

Approved Minutes (On-line version)  
Board Meeting of the Canadian Permafrost Association  
Teleconference  
Meeting #17  
Friday October 18, 2019 1300-1500 EDT

Attending

Antoni Lewkowicz (AL)  
Peter Morse (PM)  
Barb Fortin (BF)  
Panya Lipovsky (PL)  
Ashley Rudy (AR)

Excused

Christopher Burn (CB)  
Lukas Arenson (LA)  
Carolyn Gibson (CG)  
Wayne Pollard (WP)

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #16, September 20, 2019.
3. Matters arising (not covered later as agenda items)
4. President's report (AL)
  - a. Update on development of proposal for Whitehorse ICOP – submission deadline to IPA Council is December 2019
    - i. CPA vs. CNC-IPA
    - ii. ICOP committee structure and potential members
      1. National Organizing Committee (10 members)
      2. National Committee Chair
      3. Local Organizing Committee Chair
      4. Technical Program Chair
      5. Field Trips Chair
      6. + 6 others
    - iii. Local organizing Committee (6-8 members)
    - iv. Technical Program Committee (including publications) (5-6 members)
  - b. CPA Strategic Planning
    - i. Committee chair
    - ii. + 5 ? members

- c. 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
    - d. Restart process to set up charitable arm
- 5. Treasurer’s report (BF )
  - a. General update (BF)
- 6. Secretary’s report (PM)
  - a. General update
- 7. Communications director report (AR)
  - a. General update
- 8. Early Career representative report (CG)
  - a. General update
- 9. President-elect report (LA)
  - a. General update
- 10. Any other business
  - a.
- 11. Adjournment

ACTION ITEMS

All: Get ICOP2024 Proposal started  
 PM and AL: Set date to start on Charitable Arm  
 AL: CPA Strategic Planning  
 AL: ICOP2020 student support announcement  
 PM: Draft proposal for director discipline

Agenda

- 1. Approval of the Agenda
  - a. DECISION: Unanimous approval of the Agenda
- 2. Approval of the Minutes of Meeting #16, September 20, 2019.
  - a. DECISION: Unanimous approval of the Minutes
- 3. Matters arising (not covered later as agenda items)
  - a. AL: Followed up with MD. Let her know that our Action Group does not mesh well with what has been proposed by the American engineers
  - b. AL: CNC-IPA needed to discuss arrangements. About to have a meeting of the CNC-IPA on Monday, and can have a discussion of the roles and tasks related to ICOP2024.
- 4. President’s report (AL)
  - a. Update on development of proposal for Whitehorse ICOP – submission deadline to IPA Council is December 2019

- i. CPA vs. CNC-IPA
- ii. ICOP2024:
  - 1. Organizing coming along well. BH indicates that 280 Tier 1 hotel rooms available week of June 17-21, and they expect an additional 230 Tier 2 hotels, but haven't put out a call yet. That means that accommodation issues have been resolved
  - 2. The venue itself: Plenaries at the Arts Centre can fit 430 people, plus an overflow room that can fit an additional 100, so we can accommodate 530 for opening or closing ceremonies, etc. Basically, there have been no red flags based on the numbers proposed. Tents are not possible due to cost (\$10s of thousands of dollars)
- iii. ICOP committee structure and potential members
  - 1. None have been approached yet, except LA.
  - 2. AR: Agrees that he is a good choice
  - 3. National Organizing Committee (10 members)
    - a. National Committee Chair
      - i. LA nominated
      - ii. LA has the characteristics, and qualifications, and will be finished with executive of CPA, and an engineer.
      - iii. DECISION: PL, BF, PM, AL, and AR all approve of LA to chair NOC
    - b. Local Organizing Committee Chair
      - i. AL: Any of BH, FC, or BH would be good. BH has already started working on this and has said that he is interested. There can be sub-committees for social events, etc. Once things are underway, the LOC is in the driver's seat.
      - ii. PL: This fits well into his current roll.
      - iii. PM: BH did a great job in the past, and would be a great choice
      - iv. AR: Agreed
      - v. DECISION: All in favour of asking BH to lead LOC.
    - c. Technical Program Chair
      - i. RB nominated, but not approached. An engineer, and a woman, has tenure, and has shown interest in the CPA, lots of merit.
      - ii. PM: she would be good, any other suggestions if she says no?
      - iii. AL: Yes, but let's start here.
      - iv. DECISION: All agree that RB should be approached to chair TPC.
    - d. Field Trips Committee - Trips before and after

- i. AL: SK nominated as chair. Chair makes sure the trips all run zero cost.
    - ii. PM: SW would be a good alternate.
    - iii. DECISION: All agree that AL should contact both SK and SW to chair FTC.
  - e. + 6 others
    - i. Conference Treasurer on National Organizing Committee
      - 1. AL: BF nominated
      - 2. BF: Yes a possibility, but needs to think about it.
      - 3. DECISION: Everyone agrees that this is a good idea.
    - ii. Need to choose an ECR on the National Organizing Committee to liaise with PYRN or PYRN-NA.
      - 1. AR: Involved as an ECR as a part of ADAPT student board at the conference in Portugal. Could this be a way to work with PermafrostNet student group?
      - 2. AL: Good idea. What do we do in the moment? Do we say we have a placeholder?
      - 3. AR: The student is less important than the roll.
      - 4. AL: We will say what the expectation is in the proposal.
    - iii. No others discussed.
- 4. Local Organizing Committee (6-8 members)
  - a. No others discussed.
- 5. Technical Program Committee (including review of publications) (5-6 members)
  - a. No others discussed
  - b. Add in a Publications sub-Committee, or make it a committee of the NOC - Publication, not review. Make the products available at the conference.
    - i. Chair: KK nominated
    - ii. DECISION: Unanimous approval to approach KK to lead Publications.
- iv. AL: There is a list of other committee members suggested, as well as éminences grises (relied upon for “corporate memory”)
- v. AL: CB has commented that he is not clear what his role is, but as president of the IPA, he can make negative comments and get us to pick up our socks. CB can accept and pass along comments, act as policeman,

if he is at arm's length. He may be willing to do the transactions, but may or may not be willing the next round

- vi. We now have a good basis for writing up the proposal. We have 2 months. CNC-IPA is responsible for submitting it, but we should take CNC-IPA out of the writing. We have a degree of text from the first proposal passed along in Chamonix. PM will assist with writing. Talk to Brian and Lukas. Roles are beginning to get sorted out. Let's aim for draft for next meeting. A working document that the board can look at.
- vii. Action: Get started on proposal
- b. CPA Strategic Planning
  - i. Need to move on this, no progress
    - 1. Committee chair
    - 2. + 5 ? members
- c. Update on Potential Action Groups – pick priorities, select leaders, and offer support
  - i. Passed on to LA
  - ii. Best practices for geothermal modelling spin-up and boundary conditions
  - iii. Cost of permafrost carbon emissions
  - iv. Revised glossary of permafrost and ground-ice terms
- d. Restart process to set up charitable arm
  - i. Need to move on this.
    - 1. ACTION: PM and AL to set up a date within 2 weeks to get this going.

## 5. Treasurer's report (BF)

- a. General update (BF)
  - i. 1 new member Early Career.
  - ii. Some issues with the website again. Looks like it is solved, but then it still didn't work. But as of this morning, it seems to be working.
  - iii. Last board meeting we spoke about community versus corporate membership, but haven't heard back.
  - iv. Transport Canada wants to renew corporate membership
  - v. \$10258 in the bank account, and expenses were 1 cheque that was cashed for the student bursary, and a few other minor expenses.
  - vi. We are having difficulty working with CNC-IPA to pay our students. AL keeps asking CNC-IPA to pay. I will address this at the CNC-IPA meeting on Monday.
  - vii. AR: Can we just pay this and get the CNC-IPA to pay us back?
  - viii. AL: It is a fall-back for us if the CNC-IPA doesn't pay immediately. If I get a firm commitment on Monday, we can go this route. BF, what is your feeling on this?
  - ix. BF: If they are not good at paying the students then will they pay us?
  - x. AL: They will.
  - xi. PL: Sounds like a simpler option.

- xii. BF: Fine with writing out cheques.
  - xiii. Decision: We will pay the students if the CNC-IPA does not cut cheques on Monday, then we will pay the students and CNC-IPA will reimburse us.
  - xiv. Have to pay the GST this month. Will work with LA on this. Do I have to include the GST on the money that was supposed to be given to MA?
  - xv. AL: No money was exchanged, so is there tax to be paid?
  - xvi. PM: Can you call Revenue Canada Agency and get advice?
  - xvii. AL: He refused the \$1500 and we made him a lifetime member instead. Perhaps he has \$500 minus the GST to “give back”.
  - xviii. BF will call CRA.
6. Secretary’s report (PM)
- a. General update.
    - i. Nothing to update.
7. Communications director report (AR)
- a. General update
    - i. The newsletter got out.
    - ii. “What is Permafrost” is almost out, just adding photos.
    - iii. TE has put together a video of the Mackay Lecture, from the slides, his video, and PM’s audio.
    - iv. JH has developed a profile that she will add.
    - v. Photos are coming in from the conference, and will be posted as JH gets trained up.
    - vi. Bugs: The bugs are between Membee integration, and the links on the website. We had to integrate how Membee is used on the website, and we are working to correct them.
    - vii. LA: Glad to hear that you are meeting with JH. The idea is for you to be the content provider, and for Jenn to be the webmaster. LA suggesting that we need another newsletter by the end of the month. After you train Jenn, this should be the role of the communications director. Please think about what that would be, and reach out to members of the board for content. Ask for text from the board.
    - viii. AR: Agree, if these are monthly, they will be shorter and provide updates.
    - ix. AL: Renewal time is coming up, so we need to show activity. One thing we need to talk about are how to become involved in ICOP2024, the action groups, and the strategic planning committee.
    - x. AR: This next newsletter can lay out these themes.
    - xi. LA: Please reach out and ask for content.
    - xii. AR: We can make an update on PermafrostNet.
8. Early Career representative report (CG)
- a. General update
    - i. None.
9. President-elect report (LA)
- a. General update
  - b. AL: reading from LA’s email update

- i. Goal is to get co-memberships done by 2020
- ii. CGS is creating a permafrost section for the first time, and involves CPA members
- iii. Hopes the Membee/website is sorted out.
- iv. Hasn't made any progress on strategy and action groups, but is offering to prepare text on strategy and the action groups.
- v. Suggests targets that we can meet right away on the website, but we have addressed most in our earlier discussion today.

10. Any other business

- a. AL: We need to consider what happens when board members don't attend meetings. Should we make a change to our bylaws that trigger an automatic resignation if a board member misses 3 meetings in a row, unless the board says otherwise, or something like that. It is something that we can change in our bylaws. It is not something that this board has really needed, but it may be helpful to have.
  - i. BF and PL don't think that this is a bad idea, as long as there is a way out for extenuating circumstances.
  - ii. AR: Good idea, because a board member may still be active outside of the meetings but may not be able to attend.
  - iii. Action: PM to draft a motion to make an addition to the bylaws.
- b. AL: Next year is the ICOP in China. We should include deadlines for this conference in our newsletter. There is still time for abstracts. Do we want at the CPA to offer any kind of financial support for students going to this conference?
- c. AR: Is there any support available from the conference?
- d. AL: Traditionally, the CNC-IPA and the USPA have both given money to students going to conferences. Not aware of any funds available to students to attend this conference. If we were to do this, then we need to advertise this as soon as possible.
- e. AR: Even if it is a small amount, we should. It shows our support toward ICOP and the IPA
- f. PL: how much room in the budget?
- g. BF: I will check to see how much.
- h. AL: We can say that we would rather have students attend a local meeting. On the other hand, a token amount of support is a good thing to do. Maybe we give \$200-300 to an engineering student and a science student.
- i. PM: Seems like a good idea. We probably won't receive many applications.
- j. AL: We could use the Michel Allard money and split this between two students.
- k. Unanimous agreement to support two students with the funds left over from MA's award.
- l. AL: Same deadline as abstract deadline, submit your abstract to us at the same time, and an ad hoc committee will judge the abstracts. Who will take this on?  
AR, you have the other documentation for the AGM student awards?
- m. AR: I will put this together and make the announcement.

11. Adjournment

- a. ~15:00 Eastern. Next meeting: PM to set up a doodle poll.