

## MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

7 Aug 2017 Conference Call

3:30pm-4:15pm (Pacific Daylight Time – UTC-7)

Amended and approved 15 September 2017

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

**Absent:** Anna Weinstein (Northern California Representative), Samantha Richman (E Coast US Regional Representative), Andre Raine (S. California, Latin America, Hawaii), Ross Wanless (Europe/Africa Regional Representative) [4].

### 1. ROLL CALL AND REVIEW AGENDA

Motion to begin discussion of the 7 Aug 2017 agenda, version 1 moved by Jane, Trudy seconds.

Add agenda item 6, "Updates from Regional Representatives."

Item #5 is a voting item – add the star.

Motion to approve the 7 Aug 17 agenda with two changes above, moved by Jane, Nina seconds  
Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously.

### 2. APPROVE 20 JULY MEETING MINUTES

Motion to approve the 20 July 2017 meeting minutes moved by Mark, Jane seconds.

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

### 3. LUANA EVENTS CONTRACT

Motion to discuss the Luana Events Client Agreement, 5 July 17, moved by Mark, Jane seconds

Comment: Travel expenses are included in the updated PSG 2018 budget - \$800 flight, \$800 for hotel - \$1600 USD.

Question: A total of \$7100 for conference planning? Ans: Yes. PSG 2018 is projected to have a \$7-10K profit, but was just promised \$50K from a Foundation.

Question: Will Luana update contract before PSG signs? Ans: Yes.

Question: Can we cap the fees at \$7100? Ans: No, but if extra services were expected, PSG would sign a new contract.

Question: How many extra services did PSG incur in 2017? Ans: No additional charges that we are aware of.

Comment: Contract Item #2 covers 150 hours of service – this is 12 days of work.

Comment: This consultant knows what they are doing. At the moment there is no alternative that would be advantageous.

Motion to approve the Luana Events Client Agreement dated 5 July 2017, in the amount of \$5500.00 USD + \$1600.00 USD in travel, for a total of \$7100.00 USD moved by Adrian, Mark seconds.

Abstentions: 1, Nays: 0, Yays: 11, motion passed.

#### 4. 2018 LOCAL COMMITTEE BANK ACCOUNT

Motion to begin discussion of opening a local bank account at Banorte (Mexico) in the amount of \$5000.00 USD, moved by Jane, Adrian seconds.

This will allow the Local Committee to pay for notebooks, the local band, etc. To pay the logo design invoice, PSG paid \$50 for an international transaction from Hawaii to Mexico. It is a better use of funds to make a bigger transfer and only pay for the transaction fee once. The local account offers a checkbook and a lower rate receiving international transfers. Online banking is a feature, and the treasurer could have access to account balances and debits from the account.

Question: Should the Treasurer be a co-signer on the account? Ans: Sure, but he would have to travel to Mexico.

Comment: When PSG added a co-signer to the account, we could do all of this by mail/fax

Comment: This will make international payments from PSG much easier.

Question: Will the Foundation money be deposited into this local account? Ans: Not sure – they may send the money to CICESE, instead of PSG.

Question: Will the initial \$5000.00 cover most costs to-date? Ans: Yes, for booking hotels, printing programs, etc. the \$5000.00 will do. More funds may be needed to cover expenses not yet incurred.

Motion to open a local bank account at Banorte (Mexico) in the amount of \$5000.00 USD moved by Martin, Trudy seconds.

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

#### 5. REGISTRATION FEES PSG 2018

Motion to begin discussion of the registration fees for PSG 2018 in La Paz, Mexico for posting to the PSG website moved by Jane, Trudy seconds.

With Foundation support, should we maintain 2017 registration rates? We are not clear what the Foundation is interested in funding and which items they will not fund.

Question: Is there a timeline for submitting the proposal to the Foundation? Ans: Yuri will try to set up a conference call with the Foundation next week.

Question: Should we lower the local rate? Ans: Maybe.

Question: The Foundation money does not go to PSG, only to the meeting – what happens to funds if we don't spend them? Do they go back to the Foundation? Ans: Not sure, this will be discussed on the conference call.

Comment: The Foundation will require a spending report

Comment: Regardless of Foundation money, all registration fees go to PSG.

Comment: Without more information from the Foundation, I think it is too early to make a decision on registration fees.

Motion tabled.

#### 6. UPDATES FROM REGIONAL REPS

6a. Question: Is the “EXCO Permanent Contributions to the PSG Travel Fund” a requirement of all EXCO members? Ans: No, as stated it is commitment made by the EXCO, not a requirement. The goal was not create a burden on any EXCO member unable to contribute.

Comment: The permanent contribution to the PSG Travel Fund is a total of \$750 – technically, a single EXCO member could pay this amount.

6b. Question: What is involved in starting the search for an MO volunteer? Ans: The Managing Editor wanted a volunteer based in Canada to help manage MO paper journal subscriptions.

Trudy will get in touch with the Managing Editor of Marine Ornithology about what the subscription volunteer will do, the timeline for finding a volunteer, and other any requirements.

6c. Question: Is it too late to submit the write-ups for the coloring book? Ans: No, we don’t think so.

## 7. ACTION ITEMS AND ADJOURN

Motion to adjourn moved by Peter, Adrian seconds.

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

## AGENDA

1. Roll call and review agenda
2. Approve 20 July meeting minutes
3. Approve Luana Events Conference Planning Contract
4. Approve establishing 2018 Local Committee Bank Account (Mexico)
5. Approve registration rates for PSG 2018
6. Updates from regional representatives
  - 6a. Comments/question on ExCo permanent contributions to PSG travel fund
  - 6b. Marine Ornithology volunteer search
  - 6c. PSG coloring book status
7. Action items and adjourn