

## MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

20 July 2017 Conference Call

11:00am-12:30pm (Pacific Daylight Time – UTC-7)

Amended and approved 7 August 2017

**Present:** Kyra Mills-Parker (Chair), Jane Dolliver (Secretary), Mark Rauzon (Vice Chair for Conservation), Robb Kaler (Alaska/Russia Regional Representative), Nina Karnovsky (Past Chair), Adrian Gall (Chair-Elect), Anna Weinstein (Northern California Representative), Samantha Richman (E Coast US Regional Representative), Chris Tyson (Student Representative) [9].

**Absent:** Martin Renner (Treasurer), Peter Hodum (Washington/Oregon), Kuniko Otsuki (Asia/Oceania Regional Representative), Trudy Chatwin (Canada Representative), Andre Raine (S. California, Latin America, Hawaii), Ross Wanless (Europe/Africa Regional Representative) [6].

### 1. ROLL CALL AND REVIEW AGENDA

Motion to begin discussion of the 20 July 2017 agenda, version 3 moved by Jane, Robb seconds.

Strike agenda item 6c and replace with “Code of Conduct”

Motion to approve the 20 July agenda, with one change (above) moved by Jane, Robb seconds

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

### 2. APPROVE 19 MAY MEETING MINUTES

Motion to approve the 19 May 2017 meeting minutes moved by Jane, Mark seconds.

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

### 3. LUANA EVENTS CONTRACT

Motion to discuss the Luana Events Client Agreement dated 5 July 2017, moved by Kyra, Jane seconds

The LOCO and Luana Events has a conversation and agreed Luana Events could assist as they have for previous annual meetings.

Q: How do the Luana Events contract and the CVENT contract overlap and coordinate with each other? Ans: CVENT is software to manage registration, membership and abstracts. Luana Events provides people at the registration desk for the conference, puts badges together, manages registration and purchases on-site.

Q: Does Luana Events operate online registration? Ans: LOCO, Scientific Chair, and Luana Events all have access to information housed on RegOnline.

Q: CVENT & RegOnline work together or are they independent? Ans: They are two different pieces of software, originally from two companies now merged into one.

Q: Is the Luana contract lower than in previous years? Is that because duties are changing? Ans: Yes – 6K in 2017 with travel expenses extra.

Q: Is the Luana Contract for just one year? Ans: Yes, for the 2018 Annual Meeting

Comment: This is a very reasonable.

Comment: Luana’s help is very worthwhile – they have done two meetings, so they what needs to be done without being told.

Comment: As long as the LOCO is comfortable and enthusiastic about this contract, then it is good.

Q: Item 3 - additional services are at \$65/hour – is there a list of specific duties? Ans: yes, section 2.

Comment: Luana does not produce the abstract book or schedule. Luana was the primary negotiator for the costs of rooms at the hotel and for food, in addition to running the registration desk.

Comment: You need someone available on-site to deal with someone who might want to renew their membership or buy merchandise. Luana coordinated the registration desk volunteers.

Q: The cost of this contract will zero-out profit from the meeting? Ans: That statement is related to the CVENT contract. There is a 4K surplus in PSG operating budget – if we approve the CVENT contract, it would eliminate some of the surplus.

Comment: The previous Luana contract paid PSG back in negotiations (savings) for catering and the hotel.

Comment: Need to add additional 1K for travel from Hawaii to La Paz, Mexico.

Q: Is the contract part of the 2018 Annual Meeting budget and did the LOCO request the Luana contract be approved? Ans: The contract is not part of the 2018 budget, but the LOCO did request its approval.

Comment: Are translation costs in the budget? Ans: A new contractor is willing to do it for free, all they request is travel – this line item is reduced in the 2018 Annual Meeting budget from 5K to 1.5K.

Kyra will ask Yuri for an updated meeting budget

Kyra will ask Luana to estimate total travel expenses to La Paz, Mexico

Discussion tabled; revised motion planned for next call.

#### 4. CVENT MANAGEMENT TOOL

Motion to begin discussion of the CVENT event, membership and abstract management proposal received 11 July 2017 moved by Kyra, Nina seconds.

CVENT and RegOnline merged into one company. RegOnline will phase out in the next 3 years. The FY17 operating budget includes \$2500 for RegOnline this year. For a 2-year contract, Event management is about \$2100, membership management is about \$1300, abstract management is about \$4000 (Report 2). Abstract management is currently done by hand – CVENT would automate it. For previous annual meeting organizers, it is money well spent, but about \$5K over what we currently have budgeted.

Q: What do we spend on RegOnline? Ans: \$2500. At the 2-year CVENT contract, membership management would cost more, at 5-year level it is about the same.

Comment: Since the program and abstract book is the Scientific Chair's responsibility – it is most important for them to be on board. If there is a way to simplify these duties, it is worth the money.

Comment: I want to be conscious of price, but previous years have included a ton time via in-kind donations.

Comment: There is some money in the FY17 that could be used - \$1K budgeted for student to help, \$2K in the Chair's Discretionary Fund, so 3K total.

Comment: Lot of expenses related to producing the program have been hidden for years.

Comment: There will be a learning curve for abstract management tool.

Comment: But this is time well-spent, to create a how-to guide for future years

Q: Could PSG increase merchandise sales at the meeting? Ans: yes, but not a huge profit margin.

Comment: There is a 19K surplus for PSG leftover from the 2017 meeting.

Comment: Current FY17 budget does not include CVENT.

Comment: PSG should count on almost no government support (USFWS, USGS) for conferences this year.

Q: Does this mean that PSG would now spend 11K yearly for conference services? Ans: for the past 2-3 years it has been 8-9K for these services, so the increase is 2-3K.

Q: Do we need to raise registration fees to cover this at future meetings? Ans: We could, at future meetings and for PSG 2018.

Comment: Registration fees should cover expenses per person (esp. food).

Comment: Go for the 5-year contract instead of the 2-year at a higher rate, or splitting the difference.

**Motion to switch to CVENT registration for the 5-year contract in the amount of \$5845 annually received by CVENT 11 Jul 2017 moved by Kyra, Robb seconds.**

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

**Adrian will contact CVENT to let them know we are going to switch.**

## 5. EXCO PERMANENT CONTRIBUTIONS TO THE PSG TRAVEL FUND

This proposal creates a permanent contribution, by EXCO members, to the student and foreign scientist awards funds in the amount of \$750 (\$50/year for each EXCO member, \$100/term).

Comment: This is a terrific idea. It is a modest amount per individual, but creates a substantial contribution to the travel fund.

Comment: Note that this is not a fund to pay for EXCO members to attend the meeting

**Motion to approve the establishment of the PSG Executive Council Travel Fund Commitment Award in the amount of \$750 moved by Mark, Kyra seconds.**

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

Q: Will this be a disincentive for people to run for office? Ans: we don't want to put an onerous burden on anyone, this is a commitment made by the EXCO, but not a requirement.

Comment: This should be advertised as something the EXCO is taking the lead on and open to anyone who cares to join us.

## 6. UPDATES

### 6a. PACIFIC SEABIRDS AND MEMBERSHIP UPDATE

Pacific Seabirds: PS 44(1) is online – 7<sup>th</sup> tab on website. Editor is working to get an announcement out to the membership about this. And working with Treasurer to cancel the InDesign subscription until late fall.

Membership: 297 confirmed members (after 2 email solicitations), 405 lapsed members.

Q: Can regional reps contact these lapsed members? Ans: yes, regional reps should contact these lapsed members.

Motion to require the PSG Regional Representatives to contact lapsed members and confirm their interest in remaining PSG Members moved by Robb, Sam seconds.

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

Q: Isn't there a membership coordinator? Why are they not doing this? Ans: There are a lot of people to contact and nobody will reply to a group email. It is a good way for Regional Reps to bolster membership. They can bring up local issues and solicit for more input from membership this way.

Q: Are regional reps supposed to keep track of who is or is not member? Ans: No, they need to contact lapsed members and send a plea, but not track who is a member and who is not.

Comment: As a Regional Representative, when it came time to request updates for PS, I would send one email requesting blurbs from members and one email requesting blurbs from non-members, but first they needed to contact the Membership Coordinator to renew.

Q: Weren't we going to change the membership renewal date? Ans: Yes, but there was not a suitable date to change it to that did not conflict with the meeting or the field season.

Comment: The Membership Coordinator was dealing with members that signed up in December before the meeting manually, so their membership did not expire 1 Jan.

Q: Do we need to raise membership rate from \$40 to \$50 to make it even? Ans:

EXCO will revisit membership issues on the next call.

#### 6b. 2018 ANNUAL MEETING

The 2018 Local Committee has been working to secure more support from local agencies (the Municipality and the State). There is general support, but potential donors have been slow to follow-through because the meeting is in Feb 2018. The PSG 2018 logo designer has not been paid, but the Treasurer is working to resolve this. On the next call, the EXCO should consider opening a bank account in Mexico for the LOCO to access directly. The cost of the interpretation in the PSG 2018 Annual Meeting Budget has been reduced from 5K to 1.5K.

EXCO will revisit the 2018 bank account on the next call.

#### 6c. CODE OF CONDUCT

Q: Has the code of conduct been sent to Harmon Curran law firm? Ans: unknown.

Jo will provide the Chairs an update of the legal review of the Code of Conduct

#### 6d. COLORING BOOK

Each region will nominate three species by 30 April, by 15 May high resolution photos would be sent to a contractor to produce the book before the holidays. The schedule is a bit behind, but reminders have been re-sent to the Regional Representatives, and Regional Representatives have been in contact with the contractor about the status of this project.

Robb will continue following up with Regional Representatives for photos for the PSG coloring book

#### 6e. COMMUNICATIONS COMMITTEE UPDATE

Two PSG members are transitioning to take on PSG website maintenance duties from the Communications Coordinator.

Jo will send Laura photos approved for the website that have been newly approved for Instagram.

Three PSG members separately manage Facebook, Twitter and Instagram. PS 44(1) was just published online. There is an article on the Japanese Murrelet that may be published in Marine Ornithology – the editor of MO will provide an update if there is one. The PSG listserv rules have not been edited/shortened/finalized.

Comment: The Chair is working on editing this document

Kyra will send out an edited version of the listserv rules.

Q: Is the approved our diversity statement up on web? Ans: not sure.

Jane will contact Jo re: the diversity statement and send if needed.

All EXCO members will send Jo their headshot for the PSG website by 28 July 2017.

#### 6f. ELECTIONS UPDATE

The 2017-2018 Elections Committee consists of the Chair and eight additional PSG members. The number of potential candidates for EXCO positions to-be-filled in 2018 are: Chair-elect (1), Treasurer (1), Student Rep (2), Asia/Oceania Rep (4), Alaska/Russia Rep (1), Europe/Africa Rep (3), Northern California Rep (2).

EXCO will send the Elections Committee Coordinator good potential candidates to contact, especially for Chair-Elect.

#### 6g. 2018 POSTDOC MENTORING SESSION

The PSG 2017 Annual Meeting satisfaction survey suggested that PSG host a post-docs only mentor session at PSG 2018.

Q: Can a Regional Representative attending PSG 2018 take this on? Ans: No.

Q: Who else might be able to organize this? Ans: current postdoc or better, recent professor  
Jane will look into possible organizers for the postdoc mentor session and keep Chris in-the-loop

#### 6h. STRATEGIC PLANNING COMMITTEE

The current committee consists of the former Vice-Chair for Conservation, the Past Chair, Chair-Elect, and Secretary. The next conference call to review where we are and set goals for the future is 28 July 11am-12pm.

Q: Are there other EXCO members who want to join this committee? Ans: No.

Comment: It would be good to add some Early Career Scientists (ECS) representation. When we looked at the report that Jane provided from the previous strategic planning groups, we've done most of the action items.

Jane, Nina, and Adrian will work to bolster this committee with ECSs.

Q: When was the last strategic planning committee report? Ans: When Lisa Ballance was Chair, then again in 2013-2014.

Q: Do we know how long ECSs remain PSG members? Ans: the Membership Chair has stats on that.

Jenn will produce a report on PSG student membership retention for the next call.

#### 6i. MARINE ORNITHOLOGY

A formal email from PSG needs to be sent to one of the societies supporting Marine Ornithology requesting whether they will continue to be a supporting member. This society is currently removed from the MO and PSG website.

Q: Does EXCO need to vote on this? Ans: unknown.

Marine Ornithology requested assistance from a Canadian willing to manage MO subscriptions. Could someone on the EXCO take this on?

Comment: This appeal should be sent to the broader membership.

Comment: We should only send a vetted person on to MO.

Q: Could the former Chair of the Elections Committee assist? Ans: what about the Canada Rep?

**Trudy will head up the search for an MO volunteer from British Columbia, Canada.**

Motion to adjourn moved by Robb, Sam seconds.

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

## AGENDA

1. Roll call & review agenda
2. Approve minutes 19 May 2017
3. CVENT and Abstract Management Proposal
4. EXCO Travel Fund Proposal
5. Updates
  - 5a – Pacific Seabirds update
  - 5b – 2018 Annual Meeting update
  - 5c – Treasurer’s update (Martin)
  - 5d – PSG Coloring book update
  - 5e – Communications Committee update + EXCO headshots on web
  - 5f – Elections Committee update
  - 5g – 2018 Posdoc mentoring session
  - 5h – Strategic planning update
  - 5i – Marine Ornithology update
6. Action Items and adjourn