

## MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

14 August 2018 Conference Call

11:00am-12:35pm (Pacific Daylight Time – UTC-7)

Amended and approved 21 August 2018

**Present:** Adrian Gall (Chair), Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Andre Raine (S. California, Latin America, Hawaii Regional Representative), Corey Clatterbuck (Student Representative), Marc Romano (Alaska/Russia Regional Representative), Trudy Chatwin (Canada Regional Representative), Mark Rauzon (Vice Chair for Conservation), Kirsten Lindquist (Northern California Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Jane Dolliver (Secretary) [12]

**Absent:** Kyra Mills-Parker (Past Chair), Luke Einoder (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Regional Representative) [3]

**Others present:** Helen Raine (PSG 2019 Event Coordinator), Donna Queener (PSG Accountant, Frith-Smith & Archibald) [2]

### 1. APPROVE 14 AUGUST 2018 AGENDA

[Motion to discuss the 14 August 2018 agenda moved by Dave, Mark seconds](#)

There are two changes: 1) move item 6f to after item 5, 2) move up Donna to start off item 3

[Motion to approve the 14 August 2018 agenda moved by Mark, Dave seconds](#)

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

### 2. APPROVE 16 JULY 2018 MEETING MINUTES

[Motion to discuss the 16 July 2018 minutes moved by Jane, Dave seconds](#)

Comment: Three changes: 1) company should be corporation, 2) I-9 should be W-9 3)

Treasurer's address should be "Lilly Ave" not "Lily Ave"

Comment: I have some minor copy edits to send

[Motion to approve the 16 July 2018 minutes w/ 4 changes above moved by Jane, Dave seconds](#)

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

### 3. AUDIT DISCUSSION, TREASURER'S UPDATE, APPROVE FY19 OPERATING BUDGET

[Motion to begin discussion the Treasurer's update, including a\) level or audit b\) FY19 moved by Kirsten, Dave seconds](#)

#### a) Level of Audit

We have to make a decision on the level and schedule of any financial review for FY18, and future years. There are four levels of review: 1) audit, 2) review, 3) compilation report, 4) quarterly internal statement. After discussion with the accountant/bookkeeper, the Treasurer's recommendation is either an annual compilation report or quarterly internal statement.

Comment: There has not been a steady flow of financial statements to the EXCO. Although not a requirement, an Audit gives reasonable assurance to the board, but does not detect fraud.

Audit requirements are much stricter than the other three levels and have become stricter in

recent years. The only reason for an Audit is that public needs it, or it is required by funding agency, the federal government, etc. It is not important for the board to have it, unless there is board disagreement or concern about mismanagement. A Review provides limited assurance. The difference in costs can run 1-4K, depending on how much activity there is. You to do a Review or Audit to have assurance. There is no assurance on a Compilation or Internal Statement. If the goal is to provide a review for the board, you don't need to have assurance – you want to make sure the format is good, all activity has been looked at. A Compilation is like a financial statement, the type you receive through software like QuickBooks, or a financial institution. The difference between an Internal Statement and a Compilation is that reporting is done more frequently (quarterly for Internal Statement, annually for a compilation). The compilation contains the same information as an Internal Statement. PSG has not had the ability to do quarterly reports because the finances are not reconciled monthly, and there is turnover in Treasurers who differ in their consistency. The Board receives the same information via a Quarterly Report but does not have to wait the entire year to flag concerns. If an Audit is completed every 5 years, it is not worth the cost. Neither an Audit nor Review are required if not presented to anyone outside the board.

The Internal Statement can be sent directly or handed to the Treasurer to deliver to the board. It will come on official letterhead that shows the firm has looked at the finances. A Review will have more language. Smith-Firth & Archibald cannot assist with a Review or Audit while doing bookkeeping – this is to provide separation of duty and investigate internal controls. Currently the recommendation is for quarterly reports.

Q: Donna is PSG's current bookkeeper? Ans: Yes, and accountant for preparing taxes.

Q: What services are provided? Ans: Reconcile and review books. Show the Treasurer how to do journal entries, etc. Smith-Firth & Archibald prefers to be reviewers or auditors. Many years ago, the firm was brought on to perform an audit and show the Treasurer how to complete bookkeeping and accounting, then pass off these activities, but PSG continued these services. Comment: Some history - a previous Treasurer was involved in a fraud case. This triggered the one and only audit in 2012. We needed assurance as an organization that the books were in order. There has been more turnover in the Treasurer position in recent years. This is why we're looking for more ways to assist the Treasurer with recording keeping and accounting. Historically, there have been two EXCO meetings per year. Now the finances are much more complicated and financial reviews are equally complicated.

Comment: the benefit of a Compilation or Internal Statement is that someone besides the Treasurer is reviewing the books.

Comment: I recommend a Quarterly Internal Statement to receive more frequent reports instead of year-end totals.

Comment: The Treasurer recommends a Quarterly Internal Statement

Q: At any point, would Donna recommend a Review or Audit? Ans: do an Audit only if more review is needed, if there is some issue that comes up through the quarterly Internal Statement, if there is Board disagreement, or some grant that requires an Audit.

Comment: Rather than something in the Handbook that mandates every 5 years, do a Quarterly Internal Statement unless external factors require assurance (Review or Audit).

Comment: Internal Statements are cheaper, by 1-1.5K . This would save 1K over doing a Compilation. And this gives us more info about what is going on throughout the year.

Q: Is the Internal Statement in addition to bookkeeping? Ans: Yes. Right now bookkeeping is 6K, so would push the total (not including accounting) to 7-7.5K.

Q: It is less money for PSG if everything is done quarterly? Ans: It could be less quarterly. It is a lot more time consuming if books get behind.

Q: Is there a lot of money flow between quarters? Seems like quarterly is too frequent?

Biannual is more appropriate? Ans: Maybe.

Q: If we have this information – it might still be impossible to act within a quarter (i.e., replace the Treasurer, for instance). Ans: this is a great point.

Comment: the main issue is gathering information. The Board needs to make sure your books are accountable. If procedures are in place, the books are reconciled monthly. Quarterly Internal Statements provide more incentive to make this happen.

Q: Are all expenses based on time? Ans: Yes. For instance, it is not \$500 per quarterly report. It may take more time to do a biannual Internal Report if the books fall behind.

Q: We gain nothing by changing the schedule to biannual? Ans: Yes.

[Motion to add quarterly, "Internal Statements" to the draft FY19 budget under row 34, "Audit," in the amount of \\$1500, moved by Kirsten, Dave seconds.](#)

[Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously](#)

b) FY19 budget review

**1. Income**

Comment: Meeting income - will make sure Annual Meeting income does not include sponsorships-yet-received.

Q: What does publications income represent? Ans: In 2018, the Treasurer will transfer publication expenses from 2016-2018 that were not removed from the Endowment (instead, removed from the PSG general operating fund). For 2019, this amount will cover costs of publishing *Marine Ornithology* and *Pacific Seabirds*.

**2. Expenses – Administrative Operations**

Q: For the website transition in 2017 we have \$2300. Why does 2018 have \$2300 as well? Ans: the Treasurer looked at actuals from 2017. We spent more in 2017 because we transitioned the website in 2016 and there were some costs that rolled over into 2017 to finalize that process. The Treasurer does not have what we spent in 2018 (yet). Not sure the best estimate for FY19.

Comment: Hopefully more like \$1500.

Comment: I just read in *Pacific Seabirds* 45(1) the recommendation was \$1500 annually.

**Kirsten will change cell 25H to \$1500**

Comment: There are some essential costs to PSG that, in conversation with the Treasurer, we cannot find a way to decrease: a) QuickBooks online, b) TurboBridge phone fees, c)

SurveyMonkey annual fee d) Bookkeeping, e) Accounting.

Q: Delete audit and change to quarterly report. Ans: yes.

**Kirsten will change row 34 to "Quarterly Internal Statement," cell H to \$1500.**

Q: when will we do a \$10,000 audit? Ans: Only if we have to.

Q: Do we need an audit to prove we have reinstated internal controls? Ans: Auditing 2018 or 2019 is not going to address lack of control in 2016 or 2017.

Q: Would the quarterly internal statement alleviate need to bookkeeping and accounting? Ans: the quarterly internal statement is \$1.5K is in addition to bookkeeping.

Comment: Accounting (row 32) is tax preparation.

Comment: row 38 - CVENT fee – that is \$3500 less – we are not paying for abstract manager this year.

Q: Row 38 - why are CVENT meeting fees in the general fund? Ans: Move registration, meeting app, portion of 5% transaction fees to meeting costs to “Society services”

**Kirsten will remove \$3500 from row 38, cell H.**

**Kirsten will move a portion of Row 38 - meeting expenses – to Section E “Society services”**

Comment: Paypal is cost is budgeted at \$700, actuals are \$360, \$379 – why is there a discrepancy? Ans: we have to guess at number, since it depends on money received.

**Kirsten will decrease cell 37H, FY19, to \$400.**

### **3. Expenses – Society Services**

Q: Student travel awards – has PSG decided how much money from the general fund it will donate to augment what is in the student travel fund? Ans: No.

Comment: It would be a good idea to not go above 1K because of the deficit in the budget.

Q: Row 53 is 5K? Ans: make this equal to what is available in student travel, \$4900.

**Kirsten will double check the amount of money available for student travel, earned at PSG2018.**

**Kirsten will include “Marine Ornithology honoraria” after row 57, derived from the endowment,**

Q: Where is the bottom line? Ans: Cell 66H – right now we’re running at \$-6072, but we still need to add in honoraria. So about -10K in the red.

Q: If we are at -6K, here does this coming from? Ans: need to make sure this loss is made up this year.

Comment: One way to address increasing costs is by increasing membership from \$40 to \$60.

Comment: This is appropriate, given every other cost is going up.

Q: Did we get many new members from the recent membership drive? Are people purchasing a membership at \$40? Ans: Yes, we received some new members (23). Membership as of 7/25/18 is 404.

Q: Is there a sustainability fund to counter the loss? Is there an endowment? Ans: we try to keep 3 years of operating budget in the general fund (row 41). Right now, \$32,000. Those costs have gone up quite a bit: \$14K, \$15K, 22K, now \$32K. We have an endowment, but it is restricted to publications.

Comment: Reviewing the account summaries from 2011 to 2017, we have the lowest reserve this year (\$44K from 102K. in 2011).

Comment: This will be made up from transfers from the Endowment (approx. 30K over 3 years).

Comment: One way PSG has increased income is by making a profit on the annual meeting. If we run the meetings at a loss or break even, we’re going to be in the red

Comment: If we increased membership from \$40 to \$60 and have 300 members, that’s 6K.

Comment: The membership cost is already pretty high.

Comment: No, I think these figures give us good reason to increase in membership costs.

Comment: In a single year, increase by \$5 or 10, not \$20.

**Emma will provide a detailed report of membership for the September call**

**Kirsten et al. will present a proposal for increasing membership dues.**

Q: How much of the membership attends the meeting each year? Ans: Probably 2/3 of membership in any year, perhaps 100 people pay for membership but do not attend the annual meeting.

Q: Are we able to vote on increasing membership now? Ans: no, need a report and targeted discussion on this item.

Comment: It is challenging to know where we stand and how we have been doing without the final FY18 numbers. We will have a better idea of our status as we get actuals for FY2018.

Comment: Row 47 – foreign scientists travel this is actually via the local committee.

**Kirsten will reduce row 47 to 1K and have this change incorporated.**

Comment: Part of the deficit conversation includes whether or not we are predicted to make money on PSG 2019 (Kauai). The deficit is a much bigger deal if we end up losing money on the Kauai meeting. We also need to look at where we are going to have future meetings that are going to make money. We may need to have more meetings in the core.

**Move to accept the draft FY19 budget with changes discussed, and future adjustments made by the forthcoming to PSG income strategy discussion (Aug-Sept) moved by Mark, Dave seconds.**

**Abstentions: 0 Nays: 1 Yays: 11, motion passes.**

#### 4. PSG 2019 REGISTRATION RATES

**Motion to discuss PSG 2019 registration rates moved by Dave, Marc seconds.**

Q: Do we have a definition of a volunteer rate? Heads of subcommittees will receive this rate. This is not an option that people can self-register for.

**LOCO will draft a paragraph of this definition**

**LOCO will pass names to Adrian for those who qualify for this rate.**

Q: What is the day rate? Ans: \$199 was one-day. Could make this \$189 or \$179.

**Helen will make the day rate \$179**

Q: What is guest rate? Ans: \$49

**Helen will make the guest rate \$49**

Comment: The total cost of the meeting is \$125K minus 92K from registration means the LOCO has 33K to make up. This does not include funds raised from the banquet, field trips.

Q: The banquet fee is not included in this report? Ans: No, need to talk to hotel.

**Helen will come up with a total for the banquet.**

Q: \$125K includes cost of field trips? Ans: the field trips are not going to impact the final budget – plan to break even or make a small profit on field trips.

Comment: LOCO is expecting the following income: 5K student travel raised from PSG 2018, 2.5K in foreign scientist awards, 6K in sponsorships, vendor table income, \$500 from printapalooza, nominal income from the banquet, t-shirts, field trips. Kauai coffee was approached to sponsor the coffee breaks.

Q: Have you cleared hotel that you can get sponsored beverages? They are not always open to outside sources. The hotel will still charge to brew the coffee. They will accept the sponsorship of ground coffee. This is a fair amount of savings on the budget (reduces cost by half).

Q: On Saturday, the sessions need to finish early for the banquet. We are considering cutting the last afternoon coffee break. Coffee is offered at lunch? What do people think? Ans: better to cut costs, just make sure to warn people ahead of time.

Comment: amount available for foreign scientist/ECS awards is decided on by the Awards Committee – dependent on number and strength of applicants, and funds available.

**Motion to approve the PSG 2019 registration rates (report 3) moved by Trudy, Andre seconds**

**Abstentions: 0 Nays: 0 Yays: 11, motion passes unanimously.**

## 5. APPROVE LETTER OF RECOMMENDATION FOR LAURA BLISS

Motion to discuss the recommendation letter for Laura Bliss, moved by Dave, Mark seconds.

Adrian has sent back a slightly edited version.

Q: Where does Laura get the leadership award? From PSG? Ans: no, from an external source.

Comment: I have never met Laura, but I hope we can keep her involved in PSG leadership

Motion to approve the letter of recommendation for Laura Bliss with Adrian's changes moved by Mark, Trudy seconds.

Abstentions: 0, Nays: 0, Yays: 11, motion passes unanimously.

## 6a. 2019 LOCAL COMMITTEE UPDATE

Comment: Our idea for the 2019 banquet is an event where everyone will come. We will serve burgers and taro burgers. The details are in report 5a. The banquet subcommittee lead has some really great ideas including the first PSG fashion show. The cost of the banquet will be much, much lower than usual, in the \$35 range, so that it is accessible to everyone.

## 6f. CONFERENCING APP

PSG needs to decide among two paperless conferencing apps – WHOVA and CVENT. WHOVA is slightly less annually, but the company has an aggressive sales staff. CVENT is slightly more, but we need to sign a 5-year contract to get the rate.

Comment: I downloaded the CVENT iPhone app for the International Ornithological Congress (Vancouver, Aug 2019), "Attendee Hub," and I like it.

Comment: Will be interesting how the app works for IOC. The Hawaii Conservation Conference used the CVENT app and it was horrible – everyone stopped using it. The app received more complaints than anything else at the conference.

Comment: PSG LOCO 2019 will have a backup email spreadsheet and paper sheets posted on the doors of the session rooms as backup.

Comment: Having some sort of bulletin board schedule is important.

## 6d. ELECTIONS

Q: Is it okay for a Secretary candidate to miss some calls? Is it okay to say to the candidate, "you are responsible for finding an alternate scheduler/notetaker for those months?" Ans: Yes.

Q: If candidates for Chair do not have EXCO experience, should they attend EXCO calls, Nov-Feb? Ans: we will need to think about this.

## 6h. PACIFIC SEABIRDS

EXCO other than Jane and Kirsten will review PS44(s) and PS45(1)

Jane will schedule another EXCO call in the next week to vote on conference apps and discuss the remaining items from this call.

Motion to adjourn moved by Mark, Dave seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passes unanimously.

**14 AUGUST 2018 AGENDA**

1. Roll call and review agenda\*
2. Approve minutes 16 July 2018\*
3. Approve FY19 budget,\* Treasurer's update, and audit discussion
4. Approve PSG 2019 registration rates\*
5. Approve letter of recommendation for Laura Bliss\*
6. Updates
  - 6a. 2019 Local Committee update
  - 6b. Scientific Program update
  - 6c. Conservation update
  - 6d. Elections update
  - 6e. Membership update
  - 6f. CVENT conference scheduling app
  - 6g. Regional Report plan
  - 6h. Pacific Seabirds 44(2), 45(1)
  - 6i. Other updates TBD
7. Action items and adjourn