



CANADIAN PERMAFROST ASSOCIATION
ASSOCIATION CANADIENNE DU PERGÉLISOL

Approved Minutes (On-line version)
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #24
Friday July 10, 2020, 1300-1522 EDT

Attending:

LA
PL
CB - from ~13:30 onward
AL
JS
XK
BF
MB (Mike Brown) – from 14:00-14:45

Excused:

AR
PM

Minutes taken by:

PL

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #23, June 4, 2020.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. Update on Whitehorse ICOP 2024
 - b. Update on AGM in Yellowknife at YGGSF
 - c. Other organizations and their fees
 - d. Nominations Committee update
5. Treasurer's report (BF)
 - a. General update
 - b. Proposal for membership renewal
6. Secretary's report (PM)
 - a. General update
7. Communications director report (AR)
 - a. General update
8. Early Career representative report (XB)
 - a. General update
 - b. Webinars



9. Past President report (AL)
 - a. CPA Strategic Planning - Review of proposal submitted to the Board by the SPC
 - b. Update Action Groups
 - i. Best practices for geothermal modelling spin-up and boundary conditions
 - ii. LA: Cost of permafrost carbon emissions
 1. Presentation by Michael Brown at 14:00 EDT, 5 min
 - iii. Revised glossary of permafrost and ground-ice terms
 - c. Restart process to set up charitable arm
10. Any other business

Action items

1. LA: Will reach out to AR re coordination of 2020 AGM during Yellowknife Geoscience Forum.
2. LA: Need to find out from XK to see how webcast platforms are working out.
3. LA: To check that 3 cancelled members who are to be reinstated will still receive newsletter.
4. PM: To confirm that one cheque for a membership fee has been received.
5. LA and BF: To modify Membee to accommodate new registration decision.
6. LA: Will mention new registration decision in newsletter and post note on website registration page.
7. XK/BF: To purchase 1 year Zoom membership.
8. LA: To schedule short meeting in the next week to finish draft strategic plan discussion.
9. All: approve draft strategy via email prior to next board meeting

Minutes

1. Approval of the Agenda
 - a. Comments? None.
 - b. Decision: Unanimously approved
2. Approval of the Minutes of Meeting #23, June 4, 2020.
 - a. LA corrected a few minor typos.
 - b. Decision: 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. IPA approved proposal



- ii. Steve Wolfe has reached out/started organizing field trips.
- iii. AL: IPA council feel we are on track and had no major discussion items. Some concern expressed about how limited numbers will be handled (eg. first come/first served, online options etc). They don't want people to automatically jump queue simply by submitting to proceedings.
- iv. LA: Another risk to first come/first served approach is that students and early career participants may register later than others.

b. Update on AGM in Yellowknife at YGSF

- i. LA: 2020 AGM will be virtual, as decided at last meeting. Now we need to set up an organization committee to put out a call for abstracts, set an agenda that works with E/W time zones, etc.
- ii. LA internet cut out/AL jumped to next agenda item.
- iii. AL suggested finding someone off the board to coordinate, since they don't have to be from the north if it is a virtual meeting.
- iv. LA: will reach out to AR first.
- v. LA: Need to find out from XK to see how webcast platforms are working out

c. Other organizations and their fees

- i. LA: No progress as this makes more sense to tackle after finalization of Strategic Plan

d. Nominations Committee update

- i. LA: committee formed, comprised of AL, LA, Isabelle De Grandpre, and Anne-Marie LeBlanc,
- ii. Kickoff meeting was this Monday, to start putting forward names.
- iii. Nomination process underway; there will be an open call in the next newsletter.

5. Treasurer's report (BF)

a. General update

- i. 1 "new" member this month (actually a renewal who previously expired, then registered again);
- ii. 117 total paid members (34 Early-career, 64 Regular, 10 Lifetime, 4 Corporate Gold, 2 Institutional Gold, 2 Institutional Silver, 1 Community)
- iii. 26 cancelled members (however 3 will be "re-instated"; one outstanding member has sent a cheque already but is waiting for confirmation from PM that it has been received, and two other members renewed through the CGS-CPA joint membership but did not update their info in our



system yet). LA to check that 3 cancelled members who are to be reinstated will still receive newsletter.

- iv. Membee tax issues: Can we remove tax from invoices for members in partner associations? We would need something in membee to flag this.
- v. AL: probably not worthwhile setting up a formal system for so few numbers.
- vi. BF: Might be simplest to provide reimbursement, to avoid renewal complications next year.
- vii. New joint CGS-CPA members couldn't figure out how to enter membership info from registration page; BF asked AR to add registration form to website to streamline process.
- viii. CGS is sending cheque for joint members who registered.
 - ix. LA: asked if some CGS joint members are not yet registered in our system?
 - x. BF: yes, 2.
 - xi. LA: only members in Membee will get newsletter; can add 2 missing CGS members manually in Mail Chimp.
 - xii. Assets: \$30,032.49 cash in bank; \$2020 in GIC.
 - xiii. No liabilities
 - xiv. Revenues since last meeting: \$260 (from memberships)
 - xv. Expenses since last meeting: \$193 (Membee and bank fees)

b. Proposal for membership renewal schedule:

- i. BF: Distributed latest version of the membership registration renewal schedule proposed by email this morning to vote on (attached).
- ii. AL in support, pending "dues" typo is corrected in first bullet.
- iii. BF: asked if vote should be by members or board?
- iv. AL: Should be a board decision. Could be reviewed/overturned by members at AGM, but we don't have to wait until AGM to implement now.
- v. AL: Moved to adopt motion (attached); PL seconded; no discussion/objections; approved.
- vi. BF: How do we make this work in Membee?
- vii. LA: Should be simple to adopt; will mention decision in newsletter and post notice on website registration page.

c. Other

- i. AL: Guy Dore has confirmed that CPA will receive \$5000 profit from last year's conference once books are finalized. When it gets seed money/profit back, CNC-IPA will receive \$30k; we may be able to persuade them to transfer this to CPA, which would provide the targeted reserve amount proposed in the 5 year strategic plan.



6. Secretary's report (PM absent)
 - a. General update –
 - i. CB: PM had no secretarial updates. CB: had read draft strategic plan and was very complimentary
7. Communications director report (agenda item skipped as AR absent)
8. Early Career representative report (XB)
 - a. General update
 - b. Webinars
 - i. Setting up for first speaker series webinar next Tuesday with Isabelle de Grandpre and Simon Dumais
 - ii. LA: These webinars are intended for CPA members – should we also host public ones? We could offer the first as an open event as a tool to attract more members, then limit future ones to CPA members only.
 - iii. XK – sent invitation for this webinar to PYRN
 - iv. AL: Good opportunity to disseminate knowledge/promote CPA members
 - v. XK: Purchased 1 month zoom membership for this webinar.
 - vi. AL: Should CPA buy an annual zoom account?
 - vii. LA: Let's buy one year; XK to coordinate purchase with BF.
9. Past President report (AL)
 - a. CPA Strategic Planning - Review of proposal submitted to the Board by the SPC
 - i. Draft plan distributed to board by email on Jun. 30. A few minor comments already received from CB, LA and PL; these should be incorporated quickly in next month. Draft approval scheduled for next meeting, then will need translation (AL to coordinate with BF). Then submit to members for public review over 6 weeks, and submit back to board for final approval before distribution at AGM.
 - ii. AL: Summarized 5 proposed themes: membership, finances, dissemination of knowledge, linkages and prominence; each theme has detailed vision, background, objectives, activities, and metrics to evaluate success each year.
 - iii. Standing committees will be created for each theme, composed of non-board members (i.e. ~15 people) reporting to board members. This puts bulk of the work into hands of membership.
 - iv. Some highlights of each theme:
 1. Membership: as CPA is a young organization, and permafrost will likely become more important in future, we should be able to increase membership by 50%. Most importantly, we need to



increase northern community membership. Also require member information/census info to meet diversity/equity targets.

2. Finances: Goals include reducing reliance on membership dues, finding new sources of revenue such as GNWT contract, building a reserve equal to 1 year operating budget, and establishing a foundation for permafrost studies (CFPS) which would take on the burden for funding awards/student conferences, etc, freeing up money for other CPA activities.
 3. Dissemination of knowledge: led by standing outreach committee, including training, online resources, etc. A lot of actions/effort proposed under this theme.
 4. Linkages between associations and northern communities to improve capacity building, and ensure relevant/useful info is provided to the north.
 5. Prominence: CB proposed that CNC-IPA should be standing committee of CPA. This would reduce international confusion for Canadian point of contact.
- v. AL: Need to help raise profile of Canadian permafrost community internationally, e.g. by proposing our members for various excellence awards in other agencies.
 - vi. AL: What high level organizations should CPA belong to have a seat at table/increase visibility? Eg, Cdn Federation of Earth Sciences, Partnership Group for Science and Engineering (PAGSE).
 - vii. LA: Suggest approving draft strategy via email prior to next board meeting
 - viii. Discussion truncated in order to accommodate Mike Brown presentation

b. Update Action Groups

- i. Best practices for geothermal modelling spin-up and boundary conditions
 1. – n/a (did not reach agenda item)
- ii. LA: Cost of permafrost carbon emissions
 1. LA: provided a short background on PCF (permafrost carbon feedback) action group. MB is very motivated to set up action group to characterize issue of carbon emissions resulting from permafrost degradation, and how to potentially manage and mitigate these emissions with technology; MB has some strong political connections he would like to draw upon.



2. MB shared a 45 minute presentation outlining the PCF issue and his revised proposal - see attached Powerpoint slide deck for details.
 - a. PCF problem has not been well quantified; in 2019 NOAA Arctic Report Card essay (<https://arctic.noaa.gov/Report-Card/Report-Card-2019/ArtMID/7916/ArticleID/844/Permafrost-and-the-Global-Carbon-Cycle>), Ted Schuur suggests amount of C currently being released by permafrost = 0.3-0.6 Pg (petagrams/B tons)
 - b. Had 1 on 1 meeting with ECCC minister (Jonathan Wilkinson) in January, who was very concerned with outlook
 - c. Need precautionary principle action plan quickly, outlining how to counteract PCFs
 - d. Proposal to create a technology roadmap, bring experts together, hold virtual workshop, produce public summary, including how governments should interact with international collaboration
 - e. IBET CCC Ltd would be formal partner (community charity arm of IBET)
 - f. Proposed action group committee members: MB chair, LA co-chair, + 1 other CPA and IBET member (likely Denis Connor), Tony Penikett (former Yukon premier), ECCC rep
 - g. MB/IBET participation is voluntary/unpaid.
 - h. \$50k contract required from ECCC
 - i. Richard Littlemore currently earmarked as summary writer; proposed Nancy Wright as administrator (formerly worked with Suzuki Foundation)
 - j. Structure must limit liability of action group members
 - k. Must be conscious of close relationship with minister
 - l. MB invited comments from board:
 - i. LA: main concern is how exactly CPA would support the group; LA happy to be vice chair, but should be named as formal officer name (eg. president).
 - ii. AL: our job as a board is to protect CPA from risk. Grateful for changes proposed. What is main risk to CPA to be engaged in action group as described?



- iii. MB: must be conscious of media perceptions re MB relationship with minister. IPEC will participate voluntarily; ECCC did not request this work, but no one else would likely want to take this on; there is no push from inside the ministry to do this; initiative is entirely from the private sector, and will be open book; results will be published to benefit others. What northern representatives should be included (looking for CPA advice here). Must do appropriate diligence to cover risks.
- iv. AL: this is beyond the experience of our young organization, with little business experience. But if we don't do it, who else can? CPA seems like the appropriate place to address this topic as we are focused on implications of permafrost on society. Agree with precautionary principle approach.
- v. CB: for the 2nd CPA action group member, do you want them to have expertise in this topic, or more of a wise-hand/someone with broader experience?
- vi. MB: would prefer wise hand to keep project on track, but its CPA's decision. Other experts to consider: want to recruit Ted Schuur to contribute, and maybe Kevin Schaefer from U of Colorado.
- vii. CB: appreciates candor of interaction with ECCC. Find out if someone in that organization feels pushed.
- viii. AL: part of risk is finances being requested. If we have virtual meetings, what is \$50k used for? The smaller the budget, the less the risk.
- ix. MB: 4 people will be paid: Nancy Wright (administrator/manager/organizer); Richard Littlemore (scribe to write summary); workshops conducted to be by a professional facilitator, Mark Rudolph. If we can do it for less, we will. Other costs: zoom license (AL: CPA could provide this. XK says easy to set up.)
- x. MB: another question - if Canada claims credit for carbon sinks from forests, how do permafrost sources fit in?



- m. MB signed off at 14:45 EDT, followed by open discussion of proposal by board:
- i. CB: if CPA gets involved, members could participate individually rather than as CPA. Harry Swain, Public affairs? Is permafrost carbon important for CPA to look into? Canada's contribution has been low. There isn't much down side. MB doesn't want to risk relationship with ECCC minister. Good opportunity for CPA to establish prominence. We don't have a good Canadian expert to offer. CPA should take lead, perhaps involve IPA support. Don't think \$50k is a big risk.
 - ii. LA: Indicated to Mike that CPA could not provide budget, so he tried to work with ECCC. Perhaps CPA should have approached ECCC instead? CPA white paper may help secure grants, steer future research.
 - iii. AL – Budget sounds reasonable, contract with IPEC minimizes risk to CPA. What if output is not something we are comfortable with? We won't have control over it. ECCC is where this should be located but they aren't engaged.
 - iv. JS: There is enough evidence that there is an important problem on the horizon. Main concern is MB profiting from results, but might be OK since all results will be public. Great that he is trying to find solution and move problem along. Would be good for CPA visibility. We wouldn't have ultimate veto on products.
 - v. PL: good opportunity to capitalize on, agree with previous points.
 - vi. BF: A bit intimidating, but we should be involved somehow!
 - vii. LA: Positive outlook, now just a matter of how should we be involved. Need to look at contract specs, and establish a contract/MOU with IBET CCC.
 - viii. AL: suggest putting in phrase "CPA reserves right to withdraw its name from any report if it doesn't agree with it".
 - ix. LA: good idea



- x. CB: No vetoes possible because of ECCC, so CPA reps must be there as individuals representing CPA. What happens in any publicity surrounding this? Maybe specify that CPA is not involved in publicity.
- xi. LA: Is this still an action group or do we need a different name/vehicle?
- xii. AL: This isn't what was originally envisioned as a CPA action group (not comprised entirely of CPA members). Maybe rename to task force or something else.
- xiii. CB: Proposed short meeting in near future to finish discussion of draft strategic plan.
- xiv. Agreed.
- xv. LA: to follow up with PM to set up meeting in next week.

10. Adjournment

- a. Adjourned at 15:22 EDT
- b. Next meeting July 17, 2020 from 13-13:30 pm EDT.



Appendix

Proposal for Membership Registration

The CPA membership runs from January 1 to December 31, with full year membership due at the time of registration. There is currently no system in place to deal with new members who join within the last 6 months of the year. The following registration schedule (and associated cost) is therefore proposed to address this issue:

- Those who register between January 1 and June 30 pay full year membership dues.
- Those who register from July 1 onward pay 60% of full year membership dues for the remainder of the year. All become members at the time of registration (payment) and are allowed to attend and vote at meetings of members. Renewal payments are due each year on January 1.
- Those who join during the Annual Meeting are offered the following on the registration form in order to also register as a full CPA member:
 - if the Annual Meeting is held after July 1: Pay 60% of full year membership dues with renewal payment due on the following January 1.
 - if the Annual Meeting is held after November 1, a second choice to pay a full, one-year membership due with registration and obtain the remainder of the current year membership and the following year (i.e., 13 or 14 months).

Barb Fortin, CPA Member and Treasurer of the Board

