



CANADIAN PERMAFROST ASSOCIATION
ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (On-line version)
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #20
Friday March 6, 2020 1300-1500 EDT

Attending

Lukas Arenson (LA)
Barbara Fortin (BF)
Antoni lewkowicz (AL)
Xiangbing Kong (XK)
Chris Burn (CB)

Excused

Panya Lipovsky (PL)
Peter Morse (PM)
Ashley Rudy (AR)
Jason Smith (JS)

Minutes

BF/LA

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #19, January 24, 2020.
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. CPA Strategic Planning – Update on Anick Guimond to chair Strategic Planning committee (to be also covered by AL later)
 - c. BGC questionnaire on behalf of TC
 - d. Other organizations and their fees: add in an item in the newsletter and a spreadsheet on our drive.
5. Treasurer's report (BF)
 - a. General update (BF)
 - b. Proposal for membership renewal
6. Secretary's report (PM)
 - a. Update in Land Claims Agreement Coalition Conference
 - b. Update on Annual Planner
 - c. Update on minutes for Website.



- d. Conference Insurance
- 7. Communications director report (AR)
 - a. General update
 - b. January Newsletter
 - c. Update on posting coordinates of research sites on website
 - d. (AR/LA) Update on corporate versus institutional memberships on the website
 - e. (AR/LA) Update on adding events in Membee
- 8. Early Career representative report (CG)
 - a. General update
 - b. ICOP
- 9. Past President report (AL/LA)
 - a. Update on ICOP 2020
 - b. Update on return on investment from CanCOP2019
 - c. Update on Potential Action Groups – pick priorities, select leaders, and offer support
 - i. Best practices for geothermal modelling spin-up and boundary conditions – (LA) Update about approaching Greg Siemens to chair
 - ii. Cost of permafrost carbon emissions
 - iii. Revised glossary of permafrost and ground-ice terms – Update on blurb to include in the newsletter about the PF glossary and indicate the goal to produce for ICOP 2024
 - d. Restart process to set up charitable arm
 - e. Strategic Planning – Update on mandate
- 10. Any other business

Action Items:

1. ACTION: LA to add in an item in the newsletter and a spreadsheet on our drive.
2. ACTION: AL to contact Pooney Maghoul and ask her to co-chair Strategic Planning committee
3. ACTION: BF to draft a proposal for membership renewal
4. ACTION: LA to respond to requests from companies that we can assist if they are CPA members
5. ACTION: AR to clarify corporate versus institutional memberships on the website and update this.
6. ACTION LA will read through the old descriptions of corporate versus institutional memberships and discuss this with AR off-line.
7. ACTION: PM to develop Annual Planner.
8. ACTION: PM will work with Jen to prep the minutes for the website.
9. ACTION: AR to look into posting coordinates of research sites on website.
10. ACTION: LA to approach Greg Siemens about chairing geothermal modelling spin-up and boundary conditions action group
11. ACTION: AL will write a blurb to include in the newsletter about the glossary and indicate the goal to produce for ICOP 2024.
12. ACTION: AL will write a mandate for the Strategic Planning committee



Minutes

1. Approval of the Agenda (LA) (also discussed below in item “4.b, viii”)
 - a. AL: AL, BF, XK present, we don’t have quorum so cannot vote on things. BF: Jason is supposed to join at 1:15.
 - b. No discussion. No objection.
 - c. Vote: Unanimously approved.
2. Approval of the Minutes of Meeting #19, January 24, 2020.
 - a. No comments. No objections.
 - b. Vote: Unanimously approved
3. Matters arising (not covered later as agenda items)
 - a. None. No comments.
4. President’s report (LA)
 - a. Update on development of proposal for Whitehorse ICOP (also discussed below in item “b, x”)
 - i. LA: Haven’t heard anything.
 - ii. AL: Same, nothing about our proposal, but we are in a good situation.
 - iii. LA: Only fear is that with no ICOP this year, China may be moved by 4 years to be ICOP 2024.
 - iv. AL: It is a probability, but we would push strongly against it since it would mean that Canada would have no ICOP for 8 years.
 - b. CPA Strategic Planning – Update on Anick Guimond to chair Strategic Planning committee (to be also covered by AL later)
 - i. LA: Anick declined to co-chair the Strategic Planning Committee.
 - ii. AL: I tried to contact her but we were unable to connect. We should include a note in the newsletter for another candidate.
 - iii. AL: Pooneh Maghoul would be a good candidate; she is professor of engineering at the University of Manitoba. I would be happy to approach her. More representation from the north would be good for the co-chair but I can’t think of any obvious candidate. Everyone that I can think of is too busy.
 - iv. LA: Anick mentioned that she would get no support from her organization, so she would be on her own with this and cannot take additional work.
 - v. LA: Pooneh would be a good candidate, she is a woman and an engineer.
 - vi. AL, XK and BF agree that AL should contact Pooneh to see if she would agree to co-chair the committee.
 - vii. CB: Joined the meeting. Have quorum
 - viii. CB: Pooneh approached me and mentioned that she wanted to get involved. I replied but received notification that her email did not exist, so not 100% clear about it. Nevertheless, she has shown significant interest so we should encourage that.



- ix. CB: approved the agenda and minutes
 - x. CB: With regards to an update on Whitehorse ICOP, as far as I am concerned it is scheduled for 2024 and will happen in 2024. We are trying to sort out what is happening with ICOP 2020 now, so no one at the executive committee said anything about 2024 Whitehorse. No one suggested that there should be another proposal, so I don't know what people think about it.
 - xi. LA: The topic of 2020 ICOP should be discussed with the executive committee.
- c. BGC questionnaire on behalf of TC
- i. LA: This is a project that BGC is working on with TC to assess airport infrastructure on permafrost environment. BGC is trying to reach out to people to get some feedback. How do we approve or support those sorts of initiatives?
 - ii. LA: There is another questionnaire being circulated at the moment. It is great that we are using our network to do this but we have to be careful about how and what we send to our members. We have no instrument in place to deal with these types of requests.
 - iii. AL: I think this is something the CPA can do to assist BGC, since they are a CPA corporate member. If a company makes a request, we should ask if they are a member of the CPA? If so, I think we can provide this service to our own corporate members.
 - iv. CB: The second questionnaire is from the Standards Council of Canada (SCC). I think what AL says is wise, if the SCC would be supportive of the CPA, we would assist.
 - v. LA: I like the idea because it shows some of the benefits to be a corporate CPA member. I will send an email to mention that this is something we do for our corporate members.
 - vi. LA: Not only BGC is a member, but TC who is paying is also a member.
 - vii. AL: Is SCC the same as CSA?
 - viii. CB: SCC is the crown corporation, the CSA is a private firm specialised in the development of standards, often on behalf of the SCC.
- d. Other organizations and their fees: add in an item in the newsletter and a spreadsheet on our drive.
- i. LA: Did not do anything about this, it is still in the agenda.
5. Treasurer's report (BF)
- a. General update (BF)
 - i. BF: With regards to renewal process, 15 members renewed this past month (2 EC, 12 reg and 1 corp gold). 71% of regular members have renewed and 52% of EC
 - ii. BF: We gained 4 new members (2 EC and 2 reg) and lost one member (EC). Now have 92 paid members and 39 outstanding.



- iii. BF: Distribution of paid members: 27 EC, 10 lifetime, 46 reg, 4 corp. gold, 2 inst. gold, 2 inst. silver and 1 community.
 - iv. BF: total members (including outstanding) is 131
 - v. BF: With regards to the CGS-CPA combined membership, there is a glitch in the system as one member was credited the regular fee but charged GST. Contacted Membee to find out why this is happening since it did not occur to another member who renewed through the same process. No answer from Membee yet.
 - vi. BF: Update on bookkeeping \$18,907 in bank account. GIC \$2020. Revenue \$2,594 (membership renewals and new members). No \$ deposited from CanCOP2019 yet. Expenses \$3,719 (GST for 4th quarter of 2019, REM Web Solutions and payment for Land Claims Agreement Coalition Conference).
 - vii. BF: We will get \$1,075 back from Permafrost Net for the Land Claims Agreement Coalition Conference. Sent the invoice but no payment yet as Shirley is on vacation.
- b. Proposal for membership renewal (BF)
 - i. Did not work on this yet, still on the agenda.
 - c. Questions?
 - i. AL: Should find out if Pooneh is a member before asking her to co-chair?
BF: OK I will check.
 - ii. LA: While you were talking, I received another request from “you” (BF) to do an e-transfer (spam / fishing emails)
 - iii. BF: I get those all the time from someone pretending to be AL or LA.
 - iv. LA: Just a reminder to everyone to not reply to those emails.
6. Secretary’s report (PM absent)
- a. Update in Land Claims Agreement Coalition Conference
 - i. AL: I attended with PM and Anne-Marie LeBlanc, and we shared the booth with Tristan McLean from Permafrost Net. We had a very nice CPA background with logo. Tristan took photos which ended up in the Permafrost Net’s website. There is one of myself with my CPA hat on.
 - ii. AL: There was interest in permafrost. The Chief of the Gwitchin community of Old Crow intervened in one presentation. I met him briefly and he mentioned that permafrost was important to them. We should give him a call to encourage the community to be a CPA member. No email provided for Old Crow so have to call.
 - iii. CB: I heard that Dana Tramm (Chief of Old Crow) is very articulate and has very refined ideas about science. Science activities is one of the major connections the community has. We should tell them what are the benefits to be a CPA member. Should be a short paragraph that goes in one of the letters.



- iv. AL: He talked briefly about permafrost in his talk. I met his assistant and she was also very interested in permafrost. We need to let these communities know what we are offering, which is our mission to bring together communities to solve problems about permafrost. Old Crow does have problems about permafrost and they could learn from experts who could participate. We've agreed that we wouldn't charge community members for the first year, and hopefully they would carry-on after that.
 - v. LA: We should update our statements of memberships and update our pamphlet about the benefits.
 - vi. ACTION: CB to write a letter and cc LA and AL and include a short paragraph about the CPA.
 - vii. AL: We can send a joint email.
 - viii. LA: Was it worth going to the conference?
 - ix. AL: We didn't get new members but we were visible. What is our message?
 - x. LA: What do they expect or need?
 - xi. AL: I'm going to do a presentation in Inuvik, I might include a slide about the CPA.
 - b. Update on Annual Planner
 - c. Update on Minutes for Website
 - d. Conference Insurance
 - i. LA: I checked and we would not be able to get insurance for ICOP2024 if a pandemic would affect the conference
- 7. Communications director report (AR absent)
 - a. General update
 - i. LA: AR had to go to a meeting so she sent me a text. She says JH and I have added the "New Jobs Page" on our website
 - b. January Newsletter
 - i. LA: AR says that they received several positive comments about the Newsletter. It appears that it is well received by our members.
 - c. Update on posting coordinates of research sites on website
 - d. (AR/LA) Update on corporate versus institutional memberships on the website
 - i. LA: This still needs to be done
 - e. (AR/LA) Update on adding events in Membee
 - i. LA: Several events have been added to our event calendar and they are available online. If anyone has events they know about, let AR know so she can add them to our calendar.
- 8. Early Career representative report (XK)
 - a. General update
 - i. LA: Xiangbing you are muted. Can you turn your microphone on? Since you cannot unmute yourself, can you send a few bullets to the group after the meeting?



- 9. Past President report (AL)
 - a. Update on ICOP 2020
 - i. AL: We already talked about this earlier
 - b. Update on return on investment from CanCOP2019
 - i. We haven't got the money back. GD meant to send us the \$10,000 right away and profit later. We hope it will come soon.
 - c. Update on Potential Action Groups – pick priorities, select leaders, and offer support
 - i. Best practices for geothermal modelling spin-up and boundary conditions – (LA) Update about approaching Greg Siemens to chair.
 - 1. LA: I reached out to Greg but he is on sabbatical so he might not respond quickly. He is back in April.
 - 2. AL: We were asking for a proposal to be approved by the board?
 - 3. LA: Yes
 - ii. Cost of permafrost carbon emissions.
 - 1. AL: You sent something today Lukas?
 - 2. LA: Yes. I will try to share my screen. Mike Brown wants to have another workshop to discuss permafrost carbon feedback technologies, maybe in April? It would probably not be feasible at that time. He wants a core group of participants to discuss his road map and provide feedback on how to move forward. I'm not sure where the CPA's role would be in this. I like the idea but it is getting peripheral to our mandate. The other element is that there is a complete absence of northern group in this meeting.
 - 3. CB: What is he asking the CPA to do other than to give money?
 - 4. LA: He knows the CPA cannot provide money. It is really the endorsing that he would like, to give him more credibility.
 - 5. AL: Endorsement is key, however no one from the CPA is invited at this point.
 - 6. LA: He has them here, they are outside of these 12.
 - 7. LA: If we are endorsing, we need to have people from the CPA participating.
 - 8. AL: It's been in our hand for a little while so we can come back with comments: what is the role of the CPA in this? Are we OK with him doing this, with us sponsoring? What do we have to gain or to lose?
 - 9. CB: We've got a lot to lose. I'm reluctant. I would like to see the CPA clearly represented in this program rather than just some people sitting at the edge of the room.
 - 10. LA: I'd be happy to participate but this is not my area of expertise.
LA: It sounds like we are generally positive about endorsing and



supporting Mike with his initiative but we want to have a more active role in it.

11. AL: We want to see the CPA better represented. We could send a representative from the CPA who could participate or observe
 12. LA: I will send a reply.
 13. AL: In April we could set up a meeting with MB so we could have a real talk with him.
 14. LA: He might not be around but don't know yet.
- iii. Revised glossary of permafrost and ground-ice terms – Update on blurb to include in the newsletter about the PF glossary and indicate the goal to produce for ICOP 2024.
1. AL: I will share my screen and what we are proposing. I consulted with the CNC-IPA and they are interested to develop a new glossary or revisit the old one. The goal here is to develop a new set of definitions in accordance with current usage and add new terms. I've put down a set of objectives and a tentative timetable. The approval of terms of reference and selection of co-chairs and open call to members could be presented at the YK annual meeting.
 2. LA: One suggestion I have is if we could expand it as an illustrated glossary and have more images through it.
 3. AL: In the multi-language glossary, there are 20 pages of figures at the end, but there are no reasons for not to include the photographs in the main text.
 4. CB: Trying to get it done by the middle of 2021 is an aggressive timetable. I wouldn't be surprised if that doesn't happen. It shouldn't be stretched forever either, so it's great to suggest a timetable early on.
 5. AL: 2021 we could have another consultation on definitions. 2022 we could have the English language completed and have the translations done in the next 2 years.
 6. LA: I like that plan.
 7. CB: It will give people who come to the 2024 conference the other languages, although Russians have their own approach to terminologies.
 8. LA: I had similar discussions with Spanish terminologies.
 9. AL: I'll finalize what we said for comments from our members who have not seen it.
- iv. Restart process to set up charitable arm.
1. AL: Nothing happened on this.
- v. Strategic Planning – Update on mandate.



1. AL: We did advertise in the Newsletter. March 15 is the deadline. We should send a short reminder and we could always extend the deadline.

10. Any other business

- a. LA: The only one is AGM but we have no update as AR is not here. Everybody wants to have their meeting during the Geoscience: Permafrost Net, Transport Canada and us. We should start sending info to our members and since there will be no ICOP, we should support a couple early-career to come to YK.
- b. CB: Your concern is very important. Permafrost meeting is 1 to 2 days, geoscience has sessions itself. It would be great if you raised your concerns with AR and Kumari Karunaratne (NTGS).
- c. LA: I already mentioned to them that it's a challenge.
- d. CB: Everybody here at the same time will be great.
- e. AL: We only need about 1.5-hour, way less than everybody else.
- f. LA: I'll put that into my action items.
- g. LA: if we could check if Pooney has renewed her dues.
- h. BF: I will check right now. She did not renew yet.
- i. AL: The nominating committee needs to be formed by July.

11. Adjournment

- a. 12:55. Need to set up monthly meetings in the calendar.



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.

