

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

21 August 2018 Conference Call

5:00pm-6:45pm (Pacific Daylight Time – UTC-7)

Amended and approved 12 September 2018

Present: Adrian Gall (Chair), Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Marc Romano (Alaska/Russia Regional Representative), Mark Rauzon (Vice Chair for Conservation), Jane Dolliver (Secretary), Peter Hodum (Washington/Oregon Regional Representative), Luke Einoder (Asia/Oceania Regional Representative) [8]

Absent: Andre Raine (S. California, Latin America, Hawaii Regional Representative), Corey Clatterbuck (Student Representative), Trudy Chatwin (Canada Regional Representative), Kirsten Lindquist (Northern California Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Kyra Mills-Parker (Past Chair) [7]

Others present: Helen Raine (PSG 2019 Event Coordinator), Jessi Hallman Behnke (PSG 2019 LOCO Co-Chair) [2]

1. APPROVE 21 AUG 2018 AGENDA

[Motion to discuss the 21 August 2018 agenda moved by Jane, Peter seconds](#)

Move item 6d to after item 6a.

[Motion to approve the 21 August 2018 agenda moved by Jane, Peter seconds](#)

[Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously](#)

2. APPROVE 14 AUG 2018 MEETING MINUTES

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

Edits are a couple of dollar signs, one small grammar issue.

[Motion to approve the 14 August 2018 minutes w/ minor changes Jane, Dave seconds](#)

[Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously](#)

3. APPROVE CONFERENCE SCHEDULING APP FOR PSG 2019

[Motion to begin discussion of the conference scheduling app moved by Dave, Jane seconds](#)

Scott (LOCO 2019) has been doing the work to research these two options. The Chair has tested Whova, not tested CVENT yet. A regional rep likes CVENT app. There were some issues with CVENT implementation at the Hawaii Conservation Conference. The setup was poor.

Comment: I like CVENT, and the availability of customer service.

Q: Who is responsible for the app? Ans: Scott (LOCO 2019) has agreed to assist, with the Scientific Chair as backup.

Q: This is a new CVENT bundle package for \$13K? Ans: Last year we committed to a 5-year CVENT contract for registration, membership management, event website.

Q: Are we really going to save \$13K on the CVENT offer? Ans: yes, original quote is \$4K per year. If we were willing to make pay for the “onsite kiosk” they would be willing to waive the fee altogether.

Comment: It seems that things in the past they were done by volunteers, now we are paying CVENT to do it, and that is eating into our bottom line. The convenience is acknowledged. We need supplemental income to balance out.

Comment: Historically membership costs and meetings were sources of revenue. If meeting are places we need make money, this should influence where we go and what is offered.

Comment: I prefer the one-year contract as a way to test the usefulness of an app at PSG.

Comment: I value and convenience of having an app. Is \$2K/year warranted for 2-3 concurrent sessions? At bigger meetings, apps are invaluable. \$2K could fund 3-4 student travel awards.

Comment: The 2019 LOCO is adamant about the conservation aspect of an app – “going paperless.” We’re going for both convenience and environmentally responsible.

Comment: But we have 300 people flying to Hawaii.

Comment: It is a complex value system.

Comment: Pros for app: a) convenience – you have program any time you want it b) instant update ability – don’t have to print off errata or run to post something new on session doors c) all the structure is there, just have to provide the content, layout d) more environmentally friendly.

Cons for the app: a) costs money b) may not be the most convenient for people w/out phone/tablet or if there are lapses in connectivity.

Comment: At smaller meetings apps are generally not available but a pdf is downloadable to your phone. Not as slick as an app, have to download another pdf if changes are announced. But it is a free way to have the schedule without an app.

Comment: It makes a lot of sense to try an app for one year. If you can download something for free, it is practical financially, but you lose the coolness of a modern app.

Q: Was Whova better in Scott’s perspective? Ans: Yes.

Comment: My default is to follow the younger generation and the recommendation of the person most knowledgeable – Scott.

[Motion to spend up to \\$2200 to test out a conference app for PSG 2019 moved by Jane, Dave seconds.](#)

Q: Will there be a paper copies made? Ans: It will probably be like the abstract book. A couple years ago, we phased out hard copies of abstracts. We always have hard copies of abstracts at the registration desk. So we will probably have 50 printed schedule copies for PSG 2019.

Q: And the pdfs are going to be available? Ans: Yes.

Comment: We could send an email or survey to registrants after registration – whether they prefer their schedule to be hard copy.

Comment: And would you be willing to purchase one for \$5.

[Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously](#)

Comment: PSG 2019 LOCO member says she received a review from a colleague that Crowd Compass is not satisfactory.

[Jessi will send Adrian the details on this review of Crowd Compass.](#)

Comment: There is room to talk Whova down from their current estimate

[Adrian will ask CVENT to provide a one-year price for CVENT’s Crowd Compass and ask Whova for a new quote .](#)

4. APPROVE REVISED PSG 2019 BUDGET, REVIEW PSG TREASURER’S REPORT

Motion to begin discussion of PSG FY19 final operating budget and the Treasurer's report 3a, 3b moved by Jane, Dave seconds.

The original budget was in the red and this was worrisome. The Treasurer wanted to see if it was possible to get the budget in the black if PSG removed all optional expenses: a) Chair's discretionary fund, b) travel awards from general fund (foreign students, foreign scientists). If we make those changes, we can balance the budget if we increase the membership revenue. Even if we don't increase membership revenue, it is much closer to being in the black, but still in the red. The changes include:

- 1) Cell 3H – updated membership money 10K to 13K based on 2018 numbers
- 2) Cell 6I - meeting income notes
- 3) Cell 9H - student travel income expected to be raised at PSG 2019
- 4) Row 21, 22 – based on the Handbook, the website and listserv could be considered publications to be covered by the endowment. These items mean cell 10H is 12K
- 5) Cell 18H - zeroed out the Chair's discretionary fund
- 6) Cell 42H - Conference venue – this should be \$1199 lower – conference app included 2X
- 7) Cell 43H - \$2200 covers CVENT and a little more
- 8) Cell 52H - student travel \$1900 + \$750 (EXCO) = \$2665. There may be a little more available from PSG 2018. PSG 2018 transactions will be reconciled by Oct 31.

If we increase membership, we'll be slightly in the black by about \$30.

Q: This is assuming people will pay the new membership fee? Ans: Yes.

Q: Line 48 – are we paying OC less than we did in 2018? Ans: In 2018, we paid \$2060, not \$3060

Q: Is line 32 – quarterly internal financial statement – \$1500 – the item we approved on the last call? Ans: Yes.

Comment: Note that fiscal assistance – bookkeeping, accounting, financial statements is \$7800. This is the hidden cost of having a Treasurer not as diligent as the current Treasurer.

Comment: the current Treasurer has done an exceptional job in such a short amount of time and PSG is incredibly fortunate to benefit from her many volunteer hours.

Q: We did not have bookkeeping in 2017? Ans: bookkeeping was not separated from accounting in 2017

Comment: In FY19, we can assess if quarterly statements are helpful and whether or not to continue them. Quarterly statements were not initiated in years they were needed. Statement may keep PSG on track. Or we may switch them on/off every other year.

Comment: The Treasurer is hoping to have the first internal quarterly statement submitted to EXCO in October.

Motion to approve the revised FY2019 budget dated 21 August 2018 with one change moved by Jane, Dave seconds.

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

5. PSG 2019 UPDATE AND PSG 2019 FUNDING STRATEGY

Motion to begin discussion of PSG 2019 funding strategy and PSG update report 4a, 4b, moved by Jane, Dave seconds.

The LOCO has been working on the basis of 270 attendees to PSG 2019 and the budget is in the black. Note that the budget included "expenses" like field trips and the banquet, but those "expenses" pay for themselves – the "expense" is covered by the fees charged when registering

for these items. There is reasonable wriggle room in the budget. If we get fewer registrants, we can take out food options. A few questions:

1) Foreign scientist travel award – should this now be included in the conference budget? Ans: yes, but as a fundraising goal. There are 3 travel award categories in the PSG Handbook 1) US and Canadian students 2) non-US, non-Canadian students 3) non-US, non-Canadian scientists. In the Handbook, the recommended amount is \$0-\$2,000 each. Hopefully PSG will have some more money to support travel awards after PSG 2018 is reconciled. With the \$2665 PSG can commit now, the goal is to raise an additional 5K in travel awards. The 5K covers \$1550 for the ECS travel award initiated in 2019, for the same amount.

Q: Seabird program and NOAA funds are the same? Ans: Yes

2) We got estimate from hotel re: catering. Prices are pretty set. Should I send the budget around? Ans: Yes, prior to the next call.

Helen will send out the budget before the September call.

Comment: We need banquet costs before registration goes live in early September. If we need to increase membership revenue, we need to set this up before registration goes live, too.

Comment: PSG 2019 sent around a fundraising sheet (report 4a, also Google doc link) and letter (report 4b). As we have heard, we have a significant amount of money to raise, especially to bring students and foreign scientists to the meeting. It is not just the LOCO responsible for the financial success of PSG 2019 – we must all do our part.

Motion to have all PSG EXCO members commit to contacting at least 6 people/organizations from the fundraising list (report 4a) moved by Jane, Dave seconds

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

All EXCO members will de-highlight at least 6 rows and add their name to Column H, “Name of person who will contact the sponsor/vendor” in the google sheet link (an updated version of report 4a)

3) Silent auction –Need to send out an email soon to start getting donations

Corey needs to catch up with LOCO 2019 for a communications and fundraising strategy

4) T-shirts are the only merchandise, to reduce the amount of good bound for the landfill post-conference. The LOCO has thought about this a lot.

Q: Are youth sizes available? Ans: No.

4) Handling conference payments - in the past only had one computer with CVENT payment processing widow open? Were there problems with lines? Ans: no, one device to run credit cards has generally been enough to handle the volume.

Kirsten will talk to Adriana about the hardware required to run peoples’ cards during PSG 2019.

Comment: We’ll have enough time and info to figure out what needs to happen to make this.

Q: The issue is that we want to sell tickets to the party to people at the conference. Does the LOCO need to figure this out? Ans: we can take payments through PayPal, CVENT, check, or cash.

Q: A local group wants to purchase a lot of tickets. Can they just purchase the banquet via CVENT? Ans: Probably not, since they are not registrants or guests (and the banquet is usually an add-on to this).

Adrian will ask CVENT about how to accept these transactions.

5) Party plan as it stands is at the bottom of report 5. Is EXCO okay with this? Ans: Yes, great idea.

6) Q: The awards ceremony will be separate from the party/banquet, and the “last minute-awards” (i.e., best paper, travel awardees) is at some point 20 min in the party? Ans: Yes.

7) Field trips – two field trip options will be arranged entirely by Kauai Forest Birds – one is a free, volunteer option. Other is expensive trip by helicopter to see rare endemics for the day. Is there a problem with the LOCO not arranging this trip? Ans: no, lots of eco-tourism companies have organized trips before and PSG just give them a list of people registered for the trip.

8) Announcements – LOCO is required to make announcements about the conference on the listserv and to the OSNA website.

Jane and Jessi will figure out how to post on OSNA/Ornithology Exchange.

6. UPDATES

6d. INCREASING MEMBERSHIP REVENUE

Looking at table 2 of report 8, in 2019, with inflation, an individual membership should cost \$47-\$48. It makes sense for us to increase membership cost now, based on inflation and the frequency of increases. The proposal is to increase individual membership to \$50, student membership to \$35, lifetime to \$1500. This allows the FY19 budget to be in the black.

Q: Is this assuming \$5 and \$10 increases for students and individuals will make up the difference, or does it include life members? Ans: We will be in the black if we retain the current members by category and add one lifetime member. Even without the single lifetime member we'll be in the black with the \$1199 conference app accounted for twice (see above).

Comment: Seems like we are matching inflation. This should be easy to communicate to the membership.

Q: We had a membership drive – how many new members did we get? Ans: 23 as of 7/25/18.

Comment: Note that we have not reached out to the 700+ members individually on the listserv – this is a to-do item for the Membership Committee.

Comment: this would be a huge task, but EXCO could assist.

Comment: I worry the membership increase will be seen negatively, like the “taxes are always going up” argument in the U.S. For some historical context - there was controversy the World Seabird Union was going to suck people/money out of PSG. We need to double down on increasing our membership. This is one appropriate way to do that.

Q: Can I ask about the controversy? Ans: The argument was that there is not enough interest in seabirds to sustain both organizations. Why would PSG give money to build a competitor?

Q: Are there dues as part of WSU? Ans: No.

Comment: PSG is a member of WSU. Saying WSU is a competitor of PSG is like saying the US is a competitor of the UN.

6b. CONSERVATION UPDATE

The Vice-Chair for Conservation will send a letter to

1) the Pacific Fishery Management Council, for the November council meeting, in support of new or amended regulation on longline fisheries. The PFMC Council sets regulation on the West Coast groundfish fleet. Recommended mitigation to reduce short-tailed albatross (*Phoebastria*

albatrus) and black-footed albatross (*Phoebastria nigripes*) bycatch includes the use of streamer lines, night setting.

2) Wind energy project proposed in Humboldt County. 90 wind turbines near Marbled Murrelet (MAMU - *Brachyramphus marmoratus*) breeding forests. PSG will comment for the Environmental Impact Report scoping meeting, and will ask MAMU issues be considered.

3) 22 letters were sent to official in the Australian government and we received 2 (as of 8/21 PM – two). One official reply mentioned that in Western Australia the law states you cannot release more than 30 balloons per event. For all the letters sent to U.S. Officials, the Vice-Chair has only received a response once.

4) Future letters – the Vice Chair has asked for help drafting a letter re: the Mexican purse seine fishery – no update. The Vice Chair has also asked the trap-neuter-release subcommittee to come up with a report/statement for EXCO approval – no update.

Comment: It is difficult to get people to put pen to paper.

5) Someone needs to write the Lifetime Achievement Award letter for Beth Flint.

Dave will assist with writing the LAA award letter for Beth.

6c. ELECTIONS

Q: Is it okay if candidates for Chair have no EXCO experience? How can we prepare them? Any suggestions? Ans: It is a steep learning curve. I like the idea of attending a quarter of EXCO calls to ease the transition

Q: Is there anything else that would assist those without EXCO experience as Chair-Elect? Ans: Spreadsheets/databases of past plenary speakers, special paper sessions, symposia, etc.

6e. REGIONAL REPORTS FOR PS 45(2) TIMELINE

Emma needs to review PSG membership role completely by 31 August

Regional reps need to send out request for reports as close to 1 September as possible

6f. PACIFIC SEABIRDS 44(2), 45(1)

Q: Did anyone have a chance to review the drafts from the last call? Ans: Kirsten reviewed PS45(2), Jane reviewed PS44(1). It would be good to have another set of eyes on both.

Dave will review PS 45(2), Kirsten will review PS 44(1).

Motion to adjourn moved by Jane, Marc seconds.

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

21 AUGUST AGENDA

1. Roll call and review agenda*
2. Approve minutes 14 Aug 2018*
3. Choose conference scheduling app*
4. Approve revised FY19 final budget* and Treasurer's update
5. Approve PSG 2019 funding strategy*
6. Updates
 - 6a. 2019 Local Committee update
 - 6b. Conservation update

- 6c. Elections update
- 6d. Increasing membership revenue
- 6e. Regional Report plan
- 6f. Pacific Seabirds 44(2), 45(1)
- 6g. Other updates TBD
- 7. Action items and adjourn