

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING
6 February Conference Call 3:00-3:50pm (Pacific Standard Time)
Amended and approved 22 February 2017

Present: Kyra Mills-Parker (Chair Elect), Jane Dolliver (Secretary), Nina Karnovsky (Chair), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Chris Tyson (Student Representative), Kathy Kuletz (Past Chair), Peter Hodum (Washington/Oregon Representative), Stephanie Avery-Gomm (Canada Representative), Robb Kaler (Alaska/Russia Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [10].

Absent: Kuniko Otsuki (Asia/Oceania Regional Representative), Martin Renner (Treasurer), Samantha Richman (E Coast US Regional Representative), Anna Weinstein (Northern California Representative), Stan Senner (Vice Chair for Conservation) [5].

Others present: Jennifer Lang (Membership Coordinator), Justine Miller (Conference Organizer), Nathalie Hamel (2017 Local Committee Co-chair), Scott Pearson (2017 Local Committee Co-chair), Joanna Smith (Communication Committee Coordinator) [5].

1. ROLL CALL AND REVIEW AGENDA

Motion to accept the 6 Feb 2017 agenda moved by Jane, Kathy seconds.
Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously.

2. MEETING MINUTES 16 DEC 2016

Motion to approve the 19 January 2017 minutes moved by Jane, Robb seconds.
Abstentions: 1, Nays: 0, Yays: 10 motion passed unanimously.

3. ANNUAL MEETING

3a. Conference logistics

Q: When will Justine arrive? Ans: Tues Feb 21, 10:30am. Wed Feb 22, 7:15am.

Q: At PSG 2016, there was a rush of people trying to register before the first plenary – how can we avoid this? Ans: tell people registration will be open all day on Wednesday. On Thursday, they can go to the plenary and register afterward.

Q: How many people will be helping at the registration table on Thursday morning? Ans: 4 people; this is a good number.

Q: How should we arrange payment for non-US/Canadian scientists and students? Ans: Justine will have their funds in an envelope at the registration desk.

Kathy will pass along the list of travel award recipients to the Local Committee and Justine Scott, Justine, Nathalie, Peter and Martin will make sure the envelopes are ready by Thursday.

Kathy will work with Martin to get petty cash for cash purchases at the registration table.

Q: Where is the ECS session? Ans: room 315

3b. Local Committee Update

I. Budget

The budget looks good; we will break even or incur a profit of a couple thousand, not including sponsorships. Registration budget is approximately \$110,000. About 22 people who have not paid their registration costs; if these people pay, there is \$4000 surplus. Sponsorships are about \$14,000. Some costs in the budget may not be full expended (e.g., \$5500 for plenaries, but only spending \$2000). Only

half of field trip registrants have paid thus far. The program will be finalized about a week before the meeting; likely to-be-printed at University of Puget Sound. The Managing Director of Microwave Telemetry is interested in coming to PSG 2018 in Mexico and sponsoring the meeting. There are approximately 276 people registered for PSG 2017.

Q: Is there a plan to remind people who have not paid for registration? Ans: yes, Lindsay will send out a reminder.

Martin needs to contact Lindsay about checks he has received that cover registrations via RegOnline.

II. Schedule.

The Members' Meeting and Conservation Meeting will be switched. The showing of the "Midway movie" has changed. Kyra sent Jo a new version this morning, and just uploaded the word version of program-at-a-glance in "Box." This is the most recent version of the schedule.

Q: What is the "Midway movie?" Ans: "Conquering Midway – Chris Jordan and a million albatrosses." Room 315, 8-9:30pm.

Scott will reconcile Kyra's new version (from this morning).

Scott will use track changes so Jo can find the changes and save as a pdf for the website.

Jo, Scott, Nathalie and Kyra will have a conversation and program schedules.

Q: Welcome reception is at Hotel Murano – will that be advertised? Ans: yes.

Q: We're providing lunch on Wednesday and Saturday - should we add that? Ans: yes.

Q: What is the deadline for printing the program? Ans: about a week.

Nathalie will get back to Kyra about the deadline for printing the program.

III. Abstract Book

Q: Is there an abstract book, and should we be printing an abstract book? Ans: yes, this gets posted online, as a pdf, one abstract per page. We also print 4-5 copies at the registration desk. Justine will keep these abstract books behind the desk, for anyone who asks. Mimi made a program to compile and index the abstract book and schedule; indexing the program will be harder.

Nina and Kyra will talk offline about author index.

IV. Plenary and Awardee Honoraria

Q: What is PSG covering for plenary speakers? Ans: 2 banquet tickets and reimbursement for lodging (if lodging is less than or equal to conference hotel).

Q: Are the LAA and SAA awardees receiving 2 banquet tickets? Ans: Yes. They are also registered on RegOnline and their accounts have been zeroed out.

V. Awards Morning Reception Schedule and Banquet Schedule

Q: Who is making the awards presentation? The nominators. Deanna Lynch will give the presentation for Marty Raphael. Julia Parrish will give the presentation for Dee Boersma. Bill Sydeman will give the presentation for Sarah Wanless.

Q: When will recipients give their remarks? Ans: They receive their crystal award at the morning reception and give their remarks at the banquet.

V. Banquet

Q: What do they receive at the banquet? Ans: Nina will give them a local gift

Nina will do banquet MC'ing and Kathy will do morning reception MC'ing

Jo will prepare certificates for the student awards.

Q: Will there be a program? Ans: 6:30 banquet doors open, 7:00pm banquet starts

Q: Is there a band or DJ? There is a band. They plan to start at 9pm.

Q: What is the band's name? Ans: "The sharp-dressed band"

Q: Do we need to have a play-list at the banquet prior to the band? Ans: No

Jo, Nina, Stephanie, Kyra will broadcast that the banquet will open 7:45pm for those who do not purchase a banquet ticket.

Jo will bring a ppt of photos; Nathalie will supply a logo slide; Peter will add photos to the presentation to play in the background of the banquet.

VI Special Issues

Q: Are we dedicating the Marine Spatial Planning Session to someone? Ans: yes, Brian Kinlan, who passed away and was planning to present.

Nina will send Jo a photo she has of Brian.

Q: Will someone give the talk for Brian? Ans: maybe.

Q: How will people who cannot travel, present? Ans: there is one person who will have a recorded talk.

Q: Do we need extra A/V for this talk? Audio? Ans: no. Nina will test this.

3c. Scientific Program and Plenaries

OWCN is one of the sponsors. In order to distribute funds, they need a W-9 from PSG.

Martin will send the W-9 to Kyra

3d. 2017 Student Mentor Session

About 20 mentor bios, about 20 waiting. There will be about 30 mentors who commit to the session. There are 47 students planning to attend the conference.

Q: Will there be chairs for people to sit during the session? Ans: yes.

Q: Currently the expected number of attendees is 35-40, do you want to increase that? Ans: Yes, to 70.

Q: Is the lobby the best place to host the student mentor session? Ans: Yes, it is a big lobby; there is a way to arrange the tables in an intimate fashion.

Q: Do you need tables for each group? Ans: Yes. Tables would help orient people.

Q: How big are the groups? Ans: 6-8 people.

Q: The mentor session starts at 6:30pm after the early career scientist session. Ans: yes.

Chris and Justine will talk about the student mentor session on Wednesday before the conference.

3e. Awards Ceremony

Q: The student and travel awards are mentioned first, before the LAA/SAA awardees? Ans: Yes

Kathy and Nina will talk about the banquet schedule.

Q: Is Julia writing the speech and putting the presentation together for Dee? Ans: Yes, but she will not do the write-up for *Pacific Seabirds*.

Kathy and Nina will send the Local Committee and Justine the schedule of the events for the morning awards ceremony and the banquet.

Kathy will contact the trophy-makers about the LAA/SAA crystals.

Q: Is someone going to bring the trophy to Sarah? Ans: Unknown.

3f. Conservation Meeting

Mark Rauzon and Stan Senner will share duties of this meeting.

Jane will tell Stan the Conservation Meeting day has changed.

3g. 2017 Members' Meeting

Item I: Jo will introduce the Code of Conduct and have an open discussion, take comments, and solicit people to take the survey. Item II: the official launch of the new website and new logo. Item III: the Chair will talk about the ExCo meeting highlights. Item IV: There is a portion of the website which documents the history of PSG with cool photos, history, facts. Jo will solicit any longtime members who can share stories to build the page's content.

Q: Is there lunch provided at the Former Chair's meeting? Ans: No. It will start 15 minutes past the hour.

3h. Other items

Q: Did Nina receive all the reports for the ExCo meeting 2/22? Ans: No, a couple of reports still to-be-received, but they are promised.

Q: Are we printing stickers for people who become “lifers” at the meeting? Ans: Yes

Jane will work with Jo and Anne to create stickers for lifers, PSG donors.

Justine will work to make nametags for student easily identifiable.

Jenn will give a membership update at the Members’ Meeting.

Comment: One thing about membership – if you choose not to adopt the code of conduct, requests for membership refunds are on a case-by-case basis.

All EXCO members will send Nina a photo of themselves.

Motion to adjourn moved by Stephanie, Kyra seconds.

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

TIME AGENDA ITEM, with lead for discussion (* indicates need for a vote)

- 3:00 1. Roll call & review agenda (Jane)
- 3:02 2. Approve minutes 19 January 2017* (Jane) Report #1
- 3:05 3a. Update on the 2017 Annual Meeting
- 3b. Conference Logistics (Justine)
- 3c. Local Committee Update (Peter and Scott)
- 3d. 2017 Scientific Program and Plenaries (Kyra)
- 3e. 2017 Student Mentor Session (Chris)
- 3f. 2017 Awards Ceremony (Kathy)
- 3g. 2017 Conservation Meeting (Stan)
- 3h. 2017 Members’ Meeting (Nina)
- 3:50 4. Summary of action items and adjourn