

Minutes Meeting #49  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
12 August, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

[Note: the focus of this meeting will be on the North Yukon Permafrost Conference, so some agenda items may get tabled until the next meeting in the interest of time.]

Attending:

Lukas Arenson (LA)  
Jen Humphries (JH)  
Kumari Karunaratne (KK)  
Dale Heffernan (DH)  
Astrid Schetslaar (AS; non-voting)  
Barb Fortin (BF)

Excused:

Pooneh Maghoul  
Chris Burn  
Peter Morse  
Madeleine Garibaldi

Minutes:

JH

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #48, 10 June, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
  - a. General update
  - b. North Yukon Permafrost Conference updates
  - ~~c. National Adaptation Strategy~~
  - ~~d. AGM 2022 - updates~~
  - ~~e. 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. 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 Chair meeting
  - b. Update on Action Groups
  - c. Standing Linkages Committee
10. Information Sharing
11. Any other business
12. Adjournment

### Minutes

1. Approval of the Agenda
  - a. Unanimously approved
2. Approval of the Minutes of Meeting #48, 08 July, 2022
  - a. Unanimously approved, no discussion.
3. Matters arising from the minutes (But not covered later as agenda items)
  - a. No matters arising.
4. President's report (KK)
  - a. General update
    - i. KK: Want to get quickly through the minutes and then discuss the Dawson Meeting stuff.
  - b. North Yukon Permafrost Conference updates
    - i. KK: preoccupied by Dawson meeting. Field guides and program got sent to the printer this morning. Might be worth it to go to the end. Who is going to be on the reporting teams. That is something that needs to happen next week.
    - ii. KK: Teams with a mentor, Lukas, Ryley, Adrienne a mentor. Some FN citizens, and a early career person.
    - iii. KK: A reporting and recommendations teams for each five themes. They'll take the notes from the discussion groups and report, panel-style, on the three or four main points. Need an early career, mentor, and first nation citizens.
    - iv. KK: Need to clarify who will be helping with each of these. The themes start on Tuesday, so we have Sunday and Monday to organize. Want to prioritize young women, and good communicators. Don't need experts per say. Need to create some documentation on what we need from people.

- v. KK: If we could pause Dawson stuff, I have a few other updates. We submitted a letter to the National Adaptation Strategy that we talked about last month. I shared the letter with the group yesterday.
- vi. KK: I got sent an invitation from Sue Natalie about the meeting in the states at the end of September. I believe Stephan Gruber and Chris also got an invitation. They are able to pay for travel fees.
- vii. LA: Thomas Homer Dixon got the invite and is hoping to go as well from John Holdren.
- viii. KK: I need to give them an answer by Monday. I'm leaning towards going. If I can't, then hopefully they'll give me a few days to find someone. Lukas and Jen can't because of the possible NTCF meeting in Inuvik. Dale is on Pat leave.
- ix. KK: In order to get the funding from CNC-IPA, they needed to get their banking in order, which they have done. So we do have the funding now.
- x. KK: Gunta provided a production schedule. We need to identify a few people to do these tasks. TG are using the hall until 5. So it'll be a mad-dash to get it ready. PA system will still be setup from the general assembly. LP and Fabrice will be there, Steve K, Astrid, Emma, Chris.
- xi. JH: Can you share the production schedule?
- xii. KK: Yep we can do that and start populating it.
- xiii. Then there was a bit of discussion about logistics. One CPA poster at Palace Grand and one at Yukon U.
- xiv. BF: to send info about the buses.
- xv. KK: to ask about stops and if bathroom is on the bus, ETA is 6 pm.
- xvi. JH: Need to give Trevor's contact info to PN group, and have a discussion about the plan. People to bring their own lunches. KK will be handling giving Trevor info to PN.
- xvii. JH: to send info to Barb, Kumari? Naomi? about which people we don't have contact information for, and someone will need to contact them.
- xviii. JH to email Peter and LP list of questions/thoughts about Poster sessions
- xix. KK: need to sort out how the breakout groups are going to work. I'll put my ideas down on paper over the weekend. Needs to be pretty simple.

- xx. KK: AS has been putting together a list of all the food and things. And shes putting together a list of who's going on what field trips.
- xxi. KK: how will we disseminate who's on which field trip, and available spaces. Haven't figured out how that will go out. Maybe an email? I'll confirm the max numbers for each bus for you astrid. The DH has the most capacity. We will have vests for everyone.
- xxii. LA: Do we want to try a second wind of advertising for the online portion of the conference?
- xxiii. DH: it looked to be sold-out when I tried.
- xxiv. BF: I will look into that registration issue.
- xxv. Kk: big things I need to do is breakout groups, figure out production schedule, figure out mentors/groups.

5. Treasurer's report (BF)

a. General update

- i. BF: (will send all the numbers)
- ii. BF: Can we agree to put the \$10,000 into the ICOP to open it?
- iii. All: 5 of us in agreement
- iv. BF: when should I reinstall the 40% discount for membership? Usually it happens in July.
- v. LA: my suggestion is wait till after the conference.
- vi. All: we agree to that.
- vii. BF: Expenses run-down
- viii. BF: Then she went into the Dawson City revenue and expenses.
- ix. BF: There were a few people who probably should register. One is Cathy Brais, hasn't registered or paid. Chris Gruben, Justin Pigage, Ed Johnson, Barb Shannon. They haven't registered or paid yet.
- x. KK: is waiting on final shipping costs, and then BF will reimburse her.
- xi. LA: you'll also need to reimburse me for the flags. I'll send you the invoices.

- xii. BF: I'm expecting there will also likely be more to reimburse with.
- xiii. KK: Yes, they'll be shipping costs from me to get things to Dawson, but there will also be the printing costs for field guides and the programs.
- xiv. LA: BF, do you have any concerns with the budget?
- xv. BF: if we get the 30,000 from CIRNAC then we will be totally fine.
- xvi. LA: and I feel confident about that.
- xvii. JH: Question about 3 registrants, who haven't registered but are on the program.
- xviii. LA: I will reach out to Phil regarding the nominations committee for next years board members.

6. Secretary's report (PDM)

- a. General update
  - i. Absent
- b. Standing Membership Committee
  - i. None

7. Communications director report (JH)

- a. General update
  - i. only updates regarding CPA really
- b. Standing Dissemination Committee
  - i. None

8. Early Career representative report (MG)

- a. General update
  - i. KK: Madelaine not here to present. Has reached out to quite a few different people to present in the fall. Ashely from NTGS, Lukas, Sue Natalie (will have an opportunity to ask about them about it in Dawson), and an InSAR person.

9. Past-President report (LA)

- a. Standing Committee Chair meeting
  - i. We will have one in the fall.
- b. Update on Action Groups
  - i. not too many updates from me, I was on vacation.

10. Information Sharing

- a. none

11. Any other business

12. DH: nothing new from me. It will probably be WSP that pays the bill. We don't have access to all the charge accounts yet.

13. Adjournment

- a. 14:42 Eastern. Next meeting Sep 9, 2022