

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

16 July 2018 Conference Call
2:00-3:10pm (Pacific Daylight Time– UTC-7)
Amended and approved 14 August 2018

Present: Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Jane Dolliver (Secretary), Kyra Mills (Past Chair), Corey Clatterbuck (Student Representative), Peter Hodum (Washington/Oregon Regional Representative), Kirsten Lindquist (Northern California Regional Rep), Adrian Gall (Chair), Trudy Chatwin (Canada Regional Representative), Mark Rauzon (Vice Chair for Conservation) [10].

Absent: Luke Einoder (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Andre Raine (S. California, Latin America, Hawaii Regional Representative), Marc Romano (Alaska/Russia Regional Representative) [5].

Others present: Jessi Hallman Behnke (2019 LOCO Committee Chair), Helen Raine (2019 Event Coordinator), Jenny Howard (2019 CVENT website coordinator), Jill Tengeres (2019 CVENT website coordinator) [4].

1. APPROVE 16 JULY 2018 AGENDA

Motion to bring discussion of the 16 July agenda, version moved by Jane, Kyra seconds
Agenda item 3a, 3b will be presented by Jane
Change date to 16 July
Motion to approve the 16 July 2018 agenda moved by Jane, Dave seconds
Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

2. APPROVE 1 JUNE 2018 MEETING MINUTES

Motion to bring discussion of the 26 June 2018 meeting minutes moved by Jane, Dave seconds.
Item 5 – sponsored membership. Sponsors are any member not paying for themselves – change to “sponsors are members paying for 2 or more memberships.”
Student page – one unfinished comment – “I think it” – delete this
Motion to approve the 26 June 2018 meeting minutes with two changes above moved by Jane, Dave seconds
Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

3. UPDATES

Motion to bring discussion of item 3, updates moved by Jane, Trudy seconds.

3a. Communications Committee

These reports were sent via email today.

1. Website up-to-date
Jane will search for another person to assist with website updates.
2. Twitter helper for Stephanie
3. More people for Twitter for MO

4. FY17 budget will get reviewed on the call, ready for PS 44(2) today
5. Dave will take on PSG's Linked In Group action item, come up with a plan per Jo's guidelines

3b. Ad-hoc Code of Conduct Committee

Survey requesting comment/feedback was sent to all current PSG members in July. The response rate is relatively low, 20%.

Question: should the deadline be extended until 15 August? Ans: Yes, as long as it does not make it harder to incorporate the comments on the backside. Send reminder.

Question: What is high participation rate? Ans: 40-50%

Question: this survey is part of the PSG Policy to have an open comment period? Ans: Correct, this process was established and reports in Feb 2018, with multiple steps.

Comment: I was thinking of what text should be included in the reminder/follow up.

Comment: Response rate may be low because the comment period is open during the middle of the northern hemisphere field season. If the survey had been released in January, the response rate may have been different.

Comment: it should be out there as long as possible to get buy-in.

Question: Should we set a threshold response rate instead of a date? Ans: Set this internally.

Question: Who should send out the reminder? Ans: Jo, unless she delegates to someone else. Jane will let Jo know to a) extend the survey deadline to 30 Aug b) send out the reminder via SurveyMonkey (or Jo to delegate this task).

Comment: Aug 30 or Sept 15 may be a fine timeline for the end date, since comments are incorporated Sept-Nov.

Comment: EXCO preference is Aug 30.

Question: Have EXCO received any comments? Ans: Only comment is that the code is too lax, and that being too lax is a detriment to our integrity. The way I was viewing is that it is EXCO's responsibility to censure colleagues. And then the EXCO can be sued for slander. This is the justification for having a "softer" Code. Enforceable censure is beyond the capabilities of an all-volunteer board.

Comment: this is what the lawyer said, too.

Comment: some concerns about the strategy – maybe those concerns have not shown up yet.

Comment: some have suggested we should be able to call out fishery agencies that are blocking a mortality issue, or go after logging industry representatives. We do not have a fair and unbiased view of industry attacks on the resource.

Comment: Fact-based analysis is a challenge.

Comment: No good deed goes un-punished.

Comment: The CoC is more than we have right now, a good place to start.

3c. Treasurer's update

1. FY17 tax information has been submitted with two exceptions: 1099 forms, Marine Ornithology (MO). After some discussion it was agreed that MO and PSG should file taxes jointly, since MO is PSG's journal. More financial information is coming from MO by the end of July. Taxes are due Aug 15. We could just file, then file and amendment in early Aug.

Kirsten B. will let PSG know about the status tax filing and amendments.

2. 2017 annual meeting is reconciled, surplus is approximately \$1400 USD.

3. FY17 is reconciled and will be submitted for publication in PS 44(2) 1099 forms were due January 2018 – we are late. There may be fines. Every vendor (not corporation) paid over \$600 USD needs a 1099, the give us an W-9. If you are one month late, fee is \$100 per vendor. If after Aug 1, fee is \$260/vendor.

In FY17 – 22K in net income in FY17. The endowment capital gains: \$37,035.

Question: Are these funds used/budgeted on publications (coming from endowment)? Or the amount the endowment gains in interest during the fiscal year? Ans: amount used for publications in the year.

Jane will look into the endowment figure from one of Christine's budgets.

Comment: Note all of this work should have been done more than a year ago. Kirsten has done a great job getting PSG back on track.

Within the PSG operating budgets spreadsheet, there is a draft fiscal year 2019 budget.

Question: We need to have an audit in FY18? Ans: Yes. There was an expectation that PSG perform an audit every 5 years, though this is not in the bylaws. There are no repercussions for doing an audit when we are not in compliance. We are not in compliance in FY18. For instance, we have not reconciled the finances monthly – we are out of compliance on this. The accountant does not recommend a full audit (cost, unnecessary). The point of an audit is to give EXCO assurance that finances are accurate. An audit every 5 years is not giving us assurance because of Treasurer turnover every 2-4 years. Instead the accountant recommends some lesser version of an audit (review or compilation). The compilation report does not verify amounts. If a problem is found, they will get more info. A compilation gives no official opinion on how the organization is run. A review provides limited assurance that the statement needs no changes. We could do a compilation report every other year, and a review every 5 years.

Question: Should Kirsten be getting estimates from other auditors? Ans: No. Some benefits to having the same accountant (audit from 2013) do some level of audit.

Comment: I would take the accountant's advice of review + compilation schedule.

Question: is there a "homework document" so the EXCO can be more informed?

Kirsten B. will ask accountant for a background/informational document on audit levels.

Comment: Take the accountant's recommendations. Do a review for FY18, assess helpfulness.

Question: are there audit requirements? Ans: If you are a non-profit with a budget of over 2,000,000 USD, you need an audit. There was no audit requirement for Packard Grant. If a 501c-3 receives federal grants over \$750,000 USD, then we need an audit.

Question: In FY19 we pay to review of FY18? Ans: Yes. If we want a good result, we should wait until FY19 review in FY20.

EXCO will send comment to Kirsten so FY19 can be approved on the August call

Kirsten B. will propose a review/compilation schedule for approval on the August call

4. Former Chairs' Fund. This banking account was created with a minimum balance of \$2500, to be returned when the Fund reaches \$5000.

5. PayPal button status. We are in the process of changing in business contact name to the current Treasurer. The current Treasurer can't talk to anyone at PayPal until she is the listed contact name. Kirsten needs one more letter, for documentation. Once documents are received, approval takes 1 week.

6. Endowment Fund. No money was moved from the endowment into general checking account for dispersal in 2016 or 2017. There is a maximum recommended withdrawal included

in endowment fund report in 2017. There was no maximum in 2016, which was before the policy was finalized. The endowment report is based on calendar year, not fiscal year.

Kirsten B. will contact the trustees to change the endowment report to match PSG's fiscal year.

We need an EXCO vote to cover the actuals spent on publications in FY16, FY17. Next month we will know how much was spent in FY18.

Question: \$19,209.93 is not going to exceed the maximum withdrawal amount in FY18? Ans: we exceeded the recommended threshold in FY17, but note these funds remain available for withdrawal in future years.

Question: If we're "owed" money from the endowment, it depends on the value in FY18

Comment: The fund has been doing well in the past few years. As long as we can withdraw 20K in FY18, we are okay. The fund has doubled since 2012 – now at over \$250,000 USD.

Question: Do we need to have the trustees concur on this plan? Ans: Yes.

Kirsten B. will present the EXCO's plan for endowment withdrawal to the trustees

Question: Are the MO honoraria coming from this fund? Ans: Yes.

Motion to refund PSG checking account with the amounts spent on PSG publications in FY16, FY17 pending written approval by the PSG endowment fund trustees moved by Jane, Dave seconds.

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

3d. Local Committee

a. registration rates

The local committee has been working out registration rates

\$375 for early bird / \$475 regular

\$199 for students/ \$299 regular

These rates do not include a free drink at the welcome reception. We are budgeting for in attendance; 200 at early bird rate, 70 students at the early bird rate. Those who sign up with regular registration is all "surplus" for the meeting

Question: Was there going to be a Kama'ina rate? Ans: to volunteers, but not all of Hawaii. This rate is the same as the student rate.

Comment: Make the local rate separate from the student category – we want to make sure we know how many registrants are students. We can build registration so that there is approval process to register for the local rate.

Comment: Call this the "Kauai LOCO rate"

Question: What is the break-down for the 70 at \$199 rate? Ans: 50 students, 20 local people.

b. application for electronic programming

LOCO received a bid for \$1100 for an e-programming app. EXCO needs to read and approve before payment at end of August.

Comment: PSG has also been presented with a mobile app from CVENT, "Crowd Compass" – need to compare.

Adrian will give Helen the contact for CVENT mobile app.

c. website

Question: Is the loco doing the website? Ans: Communications committee did the event side of the PSG annual meeting website. Now that we have membership going we can verify member status before offering potential registrants a member rate.

Question: LOCO can establish the day rate and take payments at the desk? Ans: Yes.
Comment: for the website, Dave will contribute Scientific Program information. Jessi/Helen will contribute LOCO information. Jill and Jenny will put the content online and request content/updates.

Adrian will set up the registration portion of the CVENT site

LOCO 2019 will make member/non-member rates rate at early-bird and regular registration windows.

Helen will send an email summarizing LOCO updates to the 6 officers + student rep.

d. sponsorship

Question: Will the LOCO be reaching out to people already contacted by the EXCO? Ans: no risk right now. The fundraising for annual meeting is squarely in LOCO's court.

Question: there was an email re: the high cost of the meeting. Is Adrian responding? Ans: yes

Adrian will respond to PSG 2019 email

Question: Does LOCO need payments from Treasurer before the end of July? Ans: No, app is next big thing to pay for at the end of Aug. Chair is the best contact for payments in late July.

3e. PSG 2019 Scientific Program

No new Special Paper Sessions or symposia submitted.

Questions: was there a message sent to the listserve? Ans: No.

Dave will write a message about SPS, symposia and plenary speakers to the listserve

Question: Dave has been in contact with Andre about special cultural session? Ans: Yes.

3f. PSG 2021 Venue

At this point, it appears that the seaside conference is the least expensive option in San Diego.

3g. Membership

Emma is on-board to track how membership improves after recruitment email to listserve.

3h. PSG Workplan and EXCO contributions to PSG 2019 and MO impact factor

Question: Receipts and thank you post PSG 2018 silent auction were done? Ans: No, **Corey will follow up with Chris.**

Reminder about the EXCO motion passed summer 2018 – EXCO members asked to donate \$50 to travel funds for coming meeting. This is an honor's system, and as finances allow.

The PSG Chairs received an email re: MO impact factor that needs a reply.

Question: who do I send the check to? Ans: PSG, c/o Treasurer Kirsten Bixler, 450 SE Lilly Ave, Corvallis, OR 97333

3i. Conservation Update

Re-booting the feral cat subcommittee and policy statement.

Question: are there any volunteer leads yet? Ans: No, will keep working on recruitment.

Motion to adjourn moved by Jane, Mark seconds.

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

AGENDA * indicates need for a vote

1. Roll call & review agenda
2. Approve minutes 26 June 2018*, Report 1
3. Updates
 - 3a. Communication Committee Update, Report 2
 - 3b. Code of Conduct Update, Report 3
 - 3c. Treasurer's Update, Report 4a, 4b, 4c
 - 3d. Local Committee Update, Report 5
 - 3e. Scientific Program Update, Report 6
 - 3f. PSG 2021 venue update, Report 7
 - 3g. Membership Update, Report 8
 - 3h. PSG Workplan, EXCO contributions to PSG 2019, MO-Chairs' approval, Report 9
 - 3i. Conservation Update, Report 10
4. Action Items and adjourn