

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

21 February 2018 Conference Call

9:00-4:30pm (Pacific Daylight Time – UTC-7)

Amended and approved 22 March 2018

Present:

Kyra Mills-Parker (Chair), Nina Karnovsky (Past Chair), Jane Dolliver (Secretary), Andre Raine (S. California, Latin America, Hawaii Regional Representative), Chris Tyson (Student Representative), Robb Kaler (Alaska/Russia Regional Representative), Trudy Chatwin (Canada Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Mark Rauzon (Vice Chair for Conservation), Kuniko Otsuki (Asia/Oceania Regional Representative) [11].

Absent:

Anna Weinstein (Northern California Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Martin Renner (Treasurer), Samantha Richman (E Coast Us Regional Representative) [4].

Others present: Jenn Lang (Membership Coordinator), Emma Kelsey (Membership Coordinator-elect), Kirsten Bixler (Treasurer Elect), Doug Forsell (Former Chair), Ken Morgan (Life Member), Sandy Bartle (Member), Abdulmaula Hamza (Member), Kirsten Lindquist (Northern California Representative-Elect) [8].

1. ROLL CALL AND REVIEW AGENDA

Motion to approve the 21 Feb 2018 Agenda v4 moved by Mark, Nina seconds.

Abstentions: 0, Nays: 0, motions passed unanimously

2. APPROVE 19 DEC 2017 MINUTES

Motion to begin discussion of the 19 Dec 2017 meeting minutes moved by Jane, Nina seconds.

Change “moore” to more – MO item, page 2.

Motion to approve the 19 Dec 2017 meeting minutes with minor changes moved by Nina, Peter seconds.

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

3. OVERVIEW OF ACTIVITIES IN 2017 AND 2017 WORKPLAN ACCOMPLISHMENTS

3a. Conservation Committee

11 letters submitted, compared to 3 letters last year. The bulk of the work of the Conservation Committee falls to the Vice. PSG needs a true Conservation Committee, beyond the PSG Officers. PSG either needs to form a true Committee or remain reactive to conservation issues. At the end of this year, we’ve several positive responses from our letters: Oregon listed the Marbled Murrelet as endangered, Washington State timber cuts were eliminated. But the MBTA lost, the road through Izembek NWR lost. Audubon wrote 300 letters to the MBTA. PSG letters are effective, but we need to strike a balance on some national issues that already have a strong conservation voice.

Comment: Having a committee really resonates – might create a pipeline of people willing to run for Vice Chair.

Question: Are we being as effective as we can be? Ans: probably, yes.

Comment: Maybe we have two Vice Chairs? So there is workload sharing. I agree we need to target PSG's voice to where it will matter.

Comments: 1) Conservation Committee is all officers + Vice Chair for Conservation 2) We would need to change the bylaws to allow for two Vice Chairs for Conservation 3) it is the duty of the regional representatives to raise conservation issues to the Vice Chair and help draft a letter.

Question: Did Anna Weinstein contact you to assist with the Conservation Committee? Ans: No.

Comment: I always thought PSG was supposed to be reactive. The Vice Chair is not supposed to be soliciting for/searching out the issues. For those raising conservation issues to the Vice Chair, they need to be drafting the letter, not the other way around.

Comment: PSG is reactive, and this is an effective strategy.

Comment: We can have an ad-hoc Conservation Committee.

Peter will work with Mark to formalize the conservation letter process.

Comment: The basis for PSG being reactive as opposed to proactive is that some PSG members are federal employees – and it made proactive approach difficult.

Comment: The book, "Raven walks the earth," raised an issue that was first raised by PSG members in 1980s – that shows the strength of PSG Conservation Committee, and that the Committee should not be dissolved

Comment: PSG has the responsibility and power to be the voice for seabirds.

Comment: Mark is signing the letter on behalf of PSG

Comment: On two occasions where there were mere hours to respond, Mark sent the letter as Mark, not on PSG letterhead.

Comment: It would still be good to have a larger Committee at-large, for people to review issues and proof letters.

Comment: One issue is that regional representatives need to be more engaged with the membership. Maybe 2017 was a great year for birds, compared to 2016. The letter should be largely put together if you are asking for the letter.

Regional reps will be more involved in engaging their constituents in 2018.

Comment: I was impressed with all the reports and accomplishments in 2017.

3b. Membership

Comment: We need to encourage the people on the listserve to be members.

Comment: We sent out request on the listserve in 2017, for people to join PSG who were not members.

Question: Was this sent to those who had lapsed memberships? Or who have never been members? Ans: To anyone who was not a current member, but lots of people never responded.

Comment: seems strange that people can be members of the listserve

Comment: We need to make them aware of how low membership rates are

Comment: seabirds.net is free for everyone, for everything – this may have been why the listserve was switched from members-only to free.

Comment: But seabirds.net posts for you – they filter the stuff. Our list has conversations from actual members.

Question: who owns seabirds.net? Ans: World seabird Union – Sjuvurur Hamrich is the Communications Coordinator.

Comment: What about public shaming? Something like NPR's "you are listening this for free because other people in your community paid – it's time to do your part"

Comment: These requests to the listserve need to be more specific, "there are 744 people on the listserve, which means 413 of you are free loaders."

Comment: You can add pop-up message before you can access the PSG website, like Conservation Magazine (now "Anthropocene")

Comment: Membership system can identify membership lapses. Set reminders twice after lapse has occurred.

Comment: We should keep on hitting people for membership. The more reminders you get the more likely you are to renew.

Comment: Currently, there is one reminder in early Dec, one in late Dec, one late Jan. some issues of identifying who is who – somehow we lost some people in the transfer to CVENT. Some do not have a current email because they became a life member prior to 2013. The Membership Coordinator has had some issues viewing the entire membership list at once.

Comment: Several life members were told to renew – we need to fix this issue in 2018.

Jenn will send out a list of Life Members without email addresses.

Adrian and Jenn will meet do catch up about CVENT and do one last reconcile of all the membership lists

Comment: We have membership pro-rated so you don't have to pay twice, right before the meeting to get the member rates and again in January of the next year.

Comment: If you decide to become more had-nosed about the listserve, you could encourage people to renew or get dumped from the list.

Comment: People are having trouble finding the button to renew their membership on both the PSG website and the CVENT membership portal. Membership is down a long way on the page – we need a big button that says "Join Now."

Comment: Jenn has been membership Coordinator since 2014, and a lot has happened since then, especially the change to CVENT.

c. Communications Committee

Verena needs to send out the listserv terms and conditions agreement with a checkbox form.

Comment: The links on PSG website cannot be updated in a timely fashion. I'm strongly in favor of removing the content. We have had a bunch of traffic on the CVENT website. Early, early on it is nice to have some content on the PSG website. But now that we have the first year of content produced for the CVENT website, we have a template – we can pull all the content over to PSG2019.

Comment: The Communications Committee has done an incredible job

Comment: The PSG website is much better than seabirds.net, which is out-of-date.

Question: What portions of the site get the most traffic? Ans: The home-page, followed by the main annual meeting page.

Q: What about the PSG jobs page? Ans: This is not visited frequently, within the top 10 pages.

Comment: seabirds.net, and other ornithology job sites perform better than PSG

Comment: You have the option to put in your Twitter handle during registration – 50 people chose to do that. Some people who we know are on Twitter did not submit their information.

Comment: To better manage Facebook, PSG should look for additional content developers.

Comment: Vol 44 no. 2 which is upcoming – includes regional reports and budget – is still waiting for the budget. In 2017, the final budget was received late March.

Comment: The last Pacific Seabirds was published in July 2017 – that was heavily announced. Why are people not hearing about it? When it comes out, we should post it on all media outlets, put a banner on the website.

Kyra will get the budget for PS vol 44 #2 from the Treasurer.

Comment: Regarding MO finances – you would probably need a PSG-Canada and PSG-US to have the finances run solely through Canada.

d. Students

At PSG 2018, there are 67 scheduled presentations by students, 35% of total presentations.

Q: How many student presented last year?: Ans: about the same.

Comment: Has the ExCo defined as what a PSG student is? Student could include up to PhD and go into postdoc. Ans: yes, student is defined, along with “Early-career Scientist.”

Comment: “ECS” is a new category of travel awards in 2018.

4. SMALL GRANTS STUDENT PROPOSAL

Motion to begin discussion of Report 27, “Student Small Grants” moved by Kyra, Jane seconds.

The idea for this came from strategic planning committee several years ago. Most of what PSG offers to student members are products that are free: listserve, pacific seabirds, website. The proposal is to create two awards, 1000 each for students – currently enrolled at a community college, college or university. The award supports field supplies, equip, travel, no stipend.

Judging is done by the PSG Awards Committee + 1 student member who would not be eligible to apply for the award in the same year. The reporting requirements include attending PSG to present in the following year and that the last 10% of funds would be released after completion of the final report. The funding suggestion is to pull from variety of sources: \$550 from the PSG Operating Fund and the Chair’s Discretionary Fund, \$550 from fundraising at PSG 2018 and members of the PSG ExCO. The remaining is \$900 is fundraised from the PSG Former Chairs – 30 people @ \$30 each, \$900.

Comment: One of the products is attending the mentor session, for students who attend the annual meeting.

Comment: We should say that the EXCO and Past Chairs fund the award(s) for the initial 3 years, and then get endowed funding for it. We will apply for grants to support this. As part of the application, we should have the advisor (or a member of the academic committee) write a letter explaining that this is important for this student’s needs.

Comment: This proposal does begin to give students more reasons for joining PSG and staying.

Question: Are there other ways we can create value for students? Year-long mentoring? Ans: Yes, students are interested in year-long mentoring.

Peter and Corey (new student rep) will explore year-round mentoring opportunities.

Comment: we could approach Wildlife Acoustics to sponsor a student research fund, the amount could be committed annually.

Comment: We really need to find an instrumental way to engage everyone, not just students.

Comment: The student small grants may not be sustainable long-term. The proposal is for this year only. After that point, we could consider taking a percentage of student member fees or

conference fees to fund small grants. In years where there are more student members and more interest, there could be more awards.

Comment: Student registration fees are already subsidized. There isn't much profit (if any) to remove. I think the year-round student mentor idea is something we've introduced over and over again. Is there a capacity for a sub-listserve, for student issues and student questions? I know there is reluctance among students to participate in the general listserve. PSG should consider a one-on-one match (student-to-mentor year-round) or a forum for students. Think about low-cost, value-added products

Comment: Why incentivize student? When do we start assuming that the members now are going to retain their membership because they support the organization's mission, people and values vs. needing some value added incentive.

Comment: I like the extended mentoring idea – could form a list of mentors along with their and area(s) of expertise and students could look at the list and contact the person on this list with specific questions, knowing these are the people who signed up willing to help students.

Comment: Next year, if the small grants awardee has to go to Kauai, they'll use all their funds getting there – we should link with award with an automatic travel award.

Comment: Is it possible to participate in PSG 2019 remotely? Provide the presentation during the PSG meeting for someone else to present? Answer: Dr. Hamza received a conservation grant in 2017 and did just that, since he was unable to attend.

Comment: The recipients of these small grants may not have anything ready to present the following year.

Comment: This year, put out a match for student travel – we hit \$1000, which matched the Mark Rauzon donation.

Comment: We need to additional financial support from companies.

Question: Who will approach companies? Answer: **Peter will approach Microwave Telemetry about the sponsoring a student small grant, \$1000.**

Comment: We will want to approach companies with multiple options – conservation fund, student travel fund, student small grants, etc.

Question: What if all these organizations put money toward the same fund? Ans: That is the risk, but PSG still gets the benefit.

Question: What is the timing for notifying students and distributing the award? Ans: Award and distribute funds before summer 2018 field season.

Discussion tabled for later today.

5. LOCAL COMMITTEE UPDATE

PSG 2018 has been a lot of work, but it's worth it. At present, there are 270 registrants 34 guests (total of 304 people). This is a positive surprise. 146 people registered for the banquet – it will be at Galeria Galeria garden. At present, we need to pay for 50% of food, and part of poster session. In the Mexican bank account there is about \$70,000 USD – that will cover about everything. We have just received money for field trips – Yuri will pay companies directly. PSG 2018 fundraised \$50,000 from the Packard Foundation and \$8000 from other sources. We were just awarded \$1010 from EcoMigration. The Local Committee invited K-12 schools and the university (UABCS) to attend Enriqueta's public talk at Teatro Juarez. The Dean of the University will be doing introducing Enriqueta's talk. This is the same talk she will give as a plenary, except

in Spanish. All the permits for the events – especially for the beach party – have been obtained from the police, government, security.

Question: Is Julie, from the Packard Foundation here? Ans: Yes,.

Q: How is the silent auction coming? Ans: 20 items pledged, many more expected to show up.

Q: When should people bring items for the auction? Ans: tables will be set up tomorrow.

Yuri will assist Chris to set up the silent auction tables.

Comment: The city is lovely – Yuri has lived here for 3 years.

Q: Is the bike riding option working out? Ans: Yes, people can walk up and say they want a bike.

Q: There will be 2 buses in the AM, 2 in the PM Ans: yes, up to 3.

Q: What time are the bikes available? Ans: the lot opens at 7am.

Q: Is lunch provided on Thursday? Ans: Yes, and there is a restaurant in the hotel.

Comment: It is a unique opportunity to bike along the Malecon..

Q: Are there people attending who are hosting in Kauai? Ans: Yes, Jessi and Andre are here.

Yuri + EXCO will have a post-conference call; Jane will set up the call.

Q: What can EXCO do to help the LOCO? Ans: nothing, everything is set and they should have enjoy the city.

Adrian and Kyra will attend Enriqueta's public talk, as representatives of PSG.

6. MEMBERSHIP

Jenn will work with Emma Kelsey to hand over membership coordinator position.

PSG has formed a membership committee to Increase membership diversity and retention.

Retention is mostly due to the fact that people forget to renew their membership. Tomorrow, Jenn will host the new membership committee at lunch, to discuss goals, and expectations of Committee Members. They will meet at the lobby at Araiza hotel – 12noon. Prior to the Tacoma meeting Jenn reminded individuals to renew. With CVENT, there have been several reminders scheduled.

Q: How many more people have become life members this year? Ans: 2

Q: Who are the people you targeted for the committee? Ans: Laura Todd, Robb Kaler, Mark Rauzon, Chris Tyson, Veronica Paula, Max Czipansky.

Q: isn't there an "opt-out" option on CVENT? Ans: Yes.

Comment: PSG should create the "2025 fund" and re-organize the membership drive.

Comment: We are a third down from high of 580 members in 2015. RegOnline did not send out membership reminders. For a while you needed to be a member to be part of the listserve. This might need to be looked at. There are 775 are on the listserve – PSG would have an amazing capacity if all those subscribers were members.

Comment: In general, membership goes up following meetings in California, and goes down after meetings in hard-to-reach places. There are three categories of membership: student, life, individuals. Student members go up and down. Reflect on reducing student turnover.

Comment: First thought – people don't have the capital to pay into life membership. Create a decadal membership – so you pay \$70 and you're a member for 10 years. This is particularly useful for ECSs who come to PSG to find jobs. Second thought – we are attracting a large number of Southern Hemisphere and Latin American members. A February meeting is not great timing for southern hemisphere researchers. Think about hosting another meeting in Latin America – host two meetings per year.

Comment: CVENT can't handle multi-year memberships.

Comment: It is possible to do this in CVENT, we just need to investigate further.

Comment: I think a 2-year membership is more attainable than a decade-long one.

Comment: How about 5-year membership?

Comment: Change membership so that you automatically become a member when you attend the meeting, so it is not a separate decision or transaction.

Comment: When membership is included, the people who work for the government get their membership paid for – that's a bonus.

7. ORNITHOLOGICAL COUNCIL (OC) REPORT AND FUNDING REQUEST

[Motion to begin discussion of Report 10, OC funding request moved by Kyra, Nina seconds.](#)

The OC was established in 1992. Doug has been member since then. Several members are South American, so it is not composed of just U.S. ornithological societies. The OC does a lot of work with Import/export and permits to work in foreign countries and bring back samples into the U.S. It is a full-time job – Ellen Paul is an attorney, a biologist and Director of the OC. She has numerous connections with agencies. Ellen has a lot of tricks – especially regarding travel timing. PSG members should know to call and check in with Ellen before they travel abroad to do field work. If you go to the website, there is a clearinghouse of permits required to conduct ornithological research in all states. Currently the OC is working a lot of with drones, especially advocacy around hunting with aerial drones. When AOU (25K) and Cooper Ornithological Society (30K) combined, their total support dropped.

Q: Is the contribution to OC per society based on membership numbers? Ans: no, the Caribbean society has very few members, for instance.

Q: How many PSG members has this touched? Ans: two, in the last month.

Comment: the OC commissioned a study on euthanasia. They have advocated for fewer banding regulations. Each of these subjects has grown in scope – 3-4 issues are being moved forward simultaneously.

Q: What is total operating budget? Ans: \$90,000. This is an incredible deal for an attorney in Washington DC.

Q: The OC wrote a scathing review of the Rat Island eradication. Ans: the OC was required to find a non-biased reviewer – they did not write the review, they passed the funds to a consultant.

Comment: Raptor research is the only society supporting at a lower level than PSG.

Comment: Some of the OC benefits are indirect.

Q: Are there other alternatives for fundraising the OC? Ans: Ellen was allowed to find contracts, about 25% of her time could be secured through soft money, but those funds have run out.

Comment: The operating budget of PSG should consistently be supplemented by revenue generated from the annual meeting. For instance, the San Jose meeting is grossed \$35,000.

[Motion to increase PSG's contribution to the OC by \\$400, moved by Nina, Adrian seconds](#)

[Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously](#)

8. CONFLICT OF INTEREST DISCLOSURE FORM

[Motion to begin discussion of the Conflict of Interest Disclosure Form moved by Jane, Kyra seconds.](#)

Contractors submitting a proposal under PSG's RFP process will use this form to declare any conflicts of interest (actual, potential or perceived) they may have with EXCO members.

Q: How has this come up in the past: Ans: this has not come up in the past – PSG will also approve a draft RFP process at this meeting, this is a component.

Comment: This is an effort to keep everything above board, for full disclosure

Comment: The process should make it clear the EXCO recusal may occur.

[Motion to approve the draft COI Disclosure Form moved by Mark, Peter seconds.](#)

[Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously](#)

9. CODE OF CONDUCT

[Motion to bring discussion of the Code of Conduct, Report 13, moved by Jane, Nina seconds.](#)

Pin 2015, it was clear PSG could benefit from having Code of Conduct (CoC) to describe professional behavior looks like, Jo Smith took over this project when Jen Zamon's term was up. The Code was established to assure that all members have positive interactions, especially at the annual meeting. At 2016, the final CoC was presented to the EXCO. EXCO decided to have a legal review of CoC before sending it out for membership comment. Based on the review, the committee has decided to make code voluntary, not enforceable code. The move to a voluntary code was because of legal issues that arise making the code mandatory and enforceable. If disciplinary action resulted and a member objected, they could issue a lawsuit (e.g., defamation, intentional harm, financial loss). There is no way to eliminate this legal risk if you have an enforceable code. Instead, the ad-hoc CoC Committee felt PSG could use peer pressure to get members to take ownership of the code. The Committee recommends proceeding with a voluntary code for 2-3 years, then assessing: how things are going? Do we have the same issues, do we need to do something else?

There are three components to the CoC:

1. Professional conduct
2. Scientific best practices
3. Strengthen organizational integrity

There is no retroactive component – it should be made clear to the membership that this is what we want moving forward. The next steps are that 1) EXCO approves, 2) members review via Survey Monkey 3) ad-hoc CoC Committee addresses comments 4) ad-hoc CoC Committee re-submits final draft to EXCO for final approval 5) members vote in the CoC over 30 days via e-ballot 6) code will be distributed to members and posted to the website.

Comments: Thanks for this review, and excellent comments.

Question: We want to be keeping up with other organizations (e.g., ESA code). Is their code voluntary? Ans: I believe code are voluntary. For other, much larger organizations (e.g., TNC, with permanent staff) they have an enforceable CoC because they have employees.

Comment: The costs outweigh the benefits, clearly, if PSG assumes legal costs. The fact the entire membership votes in the CoC is a good thing.

Comment: If there are continuing problems, we can say "we put this in place" to avoid this. We might have to address individuals/issues on a case-by-case basis. The resources to make the CoC enforceable does not fit with the resources PSG has at this time. If there is criminal stuff going on (e.g., stalking, death threats, assault) that needs to be reported to the authorities.

Question: What options do we have to deal with difficult situations/people? What are proper procedures? Ans: EXCO would need to talk to legal council to deal with these situations. The take-home is that these issues are handled outside the Code of Conduct. Anything sub-criminal is dealing with things as we always have.

Comment: It is really important to document things to compile a record (e.g., similar complaints from the same individual). Need to document days/times, what was observed, reported. We should encourage members to do that. Members need to be warned they are not adhering to the Code of Conduct. In extreme cases, PSG may let offenders know they are planning to consult an attorney.

Comment: Should a formal complaint letter be sent to the EXCO? Ans: no, initially we went down that road, but that exposes people to liability for trying to do the right thing. This CoC is stand-alone, as far as procedures.

Comment: Is there a policy for a “safe person”? Is that the current Chair? Ans: No, since you expose yourself to liability, as this person.

Comment: We should add “shall not be tolerated” to the diversity statement on the web.

[Motion to approve Code version 4.4 to be distributed by the ad-hoc committee to the membership moved by Jane, Mark seconds](#)

Comment: You can’t do field work without violating some safety regulations, the portion of the code, “adhere to all federal and institutional regulations” should be removed.

Comment: We all strive to this, that’s not in question. This CoC goes beyond PSG and into how we conduct research – that is an overreach.

Comment: The CoC should relate to our interactions with each other. For the rules regarding data and authorship, etc. I’m worried that you are going to lose members – you are making members sign documents they can’t adhere to – yet another thing they need to do to renew.

Comment: But the CoC does not hold people legally accountable. Its message is, “where practical, these are ideas to which we aspire.” It’s aspirational. These are best practices.

Comment: The current CoC reaches outside the organization – CoC is supposed to govern behavior among members, mainly at meetings.

Comment: Let’s keep it in all three tenants and see how PSG members react..

Comment: We actually have a manual on how to deal with live vertebrates from the OC

Comment: The listserve managers are following their own Code

Question: Are the Codes in union? The Listserve code should function as a subset of the CoC and we should make sure they agree.

[Motion to approve Code version 4.4 to be distributed by the ad-hoc committee to the membership, Adrian Trudy seconds.](#)

[Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously](#)

10. RFP PROCESS

[Motion to begin discussion of the draft RFP process moved by Jane, Kyra seconds.](#)

This is a draft process for PSG to solicit contractor proposals under an RFP. The draft process lays out the major elements: what should be included in the RFP, the conflict of interest disclosure form (approved during this meeting), the timeline, process for selecting the best proposal and alternates, and the process for securing the contractor.

[Motion to approve the draft RFP process, pending Jo’s review moved by Trudy, Jane seconds.](#)

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

11. BYLAWS

Motion to begin discussion of the minor changes to the PSG bylaws, report 16 moved by Jane, Nina seconds.

Comment: I think this is a step in the correct direction. People who come to committee meetings and annual meetings should be members. They have a common interest in conservation.

Comment: No, they have a common interest in a resource concern.

Comment: There are people on some committees who are not working for conservation. Years of work is being hampered.

Comment: The Marbled Murrelet Technical Committee (MMTC) had a meeting in Portland less than ago. PSG hired a facilitator and sent a PSG representative. The coordinators were happy with the outcome, but there will still be problems.

Comment: As the person who has worked with the bylaws for years, the bylaws are meant to guide activities not list rules. As Chair, we eliminated many things from the bylaws – the rules go in the PSG Handbook. There were rules in the old bylaws about how the endowment funds were supposed to be managed – we created a separate policy for that. The MMTC can make any rule they want. On other committees, we may want expertise from other places. There is authority to do any of this within the EXCO. The MMTC, within their charter, can approve their own rules. The additional minor changes/inconsistencies in the bylaws should just remain as-is – you need to consult with the State of California to make any changes.

Comment: This is the wrong solution to the problem within the MMTC.

Comment: The EXCO can define the “composition, size, purpose, powers” of all committees.

Discussion tabled.

12. PICES REPRESENTATIVE

Motion to begin discussion of the PSG delegate to the North Pacific Marine Science Organization (PICES) moved by Kyra, Jane seconds.

Rob Suryan agrees to serve as representative (see email), he consistently attends this meeting and has agreed to return to PSG with seabird issues raised during the meeting and write an annual report for the EXCO.

Motion to approve Rob Suryan as delegate to PICES moved by Trudy, Adrian Seconds.

12. ELECTIONS COMMITTEE REPORT

Motion to begin discussion of the results from the 2018 PSG Election moved by Jane, Kyra seconds.

The Elections Committee worked very hard this year to assure there were two candidates for each position on the ballot. This year, participation hit a record high of 58%.

Motion to approve members of the 2018 PSG Executive Council:

Past Chair: Kyra Mills-Parker, Chair: Adrian Gall, Chair-elect: David Craig, Vice-Chair for Conservation: Mark Rauzon, Treasurer: Kirsten Bixler, Secretary: Jane Dolliver, Alaska/Russia Rep: Marc Romano, Oregon/Washington Rep: Peter Hodum, Northern California Rep: Kirsten Lindquist, S California/Latin America/Hawaii Rep: Andre Raine, Non-Pacific U.S. States: Sam

Richman Canada Rep: Trudy Chatwin, Asia/Oceania Rep: Luke Einoder, Europe/Africa Rep: Ross Wanless, Student Rep: Corey Clatterbuck
moved by Nina, Peter

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

Comment: Congratulations to the new EXCO members, we're happy to have you

Comment: Thanks, Kirsten L., for joining the call today.

Adrian will catch up with Corey about her membership.

Comment: It is important that there is communication during the Treasurer turnover. Adrian has been filling in for Martin this fall. The draft FY2018 budget got sent to Martin, but he did not have a chance to review. Adrian has access to paypal, and the bank accounts. Kirsten needs all the password information from Martin – perhaps from WhatsApp. She needs to complete the transfer as soon as possible.

The Treasurer's to-do list includes:

- 1) Reconciling Quickbooks – particularly with bank account. Year and half between bank account and Quickbooks.
- 2) FY2018 budget - some "forensic" accounting might be required. It's necessary to hang on to all receipts – there has been good record-keeping in this regard.
- 3) Travel awards - post PSG 2018, we need to reconcile all travel awards. All the information in the treasurer's email will come to Kirsten. Any travel award over \$600 needs to have documentation from PSG.
- 4) Taxes, which are due May

All PSG funds are held at First Hawaiian We need to transfer from this bank at the first available opportunity. One of the biggest problems is that the PSG credit card has a \$5000 limit. First Hawaiian has a million fees.

Doug Forsell will send PSG's extra computer to Kirsten Bixler.

Kirsten will meet with Adrian to discuss specifics of the treasurer's to-do list.

Comment: The FY2018 budget is tied to Pacific Seabirds bulletin #2. It would be good to have regional reports published Dec/Jan, so we need to the budget ASAP. EXCO conference proceedings could be published in the summer.

13. BRITISH ORNITHOLOGICAL UNION DATABASE

Motion to begin discussion of the BOU's Global Database or Ornithological Institutes moved by Jane, Kyra seconds.

While researching one of the PSG plenaries, Jane found a BOU database where PSG was not listed, but other ornithological societies were (e.g., the Waterbird Society). PSG should enter its information and see if they are accepted.

Motion enter PSG's information in the BOU's Global Database of Ornithological Institutes moved by Jane, Adrian seconds.

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

Jane will enter PSG's information into BOU's database.

14. ROLES AND RESPONSIBILITIES OF EXCO MEMBERS

It is in the PSG Handbook that Executive Council (EXCO) members are expected to attend the annual meeting and all conference calls. There are several EXCO members who have not joined

the meeting over the phone or in-person today. Please try your very best to attend. This report details the duties and responsibilities of EXCO members straight from the Handbook. Most of the EXCO Officers are returning, but there are three new regional representatives, whose duties are: 1) Contacting seabird researchers at least once/year and summarizing this research into a report for Pacific Seabirds 2) sending the Vice Chair for Conservation relevant conservation issues 3) establishing and maintaining contact with local conservation groups 4) keeping copies of correspondence with seabird researchers and conservation groups.

Question: How can I connect with people from such a big geographic area? Whenever I send out an email, there is radio silence on the other. Ans: Find specific people – get three actual people to represent their sub-region. There are great opportunities at this meeting with people from Latin America. Send personal emails, not group emails.

Comment: Meet people one-on-one or via Skype so they associate a name/face with the email(s).

Comment: Send out updates - here's what's happening here, then request more updates.

Comment: it does take more time to reach out to people individually

Question: When were regions decided? Ans: within the past 10 years, so each region had approximately the same number of members and representation.

Comment: We've increased participation in PSG, but not membership. Corresponding members should be included in the call for regional reports.

Jenn and Adrian will make category for corresponding members in CVENT.

Comment: My region is very large, I'm not familiar with the entire area, just a portion.

Question: Are we going to call out all the students? Have them stand up? Ans: Yes.

Question: Is Julie coming to the banquet? Ans: Yes.

Comment: This is a big deal – we should mention the Packard Foundation before Enriqueta's talk. We don't get 50,000 very often.

15. FUTURE MEETINGS

a. Next meeting will be in Kauai – the local committee has already been thinking about how to make thing affordable. Jessi is the Local Committee Co-Chair with Andre Raine and Helen Raine.

b. The IOC 2018 – PSG is a sponsor. There are two sessions. One is "Conservation-reliant Seabirds" – Simba Chan has roped in many people from Asia. The focus is on rare birds, decoys, playback. The abstract deadline was extended to mid-March. The other session is "Avian Energetics in a Changing World" Kyle Elliott is Chair of that session.

Question: Who is going to IOC 2018? Ans: Mark Rauzon, Chris Tyson, Doug Forsell, Jane Dolliver is a maybe.

Question: Who can occupy a booth at IOC 2018? Ans: Maybe Trudy. Nina has a poster made for the PICES meeting in 2016 which could be reused.

Comment: There is a poster draft from Chris waiting for Adrian to comment on.

Adrian will comment on/revise the poster draft from Chris and send it to EXCO for approval.

c. 2020 is the World Seabird Conference in Hobart, Tasmania, Australia. The last world seabird conference we had to decide whether or not to have PSG. We decided no and then we decided yes. This was one of our biggest meetings. We should plan to host a PSG in 2020.

Kyra and Nina will have Katie fill out an application to host in Portland, 2020.

d. There is a proposal to host PSG in Malaysia by Conservation Grantee Abdulmaula Hamza. There are a lot of Pacific seabirds that use this area during the non-breeding season. The Malaysian tourism industry will sponsor a scientific meeting with thousands of dollars.

Comment: This interest shows how PSG touches peoples' lives.

Comment: Abdulmaula Hamza is a Professor at University of Malaysia, Terengganu.

Comment: We have an agreement with GESE as well. They put in a proposal. We went with La Paz in 2018, but we agreed to have another meeting back in Mexico in a future year. GESE wanted to have the meeting in Ensenada.

Comment: these locations are not serving our ultimate purpose, to make a profit from the annual meeting.

Comment: I disagree. This is one of the best attended meetings in 5 years. We're boosting non-traditional membership. Other places are more costly and self-selecting over who can go.

Comment: WE should host in California, preferably San Diego. We need someone to be a local host. Rebecca Lewison's lab? Trevor Joyce and Lisa Balance, Bob Pitman are all in San Diego, as well as Nacho Vilchis and Gabriela Ibarguchi.

Commnet: Who can we give the application to?

Kyra will reach out to the San Diego cohort, as soon-to-be Past Chair.

4. RETURN TO AGENDA ITEM 4, PSG SMALL GRANTS AWARD

Motion to reinstate discussion on the agenda item 4, PSG Small Grants Proposal moved by Kyra, Adrian seconds.

Question: Is this a one-year trial? Ans: Yes

Comment: I think PSG should create a Strategic Directions 2020 Plan and ratify the next three years as a "Campaign for Future Leaders," with \$1,000 each year. We should carry this award forward consistently. PSG and EXCO need to take credit for the idea and capitalize on the momentum generated in 2017. Even though the 2017 challenge grant didn't raise as much as we hoped, I see this as being successful again. Perhaps a "2020 Students of the Future" fund.

Comment: Before we start on any campaigns, we need to clean up PSG's finances. We need to take care of this first so we know how much we have to spend. In general, PSG has these funds and probably others.

Motion to approve to approve the PSG small grant proposal (version 13 Feb 2018) for two grants in the amount of \$1000 each, moved by Jane, Nina seconds.

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

16. CLOSING REMARKS FROM THE 2017 PSG CHAIR

I want to thank all of you part of this meeting today for all you do. Especially those who had to deal with some pretty big headaches in 2017. We have a lot to be proud of.

Comment: PSG has been led by some amazing women. I have watched the expertise and abilities in this room embrace a 45-year organization and carry it forward. Members in this room have healed an organization from a very tumultuous situation that was male-dominated. This is a testament to your collective expertise and I am proud to be part.

Move to adjourn moved by Jane, Adrian seconds.

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