

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

22 February Annual Meeting and Conference Call 9:00am-5:00pm (Pacific Standard Time)

Amended and approved 16 March 2017

Present: Kyra Mills-Parker (Chair Elect), Stephanie Avery-Gomm (Canada Representative), Jane Dolliver (Secretary), Nina Karnovsky (Chair), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Martin Renner (Treasurer), Chris Tyson (Student Representative), Kuniko Otsuki (Asia/Oceania Regional Representative), Stan Senner (Vice Chair for Conservation), Kathy Kuletz (Past Chair), Samantha Richman (E Coast US Regional Representative), Robb Kaler (Alaska/Russia Regional Representative), Peter Hodum (Washington/Oregon Representative) [13].

Absent: Ross Wanless (Europe/Africa Regional Representative, Anna Weinstein (Northern California Representative [2].

Other attendees: Adrian Gall (elected as Chair-Elect 2017), Trudy Chatwin (elected Canada Representative 2017), Jennifer Lang (Membership Coordinator, *Pacific Seabirds* Interim Editor), Joanna Smith (Communications Coordinator), Alan Burger (Elections Coordinator) [5].

1. WELCOME

2. ROLL CALL AND REVIEW AGENDA

Motion to accept the 22 Feb 2017 agenda version 6 moved by Kyra, Kathy seconds.

Abstentions: 0, Nays: 0, Yays: 13, motion passed unanimously.

3. MEETING MINUTES 6 FEB 2017

Motion to approve the 6 February 2017 minutes with changes below, moved by Jane, Stephanie seconds.

Change start presentations at 7:45pm not 8pm.

Change 3c – Jo will send W9 is an action item, but Martin sent it.

Delete “the” in front of Justine’s name.

Abstentions: 0, Nays: 0, Yays: 13 motion passed unanimously.

4. OVERVIEW OF REPORTS

Comment: Why did the listserv jump 200 people? Ans: unknown.

Jane will ask Verena about the listserv spike.

Comment: Actively seeking about \$800 from Monash University from a student who received a grant from the PSG Conservation Fund but will not complete his/her degree.

Comment: Some conservation fund awardees are delinquent in their reports; we need to make this requirement stricter.

Comment: The biggest thing that would help the Vice Chair for Conservation is more involvement from Regional Representatives. In 2016, there was not a single request to address a conservation issue that came from a Regional Representative. Additionally, it really helps if someone drafts the letter first.

Comment: Seabird Monitoring Committee was also set up to feed issues to the Vice Chair for Conservation and it could step up that effort.

Comment: Regional Representatives should contact their members and introduce themselves.

Jenn will send all Regional Representatives a list of their members

Regional Representatives will contact their members, and introduce themselves as the new Regional Representative.

Regional Representative will re-contact PSG Members in their region who have lapsed memberships.

5. DISCUSSION OF THE REPORTS

6. TREASURER'S REPORT

Net income of \$3,919.45

Question: What are the numbers on the left? Ans: Accountant categories.

Comment: We are trying to get Paypal charges reduced, and get approved for a non-profit status plan.

Comment: There was a fraud attempt in 2016 – the Treasurer received an email from someone impersonating Nina – they requested about \$2K.

Question: Is there an agreement that Martin calls the person requesting funds? Ans: Yes.

Question: Was there any follow up? Ans: Yes, FBI report was filed.

Comment: It is PSG's policy to never password information in an email.

Comment: The PSG General Fund appears to be mixing multiple separate funds.

Martin will look into the General Fund and revise the QuickBooks report.

Question: Can AmazonSmile still generate funds for PSG? Ans: We are registered to receive funds from AmazonSmile. If a person picks PSG as a beneficiary, Amazon donates 0.5% of the purchase price to PSG. An advertising drive could generate \$50-100/year.

Comment: It would be good for the Regional Representatives to advertise this in September, "for this month, write your reports and sign up for AmazonSmile before the shopping season".

Comment: Signature line of listserv – reminder, you can use AmazonSmile

Jo will put the AmazonSmile link of the website

Martin will advertise the AmazonSmile link on the listserv.

Comment: Paypal is \$30/month to keep the account active and a percent of each transaction, the total spent in FY2017 is \$1681.67)

Comment: Membership dues for AOS is \$80, so PSG's dues are reasonable.

Comment: We should encourage more people to become a Lifetime Members.

Comment: But Lifetime Membership funds go toward publications, not to the PSG

Question: Did we approve an FY2017 budget. Ans: no, we are on a continuing resolution.

Martin will ready the FY2016 budget with meeting budget for March's call.

Martin will replace Nina's financials with PSG's so SurveyMonkey

Martin will investigate why the PSG credit card is on hold.

Comment: There have been some unforeseen expenses (e.g., ExCo member personally paid for contract work). We need to allocate funding for the program and abstract book in all subsequent years. This is approximately \$800-1000.

Comment: RegOnline is not appropriate for abstract books and schedules.

Kyra will look into RegOnline other options.

Comment: The issue is that there is no validation. Each new person enters authors differently (e.g., David Ainley, Dave Ainley, D. Ainley)

Comment: PSG needs to have one system for registration (fees) and one system for abstracts (WordPress). EventBrite is one option other than RegOnline. NPRB uses NorthernForum Consulting for indexing the program.

Comment: Google forms could take abstracts.

Comment: If new software is used, we need to make sure all PSG information stored on RegOnline is on the EXCO shared drive.

Jane will send Martin the draft budget template for FY16.

Comment: We need a better process to track expenses between the Chair and the Treasurer.
Martin will include a Code of Conduct legal review as a line-item.

7. 2017 LOCAL COMMITTEE UPDATE

We still have the \$3,000.00 contingency. There is \$2,175.00 in unpaid registration. Sponsorships for PSG2017 are \$13,745. The current budget is -\$58.40 (very slight deficit). About 275 people are registered for the meeting. For Dee, Marty, and George, there are estimates for reimbursing travel funds.

Question: What are the exact RegOnline fees (\$2,730.00)? Ans: Martin and Nathalie will look into this

Question: Why are there still so many people confirmed as registered and haven't paid. Ans: This is 14 people – one person is confirmed not coming.

Question: How do 275 attendees compare with recent meetings? Ans: Average.

Question: Isn't the goal to aim for a bit of a profit from the meetings? Ans: for planning purposes we tried to break even. In the future, it is worth putting some effort into sponsorships.

Comment: The goal is for 10-12K profit from every meeting, to cover PSG's basic operating expenses. LOCO budget should include profit and breakeven calculations.

Comment: PSG has historically relied on meeting surpluses in years with lots of expenses.

Comment: There was some criticism of the San Jose venue, but it was a central location, turned out to be a great meeting, and PSG made a substantial profit (30K).

Comment: The Juneau meeting lost money – it is expensive to get there.

Comment: The goal for the annual meeting should be to aim for a profit.

Jane will schedule a debrief/exit interview with the LOCO at the next call.

Comment: Hawaii broke even, without sponsorships.

Comment: PSG policy should be that if you cancel late, PSG keeps \$75-100 (partial refund).

Question: Where do the sponsorships go? Ans: most went to the general fund, one went to provide break-out room charges and one went to the student mentor session.

Question: Did the room block result in comp rooms? Ans: Yes, 12 free nights. Attributed to LAA and SAA awardees.

Question: Is the conference organizer worth it? Ans: Yes. An organizer is very instrumental with A/V, poster board rental.

Comment: The conference organizer is worth every penny. There is a new conference organizer trainee attending as well.

Comment: There was a greater demand for meeting space in 2017 and the LOCO provided rooms, phones, and projectors for all committee meetings – this should continue into the future.

8. 2018 ANNUAL MEETING BUDGET

The committee meetings will be held the day(s) before in the hotel. The welcome reception will occur at the whale museum. The scientific program will be at the University – space for 500 people for the plenary, 170 people in 2 split rooms. The LOCO has already spoken with the dean of the university. He will put the LOCO in touch with his tourism contacts. There is a proposal to have the Mexican Secretariat pay for all the travel expenses of the plenary speakers. The university will provide van transportation to/from town, PSG only needs to pay for fuel. Because the university has limited local food options, the plan is to provide lunches for all 3 days.

Day #1 – Poster session in the cultural central – live music

Day #2 – Beach party with traditional dance group

Day #3 – Banquet at a local restaurant.

Question: Should we institute a local registration rate? Ans: yes, we should consider this.

Comment: We should keep the student registration rate low.

Comment: The field trips are missing trip an offshore trip.

Question: Should we include the meeting planner in the budget? Ans: Yes, we should consider this.

Yuri will send Jane the list of questions for the 2018 PSG RSVP survey.

Question: A meeting planner may not be needed because the LOCO is already a big team? Answer: There are 7 people on the LOCO. The LOCO talked with the Dean to create a communications campaign for PSG 2018. Part of the plan is to use the conference to teach guides for avitourism and get them certified.

Question: Will we need to set up a bank account in Mexico? Ans: we can open a U.S. dollars account in Mexico.

Question: Will this avoid bank transfer fees? Ans: No, no fees to withdraw if the account is in Mexico. There may still be fees on the initial transfer.

Comment: These fees should be part of the annual meeting budget.

Question: For PSG 2017, there were lots of committee meetings – are there enough rooms to host in the hotel? Answer: there rooms available in nearby hotels as well.

Question: What are the dates? Ans: 21 – 24 Feb 2018.

Question: Can we provide translation services, at least for the plenaries? Ans: Yes, investigate this cost.

Yuri will have a chat with Nathalie and Justine about the need for a conference organizer.

Question: What do student paper awardees get? Ans: REI gift cards.

Motion to accept the draft 2018 Annual Meeting Budget (v1, 14 Feb 17) pending further discussion about a) increased registration costs b) addition of a program/schedule editor c) conference organizer, d) translation services 3) results from expected attendance survey, moved by Jane, Stephanie seconds. Abstentions: 1, Nays: 0, Yays: 12, motion passed unanimously.

Question: How many people do we expect to attend? Ans: 150 regular registration, 50 students.

Comment: Look at numbers from the last meeting in Mexico for an estimate.

9. PACIFIC SEABIRDS v43

Pacific Seabirds (PS) v43 will be complete after final edits to the Treasurer's Report (FY16). One suggestion is to ask people for content earlier, to publish earlier.

Comment: Publishing four times a year is too much.

Comment: The idea with publishing more frequently is that content could be accumulated over the year and published as it is ready.

Comment: This supports a steady flow of information from the organization to its members.

Lindsay will remove RegOnline payment for receiving Pacific Seabirds as a hard copy.

Comment: Release the portions of PS as "news item" or under PS tab, this is like a blog.

Comment: People should be notified of new items posted to the website.

Question: Financial reports are required, but there isn't a need to keep all the info in PS

Comment: PS acts as an archive.

Comment: Include "fun moments in seabird biology" with a photo of the submitter, and solicit these tidbits from the listserv.

Comment: The new logo will be used on PS v44

10. COMMUNICATIONS

Creation of the new PSG logo was \$1020. Website refresh (\$4472, included 350+ volunteer hours and in-kind support. Website maintenance should be about 50/month moving forward.

Question: Is it \$25/month for security screening a flat fee, or average? Ans: average, anywhere from \$15-\$25 per month.

Needs: 1) Che does not want to continue on with the Instagram account 2) finding new Communication Coordinator 3) finding a new webmaster 4) encourage members to apply for funds for Technical

Publications and symposia 5) Increase member involvement in Social Media (Stephanie has some great thoughts)

Jo will chat with Jane and Nina about Communications Coordinator and Website updaters role

Comment: Jenn is willing to continue as Editor on Pacific Seabirds for the near future.

Nina and Kyra will create a diversity inclusion statement.

11. CODE OF CONDUCT COMMITTEE

Jo will send Jane meeting minutes from the Ad Hoc Code of Conduct Committee to archive on google docs

Question: What happens when someone opts out? Ans: they relinquish their membership.

Comment: The change of culture that results from instituting a code of conduct can take 3 years. It really helps AOS that shared members have a similar Code of Conduct. A warning: AOS is still dealing with a complaint from NAOC in 2012.

Question: What about meeting-specific behavior? Ans: the Code is broad enough to cover meetings.

Comment: A detailed response process is needed. Volunteers need training in conflict resolution.

Comment: The Code should state that the original complaint has to be within the Code of Conduct, but past incidents can be taken into account.

Question: What if the action needs immediate attention? Ans: if it is a legal incident, call the police. PSG should leverage resources at the venue (e.g., security for cases of theft, assault). It is important that you have a plan and are communicating that plan with the police or security.

Comment: We need a Code of Conduct for meetings. One that everyone agrees to at the meeting.

Question: Is the Special Agent of Process aware of possible lawsuits resulting from the Code of Conduct?

Ans: It is the Chair's responsibility to deal with lawsuits, but if the Chair is not a U.S. citizen, then the Special Agent can assist.

Comment: It is important to have someone at the meeting who can assist with complaints.

Comment: There are no spatial boundaries during the meeting (e.g., at lunch venue between sessions).

Comment: One society created buttons to show their support of a welcoming space for female scientists

Comment: Members need to know there is zero tolerance for misbehavior at the meetings.

Question: When do we get the legal counsel? Ans: On the next version.

Comment: We should get legal counsel now, before sending to the members via SurveyMonkey.

Question: Did the AOS share what attorney they used? Ans: Anne Spiel

Comment: If we had an existing relationship with a lawyer for reviewing the draft, then we could return to him/her if there were legal incidents that resulted.

Comment: We should explicitly tell the lawyer we are not interested in considering retroactive claims.

Question: Who investigates claims? Ans: An impartial committee of up to 3 people (committees not necessarily overlapping).

Stan and Nina will send the CoC to legal review, with Kyra's assistance.

12. BYLAWS VOTE

Motion to change the PSG bylaws Section 2: balloting to the moved by Jane, Kathy seconds

Comment: A tie has happened twice during 4 years.

Comment: The voters in those regions know the candidates better than the Executive Council

Comment: There are alternative voting approaches, such as ranked voting.

Comment: This puts a huge responsibility on the elections coordinator to create rank voting.

Abstentions: 0, Nays: 0, Yays: 13 motion passed unanimously.

Motion to change the PSG bylaws Section 4: Regional Representatives, clause B: duties moved by Jane, Kyra seconds

Abstentions: 0, Nays: 0, Yays: 13 motion passed unanimously.

13. DELEGATES

a) Scripps and Guadalupe Murrelet Committee – new coordinators – David Mazurkiewicz (USA) and Yuliana Bedolla (Mexico)

b) International Ornithological Congress (IOC) in Aug 2018 – have asked for an additional delegate to aid in the planning of this meeting.

Nina will talk to Trudy about taking on this position.

c) PICES delegate –each year, the Chair should ask for a list of attendees that are possibly PSG members and select one to hang up the poster at the meeting. This year Trevor Joyce was selected.

Jane will put this in the Handbook: the PICES delegate is chosen each year.

Question: can the same poster be used over-and-over? Ans: No, it was about PSG 2017.

Comment: The original idea for this poster was a banner that could be reused with these components:

a) who we are, including membership from 22 countries b) our vision c) we host an annual meeting. In addition, a pamphlet or some other takeaway could be created.

Chris Tyson will make the banner and Peter will print it.

14. INVESTMENT AND DIVESTMENT

The Treasurer received a message from a member about PSG's investment strategy. One of the endowment trustees went through effort of finding out.

Question: Should PSG modify its policy? Change to exclude certain industries? Is this an issue that is important enough to spend our time on it? Or investigate other issues of how to be more carbon friendly?

Comment: This is a tricky issue. There have been instances of non-profits not accepting funds from the most egregious offenders (e.g. raptor society and a chemical company).

Comment: We've had these investments for years, and we're just getting comments

Comment: Ethical funds are performing almost as well as other investments.

Comment: One form of "green" investing is called "impact investing." These investments are for social and environmental change. The trouble is that they have low interest rates (3%) and long terms (10-20 years).

Comment: If we purchase stock from an oil company, it goes to whoever sells the stock, not to the company.

Comment: There are plenty of ways in which we can improve our carbon footprint, especially by using less. This particular list is not unimportant but may not be the top of the priority.

Question: How difficult would it be to change funds? Ans: difficult.

Question: How difficult would it be to look into this? Ans: probably not too difficult.

Comment: Usually there is a "green" fund for most investment firms, but this fund may include "green" energy (e.g., wind turbines) that kill birds.

Martin will ask the endowment committee to inquire about environmental friendly investment options.

15. ELECTIONS

PSG ExCo needs to address Life Members who do not have email addresses, so they are sent ballots.

Alan Burger is stepping down as Elections Coordinator. There are two tasks associated with the Elections Coordinator position: 1) find candidates, 2) run election with SurveyMonkey. The best coordinator is someone who has been in PSG for a while and can do arm-twisting.

Question: should we forward you candidates? Ans: yes, for the Elections Coordinator and Chair-Elect.

Comment: Part of the issue of running for Chair-Elect or Vice Chair for Conservation is the time commitment.

Question: Should there be a Vice-Chair for Conservation (co-Vice Chairs)? Ans: a standing committee is a good idea, but to convene that committee would take work. Over the last 4 years the job requires as little as 30 min and as much as 4-7 hours, monthly.

Motion to accept the newly elected 2017 Executive Committee members: Adrian Gall – Chair Elect, Jane Dolliver – Secretary, Mark Rauzon – Vice Chair for Conservation, Peter Hodum – Washington/Oregon Representative, Samantha Richman – Non-pacific U.S., Andre Raine – Regional Representative for S. California, Hawaii, Latin America, Trudy Chatwin – Regional Representative for Canada, moved by Jane, Martin seconds.

16. ROLES AND RESPONSIBILITIES OF EXCO MEMBERS

Kyle Elliott is Coordinator of the Corresponding Members' Committee. Malcolm Coulter was the initiator. We need to build this committee in 2017.

Question: If Regional Representatives have contacts in other countries, they could assist.

Peter and Stephanie will become part of the Corresponding Members' Committee

Comment: It seems that the delegates have overlap with the Corresponding Members' Committee

Comment: The bylaws state that the corresponding members' committee can have 16 members max, and every 3 years, they give regional report.

Comment: We need more representation from the Regional Representatives – we lose the diversity of voices. We have some silent representatives.

Comment: In the last 4 years as Vice Chair for Conservation, I received one conservation issue from a Regional Representative.

17. FUTURE MEETING LOCATIONS, 2019-2021

2018 – Feb – La Paz, Mexico

2018 – Aug – Vancouver, Canada

2019 – Feb – Portland, OR (??)

2020 – Feb – San Diego, CA OR Japan (??)

2020 – Oct – World Seabird Conference, October – Hobart Australia or Portugal

2021 – Feb – Victoria, Canada (??)

2022 – Feb GESE would like to host in Cabo San Lucas, Mexico.

Comment: Members will look across the long range choice for conferences to attend and have to choose.

Comment: The core PSG membership is WA, OR, CA, AK.

Jane will look up previous member feedback on local and international choices.

MEMBERSHIP

425 current members, including 85 lifetime members.

Comment: We are interested in ideas to incentivize students to renew again. Ask for renewals once in Dec, Feb and Aug (during elections).

Comment: In 2007, some EXCO members thought that students were not a good investment. What we learned is that MS students tended to renew (84%) more often than PhD students (50%).

Comment: This is natural turnover, and we can't do much about it.

Comment: Three ideas reasons to renew their PSG membership, 1) they don't get to vote, so maybe they can get reduced membership or membership that rolls through until next October 2) for SCB – have the option for the two-year membership (esp. for MS and PhD students) 3) set up SurveyMonkey – if you are not choosing to renew, tell us why.

Comment: The bait a lot of organizations use is that you have free access to the journal as a member.

Question: Is the Listserv open to non-members? Ans: yes.

Comment: The bylaws state there will be annual dues, so we may need to re-word.

Comment: If we offer multi-year member, we save in RegOnline fees - \$10 off for 2 years or \$20 off for 3 years.

Lindsay needs to fix the mis-spelling of "individual" on RegOnline

Motion to add options on RegOnline for members to sign up for 2 year or 3 year period at a reduced rate, taking into account the RegOnline transaction fee and a student rate consistent with the PSG Bylaws and the PSG Handbook moved by Stephanie, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 13 motion passed unanimously.

Jennifer will think about ways to compartmentalize the membership job.

17. PSG GOVERNANCE

Comment: Having a vision for the organization would be good to revisit

Comment: Stan agrees to be on the Ad-hoc Strategic Planning Committee

Jane will send the ExCo the summarized survey results from the prior strategic planning committee.

18. OTHER BUSINESS

Comment: One member was concerned about the lack of "hard" science at meeting and moving the presentations at meetings into published symposia and technical reports.

Comment: Tell this member that symposia during the 43rd meeting created a Marine Ornithology volume.

Comment: Keeping track of volunteer time is important for maintaining non-profit status. The previous Treasurer used to send out reminders to fill in volunteer hours.

Comment: These volunteer hours can be used as non-federal match dollars on grants.

Martin will re-send the google link to PSG ExCo

Motion to Adjourn moved by Nina, Kathy seconds.

AGENDA

Time	Agenda Item	Lead(s)	Page(s)
8:30AM	ARRIVAL AND SOCIALIZING		
9:00AM	INTRODUCTION		
10	Welcome, introductions, roll call, quorum	Nina, Jane	
5	Review and adopt agenda*	Jane	
5	Approve 6 Feb 2017 minutes*	Jane	3-6
9:20AM	REVIEW OF REPORTS		
15	Overview of 2016-2017 activities & workplan	Nina	1-2
10	Discussion and questions of 2016-2017 reports	ExCo	
9:45AM	BUDGETS		
60	FY17 budget	Martin	
10:45AM	TEA AND COFFEE BREAK		

11:00AM	BUDGETS CONTINUED		
25	2017 Local Committee update	Nathalie	31
35	2018 Annual Meeting budget*	Yuri	.xls doc
12:00PM	LUNCH		
1:00PM	COMMUNICATIONS		
15	<i>Pacific Seabirds</i>	Nina, Jenn	18
20	Communications Committee Update	Jo	28-30
1:35PM	ORGANIZATIONAL RECORDS & DELEGATES		
20	Code of Conduct	Jo	
10	Bylaws*	Jane	22
5	PSG delegate to the ABC, IOC, PICES*	Jane, Nina	27
15	PSG Investment and Divestment	Martin	11-14
2:25PM	PSG NEWS		
10	Elections*	Alan B.	20-21
10	Roles and responsibilities of ExCo Members	Nina	Handbook
15	Future Meeting Locations, 2019-2021	Kathy, Nina	
3:00PM	TEA AND COFFEE BREAK		
3:15PM	MEMBERS AND GOVERNANCE		
10	Membership	Jenn	24-26
35	PSG governance and operations	Chairs	
15	Other business / roundtable	ExCo	
4:15PM	ACTION ITEMS		
5	Review of action items	Jane	
5	2016 Chair's closing remarks	Nina	
5	Welcome to the 2016-2017 ExCo	Kyra	
4:30PM	ADJOURN		