

Approved Minutes Meeting #44  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
11 March, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending:

DH  
LA  
PDM  
BF  
JH  
PM joins at 1400 hours

Excused:

CB  
MG

Minutes:

PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #43, 11 February, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
  - a. General update
  - b. AGM 2022 - updates
  - c. CPA Executive Assistant
  - d. Standing International Committee
5. Treasurer's report (BF)
  - a. General update
  - b. Standing Finance Committee
    - i. General Update
    - ii. Charitable Foundation
6. Secretary's report (PDM)
  - a. General update
  - b. Support for Canadian Archaeological Association
  - c. Standing Membership Committee
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
  - c. Standing Linkages Committee
10. Information Sharing
11. Any other business

Action items:

KK: With SMC to get out the next newsletter

LA: Set up meeting of the Board and Committee Chairs

KK: Request budget from Chris for conference

PDM: Share ideas about creating “community” with SMC

BF: Renew REM web services.

BF: Add the CPA/CGS member profiles to Membee

LA: To contact RosCongress about MOU

JH: To remove RosCongress logo from our website, and also CryoGeeks

LA: To look at JH’s registration set up in Membee/website

Minutes:

1. Approval of the Agenda
  - a. Discussion
  - b. Approved
2. Approval of the Minutes of Meeting #43, 11 February, 2022
  - a. Discussion
  - b. approved
3. Matters arising from the minutes (But not covered later as agenda items
  - a. None
4. President’s report (KK)
  - a. General update
    - i. Relatively quiet. The Newsletter went out. We had a request from Kevin Schaefer from the USPA to support a Permafrost Working group to support the NASA-ISRO (NISAR) radar satellite mission. I reached out to Ashley Rudy and Anne-Marie Leblanc and we sent it back to Kevin. There is interest in participating in the WG, so hopefully we will hear back from that. I also mentioned the links between the CPA and the USPA and communications.
    - ii. PDM: Also happy to see that the letter asks for the relationship to be two-way.
    - iii. LA: I also saw this request from another channel. It seems to have support from various angles, and will be an interesting initiative.
    - iv. LA: I tried to reach out to the Canadian Remote Sensing Society about the CPA, but they don’t really seem interested in partnering with us. Maybe we need to push a bit more.

- v. KK: Branding. I sent the quote around by email to the Board, and the price is broken down. I think that we need to do this in the next year or so. Maybe we do a couple of things now, and park the rest until after Dawson so we know what we have for funds.
  - vi. JH: Probably a good thing to wait until after Dawson.
  - vii. LA: We will have a major expense with the EA, so I agree that we should park this for now.
  - viii. KK: Given that we have a lot to do for Dawson, maybe we should hold off. But it is important work that needs to be done. It can wait for now.
  - ix. KK: I reached out to the YGS for a tour of the Yukon Permafrost Database, and they are interested in giving a presentation as a part of our Webinar series. One of the Wednesdays coming up this month.
  - x. KK: I'd like to get a newsletter out in April or May, and some ideas to include, and I'd like to have the SMC take that on.
  - xi. KK: I'd like to meet with the Chairs of the committees and the Board.
  - xii. PM: We can invite everyone on the committees, but have the discussion focused on the Chairs and the board. The rest can be participants.
  - xiii. LA: I like that idea.
- b. AGM 2022 - updates
- i. KK: My update is that the steering committee met, the program is going ahead. We are in the process of setting up registration on Membee. Not exactly straightforward. CB suggests that they are going to apply for funds to hire an Administrative assistant to help with registering the FN participants. This will be off line, so that the limit for on-line registration would be about 120. There will be a handful of other people who are not FN or CPA members.
  - ii. LA: We can always just add in 100 into Membee for now, and add in a few more later if needed.
  - iii. KK: I went through the program and pulled the names of people proposed for panels, so that I can find out if they are available so that we can find alternates if necessary. We do need to get registration open.
  - iv. LA: As long as we have someone who can help with the registration of FN, that is outside of Membee, then I don't see any problem at all.
  - v. KK: We will need a combined database.
  - vi. LA: Agreed, we need a database on those who have paid and registered, so that we can reach out to them.
  - vii. KK: Jen suggested that we put the registration behind the member log in, which forces only members to be allowed to register.
  - viii. LA: That sounds good.
  - ix. KK: The other thing that we need to do is limit the number of EC participants. I don't know what that should be, and CB suggested that the fee should be \$300. Does anybody have an idea about how many EC will go?
  - x. LA: No. Close to the ratio of CPA members?

- xi. BF: Nearly half of our members are EC.
  - xii. JH: We have a very loose definition of EC, so based on the definition, we may have about 40 ECs at the conference.
  - xiii. KK: The point is that we will have to make up the difference in the registration fee, so there is budgetary concern.
  - xiv. KK: What are our questions for Chris?
  - xv. LA: In essence, we just need the budget. A breakdown of the costs.
- c. CPA Executive Assistant
- i. KK: Ad is out. We sent out some more emails to drum up interest. We have one applicant, but it would be good to have more. This closes next Sunday, 20 March. Maybe we could repost.
  - ii. LA: We could also extend the deadline a bit.
  - iii. JH: I suggested reaching out to individual profs. Students will often need a bit of encouragement, and then they will often do it. It is how I got involved in the CPA.
  - iv. KK: I sent it out to 12 profs this morning, and LA sent it along as well to a bunch of people.
  - v. KK: Any other questions?
  - vi. None
- d. Standing International Committee
- i. KK: Toni is working on dissolving the CNC-IPA and moving that into the CPA. He will draft the TOR and pass it back to us for review, then take it to the SIC for its comments.
  - ii. KK: Toni gave me a breakdown of the CNC-IPA, and how the membership has not changed as a result of the ICOP getting cancelled. Comments for Toni?
  - iii. LA: Not really. You summed it up, and we had this same discussion last year. We need to get the money out of it sooner than later so that they are not sitting on money.
  - iv. KK: The only sticking points are the fees, and how to have them paid in the future. I also talked with Toni about how things are going. Many of the keen members are on committees now, so we need to get the other committees ramped up. We are kind of in a chicken-egg situation, we need to provide value to keep members, we need members to keep value. We talked about what we need to create a community, and in an easy way. We could have a bit of a coffee break once a month, with a theme, and have a few members lead the discussion each time. No slides, informal. Things like, what is it like in consulting, how do you get into it? What are the different data loggers out there, what are the pros and cons? Simple things like that. We also talked about some sort of competition, or game, like guessing the landform. Stuff like that. Another idea was to have a competition to send in a photo of you doing field work with a haiku. Just some fun, easy things to do.

- v. PM: These are great ideas. I 'll bring these back to the SMC and we can do this.
  - vi. LA: I like the idea, and we can give away some swag.
  - vii. JH: I've got some ideas for swag, and where to get it at some competitive prices from northern sources. An easy way to create value for members is to create short courses on something like TEMP-W, and things like that.
5. Treasurer's report (BF)
- a. General update
    - i. BF: Renewal: 10 members renewed. We lost Cryogeeks, who will be replaced by a numbered company (13756378 Canada Inc.). This is unfortunate because we lost a corporate member. We gained new members, 1 REG, and 3 EC. 149 paid members, 42 outstanding, and some of these outstanding ones really should renew. We have EC 57, Reg 66, Lifetime 17, CG 5, IG 3, IS 1.
    - ii. BF: Finances: \$68770 in the bank plus the GIC. \$16720 in revenues from membership, which is 88% of the budget. Expenses are \$3546 so far, this month they are \$656 because of our website update and our regular fees like Stripe.
    - iii. BF: I received an invoice from REM about our services, and it is the same fee so can I go ahead and renew?
    - iv. All: Unanimous, Yes.
    - v. BF: I expect another invoice for VEMO.
    - vi. BF: The CGS/CPA, I still haven't seen payment from last year. I think that they owe us about \$2200 to \$2500.
    - vii. BF: I reached out to an accountant about our needs, and he can answer a few questions for free, but if we need more, it would be about \$85 an hour, which is a lot less than his regular hourly fee.
    - viii. BF: Questions?
    - ix. PDM: Do we need to do anything special to pay the contract for the EA?
    - x. BF: No, it should be easy as it is a contract.
    - xi. BF: I will be on vacation for a few days, close to when registration starts, so that might cause a problem.
    - xii. KK: When are you back?
    - xiii. BF: Probably the 23-24.
    - xiv. LA: My only concern is if the registrations crash the system.
    - xv. KK: We could delay the start of the registration a bit.
    - xvi. JH: I don't mind working on things a bit while I am gone.
    - xvii. BF: My worry is not about the system, but more about responding to emails from people, and they need to get answered.
    - xviii. JH: It is a few days, I don't think that it will be a concern. And, the main email will be the one set up for the conference.
    - xix. KK: Enjoy your holiday, and we will figure it out.
  - b. Standing Finance Committee
    - i. General Update

1. They will return the TOR for our next meeting.
- ii. Charitable Foundation
  1. The SFC was OK with the changes, except with the “remuneration of directors”. They said that in the CGS, they do remunerate the director. They want to finalize it one last time, and then will pass to us for review.
  2. KK: I think that we had a bit of wiggle room there.
  3. LA: Most of these meetings connect remotely anyway. And with the CPA, there will only be in person meetings at conferences. So that is why there is this notion that we don’t need to support travel.
  4. PM: In this day and age, there is no need to have to cover travel as it is easy to connect digitally.
  5. KK: There is room for very special instances in the draft by-laws.
6. Secretary’s report (PDM)
  - a. General update
    - i. PDM: Not a lot in the general update. It’s been a quiet month. I did set up all of the Board meeting invitations. I didn’t get the by-laws filed, but will do that when I file the Annual Return, which will be due soon.
  - b. Support for Alliance to Support Indian Residential School Missing Children Investigation (Canadian Archaeological Association)
    - i. PDM: I attended the monthly meeting yesterday and there are a number of updates. There are new training guidelines and documents , the CAA working group is working nout how to tackle cross-jurisdictional questions, and asked to meet with Chiefs of Ontario to discuss unmarked graves. A glossary of terms is circulating to help communities to understand what it is that you can actually get from geophysics and remote sensing. Denialism has popped up, so there was discussion about how to respond effectively.
    - ii. PDM: I have asked Brian Moorman to take over, and begin representing the CPA at these meetings. He has been in discussions with Dene Nation about investigating in Northwest Territories, and so is much closer to the activities of the Alliance than I am.
    - iii. All: No questions.
  - c. Standing Membership Committee
    - i. PDM: Phil is still on strike at U. Lethbridge, so I organized and chaired the meeting of the SMC this week. It went really well. The team is looking forward to sinking their teeth into the work. We reviewed the strategic plan, the draft TOR, the work plan, and a list of Member Benefits. We agreed to meet in 2 weeks to really kick things off, and so that we can pass the list of Member Benefits on to JH who wants to put these on the website. Phil will chair the remaining meetings, and I will keep attending them until the committee gets its legs. Very positive.
    - ii. KK. Glad to hear that the meeting went so well.

7. Communications director report (JH)
  - a. General update
    - i. I worked on the registration for the conference, and we got out the newsletter. I came across a problem in Membee, that we were sending the newsletter out to out-of-date emails. We need to figure out how to streamline the email lists.
    - ii. LA: This a challenge to link those two. In the past, I have updated the Membee list manually. And there is the option to update the entire CSV.
    - iii. JH: I have to look into this a bit more.
    - iv. LA: What we can do is export the list, make the changes, and upload the list back into Membee to update it.
  - b. Standing Dissemination Committee
    - i. JH: We have been working on the TOR and the tasks. This seems to have made the committee more energised and enthusiastic.
  - c. KK: Questions for JH?
  - d. BF: What do we do about those members who registered with CGS and also us. They are not really in our system.
  - e. JH: Do we have to create profiles in membee?
  - f. BF: They are a member, but they haven't been responding to my emails.
  - g. LA: I think that we should just create a simple profile for them.
  - h. BF: If we were to be audited, we would be missing members.
  - i. PDM: I think that we should do the bare minimum and just enter their names and emails as profiles in our system.
  - j. BF: I'll do this and let the 4 people know.
8. Early Career representative report (MG)
  - a. General update
    - i. KK: MG got a concussion and can't sit in on a meeting like this.
  - b. Webinars
    - i. (KK Indicated above that she has reached out to YGS about a presentation)
9. Past-President report (LA)
  - a. Standing Committee ToRs and Standing Committee Chair meeting
    - i. LA: KK and I will organize this for the coming weeks.
  - b. Update Action Groups
    - i. I'll meet with Greg in a couple of weeks when I go to Ontario
    - ii. The glossary is coming right along.
  - c. Standing Linkages Committee
    - i. I will organize a meeting for this soon.
  - d. No questions.
  - e. KK: For the linkages committee, if they could think about setting up a northern advisory meeting in November, that would be great. and somebody to make linkages to InSAR community, and archaeology. This will take some time.
  - f. PM: I don't want to overlap with the modelling interest group, but want to propose something for geomechanics.

- g. LA: We would be supportive of that.
- h. PDM: Agree!

#### 10. Information Sharing

- a. LA: Update on RosCongress. We have the MOU on this, but with all things going on in Ukraine, I would be very much in favour of letting our Russian colleagues know that we have to cut off all ties. I don't see any commitment in the MOU, we were just communicating, and there are no consequences for us, but we have to put this on hold and remove their logo from our footer.
- b. KK: I agree with that suggestion. We need to communicate this to our members.
- c. LA: It was at the AGM and in the newsletter. I'd be interested in how the IPA is dealing with this.
- d. KK: This would be a letter to your contacts at RosCongress. In an email or letter?
- e. LA: I think an email. I can pass it on to KK and PM, or any other Board members that want to read it.
- f. LA: The Society of Exploration Geophysicists will have Teddy Herrington (CPA member) and Jim Henderson present on permafrost geophysics, and I may speak.
- g. KK: Is this coordinated with the timing of the YGS webinar? We don't want them to be at the same time. Once they set a date, we can set a date.
- h. LA: And we can add these dates to the newsletter.
- i. LA: Also, I think that we can use our calendar more on the website, can we post more on it?
- j. JH: We need to think about how beneficial this would be. May not be work keeping this going.
- k. KK: I've been on the Strategy Committee for PermafrostNet, and they will do some micro engagements, like with PCSP, and the PIs on PermafrostNet. This is still getting going, and recognition that we need a web presence. We are meeting monthly, so you will hear more.
- l. PDM: LA, you will likely be contacted by the GSC as a follow up on the PCF dialogs.
- m. LA: Brian Horton has reached out to me about conference organizing, so they are working on coordinating logistics, and I pushed him to get moving on some of these things.

#### 11. Any other business

- a. KK: I'll send an email out to CB about the conference, and we will probably have to have another meeting or two about registration. Any idea about what we should do?
- b. BF: We really do need the budget, but we will need one more meeting, maybe next week to talk about the registration.
- c. LA: It seems like what you have done is quite advanced. Do you want me to look at things?
- d. JH: You can look at it any time.
- e. LA: Great.



- f. PM: Regarding the IPCC report that just came out. I didn't see anything from the CPA. Is that something that we really envision?
- g. LA: It is not that we don't care, we just haven't had something/someone to do this. It is something that we are happy to do, it would be great.

12. Adjournment

- a. 1450 Eastern.
- b. Next meeting: 8 April 2022, 1300-1500 Eastern.