



CANADIAN PERMAFROST ASSOCIATION  
ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (Online version)  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #19  
Friday January 24, 2020 1300-1500 EDT

Attending

Lukas Arenson (LA)  
Barbara Fortin (BF)  
Antoni lewkowicz (AL)  
Panya Lipovsky (PL)  
Xiangbing Kong (XK)  
Peter Morse (PM)  
Ashley Rudy (AR)  
Chris Burn (CB)  
Jason Smith (JS)

Excused

Minutes

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #18, November 29, 2019.
3. Matters arising (not covered later as agenda items)
  - a.
4. President's report (LA)
  - a. Update on development of proposal for Whitehorse ICOP
  - b. Affiliation with the CGS
  - c. CPA Strategic Planning
  - d. Conferences
5. Treasurer's report (BF )
  - a. General update (BF)
6. Secretary's report (PM)
  - a. Motion to amend By-laws regarding Discipline of Directors
  - b. Land Claims Agreement Coalition
  - c. Annual Planner
7. Communications director report (AR)
  - a. General update
  - b. January Newsletter



8. Early Career representative report (CG)
  - a. General update
  - b. ICOP
9. Past President report (AL/LA)
  - a. Update on Potential Action Groups – pick priorities, select leaders, and offer support
    - i. Best practices for geothermal modelling spin-up and boundary conditions
    - ii. Cost of permafrost carbon emissions
    - iii. Revised glossary of permafrost and ground-ice terms
  - b. Restart process to set up charitable arm
  - c. Strategic Planning
10. Any other business
  - a. Awards
11. Adjournment

#### Action Items:

1. ACTION: LA to add in an item in the news letter and a spreadsheet on our drive.
2. ACTION: LA to Ask Anick Guimond to co-chair Strategic Planning committee
3. ACTION: PM and AL to discuss plans for LCAC conference booth.
4. ACTION: PM to look into insurance for conference.
5. ACTION: BF to draft a proposal for membership renewal
6. ACTION: AL will follow up with G.D. about CanCOP2019
7. ACTION: AR to clarify corporate versus institutional memberships on the website and update this.
8. ACTION LA will read through the old descriptions of corporate versus institutional memberships and discuss this with AR off-line.
9. ACTION: PM to develop Annual Planner.
10. ACTION: PM will work with Jen to prep the minutes for the website.
11. ACTION: AR and LA work on adding events in Membee
12. ACTION: AR to look into posting coordinates of research sites on website.
13. ACTION: LA to approach Greg Siemens about chairing geothermal modelling spin-up and boundary conditions action group
14. ACTION: AL will write a blurb to include in the newsletter about the glossary and indicate the goal to produce for ICOP 2024.
15. ACTION: AL will write a mandate for the Strategic Planning committee

#### Minutes

1. LA: Welcome XK
  - a. XK introduction.
2. Approval of the Agenda (LA)
  - a. CB Approves. PL Seconds.
  - b. No discussion. No objection.
  - c. Vote: Unanimously approved.



3. Approval of the Minutes of Meeting #18, November 29, 2019.
  - a. AR approves. AL Seconds
  - b. Comments provided by PL. No other discussion. No objections.
  - c. Vote: Unanimously approved
4. Matters arising (not covered later as agenda items)
  - a. AL: The president is the chair, but we don't have a vice-chair. Vice-chair was the vice-president. Now we need to elect a Vice-chair.
  - b. CB: Nominates AL as the vice-chair. LA Second.
  - c. Discussion. No objections.
  - d. Vote: AL Unanimously approved AL as Vice-chair of the executive.
5. President's report (LA)
  - a. Update on development of proposal for Whitehorse ICOP
    - i. The proposal was submitted to IPA. Haven't heard back yet from IPA.
    - ii. CB: Everything I know is that it was received and distributed. No word yet of a rival bid. Seems like no other bid on the table. Means in a sense that the acceptance of the proposal is a formality, but there will likely still be questions. I will relay any concerns I hear that we need to think about. Not anticipating any serious obstacle arising. The IPA board was happy to receive the proposal that was promised earlier.
    - iii. AL: When we (CNC-IPA) submitted the proposal, I got a response back that it would be distributed to the IPA council with other documents. So we are still waiting, but as far as we know there is no other bid.
  - b. Affiliation with the CGS
    - i. Now officially affiliated with CGS. Now when you login and register at CGS you get a code that reduces the rate at CPA. So far there are 8 members that have used the combined membership.
    - ii. CGS also asked CPA for a paragraph in their magazine (CGS now runs the mag) about the CPA as an affiliated organization and our support for the new mag.
    - iii. Talked with CGS about further possibilities to promote the CPA. We can promote at a booth at the next conference in Calgary next autumn, Sept 13, 2020.
    - iv. The membership model seems to work nicely, and so we should look into affiliations with other groups. Comments/ideas?
    - v. AL: CAG, CGU, CGRG, GAC
    - vi. CB: I belong to all of them and renewed recently. On the verge of renewing my subscription to the CPA when I remembered I'm a life member. Almost all of those have a subscription value that is equal or a bit less. When you join one, you only pay a bit extra when you join another affiliate. It is different with the CGS because the dues are higher. For the other potential affiliates, we would have to negotiate a lower



rate. There is a lot of administration involved if we start collecting money for other groups.

- vii. JS: The goal is to create exposure easily.
  - viii. LA: A good point. Gets the name out. Who would be best to get these discussions going? Do we know anybody from the boards?
  - ix. CB: My membership in the CGU and CGRG are most relevant. But the GAC could be helpful for exposure. There are lots of members of the CAG and GAC who don't know that the CPA exists.
  - x. LA: I'd also like to reach out on the hydrology side.
  - xi. LA: The CGU lets you add CGRG for \$10, and the CGU is \$60. We might want to be in the driver's seat on membership. The CGU would probably be very interested. The CGRG would probably be interested. We should come up with a strategic view on how to do this, or we could ask our members for which ones we should reach out to.
  - xii. LA: Like that idea. We can come up with a simple spreadsheet that lists the orgs and the fees so that we can start to get an idea of how to proceed. Remote sensing community is another group.
  - xiii. ACTION: LA to add in an item in the news letter and a spreadsheet on our drive.
  - xiv. LA: Any other ideas?
- c. CPA Strategic Planning
- i. LA: Not much progress. I'd like to suggest that we form this like a committee, and that the committee will move this forward. Do we have interest from board members?
  - ii. PM: I'll get involved as a secretary.
  - iii. LA: I will be involved.
  - iv. AL: I'm willing to chair, but better if other people lead to have another vision.
  - v. CB: I think it is a good idea for you to be chair. The last 2 years has been an impressive record. If you chaired the committee would get something done and done well. Maybe co-chairs. Somebody on the science side and the engineering side. This strategic planning needs to materialize. Need more than good will.
  - vi. LA: Should we ask Anick Guimond to co-chair?
  - vii. AL: Seems like a good idea.
  - viii. JS: Will support and get involved.
  - ix. AL: Lukas you should not be on it so that you can be independent and critical.
  - x. ACTION: LA to Ask Anick Guimond to co-chair Strategic Planning committee
- d. Conferences
- i. Many coming up where we can showcase ourselves



1. LCAC conference in February.
    - a. PM: Banners, laptop, pamphlets,
    - b. AL: Stickers. We will talk offline and discuss timing
    - c. ACTION: PM and AL to discuss plans for LCAC conference booth.
  2. LA: ASCE congress end of Feb.
  3. LA: ICOP: Not too keen to travel to China right now. AL, are there any contingency plans if anything gets worse?
    - a. AL: No, but no word of a crisis yet. Seems like a waiting game. The IPA may have to make a drastic decision, but who knows. Urge them to hold an emergency council meeting to consider options. There isn't anything in the council for this, but they are responsible for making sure the meeting crisis is dealt with.
    - b. LA: We need to make sure that we have insurance for this sort of thing.
    - c. ACTION: PM to look into insurance for conference.
  4. LA: Yellowknife, Candian Symposium on Remote Sensing in July.
  5. LA: CGS GeoCalgary2020, September
  6. LA: YKGSF in Yellowknife.
  7. LA: Now that we have the banner we should use it.
  8. AL: I can bring the banner to meeting with IGC in Inuvik this spring.
  9. LA: Regarding swag, mostly sitting in Ottawa.
  10. PL: CanQua, Prince George, August
  11. Any other ideas, we can discuss over email. The booths can be expensive and not worth it.
6. Treasurer's report (BF)
- a. General update (BF)
    - i. Busy with renewal. Mostly smooth. Not everyone received the renewal email. That is sorted. Second, some members renewed before the email was sent out, and their payment was not applied to the invoice, and Membee didn't recognize this. To resolve this, we can change the cut off period that if the registered member re-registers, they pay for the full year, and if they pay after the cutoff, then they register for the following year. Can't use a mid month cut off because membee doesn't allow it, has to be month start/end.
    - ii. AL: The main concern is the AGM and who can vote at the AGM. November the 1st seems like it is not ideal.
    - iii. LA: Question is, are you paying for the membership when you pay, or for the year? Right now, if you pay in November, you are not a member until the following year.



- iv. AL: We need a well thought out proposal from BF
- v. ACTION: BF to draft a proposal for membership renewal.
- vi. BF: 47% of regular members have renewed (28/59) 46% of EC, 3/4 CG, no CS renewed, and all institutional renewed. 6 members dropped out, 1 corporate silver, 3 reg, 2 EC. 1 member did not want to renew because their company was a corporate member. We need to clarify the benefits of individual membership. We gained 5 new members since the last meeting. Got a notification from CGS of 8 new, but only got one Membee email about them. Need to check with Membee about this.
- vii. LA: Also have to remind them to go to the CPA website and put in their information in our database.
- viii. BF: 8 new members, 52 who did not renew.
- ix. LA: When do we send out reminders?
- x. BF: One has already gone out, and I have got daily emails about renewal.
- xi. BF \$20,032.42. GIC \$2020. Liability \$511.88 (banner). Revenue \$9982.75. Expenses \$204.94 (membee; reimbursement to an EC who paid twice by mistake; banking fees). Sent a cheque to LCAC (\$1207.50). Need to finish annual statement and pay GST.
- xii. LA: Please pass along the numbers to me.
- xiii. BF: No news on the CanCOP2019
- xiv. ACTION: AL will follow up with G.D.
- xv. PL: Corporate versus institutional memberships should be clarified on website. Website should clarify what is covered by the institutional membership on the website.
- xvi. ACTION: AR to clarify corporate versus institutional memberships on the website and update this.
- xvii. ACTION: LA will read through the old descriptions of corporate versus institutional memberships and discuss this with AR off-line.

## 7. Secretary's report (PM)

- a. Motion to amend By-laws regarding Discipline of Directors
  - i. PM: Read out motion (Appendix).
  - ii. PM Moves. AL: Seconds.
  - iii. Discussion
    - 1. CB: If somebody has missed 2 , then we need to send along a message to explain the situation. There will be some people who can't attend 2 meetings in a row. We need to build in a bit of a safeguard. It should be a practice that we give notice after missing 2 meetings.
    - 2. AL: The motion gives the board the option to take action. It is not required or automatic. The term executive office meetings is not in our by-laws.



3. LA: They are board meetings, but in essence they are executive meetings. The motion gives us the tools to move ahead if necessary.
4. CB: We should give an informal notice before the 3rd missed meeting.
5. AL: Suggests that we change the title of the meetings to the “board and executive”
6. AL: No need to change “executive office meetings” to “board and officer meetings” if we change the title of our meetings.
- iv. Vote: Unanimous approval to adopt the proposed amendment to the By-law.
- b. Land Claims Agreement Coalition. Covered above.
- c. Annual Planner
  - i. LA: When certain processes need to be initiated, such as when we need to have committees convened, invitations sent out, other critical deadlines
  - ii. ACTION: PM to develop Annual Planner.
8. Communications director report (AR)
  - a. General update
    - i. Update to website to reflect new board. Need the minutes.
    - ii. ACTION: PM will work with JH to prep the minutes for the website.
    - iii. AR: We will start to include interviews with members to showcase what we do. JH will be one, and JS will be another.
    - iv. AR: Events will be updated and shown on the calendar. Calendar is linked to Membee, so I need to make sure the script in Membee is correct and the items are added in Membee.
    - v. LA: We would like to add events that are of interest to our membership.
    - vi. ACTION: AR and LA work on adding events in Membee.
    - vii. AR: JH to update the photo gallery. JH has been given access to G Suite and can access information to populate the website from there.
  - b. January Newsletter
    - i. Still time to push the news letter out this month, but we can send it out a bit later if we want.
    - ii. LA: We can send out the President’s letter to the membership, and send out the newsletter a bit later on.
    - iii. LA: Are we OK with including everything in the email, or do we send a “read more” link.
    - iv. PM: Send out the whole thing
    - v. LA: With clicking on a newsletter item, we can track what people are interested in.
    - vi. AR: Mailchimp does keep track of this, and most are opened.



- vii. AR: Any things such as invited talks can be included. And any meetings we want to can be included.
- viii. AR: Will add a job posting webpage.
  - ix. AL: If you do it for jobs, also for student positions?
  - x. AR: Yes.
  - xi. AL: Gives some incentive to students.
  - xii. LA: We have to think about who can post and who can see it.
  - xiii. AL: If we keep it internal, it is an incentive to be a member. Members can post and members can apply to posts.
  - xiv. LA: Worth a discussion.
  - xv. LA; How long before this will be operational?
  - xvi. AR: Probably the next meeting.
  - xvii. PM: Can you make it easier to add in information on where we work? couldn't find the link to post my coordinates.
  - xviii. ACTION: AR to look into posting coordinates of research sites on website.
- 9. Early Career representative report (XK)
  - a. General update
    - i. Happy to see that there are 63 young members. PYRN has lots of members, maybe we can reach out to them and see if any of them are interested in joining the CPA.
  - b. GeoCalgary2020: Probably not going to organize something for Calgary.
    - i. LA: Still the YKGSF is where we will hold our AGM. Seems to be a good venue to plan on encouraging EC attendance. Also good to look at links with PYRN members.
    - ii. LA: The AGM should be the centre of attention for Canadian researchers.
    - iii. AR: No EC applied for funding to ICOP, so we have more funds to support attendance to AGM.
    - iv. LA: Wait on that call until ICOP2020 is a bit more finalized.
    - v. XK: It is not clear how much money the students will get yet from ICOP2020. Money is set aside by organizers, but it is not clear how much money is being set aside for the students.
    - vi. AL: Many young researchers are not going.
    - vii. LA: Not much that we can do, other than say that if you are planning to go, we have some funds. Or, we can have a general call to support any conference.
    - viii. CB: We should support conferences that we want, and there should be others that we do not want to support. We should frame this in the standard set of conferences. The AGM is ideal, ICOPs, and potentially RCOPs, but that's about it.
    - ix. LA: Agree.
    - x. AL: Should only be 1-2 per year. This year ICOP and our AGM. In 2021, there will be the RCOP in Boulder, CO and we may want to support





students there. We haven't thought about where we want to meet in 2021. We need to have a presence at conferences we have decided on in advance.

#### 10. Past President report (AL/LA)

- a. Update on Potential Action Groups – pick priorities, select leaders, and offer support
  - i. LA: Not a huge amount to say
    1. Best practices for geothermal modelling spin-up and boundary conditions
      - a. AL: Not sure who will follow up on this.
      - b. LA: Greg Siemens has offered to chair this, and we need a short proposal from him.
      - c. ACTION: LA to approach Greg Siemens about chairing geothermal modelling spin-up and boundary conditions  
AG
    2. Cost of permafrost carbon emissions
      - a. AL: LA has been in contact with Mike Brown, who has been in touch with the minister ECCC. Where is this going?
      - b. LA: MBs plan is to get funding from the Canadian Council of Academies. He is trying to get funding to set up a research position. He wants the CPA to support the initiative, and wants one member of the CPA board to be on the board of this initiative
      - c. LA: Do you see any risk to the CPA? Communication has come to us, could be good if this stays on the straight and narrow.
      - d. LA: No risk yet, but if it moves to the political realm from scientific, perhaps. He seems to be a leader, and I agree if Canada could play a leading role in the challenging problem.
    3. Revised glossary of permafrost and ground-ice terms
      - a. AL: Idea looked at by IPA, IPA agreed that Hugh French should/could lead this, HF didn't really want to. It has stagnated. IPA is interested in a group taking this on. Perhaps a combined effort of the CNC-IPA and CPA. Needs a leader. Anyone from the board?
      - b. LA: We can add an item to the newsletter to indicate that we are looking for people to join an action group.
      - c. AL: We could get funds if there was an international effort.
      - d. CB: One thing that is good to bear in mind is that the end of this project might be the 2024 ICOP.



- e. ACTION: AL will write a blurb to include in the newsletter about the glossary and indicate the goal to produce for ICOP 2024.
      - f. CB: Don't dismiss the IPA funding, because in 2023, it could be possible to draw in international comments and apply for funding. Also, might be able to sell this as a core activity and get alternate funding from IPA.
    - b. Restart process to set up charitable arm
      - i. No progress
    - c. Strategic Planning
      - i. See above.
      - ii. ACTION: AL will write a mandate for the Strategic Planning committee
- 11. Any other business
  - a. Awards
    - i. Move to next meeting
  - b. No other business.
- 12. Adjournment
  - a. 13:01. Meet next month on the 21st of February.



*Appendix:*

*Motion to amend By-laws regarding Discipline of Officers*

Directors have a Fiduciary Responsibility to act honestly and in good faith in the best interests of the corporation and are responsible for supervising its activities and for making decisions regarding those activities. A director's term ends upon their: (i) resignation, (ii) death, or (iii) disqualification or removal by the members. Therefore, the directors are "disciplined" by the members.

The officers of a corporation are responsible for the day-to-day operation of the corporation. Officers are appointed by the directors and, together with the directors, form the management of the corporation. Officers can fill any position in the corporation that directors want them to fill (president, secretary or any other position).

At present, there are no grounds for disciplining officers. This is important because we need to ensure that the executive has active officers. Section 5.16 says that an officer is removed if such officer ceases to be a director (see above) *if it is a necessary qualification of the appointment*. At present, being a director is only a qualification for the appointment of the Chair of the Board and Vice-Chair of the Board. Adding grounds for disciplining an officer requires a new subsection.

*Motion to adopt the following amendment of a new subsection 5.19 to the By-laws regarding Discipline of Officers:*

**5.19. Discipline of Officers**

The board shall have authority to suspend or expel any officer of the Corporation for any one or more of the following grounds:

- a) the officer is suspended or expelled from the membership of the Corporation in accordance with subsection 3.5;
- b) the officer misses three (3) consecutive executive office meetings.

In the event that the board determines that an officer should be expelled or suspended from the executive, the president, or such other officer as may be designated by the board, shall provide twenty-one (21) days notice of suspension or expulsion to the officer and shall provide reasons for the proposed suspension or expulsion. The officer may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty-one (21) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the officer that the officer is suspended or expelled from the executive office of the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the officer concerning such final decision within a further twenty-one (21) days from the date of receipt of the submissions. The board's decision shall be final and binding on the officer, without any further right of appeal.



