

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

30 Aug 2018 Conference Call
11:00am-12:30pm (Pacific Daylight Time– UTC-7)
Amended and approved 12 September 2018

Present: Adrian Gall (Chair), Kirsten Bixler (Treasurer), Mark Rauzon (Vice Chair for Conservation), Corey Clatterbuck (Student Representative), Jane Dolliver (Secretary), Marc Romano (Alaska/Russia Regional Representative), Trudy Chatwin (Canada Regional Representative, Andre Raine (S. California, Latin America, Hawaii Regional Representative), Dave Craig (Chair Elect) [9]

Absent: Samantha Richman (Non-Pacific U.S. States Regional Representative, Kirsten Lindquist (Northern California Regional Rep), Kyra Mills-Parker (Past Chair), Peter Hodum (Washington/Oregon Regional Representative, Luke Einoder (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [6]

Others present: Helen Raine (2019 Local Committee), Jessi Hallman Behnke (2019 Local Committee Chair), Jenny Howard (CVENT Coordinator), Jill Tengeres (CVENT Coordinator) [4]

1. APPROVE 30 AUGUST 2018 AGENDA

Motion to discuss the 30 August 2018 agenda moved by Jane, Dave seconds.

Motion to approve the 30 August 2018 agenda, moved by Mark, Jane seconds.

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

2. APPROVE 21 AUGUST 2018 MEETING MINUTES

Motion to discuss the 21 August 2018 meeting minutes moved by Jane, Trudy seconds.

Comment: My analogy is that the US is a member of the UN, just as PSG is a member of WSU. WSU is not an entity of itself. It is a structure to make sure WSU happens every 5 years, and would not exist without the “member states” like PSG.

Motion to approve the 21 August 2018 meeting minutes, minus Adrian’s comments moved by Jane, Mark seconds.

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

3. CHOOSE CONFERENCE SCHEDULING APP

Motion to discuss purchasing an app for PSG 2019 moved by Jane, Mark seconds.

There was a predictable anxiety expressed about no access to paper programs. The critique of current apps came from all age levels and all ranges of experience. People were not impressed with the CVENT app at IOC or other conference apps they have used. All apps available have had issues with execution. We did hear back from Whova – they are willing to honor their original quote at \$1400. CVENT says if we were not satisfied, we can back out of the remaining 4 years. So our options are CVENT CrowdCompass at \$2000 and Whova at \$1400, both for one single year.

Comment: This is great negotiating on behalf of PSG.

Question: Having the pdf online would not cost us anything, correct? Ans: Yes. It is interesting that this is the app providers response to dealing with complaints – offer a pdf.

Comment: When I was at HCC, they used CrowdCompass, and it was disastrous. I downloaded the pdf instead. All the answers CVENT supplied – it’s possible, it’s user error – that’s fine, but I’ve yet to see people actually figuring out these workarounds on their own. I do not think apps are delivering on their promise.

Comment: Whova is supposed to display concurrent sessions, and make a schedule for you if there parallel sessions. We also received feedback that we should not assume everyone has a smartphone. We should provide some mobile devices and paper copies as backup.

Comment: Attendees will have access to the schedule outside the doors, on huge boards, etc.

Comment: The app is expensive.

Q: Should we try to save money and wait for apps to improve their functionality? Ans: Yes, I was at IOC and I did not even try the app. You had to pay foreign mobile costs to use it. The pdf was online for free, and IOC sold hard copies of the pdf for \$25.

Comment: I generally agree with these criticisms, but some of the criticisms are not true. You could search by name, you could download the app and use it in “airplane mode” without wifi or cell service. The main, real criticism is that you can’t see concurrent sessions next to each other. Unless we can get this fixed, let’s stick with paper, instead of spending money for something that won’t work.

Comment: Whova is supposed to work with concurrent sessions. We’ve received positive feedback from a senior member about Whova.

Comment: You could provide the paper copies for \$1 – that would be \$270, instead of \$2K.

Comment: In 2018, we had the program and abstracts separately on CVENT. We supplied 3 physical copies of the abstract book at the registration desk. We printed paper copies of the program for \$300-500. Whenever we had updates to the program, we updated the schedule on CVENT. The program book is 9-10 pages of schedules, 20 pages of plenary bios, maps, welcome, field trips, awardees, events. The schedule is still a 9-page pdf. The announcement on the listserve said we are “heading towards paperless” – we can ask people, “do you want a paper program?” during registration. We always have a printer at the registration desk and can print extra copies if needed.

Comment: It cost approximately \$1175 to print the banner and programs for PSG 2017.

[Motion to decline use of an app for PSG 2019 and provide a pdf on the event website moved by Trudy, Mark seconds.](#)

Comment: We need to make this work by 1) making a pdf more viewable on a phone 2) providing some paper copies. We just want to make sure we don’t have a landslide of paper copies – the point is to reduce paper.

Comment: A pdf schedule is not very readable on an iPhone. If I were given the choice to look at a pdf or request a paper copy, I would request a paper copy.

Comment: I used the pdf on my phone, instead of an app. It was frustrating at times, but feasible.

Comment: It is possible to format a pdf for readability on a phone. It would require two pdfs to be created and updated each time.

Comment: If there are 100 of them at \$5 – we can generate some revenue on printing costs.

Comment: I worry about age-ism, or gleaning funds from paper program people.

Comment: A pdf is static and app is not. We need to be able to upload and download the pdf at the conference venue. We need the ability to let people know that we have a new version up. With an app, this is seamless.

Comment: We can manage this through CVENT. The event website allows us to send bulk emails to all attendees.

Comment: Should we take this opportunity to look at sample pdf on our phone before we take a vote? This is a big decision.

Q: Can we suggest that if they really want a paper copy, they need to print it out at home? Ans: yes, but this does not solve this larger issue - we really want to reduce paper. It’s not that the LOCO is lazy. We want people to think carefully.

Comment: The LOCO does not have the capacity to create specialized pdfs.

[Dave will rope in someone to design a phone-viewable, multi-session pdf](#)

[Dave will create an informational poster at PSG 2019 to introduce sustainable conferencing.](#)

Adrian will share the google sheet used to organize the PSG 2018 program

Comment: There was a Scientific Program assistant who finalized program layout in Word.

Dave will ask whether Julia is interested in working in this capacity in 2019.

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

4. APPROVE MEMBERSHIP RATE INCREASE

Motion to begin discussion of membership revenue, report 3, moved by Jane, Dave seconds.

It is time to adjust to membership rates to match inflation. Beginning with the opening of registration on 10 September 2018, the proposed rates are: \$50-individual, \$35-student, \$1500. Because this increase is nominal, we do not believe it will affect total members. Assuming membership levels are equal across categories in 2019, the increase would generate an estimated \$3200.

Comment: If you look at inflation – \$47.76 in 2019, \$49.19 in 2020, \$50.67 in 2021 – we will start to operate a deficit by 2021, even with raising the rate to \$50 in 2018. Increasing membership rates now is an efficient solution to the budget shortfall in the short-term.

Motion to increase membership revenue as detailed in report 3 moved by Jane, Dave seconds.

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

5. UPDATES

Motion to begin discussion of update 5a-5f moved by Jane, Andre seconds.

5a. LOCAL COMMITTEE UPDATE

1. **Party** - Set the party at \$35/person.

Comment: It may be unfair to allow people to come to the banquet late, for just the awards presentation. We could present the awards at the very end of the scientific sessions.

Comment: This does not leave the awards committee enough time to figure out paper winners.

Q: Is the cost of dinner and party \$35? Ans: yes, food, a drink, and dancing. It is considerably cheaper than the past. The focus is more on party, and entertainment.

Comment: At \$35, the price is reasonable.

Comment: As a student, I am more likely to go at that price.

Q: Could we offer the party ticket at \$40 and students are free? Ans: No, we would have to draw funds from elsewhere to pay for the party.

Comment: I don't think we can subsidize the students on this one.

Comment: We should make the students carry some weight. You can also make an option for senior members to sponsor a student – pay \$70 to have a student attend (2 tickets at \$35).

Q: How are you going to stop students from coming in? Ans: In the end, we aren't. We don't expect many to try.

2. **Fundraising** – trying to pin down for potential sponsors and get merchandising partially covered. The conference costs are based on 270 attendees. Extra fundraising means more student and foreign scientist travel awards. We need EXCO help to keep at it. Heard from [Former Chair - Canada] (yes) and [Former Chair - Hawaii] (will get back to us).

9 EXCO members will add their name next to 6 contacts on the list.

15 EXCO members will assist LOCO and cross off people who are no longer contacts at that organization/institution.

Comment: We have started highlighting organizations in red that do not fund conferences.

Comment: Reminder that EXCO has agreed to \$50 donations to PSG 2019 students.

12 EXCO members need to send a \$50 check to Kirsten

3. Vendor and exhibitor tables – If EXCO has other ideas for vendors or exhibitors to invite, please include on the google sheet.

4. Silent auction – Corey will contact the wider membership for donations.

Q: It costs \$100 to have a vendor table? This is different from years in the past. Ans: Vendors are smaller, probably local businesses that would pay this fee via check or Paypal. Exhibitors are large, usually get a table with a big, ~\$1000 donation.

Comment: We had exhibitors register for the meeting, and give their donation through the options available on CVENT. We did not decide who was an exhibitor and who was a vendor. The registration process was the same for everyone.

Q: Local vendors are not registering, simply giving a \$100 donation? Ans: Yes, vendors are not required to register to have a table.

Comment: It is simpler to say, “anyone can have a table,” the only requirement is that you donate an item of value to the silent auction. This keeps the rule consistent. If an exhibitor or vendor would like to attend talks, they need to register.

5) Online auction – We are thinking about an online auction. We already have a boat trip from Holo Holo Charters that would work for people travelling to Kauai. An online auction could reach a broader audience.

6) Field trips – **Helen needs to add a few more field trips to the CVENT site.**

7) Website – **the CVENT website team will let the LOCO know if they need anything else.**

8) Announcements – Q: Who sends these out? Ans: General announcements, hotel, registration opening – by the LOCO; Abstracts- by the Scientific Chair. Early on, these get sent out to the entire listserve, then the Communications Committee picks these up and distributes them via the PSG website and social media. Later on, meeting specific information gets sent out via CVENT, to registrants only. Draft emails are awaiting review in CVENT.

Kyra needs to review, edit and approve judging and awards announcement

Corey needs to review, edit, and approve mentor sign up and student events announcement

Adrian and Dave need to review, edit and approve scientific program announcement

5b. CVENT WEBSITE

There is a CVENT website checklist shared as a Google doc. The deadline for creating a version of the CVENT 2019 website that can be passed along to the EXCO to beta-test is 31 August.

Dave needs to catch up on the Scientific Program deliverable part of this doc

Adrian needs to check details in the registration side, this weekend.

Comment: Because theme is fighting the plastic, we thought we’d encourage people to bring your own bag, thermos, etc. as part of travel tips

Comment: We don’t have to use the exact same tabs for the PSG 2019 site – we are open to changes and innovations

5c. SCIENTIFIC PROGRAM UPDATE

Mark Rauzon is one of the plenaries. Another plenary has a cultural focus – Sabra. Helen James is a third plenary and has request for student(s) to come with her.

Dave will check details on the expectations for Helen’s travel

Tony Gaston was given an LAA in 2014, and would be the fourth plenary. There are four other plenary proposals. It is unclear how many plenaries there should be this year.

Comment: Five plenaries is a lot – comes at the expense of nine talks. Part of the reason that we signed up five plenaries is that we were worried about filling the schedule. We typically have 2-3 plenaries.

Adrian will send Dave the list of plenary speakers from the last five PSG conferences.

For special sessions, we have: a) Lindsay, restoration b) Karen, unmanned aerial systems, c) Watanuki, Plastic ingestion d) Sabra, indigenous people. We may have a historic film on the US military’s Pacific Project and germ warfare testing.

Dave will send the full, 2019 Scientific Program update by the end of the week.

Dave will get in touch with Kyra re: funds available for Helen James' travel award
Kyra will convene a meeting to discuss the 2019 LAA and SAA awards, and plenary travel awards.

5d. CONSERVATION

We received a request from ABC to sign on to a letter re: the ESA by tomorrow, 31 August. Not sure if that is possible. As report 7 shows, there have been 4 new responses to the balloon ban letter.

Jane will post these responses to the balloon ban letter on the PSG website this weekend.

5e. MEMBERSHIP

No report submitted.

5f. OTHER UPDATES

Adrian sent a recommendation letter for EcoMigration to host field trips for another conference.

Adrian will send EXCO a copy of the EcoMigration recommendation letter.

Motion to adjourn moved by Jane, Trudy seconds.

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

30 AUGUST 2018 AGENDA

1. Roll call and review agenda*
2. Approve minutes 21 Aug 2018*
3. Choose conference scheduling app*
4. Increasing membership revenue*
5. Updates
 - 5a. 2019 Local Committee update
 - 5b. CVENT website, abstracts, registration update
 - 5c. 2019 Scientific Program update
 - 5d. Conservation update
 - 5e. Membership update
 - 5f. Other updates TBD
6. Action items and adjourn*