b. CPA / CNC-IPA funding adjudication sub-committee progress
 - c. G-Suite update
 - d. Refined minutes update
7. Communications director report (AR)

- a. Web-site and social media
- b. MailChimp
- 8. Early Career representative report (CG)
 - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
 - i. Update on opportunity for CPA to address Early Career at an event
 - b. Involvement in CGS (The Canadian Geotechnical Society) conference?
- 9. Any other business
 - a. Sub-committee to develop a policy on sponsorship of the CPA (LA)
 - b. Sub-committee to select CPA/CNC-IPA student bursary awards (PM)
- 10. Adjournment

Minutes

- 1. Approval of the Agenda (AL)
 - a. Add a line to request police
 - b. DECISION: Unanimous approval of Agenda.
- 2. Approval of the Minutes of Meeting #9, January 11, 2019.
 - a. PL suggested a few minor edits.
 - b. DECISION: Unanimous approval of Minutes
- 3. Matters arising (not covered later as agenda items)
 - a. None
- 4. President's report (AL)
 - a. Eighth Canadian Permafrost Conference in Quebec City in August 2019 update
 - i. Proceeding well. The registration process is not running properly. The Membership fees are not included on the registration. The meeting organizer has not gotten back to PM
 - ii. Has not heard back about the numbers, and how flexible the budget will be to respond to the numbers
 - iii. Received a letter from organizing committee to present a "lecture" award as a part of the "Canadian Foundation for Permafrost Studies. This lecture would be a part of the lifetime achievement award, the "Hugh French Award". To make the award happen, we need to set up the Foundation, or the board today could take a risk, call it a CPA achievement award, set up terms of reference, a small committee to review applications, give the award, and then at the same time proceed with the Foundation, and at a later date, rename the award. The CPA would pay for the registration cost.
 - 1. LA: little risk, because we have money for awards in the budget, independent from the foundation, and we are in a better financial situation than we had planned.
 - 2. LA if we have to change the name later, no problem
 - 3. Agreement that AL should proceed with a two pronged approach to the award
 - b. NSERC Partnership Grant application

- i. Moving ahead. Looks pretty decent. Pleased that the CPA supported it.
 - 1. Related: USPA asked for our support. A US and AWI team. Looking for us to help them research out to the Canadian community, and a letter of commitment. Only one Canadian mentioned from CCRS.
 - 2. Indicates international aspirations to take on Canadian aspects of permafrost without really involving Canadians.
 - 3. Comments?
 - a. LA: Does the project support Canadian Permafrost Research?
 - b. PM: It seems to me like it does not give back much. It is mostly a request to help advertise the project and it is an ask for data.
 - c. AL: Lets move on and come back to this under Any Other Business
 - c. Canadian Foundation for Permafrost Studies
 - i. PM and AL will meet soon.
5. Treasurer's report (BF)
 - a. Membee App update
 - i. Working well, signing up through Membee, paying through Membee.
 - b. Number of paid-up memberships update
 - i. 106 members, 40 EC, 49 Reg, 4 CG, CS, 1 IG, 2 IS.
 - ii. Still 5 that haven't paid. They are getting bi-weekly reminders.
 - iii. \$19579 in our account
 - c. NWT DOI Service Agreement
 - i. LA: Still on the to do list
 - d. Year-end reporting planning/needs
 - i. LA: have prepared year-end report, and Barb will review, and will share shortly.
 - e. AL: Good to see a smooth transition
6. Secretary's report (PM)
 - a. CPA / CNC-IPA funding adjudication sub-committee progress
 - i. 2 applications are rejected.
 - ii. 1 application is accepted pending clarification of the role of the student in the abstract/paper, and confirming the student's participation at the conference. This was followed up on and we were informed of a positive outcome.
 - iii. The remaining 11 registration bursary applications were recommended for support.
 - iv. No travel bursaries will be supported this year.
 - v. AL: We will pay for 6 of the awards.
 - vi. AL: Any other questions?
 - vii. AL: The funding is contingent on the papers being accepted. We don't want to transfer the funds to the organizers.

- viii. Action: PM to write up a letter to indicate support pending acceptance of their paper, supported by CPA and CNC-IPA.
 - b. G-Suite update
 - i. None
 - c. Refined minutes update
 - i. Coming
- 7. Communications director report (AR)
 - a. Web-site and social media
 - i. Will be done by next meeting.
 - ii. Sent around a link to the interactive map so that we can start to populate it.
 - b. Contributed to the Canadian portion of Frozen Ground
 - c. LA sent some cold regions topics that AR could post on social media
 - i. LA: I think it is worth spreading, but we don't really have a policy for what we endorse
 - ii. AL: I think that we just need to think if it is of interest to members, we should post it. It really is the bailiwick of the Comms. Director. Too early to restrict things.
 - d. MailChimp
 - i. No update. Will use once we have the newsletter set
 - e. Compiling the GeoQuebec papers
 - i. Will compile the papers into one proceeding, get one DOI, and host on our website. We would need permission from each of the authors to compile and publish.
 - ii. AL: We, as authors continue to hold copyright, and we as individuals, should be able to allow the CPA to compile and publish. We can also use this as an incentive to new members to join.
 - iii. PM: Worth doing.
 - iv. LA: low hanging fruit.
 - v. AL: AR, do you need help with this compilation and coordination?
 - 1. That might be something that a board member could help with
 - 2. PL agreed to help.
 - f. LA: Do we have a newsletter?
 - i. AL: I have a draft, but feels a bit ambivalent about sending something out until we have our website up.
- 8. Early Career representative report (CG)
 - a. Update on Eighth Canadian Permafrost Conference + Early Career planning.
 - i. Update on opportunity for CPA to address Early Career at an event
 - 1. CPA is clotted in to present at the Young Permafrost researcher event.
 - b. Involvement in CGS (The Canadian Geotechnical Society) conference?
 - i. No program yet.
- 9. Any other business
 - a. Sub-committee to develop a policy on sponsorship of the CPA (LA)

- i. Drafted a policy, waiting for input from external potential sponsors and will present next meeting.
- ~~b. Sub committee to select CPA/CNC-IPA student bursary awards (PM)~~
- c. Further comments on USPA's request?
 - i. LA: No Canadian involvement. We don't have anything as an association to commit
 - ii. AL: none of the leading Canadian researchers in these subject areas are included. NSF can't fund Canadians. Not hearing a lot of support for a CPA endorsement. How to respond? We could say, Happy to collaborate if the project gets funded, but can't commit to anything at this stage. It doesn't have enough members from Canada. We endorse it in principal, but the CPA can't endorse the letter
- d. Police records check for BF. (PM)
 - i. Action, PM will send a letter to BF requesting this.
- e. LA: How are we doing with the CNC-IPA "migration"
 - i. AL: LA and PM will have to meet the the people at NRC and talk about moving the functioning to the CPA, but the funding stays with the NRC. CNC-IPA president should join us.
 - ii. AL: Focused on the Foundation but this is on the back burner.
- f. AL: Suggested next meetings: March the 15th? April the 12th, May the 17th.
 - i. PM to send around meeting invitations.

10. Adjournment: 14:01