

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

16 December Conference Call 11:00-13:00 (Pacific Standard Time)

Amended and approved 19 January 2017

Present: Jane Dolliver (Secretary), Nina Karnovsky (Chair), Kyra Mills-Parker (Chair Elect), Martin Renner (Treasurer), Robb Kaler (Alaska/Russia Regional Representative), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Peter Hodum (Washington/Oregon Representative), Kathy Kuletz (Past Chair) [8].

Absent: Stan Senner (Vice Chair for Conservation), Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (E Coast US Regional Representative), Anna Weinstein (Northern California Representative), Stephanie Avery-Gomm (Canada Representative), Chris Tyson (Student Representative), Kuniko Otsuki (Asia/Oceania Regional Representative) [7].

1. ROLL CALL AND REVIEW AGENDA

Motion to accept the 16 Dec. 2016 agenda with 2 minor edits to item 4, moved by Jane, Peter seconds. Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

2. MEETING MINUTES 15 NOV 2016

Motion to approve the 15 November 2016 minutes with Kathy's edits moved by Jane, Kathy seconds. Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

3. AD HOC CODE OF CONDUCT AD-HOC WORKING GROUP

Motion to discuss the ad-hoc committee's draft code of conduct v4.1 moved by Robb, Kyra seconds.

The original draft document was greatly simplified: now one document – Code of Conduct and Investigation Procedure combined. The Code of Conduct is about: 1) professional conduct, 2) promoting scientific best practices, 3) strengthening organizational integrity. The ad-hoc committee reduced the impartial committee of investigators who review complaints from 5 to 3.

Question: Does "up to 3" mean that the complaint could be decided by 1-2 people? Ans: yes, if it is a minor complaint, 3 people may not be needed. For major complaints (crimes), PSG is not involved.

Question: What is the definition of impartial? Ans: not involved, no conflict of interest.

Question: What happens to lifetime members when a complaint warrants membership termination? Refund part of lifetime membership? Ans: termination without compensation.

The document will be ready for final discussion and voting in February.

Question: Do lifetime members need to agree to the Code of Conduct every year? Ans: send annual email to lifetime members that assumes agreement to the Code of Conduct unless you act.

Comment: Code of Conduct states "offender will be asked to provide a written apology." What if they refuse? Ans: if they don't agree, failing to write the letter is a repeat offense.

Question: On Code of Conduct 3c - use of PSG letterhead without written authorization – does written authorization include email? Ans: Yes.

Question: For other societies, did ratification of a Code of Conduct lead to a change in behavior? Ans: unsure – will ask.

Question: Is the Code of Conduct for members an IRS or State of California requirement? Ans: No, but strongly recommended.

Comment: In the email to members, include the names of other non-profits/scientific societies that have a Code of Conduct.

Motion to accept draft PSG Code of Conduct v4.1, including comments, moved by Nina, Kyra seconds. Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

Motion to allow the ad-hoc committee to share the draft PSG Code of Conduct v4.1 with all active PSG members for their review and comments moved by Nina, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

4. LOCATION OF THE 2018 ANNUAL MEETING

Motion to discuss La Paz, Mexico as the 2018 PSG Annual Meeting location moved by Kathy, Kyra seconds.

There are three possible hosting venues: 1) new convention center on outside of the city – holds up to 2000 people; 2) hotel with conference rooms (but not close to the coast); 3) university (free, but far from main town/tourist area) – has a conference room for up to 600 people, smaller rooms too (would need to figure out banquet – at hotel, or hire caterer). The Mexican Government is very interested in ecotourism. They are interested in sponsoring the conference, at \$10-15,000. Four field trip options are being considered: islands, mountains, whales and whale sharks, old town tour.

Question: How will attendees access La Paz? Ans: There is a national airport in La Paz. In Los Cabos, there is an international airport (1.5 hours, driving).

Question: Can the venue be decided in the next month? Ans: Yes

Motion to approve La Paz as the 2018 PSG Annual Meeting location with Yuri Albores and CICESE as the Local Committee, moved by Nina, Martin seconds.

Abstentions: 1, Nays: 0, Yays: 7, motion passed.

5. UPDATES

5a – Listserv User Policy update

There is currently a 4-page document – describes disclaimers, policies for how people should use the listserv.

Question: is 4-page document too long? Ans: Maybe. Think about changing to bullet point format.

Question: Do we need a listserv user policy when the vast majority of communication on the listserv is good? Can we just point to the Code of Conduct? Ans: No, can't point to Code of Conduct because listserv includes non-members.

Jenn will schedule a conversation with Verena and Jo about the listserv user policy.

5b – Sponsors at PSG 2017

The local committee has made good headway with sponsorships. A local vendor will have a table, donations at silent auction, donation item for each conference bag. Another vendor wants to sponsor a lunch for all attendees with a product promotion seminar.

Question: Should this vendor sponsor the early career scientist session? Ans: Yes. Another option is if the vendor pays for the room and for the lunch.

Peter will get in touch with the vendor about these sponsorship options and update the ExCo.

5c – 2017 Annual Meeting Local Committee update

The schedule for committee meetings on Wed, Feb 21 has been finalized. About 200 people are registered for PSG 2017.

5d – 2017 Annual Meeting Scientific Program update

We have received 193 abstracts, 127 oral presentations, 51 posters, 3 unspecified, 11 no preference.

Emails of acceptance were supposed to be sent out Dec 15, but the latest they will be sent out is Dec 23, still a week before the early registration deadline (Dec 30).

Question: Will Sarah Wanless attend? Ans: Probably not coming.

Kyra will update the ExCo on the status of Sarah Wanless attending PSG 2017.

Question: Who are the plenary speakers? Ans: Dee Boersma, still seeking one other.

5e – 2017 Student Mentor and ECS session.

The 2017 mentor session will be 2-part: 1) “speed dating” with mentors at tables, 10-min per table, mentors separated by professional sector; 2) traditional PSG informal chat. The first part allows for more in-depth conversation later.

Comment: More structure is good. Some people got closed out of conversations previously.

Nina will pull the list of people who volunteered to be mentors off RegOnline, send to Chris.

Comment: mentors will respond well to personal, targeted emails.

Jane will send Chris latest membership list.

Chris will contact additional members to serve as mentors.

5f - Archiving

Question: Are listserv messages archived in an accessible way? Ans: Yes, you can log in and look at the past messages.

Verena will check about FWS listserv archiving.

Kathy will help Verena try to retrieve messages from the FWS listserv.

5g – LAA/SAA awards and travel awards updates

Sarah Wanless and Dee Boersma (LAA), Marty Raphael (SAA)

Kathy will send around wording for crystal plaques.

Nina will send vendor contact information to Kathy.

Kathy will contact the vendor regarding the crystal awards.

Kathy will ask LAA/SAA nominators to submit write-ups to Kyra.

For travel awards, all non-us scientists received \$500, most students received \$550, one received \$250 for registration only. All students have until Jan 5, 2017 to let us know if they are using the award. Nina will use discretionary fund if the travel awards are overbudget (possibly -\$500).

Kathy will check back with the students travel awardees that have not responded.

Students receive a cash award at registration and they are acknowledged at the banquet.

5h – 2018 and future annual meeting location update

The World Seabird Union will occur in autumn, 2020. For PSG 2019, we’re looking at Portland, OR

Kathy in re-contact GECL, to host in 2021 or beyond.

5i – Membership strategy / membership update

Comment: At the bottom of listserv messages, can we include: “if you are benefiting from this service, become member” or “if you’re reading this and not a member, consider supporting PSG [link to membership here]”

Question: How often should we remind people on the listserv to join PSG? Ans: twice annually.

Comment: Currently we remind lapsed members to renew their membership in December and April.

Comment: We need people at the registration table to sign people up as lifetime members, and then they get a button for it.

Jane agrees to look into buttons for PSG 2017.

Question: How should we get in touch with the 23 lifetime members regarding missing email addresses?

Ans: send names to ExCo and the Elections Committee Chair, to see if anyone knows.

Jenn will send the list of lifetime members to the ExCo and Elections Committee Chair

Question: Why is membership on the Jan-Dec cycle and yet, Annual Meeting takes place Jan/Feb?

Jane will touch with former Chairs to ask why the membership is on the calendar year.

Comment: Don't make membership renewals different for every member, we need single date for renewal, like August 1.

Comment: Make membership due on 1 Feb, so they attend the meeting and have a year of membership.

Question: What about members who join Dec 7- Dec 15 – are they included in voting? Ans: probably not – check bylaws and previous notes for discussion on this.

Jane will check on the rules about membership for voting and relay to Jenn

5j – Pacific Seabirds

Pacific Seabirds volume 43 is in the layout phase. Should be ready for review in December and published in December/January.

Jane will send ExCo notes summary to Jenn for PS 43

5k – Elections update

Positions up for elections in 2017: Chair-elect, Vice-Chair for Conservation, Secretary, Southern California, Latin America and Hawaii Regional Representative, Washington/Oregon Regional Representative, East Coast US Representative, Canada Representative. All positions have at least 2 candidates with one exception. Ballots are open to all members 15 December 2016 - 15 Jan 2017. The Elections Committee continues to ask the ExCo to recruit members to run for office in 2018 and serve PSG on the Elections Committee.

5l – Handbook update

Jane will send out Handbook (with all edits incorporated) for the next call.

5m – WSTC3 Twitter conference

A group of volunteers had been pioneering a new way to host global conferences via the Twitter platform. So far, the concept has been a resounding success, with a reach of 2.1 million people. A third, World Seabird Twitter Conference is being planned for April 12-13, with registration opening on Jan 2. Question: Last year, PSG presented some basic information on the organization – is that something we want to do again? Ans: Yes. Ideas include: poster awards, LAA/SAA awards, number of members, new website, opportunities for students and early career scientists to serve PSG.

Stephanie to pass along what was tweeted last year to the Communications Committee and the three Chairs.

5n – ExCo Meeting February 22, 2017

Nina will be gathering reports from ExCo members and all committee coordinators, for distribution two weeks before the February meeting.

Jane will send Nina list of committees; work to contact committee coordinators

Comment: the two most important reports for this meeting are 1) the Treasurer's report 2) the budget for the 2018 meeting.

Motion to adjourn moved by Kyra, Robb seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

AGENDA

11:00 - Roll call & review agenda (Jane)

11:05 - Approve minutes 15 November 2016* (Jane) Report #1

11:10 - Ad Hoc Code of Conduct Working Group* (Jo) Report #2a, 2b

11:25 - La Paz, Mexico, location for 2018 Annual Meeting* (Nina)

11:35 - Updates

- a. Listserv User Policy update (Jenn, Verena)
- b. Sponsors at PSG 2017 (Peter)
- c. 2017 Annual Meeting Local Committee Update (Peter)
- d. 2017 Annual Meeting Scientific Program Update (Kyra)
- e. 2017 Student Mentor Session (Jane, Chris)
- f. Archiving, blogs, forums (Nina)
- g. LAA/SAA awards and travel awards updates (Kathy)
- h. 2018 and future Annual Meeting location update (Kathy)
- i. Membership Strategy/Membership update (Jenn)
- j. Pacific Seabirds update (Jenn)
- k. Elections Committee update (Jane, Alan) Report #3
- l. Handbook update (Jane)
- m. Twitter conference (Jane, Stephanie)
- n. ExCo Meeting 22 Feb 2017 (Nina)

12:40 - Adjourn