

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

1 June 2018 Conference Call
10:00-11:00pm (Pacific Daylight Time– UTC-7)
Amended and approved 26 June 2018

Present: Adrian Gall (Chair), Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Kyra Mills-Parker (Past Chair), Jane Dolliver (Secretary), Mark Rauzon (Vice Chair for Conservation), Andre Raine (S. California, Latin America, Hawaii Representative), Corey Clatterbuck (Student Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Kirsten Lindquist (Northern California Regional Rep) [10]

Absent: Marc Romano (Alaska/Russia Regional Representative), Trudy Chatwin (Canada Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [5]

Others present: Jessi Hallman Behnke, Helen Raine [2].

1. APPROVE 1 JUNE 2018 AGENDA

Motion to begin discussion of the 1 June 2018 agenda moved by Jane, Kyra seconds
Motion to approve the 1 June 2018 agenda moved by Jane, Dave seconds
Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

2. APPROVE 4 MAY 2018 MEETING MINUTES

Motion to begin discussion of the 4 May 2018 meeting minutes moved by Jane, Dave seconds.
Motion to approve the 4 May 2018 meeting minutes moved by Jane, Dave seconds.
Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

3. APPROVE PSG 2019 ANNUAL MEETING BUDGET

Motion to discuss report 2a, 2b – PSG 2019 venue and venue deposit moved by Jane, Kyra seconds.

Question: What is the total cost of the venue? Ans: see report 2b. Food menus are in the budget, but they cannot guarantee food costs until 6 months prior to the event.

Question: traditional run of the house – is that 50 rooms? Ans: yes, we're blocking 50 rooms which we need to sell, or there is a financial penalty. We can sell 80% of these rooms with no penalty (40 rooms). We're liable for the remaining 10 unless the hotel can re-sell them, and then they deduct what they re-sell them for from what we owe them.

Comment: Seems like 50 is a low number.

Comment: There is a trade-off between being on the hook financially and providing for guests. There are other housing options – Poipu 45 is minutes away. Kapa'a is 10 minutes away, same with Lihue. We're happy to talk to the hotel and increase the room block.

Question: Saturday room block is 25 – thinking that people may leave early – should this increase to 50? Ans: yes.

Question: what happens if we sell the 50? How easy is it to keep going and get the low conference rate. Ans: KBR will probably not hold the rate – lower than their normal discount and during a busy time of year. In order to guarantee, we should increase the room block.

Question: How does this compare to room block at Turtle Bay (2016) Ans: that room block was 50 total rooms. Turtle Bay rooms were much more expensive (\$299). We have a request to Yuri to ask about how many rooms total were reserved.

Comment: There were 50 rooms reserved at Hotel Perla (2018) but those were \$50/night.

Comment: there is a balance between how many rooms we receive at a good price versus being on the hook for the rooms we can't fill. Sometimes it is better to pay for the rooms than to pay the penalty. Ask the hotel for rooms at government rate (10 additional or 10 of the 50).

Question: the government rate is lower than the rate offered by the hotel for conference attendees? Ans: not necessarily, but the rooms offered at that rate are few.

Question: Could hold the 50 and have additional government rate rooms? Ans: yes. what happened at Turtle bay will be a good indication

Comment: we will probably sell out and need double.

Comment: Turtle Bay is not necessarily the same as KBR. Some hotels are cheaper, in Lihue.

Comment: Secure a lower number of rooms with the hotel, then get a rate with another hotel

Comment: It doesn't make sense to have two contracts – this is a good rate

Comment: Students may stay elsewhere to free up the number of rooms needed.

Comment: We should bump Saturday up to 50 rooms

Comment: We should list the other options nearby. Not everyone will want to rent a car.

Question: parking is \$20/day? Ans: no, free for guests and attendees.

LOCO will create a list of alternative lodging options nearby to KBR

Comment: We should poll the listserv to gauge people interested in the room block

Comment: 122 people who were interested in the room block, up to 190 (with maybes). We will likely easily sell 60-75.

Comment: It sounds like we should raise to 60.

Comment: We should not assume there will be lots of great alternatives. Some students may want to share a room at the hotel ($\$200/4 = \$50/\text{night}$)

Comment: Ask hotel number of government rate rooms they are willing to give up. Keep the number at 50 and ask for 10 government rate rooms.

Question: If we have government rate rooms but not enough government people, are these available to the rest of the membership? Ans: No, you need a government ID.

Comment: Turtle Bay contract had 20 rooms at \$299.

Comment: there are 10 rooms spoken for in the conference call right here

Comment: Do the math on the penalty

Comment: It is hard to know the penalty because the hotel will try to resell the rooms.

Comment: let's go up to 60 total rooms in the room block, all days.

Comment: I like that the deposits are phased – 1000 now, then Dec, Jan, Feb payments.

Question: Ginger room for the EXCO every day for \$175 – do we need it? Ans: No, just for EXCO meeting day (Wed).

Question: For the awards ceremony, do you need a separate room for awards? Ans: No. As done at previous meetings, we can present awards during the plenaries.

Question: We are going to add sustainability into the contract: no paper to-go boxes, plastic drinking straws, plastic glasses, stirring straws. Is that okay to ask? Ans: Yes.

Question: Is there a bottom line? Ans: Yes, \$82,700 for food; \$7,800 for meeting rooms. This depends on what food we choose, how big the rooms are.

Comment: All this will be part of the December deposit.

Question: Is it a problem to not have a certain bottom line? Ans: no, Turtle Bay contract (2016) was similar.

Comment: this is to confirm meeting rooms and hotel rooms. This is for \$7,800 in room space and 60 rooms in the room block.

Motion to approve the Kauai Beach Resort as the venue for PSG 2019 and to secure this venue with a deposit in the amount of \$1000 moved by Jane, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

LOCO 2018 will send amended KBR contract back to PSG Officers for review prior to signing.

4. APPROVE PSG 2021 VENUE AND DEPOSIT

Motion to begin discussion of PSG 2021 venue in San Diego, CA and deposit moved by Jane, Mark seconds

The local committee proposes the Scripps Seaside Conference Center, right on the water. The venue has a large outdoor/grounds space, an auditorium for plenaries, a secondary auditorium and a smaller room. He has listed space ideas for the welcome reception, awards ceremony, and banquet. The urgency is to pay a deposit of \$5,625 (25% of total event cost) to secure the priority dates in February 2021.

Question: Is it \$5625? Or \$7500? Ans: it is \$5625 (Attachment A of report 3b)

Comment: the total facility cost for Kauai is \$7500, this facility cost is \$22,000. It costs as much per day as the Kauai facility costs for 3 days

Comment: We need an estimate of catering fees. Maybe catering is much lower than on Kauai?

Comment: All these companies are high-end catering companies. Hotels in La Jolla are expensive. Transiting into La Jolla is expensive. San Diego morning traffic is difficult to navigate. No food options nearby (one café).

Question: Why is this the place? Ans: It is beautiful, there are a lot of PSG people at Scripps, convenient location for people who work nearby, and spacious for attendees.

Comment: A reduced rate via Scripps personnel may be possible. Would need to follow up.

Question: Have other options been looked at? Ans: no, not yet. This is the first pass.

Comment: for PSG 1995, the San Diego meeting rented a historic hotel near downtown/old town. Maybe this could be the place for the 50th Anniversary PSG meeting? Maybe we could save up and plan. What is the long-term strategy for the 50th? Perhaps people would be willing to pay more. California is not Hawaii. It is more expensive. In Napa, we lost money. California can lose money on PSG meeting. The places we choose are very competitive.

Comment: There are quite a few restaurants – at least 10 within 10 minutes.

Comment: Because it is so much more expensive, it is hard to commit to the deposit.

Question: That is to hold the dates 2 years from now? Ans: Yes

Comment: This is why this decision is urgent – the venue books quickly.

Comment: There are many places in San Diego to host PSG – more than 10 in the downtown area or Coronado.

Comment: It is worth checking out other options. San Diego has been considering increasing the hotel tax by 10%. Something to consider when choosing a venue.

Comment: I agree that the venue seems pricey. Committing to the deposit is risky. Let's go back to the Local Chair Committee and ask him to check out other places. This is not a big rush.

Comment: By not booking now, we could lose our "favorite" week and possibly this venue. This sounds like a risk we are willing to take. We cannot support a meeting budget of \$200,000.

Comment: The Local Chair is agreeable to looking into other places.

Jane will ask the LOCO Chair to get a draft meeting budget together - get catering estimates (could rule in/out Scripps venue), look at a couple other venues.

Jane will relay to LOCO Chair 2021 about the 50th Anniversary idea

Question: problem to have San Diego 2021 and then San Diego 2023? Ans: no, Motion tabled.

5. APPROVE PSG 2020 LOCATION

Motion to begin discussion of report 4, "PSG 2020 Application to be a Local Committee" moved by Jane, Dave seconds.

The proposal is to host PSG 2020 in Portland so PSG 2021 Local Chair has more time to find a venue, 2020 works best for this committee, and these two meetings follow two outside the "core." There are many perks to hosting in Portland – one of the best is that you can fly in to the international airport and are 15 minutes from the venue on light rail. The LOCO has the downtown Hilton in mind and two alternatives. They are ready to get started and have hosted/co-hosted three previous meetings. Hotels in the area are relatively reasonable (\$150/night). Public transportation is available. Between the two LOCO Chairs and the PSG Chair, they'll hopefully have a league of students to assist.

Comment: Great proposal. Has all the details we need to approve.

Comment: Meetings in Portland have been very successful

Motion to approve PSG 2020 to be hosted in Portland, OR USA moved by Jane, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

Jane will let PSG 2020 LOCO know they are approved.

6. UPDATES

6a. SCIENTIFIC PROGRAM UPDATE

Have a Special Session on specimen-based seabird research. Looking at past programs for schedules and dates. Looking into CVENT alternatives and other program abstract managers.

Question: Have you settled on a meeting theme? Ans: No.

Comment: This is the most urgent thing. One idea was plastics, but it is up the Scientific Chair.

Dave will settle on a theme in early June with LOCO 2019.

Comment: Chair has been in communication with CVENT re: abstract manager. The scheduling issue is still there. They have corrected some bugs: re-ordering of authors, etc. We have an initial quote for \$900 to use the crowd compass mobile app to replace paper programs. Hopefully there will be an update on the July call. Registration and member management worked well.

Adrian will draft a report on CVENT – where we are on crowd compass, abstract manager
Adrian will send Dave, Jessi and Kyra the scientific meeting timeline document.

Comment: Archiving the past. Looking at how plastics have changed, PCB loads in specimens or eggs.

Mark will communicate with Dave more on this idea.

6b. CONSERVATION UPDATE

The Skookumchuck letter to Washington State went out today, the one to USFWS goes out tomorrow. There is an upcoming meeting to draft criteria for recovery in Oregon. Vice-Chair has put out emails for possible fund to support PSG students, but received no response. This endowment will likely not happen.

6d. MEMBERSHIP AND PACIFIC SEABIRDS UPDATE

PSG vol 44 no 2 is waiting on an updated budget from the Treasurer. PSG 44 no 1 publishing schedule is July 2018.

Question: Membership transition is happening today? Ans: Yes.

Question: Can the website get changes? Ans: Yes.

Question: Will Emma put out the call for renewal? Ans: Yes.

Comment: The timeline for the budget (FY17) just needs a few transactions and reconciling the 2017 meeting. Most of FY2017 is complete. 15 June is the deadline to relay documents to the accountant for tax purposes. FY17 final budget will happen in the next couple of weeks.

Questions: the taxes will be done by 15 June? Ans: Yes

Comment: She also drafted a great report to the Packard Foundation.

Comment: Nobody has seen PS 45 #2 – there is probably one month of edits before publication, even with the budget included.

Adrian will request that Emma send out the call for renewals on the PSG listserv

Jane will update the PSG website with Emma's name.

7. ADJOURN

Motion to adjourn moved by Mark, Dave seconds.

Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

1 JUNE 2018 AGENDA

(* indicates need for a vote)

1. Roll call & review agenda*
2. Approve 4 May 2018 meeting minutes*
3. Approve PSG 2019 Annual Meeting budget*
4. Approve PSG 2021 venue and deposit*
5. Approve PSG 2020 meeting location*
6. Updates
 - 6a. Scientific Program 2019 update
 - 6b. Conservation update
 - 6c. Membership and Pacific Seabirds update
7. Action items and adjourn