

Draft Minutes Meeting #42
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
21 January, 2022 1200-1400 EST (1000-1200 MST / 900-1100 PST)

Present:

Madeleine Garibaldi (MG)
Jennifer Humphriies (JH)
Barb Fortin (BF)
Kumarai Karunaratne (KK)
Lukas Arenson (LA)
Chris Burn (CB)
Peter Morse (PM)

Excused:

Dale Heffernan
Pooneh Maghoul

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #41, 10 December, 2021.
3. Matters arising (not covered later as agenda items)
4. President's report (KK)
 - a. General update
 - b. AGM 2022 - updates
 - c. CPA Executive Director - Next steps
 - d. Standing International Committee
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
 - i. Charitable arm
6. Secretary's report (PDM)
 - a. General update
 - b. Support for Canadian Archaeological Association
 - c. Standing Membership Committee
 - d. Update Bylaws: Discipline of Members of the Board and Executive Director
7. Communications director report (JH)
 - a. General update
 - b. Standing Dissemination Committee
8. Early Career representative report (MG)
 - a. General update
 - b. Webinars

9. Past-President report (LA)
 - a. Standing Committee ToRs and Standing Committee Chair meeting
 - b. Update Action Groups
 - i. General update
 - ii. Process to dissolve Action Groups
 - c. Standing Linkages Committee
10. Any other business
 - a. Information Sharing
 - b. Proposals to discuss a proposal

Action items:

1. ACTION: KK to work with JH on the manuals and updates to the website, and with PM on the Google Drive and the By-laws.
2. Action: Have a work planning meeting (KK, JH, LA, PM)
3. Action: Meeting with Chairs
4. Action: Meeting with the Standing Committees
5. Action: Need the Committees to think about what kind of piece they would like to contribute to the newsletter.
6. ACTION: Letter from steering committee to CNC-IPA to request seed funds.
7. Action: BF to see how much we might have as seed money.
8. ACTION: Engage with SG about emphasizing the roles of PermafrostNet members in the meeting and our contribution to PermafrostNet's goals, and see if SG is up for filling in some of the program gaps with a discussion about data or something.
9. ACTION: BF will pass around the final report to the board for review and approval.
10. ACTION: KK to look into an accountant
11. ACTION: KK, BF, LA, PM meet about the By-laws for the Foundation.
12. ACTION: KK to pass both sets of by-laws to lawyers for review.
13. ACTION: JH to pursue improving the Member's section of the CPA website.

Minutes

1. Approval of the Agenda
 - a. Discussion. No issues.
 - b. CB Moves to approve. BF seconds.
 - c. Unanimous approval
2. Approval of the Minutes of Meeting #41, 10 December, 2021.
 - a. Discussion. No issues.
 - b. KK moves to accept. LA seconds
 - c. Unanimous approval.
3. Matters arising
 - a. None.
4. President's report (KK)
 - a. General update

- i. I'm open to reminders about things. There is a bunch of housekeeping that needs to be attended to at this stage. Hard to figure out where things are at. JH has started putting together an administration manual. How do we do the onboarding, the transitions? Anything can happen at any time, so we should organize this.
 - 1. There are a number of website updates that are needed. I don't have a list yet, but we need this up to date for members and outsiders. JH has helpers for this, but I'll put together a list of updates. The google Drive needs to get cleaned up, and decide what files are stored and how. E.g., so that there is an archive folder.
 - 2. The by-laws need to be updated as a result of the AGM.
 - 3. ACTION: I'll work with JH on the manuals and updates to the website, and with PM on the Google Drive and the By-laws.
 - 4. We also need to clear up the membership email list, so that everyone gets the emails.
 - 5. JH: BF and I are working on this.
 - 6. KK: What about Financial Files?
 - 7. BF: Right now I have most of the files on my personal folder, but maybe I should have these on the shared drive.
 - 8. JH: I have files on my computer too.
 - 9. BF: I keep things on my GSuite Share.
 - 10. PM: The Secretary and the President have superuser status, and can look at anything.
 - 11. BF: OK, I'll upload statements and the annual statement to a folder that we have shared across the board.
 - 12. LA: We are having a problem with emails being filtered out by enterprise filters. We should send out small sets of emails in groups of 50 or so, letting members know that if you are not receiving email from the CPA, it could be a problem with your office's filters.
 - 13. KK: Any other admin issues?
 - 14. JH: Not much that I can do about the email filters.
 - 15. LA: In my case I had to get the IT department to adjust the filters.
- ii. Standing committees
 - 1. I'm working on the ToR. The SMC needs to have its eye on members. Some of the DSDC material can move to the SMC, like webinars. The SLC can be like our social butterflies and can help make the links with other organizations. I don't have a chair for the SLC at the moment, so the SLC will have to be on pause until we get someone in that role. I've talked to Hendrik Falk about how these things should run. He says you need to have the board member sit on that committee until it gets its legs. I'll chat with JH and PM about how to move forward with those committees. The

SLC, SDC, and SMC are intertwined, so we need to figure out how to work them out.

2. LA: You can pass the SLC on to me as past-president. The Dawson meeting is a good opportunity to further the SLC. Now that we are preparing for Dawson, there are some connections that we can draw into this committee. I think that we need to keep the SLC going, instead of pausing the committee. Dawson will help us with this.
 3. KK: I guess I didn't want to load these committees, until they have a clear direction. One thing that we need to put on hold right now are the joint memberships. They put a burden on the Treasurer, but the relationships still need to be fostered between the CPA and other associations.
 4. LA: I agree.
 5. KK: I'd like to look at the year ahead, and what the board needs to do, and what we want the committees to do to support the meeting, and delegate some tasks. Instead of just picking something from the Strategic Plan. I'd like to have a work planning meeting to talk about this soon, and then have another meeting with the Chairs of the Standing Committees.
 6. Thoughts?
 7. Actions: Have a work planning meeting (KK, JH, LA, PM)
 8. Action: Meeting with Chairs
 9. Action: Meeting with the Standing Committees
 10. JH: The SDC would like more direction from the board. Committee members are looking to be more comfortable with the decisions they make. The sooner we do this the better.
 11. KK: You don't know what you don't know when you start something, so this will be good. Some delegation will help.
- iii. Next newsletter will be in January. I think that we should aim for Quarterly newsletters. I think that we should aim for some articles, and some content. I'd like to have a profile for the board members. Just a few details that will help people connect with who you are. We also need to get out the ad for the Executive Assistant. I will have an update for the Frozen Ground newsletter. Anything else for the next newsletter?
 - iv. Action: I'd like the Committees to think about what kind of piece they would like to contribute.
- b. AGM 2022 - updates
- i. Steering committee met and have a draft meeting program submitted to the FN Chiefs and the letter to the Chiefs. We have a draft budget (\$100K), and the registration fee will be about \$400. We are looking at how to link the standing committees to some of the tasks. CB, do you want to give more details?

1. CB: I sent the board two things. The letter to the FN Chiefs and the proposed program. The Steering committee and the 3 FN have been involved all along. The 3 principal objectives were set by the 3 FN. The 5 meeting theme sessions and each session has 3 components. First 2 keynote talks (45 min), then a break, then a panel discussion with CPA members and citizens coordinated by someone to guide the discussion, then there will be a general discussion on how the key notes and the panel discussion have influenced the theme. There will be 3 public lectures, on Monday, Tuesday, and Wed. One will be the DH award talk, but there will also be comments from citizens, so kind of a joint presentation. There will be a wrap up and a dinner. The budget that we have passed onto the Chiefs, indicates basically that the big money is involved in transportation for field trips and food, some funds for honoraria, and also some funds for hiring someone to make this a hybrid meeting. Both NND representatives have hired Gúnta Business consulting, and thought that Gúnta would do a great job. Gúnta would charge about \$35K for the week. Not quite sure how to manage that. I know how we can manage the meeting, from registration fees of about \$500, and from the CPA seed money. Students and some FN participants will not have to pay \$500. The Chiefs's next meeting is this coming Wednesday. The program just lists suggestions for speakers. There are a few gaps but none require us to pull the plug. The field trip leads are set and the trips are planned. At some point we will have to have the Board meet with the Steering Committee and the Organizing Committee. We have had super support from the three FN. I get messages from the FN representatives constantly, and they have really taken on these roles and a lot of responsibilities. I can't believe that we won't get 250 people. The CPA is going to be a leader in a way that I didn't anticipate, as this is spreading more broadly, and the international community is looking at us, and I think the hybrid meeting will be important.
2. KK: It will be important to figure out how to work the Dawson meeting into the Committee work planning.
3. KK: We also need to figure out how to have the CPA give to this meeting as seed money.
4. CB: We have to think about the CNC-IPA support.
5. LA: The easiest is that the CPA puts in a request, so go ahead and ask for \$10K. Ask Toni and see what the CNC-IPA thinks.
6. CB: Who makes the request? The Steering committee? Or from a representative of the CPA and of the FN?
7. LA: I'd have this come from the Steering Committee, with support from associated organizations.

8. ACTION: Letter from steering committee to CNC-IPA to request seed funds.
9. LA: If we have seed money, and you want more from the CPA, we as the board can put in money as seed money. We would need an MOU. As with any seed money, there can be profit sharing. We don't need to ask for any profit, but we'd like our money back. CB, what happens with the profit? This needs to be discussed.
10. CB: Haven't thought about this a lot, but we need to help students and citizens come to the meeting. The FN doesn't seem concerned about making a profit, and the CPA does not ask for any profit. So we can either refund students and citizens, or we can set a lower registration fee and hope we make enough. This is what I want to discuss on Wednesday with the Chiefs. I think that we will raise about \$30K, which will bring down the costs. But we haven't tried any fundraising yet. The online connection raises the budget to about \$140K.
11. LA: But we know that the online component has been the money maker for other conferences. But we 100% do not want this to be about being a big money maker, but we want to know much we might gain. We can put profit back into refunds, or to the foundation. Do the FN have vehicles for profits? We need to make sure that things are supported for future activities, or education funds, whatever, not just a fancy dinner. We need a profit share agreement split 4 ways.
12. Action: BF to see how much we might have as seed money.
13. BC: What you see in the letter is \$10K from the CNC-IPA, and about \$5K from CPA. This seed money is recoverable.
14. KK: One other item. Stephan Gruber is excited about Dawson, and is anticipating to attend, and have many members of PermafrostNet to attend. He has made a request for something that PermafrostNet could lead. I let him know that the program has already been set. He is disappointed that he wasn't included in program discussions, but we have penciled in so many PermafrostNet members, and we've asked SG to lead the wrap up panel and give an introduction at the opening reception. I don't think that there is a spot for PermafrostNet to squeeze in. He didn't want to be squeezed in, but offered that they could help out if asked, and they are willing.
15. CB: If you look at the program, there is someone from PermafrostNet on almost every page. The hard job is a wrap up at the end. We can find someone from each of the theme wrap-up teams to include a PermafrostNet student. We could also help contribute to PermafrostNet's goal, which is to set a permafrost research agenda for Canada. That wrap-up session feeds directly

into this PermafrostNet goal. I think that we can point out to SG how we are actually trying to help fulfill what PermafrostNet is trying to do.

16. ACTION: Get back to SG about the roles of PermafrostNet members in the meeting and our contribution to PermafrostNet's goals.
 17. LA: We have to put the 3 northern FN in the centre, and we are kind of tagging along. I see SG's motivation, but this venue is not necessarily the right place to have a PermafrostNet event. PermafrostNet people are involved, but like the CPA, we keep our profile low.
 18. KK: So that would mean the CPA is providing a presence as an MC and facilitating, but the talks and that sort of thing are led by FN.
 19. LA: I guess I just don't think that it is appropriate to have a half-day PermafrostNet workshop.
 20. JH: A big thing that PermafrostNet is trying to do is sort out a lot of data issues, and maybe this could be an avenue to hold a discussion about data and the people who use it, and ways that data are managed. FN can have turnover in some positions and that is a challenge, so maybe there can be a discussion about ways to help communities.
 21. CB: There are some fairly large lunch breaks, so there is space for that sort of conversation, and there will be requests for that sort of time. Also, not everyone will go to all of the public lectures in the evening so there will be time. And, on Friday there could be something organized as an alternative to a trip. As long as we know who will attend instead of going on an excursion, then that is fine. We just need to have this planned. There is time for people to do that sort of thing. The YGS would love to show off their permafrost database, as an example. That sort of thing will be sure to crop up.
 22. KK: We are not going to pull any fast-ones on the program, but we can see if SG is up for filling in some of the gaps.
- c. CPA Executive Director - Next steps
- i. Job description is ready for review by the board, and we need to talk about how we will do the contracting. We need to follow up with an accountant on this. I'd like to post the job in the February newsletter, and have the assistant in place before the summer.
 - ii. CB: Emma Stockton is the E.D. of the IPA. Are you thinking about something like that, or a real half-time employee?
 - iii. KK: I was thinking about a student or an EC.
 - iv. PM: I'd keep the call pretty open. There may be someone who just retired who might want to be involved.
 - v. LA: Agree.

- d. Standing International Committee
 - i. No update here
- 5. Treasurer's report (BF)
 - a. General update
 - i. Renewal is going well so far. 125 paid up members, we had 186 at the end of 2021. So there are now 63 members outstanding, which is better than this time last year. Now the renewal email will go again in 2 weeks. We gained 1 EC, and 1 Reg. We have the following paid up members: 45 EC, 57 Reg, 17 Lifetime, 3 GC, 3 IG. For 3 members I got undeliverable emails. One is the contact for Aurora Research, Alice Wilson, so I'm tracing that down. The 1 community member we had did not renew.
 - ii. Bookkeeping: \$68180 in the bank, and the GIC \$2032. Should I pass around the final 2021 year end for approval and comments?
 - iii. KK: Can we approve over email?
 - iv. LA: Yes.
 - v. KK: Let's do that.
 - vi. ACTION: BF will pass around the final report to the board for review and approval.
 - vii. Some discussion about what to put in the ledger, either report on the monies received in that year, or report on the calendar year the money will be used. E.g., 2022 dues collected in 2021, but used in 2022.
 - viii. Revenues for 2022 so far are \$12930 from membership, so 68% of our budget. Expenses, so far are \$516, includes \$397 in Stripe fees, \$112 for our prize winners, and some banking fees.
 - ix. The CGS/CPA membership joint fees are still causing headaches. About half of the joint members did not show up as members of the CPA. There have been hiccups in passing on the code, there have been problems with the amounts charged, and I don't think that much of the tax has been charged.
 - x. LA: Is this worth pursuing? Is it too much of a nightmare?
 - xi. BF: Well, it is OK for 18 members, but not if these members increase. It complicates my books too, in relation to the taxes. The amounts are small, but it takes time to deal with.
 - xii. KK: Do we have an accountant yet to look at our books?
 - xiii. BF: Not yet, but we can talk about this.
 - xiv. ACTION: KK to look into an accountant
 - xv. BF: I have to report our 2021 tax.
 - b. Standing Finance Committee
 - i. Charitable arm
 1. They drafted the constitution and by-laws, and we have comments from Lukas, Peter, and Kumari.
 2. BF: Do we discuss now, or a bit later on?
 3. LA: Let's meet separately
 4. ACTION: Meet about the By-laws.

6. Secretary's report (PDM)

a. General update

- i. I need to finish off the simplified minutes for the website so those can be posted soon.
- ii. Now that the new calendar year has started I have to file our new Board of Directors

b. Support for Canadian Archaeological Association

- i. We are now called the Coalition to Support Indian Residential School Missing Children Investigations. We passed around the Coalition Statement to share with our members, and I thank JH for inquiring about the French translation. We may be asked to comment on documents related to geophysical techniques used to locate unmarked graves.

c. Standing Membership Committee

- i. PM: I just met with Phil to talk about kicking things off right with the SMC. We discussed setting up a regular schedule for meetings, working on the ToR for the Committee and focusing on building up Community Members. we just lost the only one that we had. Hopefully the Dawson meeting will help. It will also be good to have the Board offer guidance on the roles we can take on to support the Dawson meeting.
- ii. JH: Needs to have tangible benefits for members, such as if members have ideas for projects, they can send things around to the rest of the CPA to drum up interest.
- iii. PM: We also talked about the importance of defining and making clear benefits to members.

d. Update Bylaws: Discipline of Members of the Board and Executive Director

- i. This is revised, but we just need to have this reviewed by a lawyer.
- ii. LA: We have a firm located for ICOP2024, so we can have them reviewed along with the Foundation's by-laws. We can post the amended by-laws as they were accepted by the membership. Then we get them reviewed, and if there are edits we can propose the changes to the membership at the next AGM.
- iii. ACTION: KK to pass both sets of by-laws to lawyers for review.

7. Communications director report (JH)

a. General update

- i. Training 3 people on the website next week. Lots of different improvements that I'm trying to make. If you have things that need to be done, I'll add it and chip away.
- ii. KK: I'd like to go to training next week.
- iii. JH: I'd like to post clear descriptions of the various membership types.
- iv. I've been working on some documents to make transitions between board members easier, related to websites, accounts, etc. A very general document.
- v. KK: Perfect, great to have a cheat sheet.

b. Standing Dissemination Committee

- i. No update
 - 8. Early Career representative report (MG)
 - a. General update
 - i. None yet.
 - ii. KK: Any questions for us?
 - iii. MG not yet. I have contacted Xiangbing about what he wants to pass me for information, but haven't heard back yet.
 - b. Webinars
 - i. No update
- 9. Past-President report (LA)
 - a. Standing Committee ToRs and Standing Committee Chair meeting
 - i. No update yet
 - b. Update Action Groups
 - i. General update
 - 1. No updates yet
 - ii. Process to dissolve Action Groups
 - 1. No update
 - c. Standing Linkages Committee
 - i. No updates yet
 - ii. LA: Comment though. I have a colleague who is a member of a geophysics association, and he wanted to know if we were interested in joining in on some of their webinars on permafrost geophysics. I agree not to pursue joint membership, but doing something together would be good. They are also involved in the unmarked graves activity.
- 10. Any other business
 - a. Information Sharing (KK)
 - i. The point of this item is that if there are things that come up that we need to take care of, or share out with either northerners, or other organizations, or whatever, then there should be a standing item for sharing information.
 - ii. PM: Shared updates on GEM-GeoNorth and CCGP.
 - iii. LA: I will add a focus to the ECCC report on the importance of permafrost in getting to NetZero.
 - iv. CB: I got feedback from Caroline Rolf about the CCGP meeting that the permafrost carbon feedback timelines were tighter than she had expected.
 - b. Proposal about a proposal
 - i. In the 4th year permafrost class, I've had the students put together some presentations on what they have learned. If you are happy with the results, we can post a set of these for members for a sort of on-line course. The proposal is to show you an episode and pass a real proposal for the March Meeting of the Board. Are you open to this?
KK: I'm happy to get a proposal.

- c. JH: If we want to tune up our member only section, we can make it do a lot more for \$600.
 - i. LA: That would be great.
 - ii. KK: If it is a 1 time expenditure, that would be great.
 - iii. ACTION: JH: I'll pursue this.
 - d. LA: Do we want to have the committee chairs send us a report/email with what they have made progress on, and what they need direction on.
 - e. KK: We can talk about this in February, and make a decision on what to do.
11. Adjournment
- a. 14:03 Eastern
 - b. Next meeting February 11th, 1200-1400 Eastern