

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

16 March 2017 Conference Call
5:00pm-7:00pm (Pacific Standard Time – UTC-7)
Amended and approved 11 April 2017

Present: Kyra Mills-Parker (Chair), Jane Dolliver (Secretary), Trudy Chatwin (elected Canada Representative 2017), Mark Rauzon (Vice Chair for Conservation), Robb Kaler (Alaska/Russia Regional Representative), Adrian Gall (Chair-Elect), Samantha Richman (E Coast US Regional Representative), Martin Renner (Treasurer), Nina Karnovsky (Past Chair), Andre Raine (S. California, Latin America, Hawaii) [10].

Absent: Ross Wanless (Europe/Africa Regional Representative), Anna Weinstein (Northern California Representative), Chris Tyson (Student Representative), Kuniko Otsuki (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Representative) [5].

Other attendees: Yuri Albores-Barajas (PSG 2018 Local Committee Chair), Jennifer Lang (Membership Coordinator, Editor of *Pacific Seabirds*) [2].

1. ROLL CALL AND REVIEW AGENDA

Motion to accept the 16 Mar 2017 agenda with the addition to item 3e, moved by Jane, Mark seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously.

2. MEETING MINUTES

Very good minutes! Nice color coding. Some changes to action items have been incorporated based on feedback from the Communications Committee Chair.

Motion to approve the 22 February 2017 minutes with Jo's changes, moved by Jane, Robb seconds.

Abstentions: 0, Nays: 0, Yays: 10 motion passed unanimously.

3. FY2017 BUDGET

There was an update to the file sent this morning. We rely heavily on donations. Some FY2017 numbers are still pending. Martin is working with the accountant to finalize the QuickBooks reports. Large budget items from last year: website re-vamp, ongoing website maintenance, accountant and bookkeeper costs increasing, online/pay-pal fees are 2-3% (consider taking these out, hard to translate to QuickBooks and dependent on number of transactions)

Martin will look for a local accountant/bookkeeper in Homer (to have someone closer at hand)

Question: \$700 seems high for phone call charges? Ans: Yes, the system has the capacity for international conference calls and has a recording feature.

Question: Call is free if we use the local numbers? Ans: Yes, minimal charges (some local lines not available) and recording charges.

Comment: Credit card on file for phone billing (TurboBridge) Jane's personal credit card.

Martin will reimburse Nina for SurveyMonkey charges and remove Nina's card from the SurveyMonkey account.

Jane will find out about TurboBridge billing to her credit card.

Question: Possible to use an external recorder to reduce costs? Ans: Yes, Jane will look into external voice recording options.

Comment: Leave call charges in the FY2017 budget and explore other options for FY2018.

Comment: Accurate minutes are a key component of maintaining non-profit status.

Comment: There are five apps to record phone calls on an iPhone (one is iPatio)

Question: Are the minutes archived in a database? Answer: Yes.

Question: Is there feedback from the annual meeting re: losses/gains? Ans: approx. +\$13,000.

Question: Expenses line 46 - why is \$500 removed from the foreign travel awards (FY2017 is \$2000)? Ans: took \$500 from the Chair's discretionary fund to add to the travel awards

Nina will look back in notes and ask Kathy about the \$500 extra that was added in FY2017.

Comment: This is something the ExCo can decide how much to spend.

Question: The keynote travel funds come from some other place? Ans: this is partly QuickBooks error – travel costs for keynotes were in an income category in FY2016. In Hawaii, this was much more than \$2000.

Comment: We don't pay US or Canadian scientists, so while PSG 2018 is in Mexico, if we invite scientists from Mexico, this will be cheaper. The foreign scientist travel is a subsidy that does not pay the whole costs. The keynote speaker's entire travel costs are covered.

Question: Where are the keynote costs and foreign scientist travel costs normally budgeted?

Ans: We estimate these costs, not knowing who they are or where they're from. These are costs raised by the local committee, part of the local committee budget. They are included in operating budget in case we need to dip into the PSG general budget. In Hawaii, we dipped into the operating budget because we had limited fundraising.

ExCo will vote on the FY2017 budget on the next call.

Question: Should we change foreign scientists travel to \$2500 or leave at \$2000? Ans: leave it at \$2000, change it to 2500 (x3).

Question: The membership income is lower in FY2017 - do we need a member drive? Ans: Yes. And proposal in February to create 2 and 3-year memberships were aimed at this. The life membership gets locked into publications funds.

Question: Should we do any advertising? Should we advertise in the Auk? Ans: No, one area we should start with is all the non-members on the PSG listserv.

Comment: suggest advertising on ECOLOG-L and the WSU listserv.

Comment: Now the meeting is the biggest way to recruit members.

ExCo will discuss membership strategy for the next call.

4b. PACIFIC SEABIRDS

i. *Pacific Seabirds v43*

To publish Pacific Seabirds we need actual figures for FY2016 closeout, from September 2016, to update the table in the Treasurer's report.

Question: Is the Treasurer's table update new from February? Ans: No. The hold-up is inconsistencies in QuickBooks – the accounts have been reconciled. They match with our banking records, but do not match with the correct categories in QuickBooks (e.g., previous LAA

travel ended up in income). Martin is working with accountant to have QuickBooks reflect banking records in the correct categories; leftover issues from PSG 2017.

Question: Why is the Treasurer's table an issue this year? Ans: New treasurer needs to learn RegOnline and QuickBooks. This has been a lot of work during a busy time of year. There was some miscommunication during the transition of treasurers about who was responsible for final FY2016 numbers and some duplication of effort.

ii. Publishing frequency of *Pacific Seabirds*

Currently v43 is reporting information discussed in Hawaii, a year later. We want to provide members content more frequently. There are three options going

Option 1: publish documents online in "New" as a pdf. These pdfs would be formatted for PS, so they could be incorporated into PSv44 at the end of the year; Option 2: publish two issues; Option 3: combine two issues in one volume.

Comment: The ExCo already voted on option 1 a year ago, but there were not volunteers to publish content more frequently.

Comment: Current editor could make option 1 happen, but would prefer biannual volumes.

Question: Would each PS volume to be the same? Ans: No, issue 1 just from conference (reports, awardees, summary of minutes etc), issue 2 includes regional reports, fiscal report, PSG news.

Question: Both volumes would be produced online? Ans: Yes, as a pdf on the PSG website.

Comment: Option 1 (more dynamic) lacks the deadline that assures content will be produced.

Option two is good – has two deadlines, option 3 (combine issues 1 & 2) is written too late past the event.

Comment: Option 1 – hard to make sure the archival document is complete

Question: Do we need a vote? Ans: No, we just need an action item with due dates.

Comment: We need to establish a committee because PS has a lot of moving pieces and needs to go through several rounds of edits. Additionally, we need a license to use InDesign.

Question: Can't endowment money go toward a license for In Design to publish our own publication? Ans: Yes, includes digital publications.

Question: How many months will we need? Ans: Nov-Jan (3 months) or 6 months for 2 volumes.

Martin will add \$180/year for In Design license in FY2018 budget.

Jenn will highlight students who won awards with their bio, abstract and photo in PS v44.

Robb and Jane work to help Jenn find a committee of assistant/associate editors for PS v44.

4c. 2017 LOCAL COMMITTEE

The things that stood out: 1) for committee meetings, we need to reach out ahead of time 2) We have decided to continue with RegOnline next year. Lindsay Young is going to give a RegOnline training to Local Committee, Chairs, Treasurer.

4d. DIVERSITY STATEMENT

Motion to begin discussion of the diversity statement, moved by Nina, Trudy seconds.

Question: What is professional development? Answer: mentoring, guidance to early career scientists. This is a code word for attending meetings, conferences, and presenting research.

Comment: Delete “we maintain that...” and start with achieving diversity requires...

Question: What does this mean? How do reach out? Are there a series of action items about outreach planned? Ans: We need to make it transparent that we are committed to diversity and that will increase diversity. We are a bit behind among other organizations.

Comment: I challenge the ExCo to reach out to non-US colleagues and make this statement an action item with a plan.

Comment: We try to do this by awarding travel to foreign scientists, by hosting the annual meeting in Mexico, by offering a local registration rate. What we do reflects these values.

ExCo will send Kyra ideas for how PSG can reach out and be more proactive.

Comment: Stating intention is good. (e.g., have open, public talks, invite young journalists, have open forum with fishermen, or unite with eco-tourism industry in La Paz)

Motion to approve the diversity statement with edits discussed, moved to Mark, Jane seconds.

Abstentions: 0, Nays: 0, Yays: 10 motion passed unanimously.

Jane will make changes and send to Jo to put up on the website.

4e. CONSERVATION UPDATE

i. Oregon Marbled Murrelet letter is due 4 April 2017. Oregon Department of Fish and Wildlife (ODFW) is considering uplisting the Marbled Murrelet from Threatened to Endangered. Vice-Chair for Conservation is concurring with colleagues that PSG recommends the status update. Vice-Chair for Conservation has not heard from marbled murrelet experts.

Nina will ask Kim Nelson and John Piatt for their comments on the draft letter

Comment: If the Vice-Chair does not receive information from the experts, it is not up to the Vice-Chair to generate the Conservation Letter on behalf of PSG.

Jane will send Mark a list of all technical committee heads

Comment: Mark asked ABC to keep him informed of issues PSG should weigh in on.

Nina will send Mark the PSG letterhead.

Mark will send out the draft letter as soon as he hears back from

ii. Alaska Migratory Bird Co-Management Council (ADF&G representative, tribal representative and USFWS representative) set regulations and gets proposals from village groups in Alaska. Current proposal is to rescind the Kodiak Island Roaded Closure (proposal 2018-1). Proposal 2018-1 is that within 500m of the coast, a person cannot hunt (Kodiak has a coast guard base on the water). The Aleutian Tern Technical Committee and USFWS-Kodiak want to put forward a letter in opposition to rescinding the Kodiak Island Roaded Closure.

Robb will send more information to Mark on proposal 2018-1 and draft a letter with 2 others.

ExCo needs to email Robb with questions, if they have them.

Question: When is the letter due? Ans: First week in April, April 6-8.

4a. 2018 ANNUAL MEETING LOCAL COMMITTEE UPDATE

i. The budget for translation services is \$11,000 USD. it was a company on the internet, not from the company mentioned by the Vice-Chair on the last call. There are not translation services in La Paz, so they have to come from Mexico City, etc. and we have to cover for expenses. We may have a better idea after we circulate the survey. My impression is that we don't need them, but some Mexican students mentioned they might translation services.

ii. Once we know what merchandise prospective attendees would like to buy, we can start getting pricing on those items. So far list is: mugs, thermos, water bottles, t-shirts. If technical shirts are desired, that would need to be priced.

iii. All the rooms are booked, equipment for the rooms, too. Ready to start paying for services.

iv. Yuri is going into the field next week for one month, final budget will be available for May's call. The only difference from the 22 Feb budget is the translation services. The LOCO emailed Arturo Rome(sp?), the person the former Vice Chair for Conservation recommended.

Yuri will call Arturo Rome(sp?) about an additional quotation on translation.

Question: What kind of translation services? Ans: Simultaneous translation with headphones.

Question: How many headphones? Ans: presentations in English, translations to Spanish. The estimate is 30 pairs per room, about 100 total.

Question: Is that too many? Ans: Probably. Tacoma meeting was <300 people, maybe 50.

Yuri will ask for another quotation, with 50 headphones

Comment: This will not change the quotation much - \$2/day/headset. The most expensive thing is the technicians and the translator and associated travel costs.

4f. COLORING BOOK PROPOSAL

This idea was first suggested at the Conservation Meeting by Che, who served on PSG's Communications Committee 2016-2017. PSG does not need to pay costs up-front, but will obtain part of the profits on the sale.

Question: Is this pre-proposal the type of thing PSG can offer volunteers for? Ans: This is an outstanding opportunity. I loved his energy. His ideas were really great. People at the meeting requested more items for kids. This would be a great outreach tool. I've purchased one of his coloring books for my kids. It is a neat idea. He is very dedicated. There is very little risk for PSG. We stand to gain a lot. I think it's a wonderful idea. I'm in support, it is a great opportunity.

Motion to move forward with the coloring book proposal (report 5), moved by Jane, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 10 motion passed unanimously.

4g. STRATEGIC COMMITTEE AND TASK FORCE

Report from 6-member ad-hoc committee that provided recommendations to ExCo and results from an anonymous survey in 2016 are provided. Things accomplished are in red text; important items are in blue text.

Kyra and Adrian will serve on the strategic planning group (in addition to Stan)

Jane will start up the ad-hoc strategic planning committee

4h. VOLUNTEERING OPPORTUNITIES

(tabled, address on next call)

4i. DIRECTORY

We received a request from a member to get emails from people in their region. We did not send that list, instead directed them to use the listserv.

Question: do we want to ask members about sharing their contact info (by asking them when they renew via RegOnline) and allow other members to search the directory?

Question: Why not just use the listserv? Ans: don't want to bother people unnecessarily.

Comment: If someone wants to get in touch with one other person, send that request and allow the other person to respond (or not).

Question: Is this a job for the regional rep? Ans: Yes, regional rep directed the person to the listserv.

Comment: There is no policy for people who have the membership list. We should make sure there is permission to share and have that in writing.

Question: As a new regional rep, how do I know who I am representing? Ans: this is a question for Jenn Lang, Membership Coordinator.

Kyra will remind Jenn about sending membership lists to regional reps.

5. ADJOURN

Motion to adjourn moved by Robb, Jane seconds.

Abstentions: 0, Nays: 0, Yays: 10 motion passed unanimously.

AGENDA

1. Roll call & review agenda
2. Approve minutes 22 February 2017
3. FY2017 budget
4. Updates
 - 4a. 2018 Annual Meeting Local Committee Update
 - 4b. *Pacific Seabirds* Update
 - 4c. 2017 Annual Meeting Hotwash update
 - 4d. PSG Diversity Statement, Committee
 - 4e. Vice Chair for Conservation Update
 - 4f. Coloring book pre-proposal
 - 4g. Results from Strategic Committee & Task Force, Strategic Plan Committee 2017
 - 4h. Volunteering opportunities
 - 4i. PSG directory
5. Action Items and adjourn