

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

12 September 2018 Conference Call

5:00pm-6:10pm (Pacific Daylight Time – UTC-7)

Amended and approved 9 October 2018

Present: Adrian Gall (Chair), Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Corey Clatterbuck (Student Representative), Kirsten Lindquist (Northern California Regional Rep), Samantha Richman (Non-Pacific U.S. States Regional Representative), Jane Dolliver (Secretary), Luke Einoder (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Regional Representative) [9]

Absent: 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), Kyra Mills-Parker (Past Chair) [6]

Others present: Helen Raine (PSG 2019 Event Coordinator) [1]

1. APPROVE 12 SEPTEMBER 2018 AGENDA

Motion to discuss the 12 September 2018 agenda moved by Jane, Peter seconds

Motion to approve the 12 September 2018 agenda moved by Jane, Dave seconds

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously

2. APPROVE 30 AUGUST 2018 MEETING MINUTES

Motion to discuss the 30 Aug 2018 minutes moved by Jane, Dave seconds

Motion to approve the 30 Aug 2018 moved by Peter, Dave seconds

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously

3. UDPATES

Motion to begin discussion of the updates items 3a-3j moved by Jane, Dave seconds.

3a. CVENT Website, abstracts, registration update

6 registrants so far. We have received a couple of comments from folks who have tested the website.

All EXCO – please test the CVENT event website and register yourself for PSG 2019 – let Adrian know if something is not working as expected.

We are accepting abstracts and travel award applications via CVENT as word files.

All EXCO – please let Adrian know if this process is not clear.

Q: Anyone uploaded an abstract yet? Ans: don't know.

Q: Would it be useful to upload a draft abstract, to make sure the system works? Can I add a draft now and resubmit a final ? Ans: Yes.

Comment: Send big CVENT website updates to Jill and Jenny via a word document.

Comment: The scientific program is coming along slowly. If you go to the agenda tab, you get a sketch of the overview. The concurrent sessions cannot be populated until January.

Question: Are we using SurveyMonkey or Google Docs to keep track of room and ride shares?

Ans: SurveyMonkey, and these links were uploaded to CVENT several days ago.

Q: Are we allowing registrants to purchase banquet tickets for students? Ans: one registrant can buy a ticket for another registrant. Banquet tickets are quantity tickets, not necessarily tied to someone's name.

Question: If someone can anonymously purchase several tickets, how will we know how many are in the "free" pot? Ans: Make registrant communicate their wishes to the local committee.

Corey will submit the blurb on purchasing banquet tickets for students.

Adrian will add Corey's description to the registration side.

Jill & Jenny will add the option to purchase a banquet ticket for someone else to the event page.

Comment: Put this option on the main registration page.

Question: Count how many free tickets we get and divide it among students who need one.

Comment: The system needs to be perceived as fair – first come, first served.

Comment: I'll suggest the runners up for travel awards get a free banquet ticket.

Comment: On the CVENT fees page there is a big description of the banquet, which takes up most the space. Let's create a new page with just the party description and fees.

Comment: Create a new line/item added to registration page for sponsor a student to go to the party, and one line item for purchasing your own banquet ticket.

Adrian will create this option in CVENT registration.

3b. Scientific Program Update

Q: Did you see there is a special sessions page – it is not active, but does exist.

Dave will send info on the special sessions in a word doc to Jenny and Jill

Comment: The Awards Committee is behind. At this point in the year we've reviewed and discussed candidates for SAA and LAA.

Kyra will convene awards committee.

Typically, the LAA is offered a plenary talk. We do have nominations and applications, and we need to review and put together a proposal for EXCO vote. In any year, we are not required to award an LAA or SAA but we do need to review submissions.

Q: Is the Kauai Community College event still in the works?

Dave will follow up with the LOCO on this.

3c. Local Committee Update

Q: There are people who have offered to coordinate volunteers day-of – what are these tasks?

EXCO will give Helen a list of tasks for volunteers.

Helen will follow up with people who volunteered to coordinate volunteers.

Q: Should the LOCO investigate and provide phones to committees? Should we let committees know we cannot provide these? Ans: depends on the costs. Ans: cost from hotel is \$5.

Q: When do we distribute the poster board dimensions? Ans: Dave will send out information for presenters after abstracts are received – poster presenter guidelines are part of that. Dave will send out abstract acceptance letters. We don't need to post dimensions until Dec 1.

All EXCO – please sign up to contact 6 potential funders!

Q: What is the location to meet for the field trips? This is needed for CVENT – it is the session location. The location can be the lobby of the hotel.

Helen will find the location(s) put in a word doc, and send to Adrian, Jill, Jenny

Comment: NOAA decided to increase sponsorship up to \$5,000. It seems like there are a lot of sponsors that have not been contacted yet.

Jane will send out the google fundraising spreadsheet again.

Q: Should we just divvy up the rest, because the U.S. federal fiscal year ends 9/30. I ask because I have maintained contact with NOAA, and they are able to donate some extra at the end of the fiscal year.

Comment: It is really good timing for U.S. federal funding. That window is closing.

Q: We have funds from NOAA national seabird program? Ans: Yes.

Q: What are the colors on the fundraising sheet? Ans: Blue is open, no fill is people who have agreed to contact potential funders, yellow is pending, red is unable to donate in 2019.

Comment: The Treasurer can send out sponsor thank you letters promptly, and add her name along with the Scientific Chair, PSG Chair and LOCO Chair.

Q: Does that work? Ans: Yes.

Comment: One thing to follow up on is getting logos from committed sponsors

Comment: Get permission to post logo, then ask for the logo.

3d. Student Update

For the Early Career Scientist Panel and Student-Mentor session, there are three recruits to plan and run the event. Issues or questions can be forwarded to the Student Rep. Last month, thank you letters from the 2018 Student Silent Auction were sent out. The 2019 Student Silent Auction has not started, but is on the radar.

Q: For student small grants, what are the next steps? What is the timeline? Ans: advertising will begin no earlier than 15 October. No action required until at least October.

3e. Membership

Current membership is 410-432. Member lists have been sent to regional representatives.

There may be some hurdles with membership and registration – people trying to use a different email than the one PSG has on record for their membership.

All EXCO – we need your help test-running registration. If you have issues as you register, please let Adrian know.

3f. Treasurer's update

4 of 15 EXCO members have provided \$50 for travel awards.

11 EXCO members should make their \$50 contribution.

The checking account is missing endowment funds from the last few years. The Treasurer was hoping to get endowment transferred in FY18, but it will likely happen in FY19 because the investment fund has outdated contact information that needs to be changed and once that happens, this initiates a two-week hold on the funds. Keep this in mind when we look at budget actuals for FY18.

3g. Code of Conduct Update

Code of Conduct SurveyMonkey closed 31 August 2018, with 186 (approx. 50% of membership) responding. Report 8 is attached for further information. There are a lot of comments to summarize, prioritize and possibly address for 2 people on the Ad-hoc Committee. The Committee may solicit EXCO for assistance.

3h. PSG Website Update

There is a proposal to display only the “home” annual meeting landing page on the PSG website and direct all meeting traffic to the CVENT site.

Comment: I do not think anyone has a problem with this.

Jane will let Jo know EXCO approves of this move.

3i. PSG 2021 Venue Update

The PSG 2021 Local Committee Chair has contacted 5 venues for bids on PSG 2021. So far, Scripps Seaside Conference Center is the most inexpensive, but all venues in San Diego are very pricey. EXCO needs to make a decision by the next call on a) whether to keep the motion to host the meeting in San Diego b) the venue and deposit for San Diego.

Q: We explored SDSU and it is not a good option? Ans: SDSU cannot offer on-campus housing between semesters and there are no hotels near campus. There are some hotels on the public transit line, but then it would be better to just host at those hotels. The Student Rep contacted one such hotel but it was going through renovations and could not make an offer for 2021 - too far out. All other hotels are as expensive and as the Scripps Seaside Conference Center. Another thing to note is that PSG 2021 is only 4 months after the World Seabird Conference in Hobart, October 2020. Previous surveys of PSG members and data from 2015 and 2016 indicated this did not have a noticeable effect on PSG Annual Meeting turnout.

Comment: We may need to circle back to those who expressed an interest in hosting - there is a group in Ensenada, Mexico, another in Japan, and possibly others. Ensenada would be a cheaper venue.

Kyra will investigate other options for PSG 2021.

Q: Someone in Washington could host PSG 2021, since PSG 2020 is in Portland.

Comment: Scripps in La Jolla is off the beaten path. We can find a venue in downtown San Diego or near the airport. It is just a matter of finding the right hotel.

Sam will assist the PSG 2021 Local Committee Chair in the venue search

Comment: We have looked at Town and Country, Hilton, Catamaran, Bahia, SDSU. We have tried a bunch of different places – there are not many options to host 300 people with room rates less than \$200/night.

Sam will help Nacho and Corey find a suitable San Diego venue.

Adrian will share the ballpark costs of PSG venues with Corey, Nacho and Sam.

3j. Other updates

Q: The deadline for the PSG Regional Reports is coming up – how is that going?

Ans: I’ve sent an email to all members in the region. Seems like a positive response.

Ans: I’m beginning to remind people

Ans: I’ve sent things out – no responses yet

Ans: I’ve gotten 3-4 updates so far.

Comment: I have not done anything yet on the PSG Strategic Plan. Now that we have registration launched, I am circling back to that.

Comment: The simple way to make your \$50 donation or more is by attaching it to registration. By registering, you can take care of both those things at the same time.

Comment: If you make your EXCO donation this way, put your donation in the general fund so it can be used for early career scientist travel awards and foreign scientists awards too, if needed.

Motion to adjourn by Jane, Dave seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

12 SEPTEMBER 2018 AGENDA

1. Roll call and approve agenda*
2. Approve minutes 30 Aug 2018*
3. Updates
 - 3a. CVENT website, abstracts, registration update
 - 3b. 2019 Scientific Program update
 - 3c. 2019 Local Committee update
 - 3d. Student Update
 - 3e. Membership update
 - 3f. Treasurer's Update
 - 3g. Other updates TBD
4. Action items and adjourn*