

## MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

11 Apr 2017 Conference Call

11:00am-12:00pm (Pacific Daylight Time – UTC-7)

Amended and approved 2 May 2017

**Present:** Kyra Mills-Parker (Chair), Jane Dolliver (Secretary), Chris Tyson (Student Representative), Martin Renner (Treasurer), Robb Kaler (Alaska/Russia Regional Representative), Nina Karnovsky (Past Chair), Adrian Gall (Chair-Elect), Mark Rauzon (Vice Chair for Conservation), Ross Wanless (Europe/Africa Regional Representative, Kuniko Otsuki (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Representative) [11]

**Absent:** Trudy Chatwin (Canada Representative), Samantha Richman (E Coast US Regional Representative), Andre Raine (S. California, Latin America, Hawaii), Anna Weinstein (Northern California Representative [4].

### 1. ROLL CALL AND REVIEW AGENDA

Motion to begin discussion of 11 Apr 2017 agenda moved by Peter, Nina seconds.

Comment: change date at top of agenda to 11 April

Motion to approve the agenda moved by Nina, Robb seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously.

### 2. MEETING MINUTES

Move to start discussing 16 Mar 2017 meeting minutes moved by Nina, Jane seconds

Comments: Clarify V44, issue 1 and issue2. Define option 3. Rephrase RegOnline wording, a couple of typos on page 3-4.

Motion to accept minutes with edits moved by Martin, Peter seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously.

### 3. FY2017 BUDGET DISCUSSION

Motion to discuss the FY2017 budget moved by Adrian, Ross seconds.

Comment: The changes discussed on 16 Mar which have not been incorporated yet: a) keep foreign scientists travel at \$2500, b) look for ways to cut spending on conference calls. I suggest we keep items in the budget as is, potentially come in under budget, then adjust budget for coming year. There are still some line items (e.g., 2016 conference items) that will trickle in. If needed, we can have another discussion to make adjustments.

Question: Line 12: there have been no new lifetime memberships in 2016? Ans: did not confirm this, but not aware of any – correct.

Martin will ask Jenn about new Lifetime Members in 2016

Question: Line 13: we did not pay Marine Ornithology (MO) in 2016? Ans: no, we did pay MO in 2016 for website upgrade services. This occurred before the Treasurer turnover.

Martin will get in touch with Louise about 2018 funding to MO

Comment: If we pull money from the PSG Endowment, it shouldn't be income. Maybe it is to balance the math. If income to the PSG Endowment is captured in line 11, then line 13 and 14 are unnecessary.

Question: Line 21: were listserv costs lower in 2016? Ans: Yes, we reduced server size to save costs.

Question: Line 29: there was no PO Box paid for in FY16, is that compliant with the State of California non-profit law? Ans: no idea

Comment: We filled out CA business form, which used the work address of the Chair

Comment: It was more convenient to have mail sent directly to the Treasurer.

**Jane will review CA non-profit law for address requirements**

Question: Line 38: were bank fees are cheaper in 2016? Ans: yes.

Question: Line 29: were California non-profit fees were paid in 2016? Ans: yes, the amount is missing

Question: Line 50: are contributions to MO current? Ans: maybe.

**Martin will to check what Christine had paid and update line 50**

Question: Line 51: are Pacific Seabirds expenditures current? Ans: yes.

Comment: actual costs will depend on the number of issues

Question: PS will come under 3000? Ans: yes, we should come in under \$3000. The main cost for Ps is to pay Mesha to do layout

Question: Line 43: reads no spending under "actual" for 2016 annual meeting – that needs updating? Ans: yes, Treasurer assumed this was straightened out, has not had time to disentangle QuickBooks accounting.

Question: Is this information that the Treasurer has access to? Ans: yes, Treasurer has this information, but meeting costs are hundreds of items: silent auction, merchandise receipts, etc.

Question: Line 44: \$1775 in student travel, note says "needs updating" – is that correct? Ans: not sure. These may have been paid out.

Question: Are all of the budget items that need updating moving forward? Ans: Yes

Question: When is the anticipated due date? Ans: by the end of the month (Apr).

Question: Do we have a tax extension beyond 15 April 2017? Ans: Yes.

**Martin will send the updated budget to Kyra and Jane**

Question: Line 6: says based on actual figures so far? Is that number final? Ans: yes, those are figures from the 2017 annual meeting budget, but here were some late registrants and checks.

Question: Line 20: server fees are paid very two years. Does the note need updating? Ans: yes.

Question: Did telephone charges get resolved? Ans: Yes.

**Martin will send Jane a reimbursement check for Turbobridge fees.**

Comment: We had a discussion about alternatives to Turbobridge, and so far there isn't a clear alternative for hosting and recording international calls.

Comment: Line 40: comment about RegOnline fees – is that still accurate? Ans: yes, this needs updating. There is a disconnect between RegOnline and PayPal. It is hard to distinguish per-registration fee and monthly cost fees.

**Motion to approve the FY2017 budget on the May call moved by Mark, Adrian seconds.**

**Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously.**

#### 4. LIFETIME ACHIEVEMENT AWARD

### Motion to discuss Harry Carter to receive the 2018 Lifetime Achievement Award

Harry Carter is terminally ill, and given the situation, a number of people have moved forward a Lifetime Achievement nomination for him. He has been on the list of potential LAA nominees. The Past Chairs have submitted a letter detailing Harry's many accomplishments, including more than 200 publications and dedication to murrelet research and conservation around the world. Even though it is out of the timeline for decisions, the Chairs decided to approve the nomination. Time is of the essence, and we want to have him know the award was awarded very quickly.

Question: This still leaves open another person to receive the award in 2018? Ans: Yes, there is no cap on recipients of the LAA in a single year.

Question: How can we facilitate this? Ans: The nominee needs to accept the award. If he accepts, Kim Nelson will present him with the crystal award. We would have presentation and celebration at the annual meeting.

Question: Can we ask him how he would like to be celebrated? Ans: No, not possible.

Comment: We are offering the award, and we need to follow process. There is not a rush to do more than offer him an award.

Question: Are there other intermediate steps? Ans: no, if the ExCo approves, there are no other intermediate steps.

Motion to approve the nomination of Harry Carter for the 2018 Lifetime Achievement Award moved by Peter, Robb seconds.

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously.

### 5a. REGONLINE UPDATE

Lindsey's document is helpful. Merger with Cvent is apparent, user interface is better. "Classic" view matches Lindsey's document. One thing I want to follow up is that Cvent has a nice application for handling abstracts – all the validation we've been lacking in RegOnline. If we decide to move, we want to be sure RegOnline can't meet our needs – even if EventBrite is a great program. Jenn is satisfied with how RegOnline handles membership, members were satisfied with 2017 registration. Abstracts were the biggest complaint about RegOnline. If we decide to switch, we need to decide by June.

Adrian will get in touch with RegOnline and ask them about the Cvent abstract application manager.

### 5b. 2017 ANNUAL MEETING FEEDBACK UPDATE

Most common responses are highlighted in red. Respondents selected "excellent" and "very good" for almost all questions, though comments are more varied. Organizers of the Conservation Meeting, Membership Meeting, ECS Session and Student-Mentor Mixers should review comments for small, practical changes that can be made in 2018. Thanks, 2017 LOCO and 2016-2017 Chairs.

### 5c. OTHER UPDATES

WSTC#3 starts tomorrow - stand by for exciting tweets about seabird research.

### 6. ADJOURN

Motion to adjourn moved by Robb, Adrian seconds.  
Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously.

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**AGENDA**

1. Roll call & review agenda
2. Approve minutes 16 March 2017
3. FY2017 budget
4. Lifetime Achievement Award
5. Updates
  - 5a. RegOnline update
  - 5b. 2017 Annual meeting feedback update
  - 5c. Other updates
6. Action Items and adjourn