

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

4 May 2018 Conference Call
4:00-4:20pm (Pacific Daylight Time– UTC-7)
Amended and Approved 1 June 2018

Present: Adrian Gall (Chair), Kirsten Bixler (Treasurer), Kyra Mills-Parker (Past Chair), Jane Dolliver (Secretary), Marc Romano (Alaska/Russia Regional Representative), Trudy Chatwin (Canada Regional Representative), Mark Rauzon (Vice Chair for Conservation), Samantha Richman (Non-Pacific U.S. States Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Kirsten Lindquist (Northern California Regional Rep) [10]

Absent Dave Craig (Chair Elect), Andre Raine (S. California, Latin America, Hawaii Regional Representative), Corey Clatterbuck (Student Representative), Luke Einoder (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [5]

1. APPROVE 4 MAY 2018 AGENDA

Motion to approve the 4 May 2018 agenda moved by Jane, Kyra seconds

Motion to approve the 4 May 2018 agenda moved by Jane, Kyra seconds

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

2. APPROVE 25 APRIL 2018 MEETING MINUTES

Motion to discuss the 25 April 2018 meeting minutes moved by Jane, Kyra seconds.

Motion to approve the 25 April 2018 meeting minutes moved by Jane, Kyra seconds

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

3. APPROVE PSG 2019 CONFERENCE ORGANIZER

Motion to begin discussion of reports 1a-1e, PSG 2019 Conference Organizer moved by Jane, Kyra seconds.

Comment: All of them have a really great feel for the amount of work they have to do. Most conference organizers are approximately 24K.

Comment: But we are not asking them to set up the entire event (program, etc)

Question: Is this for 3 years? Ans: No, only one year.

Comment: I think she will be great.

Comment: Does a conference organizer post a bond? A guarantee everything is copacetic? Ans: Insurance was one of the questions in the RFP. It is something another conference organizer has offered.

Question: Is insurance offered every year? Ans: Yes.

Question? How is the insurance issue usually handled? Ans: by a solid contract. You buy insurance for the event, in case there is a cancellation. Within the contract, if the organizer bails, they must give the money back. You can fire a contractor at any time for "just cause." The organizer does not get personal insurance. Event sponsors pay for event insurance. It is not that expensive.

Sam will look up the event insurance provider for Seaduck Conference.

Comment: what if there are torrential rains again in February?

Comment: we have fire insurance for events in California (\$500,000 insured value)

Motion to extend the offer of PSG 2019 Conference Organizer to the applicant recommended by the Conference Organizer RFP review committee, moved by Peter, Marc seconds.

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

Adrian will extend the offer to Helen Raine.

Question: what happens if the offer is not accepted? Ans: we should have another motion to approve the back-up plan.

Motion to extend offer of the Conference Organizer position to runner up IF the offer is not accepted by the Conference Organizer RFP review Committee's recommended applicant, moved by Jane, Marc seconds.

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

Adrian will relay the results of the RFP process to all those who submitted proposals.

4. UPDATES

4a. Mobile App for PSG 2019

We had a conference call with CVENT people to go over their mobile app, "Crowd Compass"

Comment: this is well-developed and works really well, unless internet is spotty.

Comment: connectivity should be decent at the hotel. There are a lot of bells and whistles, and the app synchs well with CVENT.

4b. Meeting Organizer Specifics

Question: Has there been progress on venue/dates for PSG 2019? Ans: we are approving the conference organizer so they are authorized to negotiate on PSG's behalf.

Question: Is there anything the Treasurer needs to do? Ans: We need to get a signed contract first. Then the treasurer will have to talk about deposits.

Question: how did we pay for PSG 2017? Ans: unknown.

Comment: for the contract, make sure that the wording specifies the person is an "independent contractor" and will be getting "gross pay." It ends up that you have to pay 30% in taxes as an independent contractor.

5. ADJOURN

Motion to adjourn moved by Jane, Adrian seconds.

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

4 MAY 2018 AGENDA

(* indicates need for a vote)

1. Roll call & review agenda*
2. Approve 4 May 2018 Meeting Minutes*
3. Approve PSG 2019 Conference Organizer*
4. Updates
 - 4a. Paperless programming PSG 2019
 - 4b. Conference organizer contract
5. Action items and adjourn