CANADIAN PERMAFROST ASSOCIATION

# ASSOCIATION CANADIENNE DU PERGÉLISOL

### Approved Minutes (Online version) Board and Executive Meeting of the Canadian Permafrost Association Teleconference Meeting #23 Thursday June 4, 2020 1500-1700 EDT

Atte	nd	in	g	:

LA PL

- СВ
- AL

XK

AR

PM

## Excused:

JS

BF

# <u>Agenda</u>

- 1. Approval of the Agenda
- 2. Approval of the Minutes of Meeting #22, May 8, 2020.
- 3. Matters arising (not covered later as agenda items)
  - 1.
- 4. President's report (LA)
  - 1. Update on Whitehorse ICOP 2024
  - 2. Update on AGM in Yellowknife at YGGSF
  - 3. Other organizations and their fees: add in an item in the news letter and a spreadsheet on our drive.
  - 4. Nominations Committee update
- 5. Treasurer's report (BF)
  - 1. General update
  - 2. Proposal for membership renewal
- 6. Secretary's report (PM)
  - 1. Update on minutes for Website.
- 7. Communications director report (AR)
  - 1. General update
  - 2. Newsletter / long(er) term planning
- 8. Early Career representative report (XK)
  - 1. General update
  - 2. Webinars
- 9. Past President report (AL)
  - 1. CPA Strategic Planning Update on progress and schedule
  - 2. Update on Potential Action Groups

170 Laurier Avenue West, Suite 200, Ottawa ON K1P 5V5 www.canadianpermafrostassociation.ca

- i. Revised glossary of permafrost and ground-ice terms
- 10. Any other business

1.

### Action items

- AR: Notice to the membership to get people to recommend themselves to the Nomination Committee
- AR: Send out newsletter
- BF: Refine proposal for membership renewal
- XK: Organize webinar
- AL: Approach Michel Allard about chairing Permafrost Glossary Working Group

### **Minutes**

- 1. Approval of the Agenda
  - a. Comments? None.
  - b. Unanimously approvedd
- 2. Approval of the Minutes of Meeting #22, May 8, 2020.
  - a. Comments? None.
  - b. Unanimously approved
- 3. Matters arising (not covered later as agenda items)
  - a. None
- 4. President's report (LA)
  - a. Update on Whitehorse ICOP 2024
    - i. We had a meeting of the NOC to plan the presentation to IPA on June 21. Other than getting the presentation together, there is no update. We have about 5 min on the agenda, so there is likely not a big discussion on this. It will mostly be a chance for a bit of PR. CB, AL any comments?
    - ii. AL: Fine. It will be brief. We are a shoo-in.
    - iii. CB: There is no competition, and there is massive confidence in Canada.
    - iv. AL: Worth thinking about the IPA-IAC. There will be a new IAC in 2022, and their job is to make sure the conference team is on track, by 2022 we ought to be on track. It is almost coming in too late.
    - v. CB: Important, because we (IPA) will need advice from the CPA as to who will be on the IAC, and training is important.
    - vi. AL: True, we don't know where the 2028 meeting will be.
    - vii. CB: Yesterday I spoke with Brian Horton associated with the fact that the IPA can have a secretariat. The IPA felt that it would be good if for the last couple of years that person can be in Whitehorse, and be supported financially in Whitehorse. Second thing was that in March before the conference, the money would start to come in. If you want to pay the person, then they should get paid

from the conference fees. BH says that they (Yukon University) wouldn't be handling this, that the CPA will handle the fees. I think he is concerned that if there is money coming into the university associated with the conference, that the university might sequester the money. So he wants the money kept aside, and that university bills us. I think that he is worried about a massive surcharge for services. The CPA may end up being responsible for administering the money. He doesn't want the money to go to YU right now.

- viii. LA: Good to know this.
- ix. AL: So we will need a treasurer by then.
- x. LA: BF is the treasurer for the conference, at which time she may not be treasurer for the CPA. But in any case the treasury can run under the CPA.
- xi. AL: Is it better for the CPA to set up a non-profit for the conference itself? Just raising the question. All the money flows in and out of the other non-profit, minimizing the tax burden on the CPA.
- xii. LA: Another option is that we handle everything through a professional conference organizer. They can take care of the money, and use the University as the venue, as would happen for a hotel, for example. Those are good questions that we need to think about. Other questions?
- xiii. None
- b. Update on AGM in Yellowknife at YGGSF
  - i. We'll hold it during the YGSF. AR and I got approached by Brian Moorman who is also coordinating the AGM for PermafrostNet. They are in the same boat. No decision made by the NTGS yet, but only about a 5% chance that it will go ahead in person. Not likely that our AGM will take place in person. Should we do the AGM only, and postpone the technical meeting?
  - AL: Important to have the technical meeting. 1 day of presentations by CPA members. Free to CPA members, only CPA members present. And broadcast via Zoom. And we can have some targeted presentations, and invite them. We could have 3 1.5 h sessions, and three themes. Wouldn't take a lot of organization, and would be a benefit to our members.
  - iii. AR: And these can be recorded in Zoom and posted.
  - iv. LA: Time zones are an important consideration.
  - v. AL: We could start at 8 am Pacific, and get in the talks. And by 7:00 PM Eastern, it could be wrapped up. Maybe only 2 sessions and finish earlier.
  - vi. DECISION: We should plan for a technical session of some kind.
  - vii. LA: We should make a decision now to make this virtual. We don't wait for the Forum to decide. We can get the message out that we are not putting pressure on the Territory.
  - viii. DECISION: All agree.
  - ix. AR: We are going to have a meeting this coming Wed. about the Forum. I think that going virtual is the best decision for CPA.
  - x. LA: Let's add this to the next news letter and start posting on social media.
  - xi. AL: Best day for us to have the AGM?
  - xii. AR: No dates have been decided for the various themes. I think that the CPA can pick whatever day we want.
  - xiii. AL: Let's grab the day now.

- xiv. LA: 17-19 Nov are the planned dates. What day works best?
- xv. AL: Wed works best for me
- xvi. CB: Same
- xvii. PL: YGSF is the week before YKGSF.
- xviii. AR: Will it be in person?
- xix. PL: Not sure.
- xx. LA and AL: Let's say November 18<sup>th</sup>.
- xxi. DECISION: Agreement to hold CPA AGM and technical meeting on 18 November 2020.
- xxii. AR: If we record everything, then we can share with members.
- xxiii. CB: AL gave a presentation online for PermafrostNet using Zoom and it was great.
- xxiv. AR: Microsoft Teams is not as stable, and not as good as Google Meet.
- xxv. AL: We have had trouble with Google Meet on Fridays.
- xxvi. LA: We may just buy a licence for Zoom.
- xxvii. AL: PermafrostNet may let us use theirs.
- xxviii. AL: AR said we should record presentations, and I agree, let's add in 'short presentations as an alternative 'frost bites" like a virtual poster.
- xxix. AR: I've made these in the past, and they take a lot of work. Have to play it by ear.
- xxx. AL: We should try to think up a short format. The equivalent of a poster.
- c. Other organizations and their fees: add in an item in the newsletter and a spreadsheet on our drive.
  - i. No update. Haven't heard back from anybody yet. I've reached out to a few other groups. Once we have the Strategic Plan ready, we can share this with other associations and ask if they want to be a part of this. The document will make it easier to explain what they are getting themselves into.
  - ii. No questions
- 4. Nominations Committee update
  - i. Reached out to 3 individuals, Tim Ensom, Isabelle deGrandpre and Anne-Marie LeBlanc, and all interested to serve with LA and AL. IDG and TE are both from Yellowknife.
  - ii. AL: The rules are pretty strict, so we can only have 4. I would choose IDG and A-ML. A good cross section, and IDG has some past experience with the Board, in the north, with government, and francophone.
  - iii. LA: Comments?
  - iv. CB: Good to have 2 engineers and 2 scientists. A.-M.L. also Francophone.
  - v. LA: OK, I'll reach out and the 4 of us will come up with some names.
  - vi. LA: And we have to get out a notice to the membership to get people to recommend themselves to the Nomination Committee. Responses should go to the Secretary.
  - vii. AL: We have the earlier documents, and we can re-work them for this round. A critical choice will be President-Elect. That person will have to see through the Strategic Plan that is in development.
- 5. Treasurer's report (BF)
  - a. General update (LA for BF)



- Membership Registrations/Renewal. We have one new early-career member. 6 members renewed their membership. We have a total of 115 paid members and 25 outstanding members. Distribution of members: 34 Early-Career, 62 Regular, 10 Lifetime, 4 Corporate Gold, 2 Institutional Gold, 2 Institutional Silver, 1 Community. Assets: Cash \$ 29,948.49; GIC \$2,020. Revenues: \$390 from membership renewal and new membership. Expenses: \$8.58 from Stripe and banking fees.
- ii. LA: Financially we are still healthy
- 2. Proposal for membership renewal
  - i. LA: This proposal is regarding late registrations in the year. From January 1 to June 30 you pay full membership, then from July 1 you pay 60%. I struggle with payment during the AGM. At AGM you have the option to pay 60%, or you pay full fee and you get the remainder of the year and the next year. We need to limit this if the AGM is in November or December. If we have the AGM in August, as we had this past year, it is too early in the year. I don't think we are 100% there with the wording.
  - ii. AL: Inclined to agree. Not sure how to get there.
  - iii. LA: I haven't had time to respond yet.
  - iv. (Note: PM's internet connection stopped, so he had to call in and missed the last few points of discussion.)
- 6. Secretary's report (PM)
  - 1. Update on minutes for Website.
    - i. All of the approved minutes from 2019 and the 2018 AGM were edited to make suitable for posting online.
  - 2. Otherwise I've been busy as Secretary for the Strategic Planning Committee and as a contributor to the Strategic Plan.
- 7. Communications director report (AR)
  - 1. General update
  - 2. News letter is not out yet. Waiting for Jason to get back to us. We are going to Heather Brooks. She represents the engineering side of things. Early this month I can send this out with an announcement of the AGM and what the AGM will look like. This will also include the call for nominations. We will also let members know about 2 speakers that we will be hosting.
  - 3. AL: Can you add a 1-liner for members to look out for the Strategic Planning document in August.
  - 4. AR: We can keep the newsletter simple and keep it to 3 themes
  - 5. LA: Let's keep it simple.
  - 6. AR: Had good feedback on AL's talk and I'm trying to find out from PermafrostNet who was able to attend. Over 70 people attended.
  - 7. AR: I've been tweeting papers that have been passed to me. In the newsletter I will let students know that we are funding 2 students to RCOP so that students can apply for it. Questions?
  - 1. Newsletter / long(er) term planning
    - i. Addressed above
- 8. Early Career representative report (XK)
  - 1. General update

- i. Addressed below
- 1. Webinars
  - i. XK: I've been working on CPA talks. Simone responded. It would be great to give one in June, but not sure when.
  - I.A: No need to rush that. As Zoom seems to be best, we can contact PermafrostNet so see if we can share, or maybe we should get our own account.
  - iii. XK: Thanks
  - iv. AL: Most useful thing last week was having someone in my image to be able to tell me that things are showing up. Most important for the speaker.
  - v. LA: People can't really ask questions. People type in comments and questions. A helper can read them and moderate the question session at the end. Good to have a helper beside you to keep track of these aspects so the presenter can focus on the presentation.
  - vi. LA: We have a lot of Early Career members, so it is great to see this planning.
- 9. Past President report (AL)
  - 1. CPA Strategic Planning Update on progress and schedule
    - i. Lots to report. Vary active committee. We've had 4 meetings since the Board last met. We will be looking for feedback from the Board very soon. I will show you the plan for the schedule. (all open their copy). We will need to get the plan translated early on for discussion. After the first round of comments from the Board, I am aiming that we will get version 2 back to the Board at the very end of July. So after the August Board meeting we can get it translated and sent out to membership on August 5<sup>th</sup>. Then membership has a month to comment. Then a revised version will be ready by October, and presented to the Board for October meeting. Then it will be revised and sent back to membership ahead of the AGM by mid-october. Comments on the revised schedule?
    - ii. None
    - iii. AL: Second part is the actual plan. Each element of the plan now has a Vision, a Background (current situation), Objectives (goals), Actions (things we will do to reach objectives), and Metrics on how we will measure our advances. Each element has these. We used to have a lot of components, many are now merged. We are down to 5 themes: Dissemination of Permafrost Knowledge, Membership, Finances, Linkages, and Prominence. Some themes have lots of different sub elements. We may feel that we want to break it back out into a few more themes. The others look fairly well circumscribed. We are all filling in the blanks, and making it into a plan, with all of the elements we expect to see in a plan. We are trying to be as precise as possible. We need the board to think about what is realistic, what is not, what should be changed. You all have access to this, and you can start to make comments now if you like. The committee has already been working hard, and it is looking like a good plan. The challenge is to make sure we have a way to get there. This plan needs members to participate. There are standing committees that need to be set up, and so the members will be the ones to make the association successful. I think that close to 1/3 of the membership will probably need to be involved. We did talk about getting some feedback from Indigeneous organizations, and the only time period that is feasible is during the time that the membership is reviewing the plan. That

would be the right time, but we need to think in advance about who to ask, and give them the heads up now. What are the Board's thoughts? Is this feasible, and who to ask? YCFN? ILA? Any comments are helpful.

- iv. PL: The sooner the better. Many organizations are at a very limited capacity, but especially right now.
- v. AL: Should we just give it to Merran? Is that the best way?
- vi. PL: A good first start
- vii. AL: I think that someone like Trevor Lantz could be helpful to this end. We don't have as good a link in the Eastern Arctic.
- viii. CB: The organizations need to be involved. If they don't have a strong link with us, then they will not be likely to respond. There are some organizations that we work with who can review it, but no organization will make a pronouncement until they have had a meeting, and it's schedule may not match up with our window. Wildlife Management Committee for the Yukon North Slope would be good, but their quarterly meeting may not match. We can send them a copy in time for their meeting, and get a verbal response from them. We could go to 1 HTC in the Western Arctic, probably Inuvik. We have good ties to the Inuvik HTC and the President will probably say something. We also have a lot of relations with the First Nation of Na-Cho Nyak Dun in Mayo.
- ix. AL: The main comment we want to know is, would this plan make you want to be a member?
- x. CB: The important thing is to have a good Executive Summary
- xi. LA: We want these organizations to let us know if this is something they can support. I haven't had lots of uptake by the KIA in Nunavut, but maybe this will change.
- xii. PL: There are other groups in the Yukon who are interested, so we might be able to pass on to them.
- xiii. AL: Thank you for all of those comments. I see this as a way to raise awareness about our organization, but if we can get something from them it would be a great help. We may even need to re-think the name of some of the members. Community doesn't work.
- xiv. LA: Second main thought about the Strategic Plan is that we should think about a secretariat at some point to support those actions, so that not everything is based on volunteer time.
- xv. AL: Is that something you think we should be doing in the next 5 years, if so then we need to add it.
- xvi. LA: Depends on the numbers.

xvii.AL: We are predicting a 50% increase in membership.

- xviii. LA: I have to look at the numbers to see if we can afford it, but as soon as someone is hired, then there is more action. Benefits if someone is on the payroll. There must be benefits to the members.
- xix. AL: How would you describe that role? Is it part-time?
- xx. LA: I see it as a secretary/cat-herder. Someone that takes minutes during these meetings and puts it together for each committee. More a Secretary type of position that will be a help to the members and action groups. The standing



committees have a part-time person who attends all meetings and works with the chair of each of the standing committees.

- xxi. LA: We can produce lots of materials like videos, minutes, etc., we can have someone to help make these happen and we will get more achieved
- xxii.AL: Sorry to pin you down, but I am trying to work out what to add to the plan. What kind of person?
- xxiii. LA: Someone with some experience. Like a postdoc. Someone who knows the language, but doesn't have to be an expert.
- xxiv. AL: If this is a goal, then let's put it in there. Now is the time. All that affects is how much money we need to bring in.

xxv.LA: To some extent, the conference is the reason for having this.

- xxvi. CB: When you start to hire people, you have to find the salary, and also the running expenses. One of the difficulties with grad students is that they have obligations to do things like finish their thesis. So part of this is strategic thinking about what is required. Otherwise, if you are looking for a person to work part time who is not a grad student, you are looking at considerable money, and they will want to go to the AGM, etc. So the costing for this is important. It may be that if there were 4 committees, it may be better to pay 4 grad students, rather than 1 person to work with all of them. Otherwise the grad student model starts to fray.
- xxvii. AL: Always good to have a dash of reason.
- xxviii. CB: Agree that things done on a voluntary basis are unsustainable, so I do see the advantage of some payment.
- 2. Update on Potential Action Groups
  - i. Revised glossary of permafrost and ground-ice terms
    - PermafrostNet had a 3-day meeting last week about data. The one thing that came up is that there is significant interest in working with the CPA on semantics and ontology. So that we all use the same words in the same way. There is interest and we need to move it forward. I got no response from Wayne. Should I approach Michel Allard? What I don't want is for CPA to lose control of this.
    - 2. LA: Please go ahead and approach Michel
    - 3. PM: I think so too.
    - 4. CB: The good thing about it is looking through the existing materials, and seeing what needs to be fixed. It is not a new book. And I 100% agree that this is a CPA project.
- 10. Any other business
  - a. CB: The IPA has a council meeting 22-23 June. On the 15<sup>th</sup> of June, the IPA will send the CNC-IPA documents about the meeting. As far as I can tell, the most important thing that will affect the CPA is the 2024 conference, the glossary will be a part of that. I'm hoping that the CPA will become more of the mouth piece for permafrost in Canada. We do want to keep the CNC around so that the NRC will continue to cover the \$3000 bill.
  - b. LA: I am going to be giving a webinar on permafrost and geotechnical site investigations.
  - c. AL: The revised CSA standard about buildings is about to go out for public review.
  - d. AL: Lots going on with standards right now.

- e. CB: I do have a number of ways that I would like the CPA and IPA to work together on things. With these webinars, there is a good way to distribute them, or publicise them through the IPA. Particularly sessions from the CPA AGM can be distributed or notified through the IPA.
- f. AL: We do have several international members.
- g. CB: The IPA never pays for secretariat, so what I have done is acquired sponsorship of Frozen Ground. This year Transport Canada is very keen, and in 2024 permafrost net is interested. Nunataryuk has been approached for 2023, but no response yet. We could profile other countries in reports, and in return they could sponsor a Frozen Ground. Canada may want to do this nearing 2024.
- h. LA: Looking forward to working with the IPA even more.
- i. CB: Glad that Brian Horton is involved in the ICOP2024.
- 11. Adjournment
  - a. Next meeting 10 July, 13:00-15:00 pm Eastern
  - b. Adjourned 16:44 Eastern

