



CANADIAN PERMAFROST ASSOCIATION
ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (On-line version)
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #26
Friday 7 August, 2020 1300-1500 EDT

Present

PL, AL, LA, BF (not quorum); PM joined at 13:30 for quorum.

Excused:

JS, AR, XK, CB

Minutes

PL & PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #24, July 10, and Meeting #25, July 17, 2020.
3. Matters arising (not covered later as agenda items) – n/a
4. President's report (LA)
 - a. ICOP
 - b. Update on AGM
 - c. Other organizations and their fees
 - d. Nominations Committee update
5. Treasurer's report (BF)
 - a. General update
6. Secretary's report (PM)
 - a. General update
7. Communications director report (AR) – in the field
 - a. General update
8. Early Career representative report (XK)- not present
 - a. General update
 - b. Webinars
 - i. August 25 – on track
9. Past President report (AL)
 - a. CPA Strategic Planning
 - b. Update Action Groups
 - c. Restart process to set up charitable arm
10. Any other business
11. Adjournment

Action items

PM: Look in to voting system so use with Zoom/ in addition to Zoom.



PM: Ask XK about Zoom licence details, and ask JH for help with monitoring Zoom during AGM.
LA: Send welcoming note to Phil Bonnaventure.
BF: Notify MS that CPA will pay for the membership this year due to difficulty in payment.
PM: Meet with BF to get up to speed on Membee, generate membership lists, etc; save routines/queries.
LA: Announce webinar on 25 Aug. in newsletter
BF: To translate Strategic Plan before Aug 15
PM: Work with AL to help set up bilingual forms to link to strategic Plan
ALL: Directors with a responsible standing committee to locate a chair for their committee.
AL: Will work with AR to post plan on website in members section
LA: Will confirm members of Action Groups and encourage GeoSlope to get corporate membership
LA: to ask Michel Allard to chair Glossary Action Group
PM: will send out DoodlePoll to reschedule fall meetings

Agenda

1. Approval of the Agenda
 - a. No quorum
2. Approval of the Minutes of Meeting #24, July 10, and Meeting #25, July 17, 2020.
 - a. No quorum
3. Matters arising (not covered later as agenda items) – n/a
4. President's report (LA)
 - a. ICOP – No update. Steve Wolfe working on field trips. Organizing meeting coming up soon.
 - b. Update on AGM:
 - i. AL: Plan for 1-2 hour AGM meeting
 - ii. LA: Need to put out open call for presentations/abstract; will be good opportunity to collect presentations to archive/post on website; Invite 2-3 keynote/half hour presentations; Spread over 2 shorter days (4-5 hrs/day) so less conflict for time zones
 - iii. AL: Maybe invite indigenous keynote speaker
 - iv. PL: Maybe Old Crow?
 - v. AL: Or CB's NND contacts? Invite reflective talk from Wayne Pollard? + engineer
 - vi. LA: Invite early career re impacts of COVID on research?
 - vii. AL: Maybe use more of a frostbit approach, 1 minute highlights
 - viii. LA: Require 1 line "what COVID did to me" on registration form? (joke!)
 - ix. PM joins: Apologies for lateness



- x. AL: Need to start making some decisions, organizing committee/person to organize schedule, no parallel sessions (15 min talks + 5 for questions)
 - 1. Longer talk + 3 shorter talks per session; 2 sessions/day. 3 sessions total + AGM. = 8-9 talks + 3 keynote.
 - 2. LA: Make 15 min talks, to allow more talks.
 - 3. LA: Have virtual poster session if excess talks with 1-3 minutes to present/discuss/QA. Post posters prior to meeting.
 - 4. AL: Need good virtual platform for all of this
 - 5. LA: Zoom working fine
 - xii. LA: Choose 2 days (Nov. 16/17); will ask AR to announce in newsletter and request abstracts (not on social media as non-members can't present/attend). In order to present must be member.
 - xiii. AL: Need online voting system and be able to track number of people attending online and which are members. Need to know if we have quorum.
 - xiv. PM: Can control zoom access using passwords given to members and could use a volunteer moderator (Jenn Humphries?)
 - xv. LA: We could send out an e-form and get real-time results
 - xvi. PM to look into voting system
- c. Other organizations and their fees – no updates/on hold until strategic plan is formalized
- d. Nominations Committee update – next meeting on Aug 24. PM, any volunteers yet? PM hasn't heard any as of Friday night.
5. Treasurer's report (BF)
- a. General update
 - i. 4 new members: 3 early career, 1 lifetime (Phil Bonnaventure/U Leth) – LA will send welcoming note
 - ii. 119 paid, 2 outstanding (1 is Merran Smith, would need to send another cheque: PL put forth motion to waive MS's fee; AL seconded; unanimous approval to have CPA pay for MS's membership), 121 members total
 - iii. \$29,298 in bank, \$1020 GIC, no liabilities, 1530 revenues/new memberships, 2292 expenses (mostly insurance + banking fees)
 - iv. No payment from CGS yet
 - v. To pay GST shortly
 - vi. LA: Adam Kirkwood (PYRN), not CPA member, but won a membership for this year; will work with BF to enter into system; how does this work for bookkeeping (an expense + revenue/GST?)
 - vii. PM: Like with MS, CPA pays the fee. Ends up a 0 sum on the books, but a record of payment?



- viii. Unanimous agreement.
6. Secretary's report (PM)
- a. General update
 - i. Pretty quiet, wrapped up insurance,
 - ii. Need to sit down with BF to get up to speed on Membee, generate membership lists, etc; save routines/queries.
 - iii. LA: Create a ppt so these steps are recorded to pass along to others. Did something like this for MailChimp.
 - iv. BF: Still updating Excel sheet
7. Communications director report (AR) – in the field
- a. General update
 - i. None.
8. Early Career representative report (XK)- not present
- a. General update
 - b. Webinars
 - i. August 25 – on track; LA will announce in newsletter
9. Past President report (AL)
- a. CPA Strategic Planning - Review of proposal submitted to the Board by the SPC
 - i. AL: Updated following last board meeting, incorporated comments, did first Google Translate attempt; sent version to BF earlier this week; BF will do it this weekend before Aug 15; BF check 10 terms first (committee titles and main themes to put into 2 figures). Incorporated comments from Mayo FN that CB acquired (e.g. don't use visible minority term / used racialized persons instead; targets for these groups should be northern distributions/not Canadian targets; so took out targets and made it annual increase). Additional work, increased # of agreements to 4-5. Wildlife and water quality are of special concern.
 - ii. AL: How to manage feedback - link to Google Forms? LA showed example from IPA Rock Glacier action group, with Google Forms feedback box embedded in pdf. Should be able to control/offer anonymity (but recommend including name and/or CPA membership checkbox). Seems like a good approach.
 - iii. PM to help set up bilingual version.
 - iv. AL: Will work with AR to post plan on website in members section.
 - v. PM: Need to have strategic plan committees in place before AGM.



- vi. AL: Probably just need chairs in place.
 - vii. LA: hold off on newsletter to announce plan next week, or have a standalone announcement?
 - viii.
 - ix. AL – standalone would be good.
 - x. PM: Share with partners for feedback? (eg CGS?) Maybe informally if forwarded/shared.
 - xi. AL: We should stick with members. Some individuals are members of both and can provide the feedback. We want members to shape the plan.
 - xii. AL: If we lobby to make permafrost course part of prof licensing – may get pushback on this. Or create CPA certification like Ecological Restoration Assoc does.
- b. Update Action Groups
 - i. Best practices for geothermal modelling spin-up and boundary conditions
 - 1. LA: email exchange with Greg Stevens/RMC, their emails were hacked/lost; action group = Greg, Cameron Ross, Elie Devoie, Ron Koots, Marc Le.../GeoSlope, Stephan Gruber.
 - 2. Need to reserve spot for them to present at AGM.
 - 3. PM: Are all these folks members? Should they be encouraged?
 - 4. LA: will confirm and encourage GeoSlope to get corporate membership. CSA declined corporate membership
 - ii. LA: PCF Action Group
 - 1. LA: Had 2 calls with Mike who has been working on this, trying to contact ECCC; setting up Oct 16 zoom workshop/CB to sit on panel, led by Thomas Axeberger? UofT + Franklin Griffith, Jocelyn ... Yukon CAFN microbiologist + others.... Mike to present at AGM with progress update. Need to secure funding.
 - iii. Revised glossary of permafrost and ground-ice terms
 - 1. AL: Did not hear back from Wayne, now will ask Michel. Need to have someone in place by AGM.
 - c. Restart process to set up charitable arm – in strategic plan to be done by Dec 2020 “Permafrost We”

10. Any other business



- a. LA: Return to Items 1 and 2 on agenda.
 - i. Approval of the Agenda
 - 1. Decision: Unanimous approval
 - ii. Approval of the Minutes of Meeting #24, July 10, and Meeting #25, July 17, 2020.
 - 1. Decision: Unanimous approval
11. Adjourned at 14:36. Next meeting Sept. 11? PM will send out DoodlePoll to reschedule fall meetings.

