

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

25 April 2018 Conference Call

3:00-4:30pm (Pacific Daylight Time– UTC-7)

Amended and approved 4 May 2018.

Present: Adrian Gall (Chair), Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Kyra Mills-Parker (Past Chair), Jane Dolliver (Secretary), Andre Raine (S. California, Latin America, Hawaii Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Trudy Chatwin (Canada Regional Representative), Mark Rauzon (Vice Chair for Conservation), Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Kirsten Lindquist (Northern California Regional Rep) [13]

Absent Corey Clatterbuck (Student Representative), Luke Einoder (Asia/Oceania Regional Representative) [2]

1. APPROVE 25 APRIL 2018 AGENDA

Motion to approve the 25 April 2018 agenda moved by Mark, Dave seconds

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

2. APPROVE 22 MARCH 2018 MEETING MINUTES

Motion to discuss the 22 March 2018 meeting minutes moved by Dave, Peter seconds.

Question: what is the color coding? Ans: Red font is an action item, blue font is a motion.

Motion to accept the 22 March 2018 meeting minutes moved by Dave, Peter seconds

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

3. APPROVE PSG 2019 ANNUAL MEETING BUDGET

Motion to discuss report 2, PSG 2019 annual meeting budget version 6 moved by Jane, Marc seconds.

Question: banquet tickets for volunteers? Do we do this? In the past we've offered gift certificates. Ans: we do need to give volunteers something – none are PSG members who are spending 2-3 hours volunteering at the meeting. We want to make sure they are compensated, for donating a LOT of hours. Many of these people heading up local subcommittees. Giving them \$10-15 gift card is not enough.

Comment: For PSG 2017, we did not do banquet compensation, but gave gifts to each volunteer (e.g., \$25 gift cards to REI)

Comment: This is a good for people who have served beyond running AV for a few hours. We offered to compensate interpreters at PSG 2018 banquet

Question: The line item, "EXCO meeting and coffee breaks -\$600" is worrisome. Should we have coffee and food on our own? Ans: KBR is only place around to get coffee and food. We are "trapped" at this venue. This item is based on a conversation from the last call, to maximize meeting time, not a 2-hour lunch break.

Comment: all food estimates are part of KBR negotiation. KBR is pretty keen on the whole conference idea.

Question: the item “daily lunch for all delegates” is the same situation? Ans: Yes.

Comment: it is about 10 min drive to Lihue, but if traffic is bad, it is about 1 hour.

Question: If PSG moves to the Marriott, would food options be better? Ans: Yes, but 30% more expensive for everything at the Marriott.

Comment: Thanks for putting out the great pre-2019 survey.

Question: How many people are expected? Ans: 300 attendees. Taking into account the previous two meetings. For both of these, there were slightly fewer registrations - rounded up.

Question: If we have 250 actual registrations, will the registration fee go up to \$400?

Comment: Real concern on our end to enter into negotiations right away. Neither of the two hotels left will hold a set of dates without a deposit.

Question: How much is deposit? Ans: we won't know until we enter into negotiations. Need to have event planner as soon as possible.

Question: How much money is on hand? Ans: we haven't checked lately, but we have enough in the bank to make a deposit.

Comment: This would be extremely helpful to move this piece forward. If this doesn't happen soon, we may not have the ability to host on Kauai.

Comment: We need to pass a budget, approve a conference organizer, and secure the venue.

[Motion to approve PSG 2019 Annual Meeting budget version 6 moved by Trudy, Dave seconds.](#)

[Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously](#)

4. APPROVE PSG 2021 LOCATION

[Motion to begin discussion of report 3, application to host PSG 2021 moved by Jane, Dave seconds](#)

The proposed LOCO Chair submits this application, with assistance provided by SWFSC for Feb 17-20, 2021. One LOCO member has 2+ decades of experience hosting and attending PSG meetings. The proposed venue is the Scripps Institution of Oceanography Seaside Conference Center. There are at least 3 hotel options within a short distance of the center and very reasonable AirBNB/VRBO/BnB options. Five possible field trips are outlined within the report. The location has uber/lyft/taxi options for those who need to get from the International Airport (approx. 20 min drive) to the hotel and conference portion of the city.

Comment: have we approved the PSG 2020 location? Ans: No

Comment: we were last in this location in 1995, and used this opportunity to write a grant for further collaboration. Hope to have many students from Latin America participate. It is especially nice to have a LOCO with so much experience.

Comment: the proposed LOCO Chair is a fluent English/Spanish speaker.

[Move to approve the PSG 2021 location moved by Trudy, Marc seconds.](#)

[Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously](#)

[Jane will get the LOCO 2020 to submit a full application to EXCO](#)

[Jane will alert the PSG 2021 Chair that the proposal was approved by EXCO.](#)

5. ESTABLISH A FORMER CHAIRS' DONATION FUND

Motion to begin discussion of report 4, establishment of a PSG Former Chairs' Donation Fund moved by Jane, Dave seconds

In February 2018, EXCO approved offering 2 small student research grants (\$2K) with some flexibility for where the funds would come from. The original proposal suggested obtaining a matching contribution from the Former Chairs. We propose creating a Former Chairs' Donation Fund (and associated bank account) as a long-term way for PSG Former Chairs to contribute to projects like the small student research grants. This gives the Former Chairs more flexibility to decide which projects to fund and could even include interested parties pitching their proposals to the Former Chairs at the Former Chairs' Meeting at the PSG Annual Meeting.

Question: who will administer the selection? Answer: the Former Chairs, at the meeting they host at the PSG annual meeting. Those not attending could vote via survey monkey.

Question: so they would make a decision on the fund's direction within a month of the annual meeting? Ans: yes, approximately.

Comment: whose role is it to coordinate to Former Chairs – who is the point person? Ans: the most current Former Chair should work with Secretary and Treasurer to relay information about a) value of fund b) proposals/needs available c) voting for members not present.

Question: Paypal button – how long will it be to get this going? Ans: don't know for timeline, but can get one by Wed May 2.

Kirsten will let Mark know about progress towards establishing a Paypal button.

Comment: people can always donate to general fund and send the Treasurer a note that say, "please use my donation for X"

Comment: I would rather just have everything set up for the Former Chairs donation for the foreseeable future.

Comment: if someone wants to contribute funds immediately, we can accept payment. Paypal is the best way to get money back and forth.

Motion to create a Paypal button on the PSG website and linked Former Chairs' Donation Fund bank account moved by Mark, Dave seconds.

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

6. UPDATES

6a. Membership

Motion to begin discussion of PSG membership reports 5a-5d moved by Marc, Dave seconds.

The Membership Committee convened during the February 2018 meeting. This is a collection of people willing to work on recruitment, retention and diversifying the membership. This meeting started the draft membership strategic plan, to discussed with EXCO in the near future.

Question: which deliverables are associated with diversity? Ans: creating a portal for student-mentor portal, maybe. More work needs to be done on how to diversify. Jenn will be taking an equity, inclusion and diversity training.

Comment: essential PSG workplan item #9 is creating the PSG 2025 Strategic-Chair's item for 2018. We will need one person part of the membership committee to participate in the PSG strategic plan process.

Jenn and Emma will nominate a person to participate in the PSG 2025 Strategic Plan process. Jane will send Jenn the PSG 2009 Strategic Plan.

EXCO assisted the Membership Coordinator with tracking down missing life member email addresses. Several life members have passed away.

Question: should we remove deceased members? Ans: yes, retain as lapsed members.

Question: what expiration should we set for life members? Ans: 2050 is fine.

Comment: You could create a new category in Pacific Seabirds and online for “In memorium”

Jenn will deal with deceased life members (mark as lapsed) and expiration of current life members (use date 2050)

Automatic renewal is not an option in CVENT, since CVENT requires credit card authorization for every transaction. The two-year membership might be an option for those wishing not to renew every year.

Question: how do we deal with two-year membership, within the PSG budget (all income in year one, no income in year 2)? Ans: Separate the two membership income lines by year. Just need to adjust income for year one.

Question: Is it okay for the Treasurer to change the budget template? Ans: Yes.

Question: Is there a way to assign half of payment to the next year’s budget? Ans: Yes, we can just track within the account, knowing certain amount is membership income for the following year, and should not be sent.

Jenn will get approval for the listserve solicitation by Membership Committee and Communications Committee and post to the listserve in early May.

Question: how long has it been since we increased membership fees? Ans: more than 5 years. We should consider raising the membership rate.

Dave will do research on costs and inflation adjustment.

Jane will put membership increase as a voting item for the next call.

The membership list in CVENT is reconciled—all of the people in CVENT have paid for 2017.

Question: did CVENT include members who had not paid? Ans: Yes, at least two.

Question: the January 2017 report includes 474 members, but the April 24 list includes about 370. Did we lose 100 members since January? Ans: no. 100 people were “current” in CVENT but had expiration of January 2017, so they were actually lapsed.

Comment: thanks to membership committee for preparing this report. And especially for drafting the membership strategic plan and membership handbook as long-term documents.

6b. 2018 meeting feedback survey results

Motion to begin discussion of the 2018 meeting feedback results, report 6, moved by Dave, Jane seconds.

As a whole, we received a wealth of positive comments re: CVENT, registration desk, number of meals/snacks, easy and affordable location, good amount of break time, venue was satisfactory. Good attendance at welcome reception, poster session, student mentor session, awards dinner, banquet. If anything, areas for improvement are: more space within venues, more food/coffee, more vegetarian options, more structure to the mentor session, shorter speeches for the awards dinner.

Comment: attendees enjoyed this conference, as a whole. Hard to view as a perfectionist, but it is not possible to get only positive feedback.

Comment: there was some constructive criticism that will help improve 2019. Hawaii LOCO has already reviewed this document.

6c. pre-2019 meeting survey results

Motion to begin discussion of the pre-2019 meeting survey, report 7, moved by Dave, Jane seconds.

Survey was just sent out yesterday, n=115 responses (percentages roughly equal number of respondents). 56% plan to attend, broad support for student and local registration rates, electronic programs, field trips, banquet, car rental, room block reservation. The most pressing concerns are dates, venue, ride shares, no packaged food, no plastic utensils/Styrofoam or paper cups, etc.

6d. Conservation update

Motion to begin discussion of report 8, Conservation Committee update moved by Jane, Dave seconds.

Beyond the letters included in report 7, there is a new letter forming with Mexican purse seining (Universidad Veracruzana/American Bird Conservancy). The letter we wrote in opposition of Hawaii SCR39 – this bill died in the Senate. From the issues raised at the Conservation Meeting in February 2018 (feral cats, purse seine fisheries), we completed our agenda. The Vice Chair for Conservation was approached to respond to down-listing of Hawaiian goose (Nene), but declined to pursue, since this is not a true seabird. Hope to use this wave of letters (and successful outcomes – feral cats, uplisting of marbled murrelet in Oregon) as evidence of value added member benefits. PSG is most effective when weighing in on a particular bill.

Jenn will include these successes in the membership solicitation to the listserve.

Question: Is the volume of letters in the past month typical? Ans: Yes, issues aggregate just before and just after the annual meeting. Summer is a lull.

Question: have we signed on to a Migratory Bird Treaty Act “reinterpretation” letter? Ans: No, not yet, but can address.

Comment: PSG does not need to write its own letter, but should sign on to larger letter.

Mark will get back in touch with the MBTA contact.

6e. Albatross tagging letter request

CICESE requested to put instrumentation on albatross to look at their sleep patterns. They were awarded permits, but are not allowed more than 15g of instrumentation on albatross.

Question: Can PSG write a letter of support for 70g of instrumentation on albatross? Ans: No, PSG does not weigh in on individual proposals, only policies.

Comment: Have this person get in touch with other expert. Ask for publications or individuals.

Comment: I think it is PSG’s place to facilitate communication, but not necessarily weigh in.

Jane will make sure this guideline for PSG letters is included in the Handbook.

6f. Event Planner

The event planning committee (EXCO Officers + Jessi) we are going to need to vote on the proposal (over 2K). There was some back-and-forth with the ranking process. For a lot of reasons, the selection committee would like to recommend Helen Raine.

Adrian will get Event Organizer report to Jane tonight.

All EXCO – fill out poll for early May call.

6g. Treasurer update

Question: Have EXCO members submitted their hours? Ans: most - some hours from FY 2017 are needed, urgently.

Kirsten will contact people who have not submitted hours for FY17.

Question: How are we on taxes? Ans: Treasurer is reconciling transactions for FY 2017, and has a couple weeks to finish. Another month to wrap up other details that need to be pulled together for submitting taxes. If she falls behind, there would be an added fee associated – it would put last minute work into the hands of the accountant. So far, it is going fine. We cannot file another extension.

Comment: Treasurer had giant pile of travel reimbursements from PSG 2018. All of those are taken care of now.

Comment: there are some solutions to prevent this from happening again.

Kirsten will add these innovations to the Treasurer's Handbook.

Comment: the handbook is a guidance document and should be adapted as needed.

7. ADJOURN

Motion to adjourn moved by Mark, Dave seconds.

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

25 APRIL 2018 AGENDA

(* indicates need for a vote)

1. Roll call & review agenda*
2. Approve minutes 22 Mar 2018*
3. Approve PSG 2019 Conference Budget*
4. Approve PSG 2021 location*
5. Approve establishment of Former Chairs' Fund*
6. Updates
 - 6a – Membership Committee update
 - 6b – Post PSG 2018 feedback survey
 - 6c – Pre PSG 2019 survey
 - 6d – Conservation update
 - 6e – CICESE request
 - 6f – PSG 2019 Event Planner
 - 6g – Treasurer update
7. Action Items and adjourn