

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

9 October 2018 Conference Call

11:00am-12:15pm (Pacific Daylight Time– UTC-7)

Amended and approved 5 November 2018

**Present:** Adrian Gall (Chair), Dave Craig (Chair-Elect), Kirsten Bixler (Treasurer), Kyra Mills-Parker (Past Chair), Jane Dolliver (Secretary), Trudy Chatwin (Canada Regional Representative), Mark Rauzon (Vice-Chair for Conservation), Samantha Richman (Non-Pacific U.S. States Regional Representative), Kirsten Lindquist (Northern California Regional Representative), Corey Clatterbuck (Student Representative) [10]

**Absent:** Andre Raine (S. California, Latin America, Hawaii Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Peter Hodum (Washington/Oregon Regional Representative) [5]

**Others present:** Katie O'Reilly (PSG 2020 Co-Chair)

### 1. APPROVE 9 OCTOBER 2018 AGENDA

Motion to discuss the 9 October 2018 agenda moved by Jane, Dave seconds

Motion to approve the 9 October 2018 agenda moved by Jane, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

### 2. APPROVE 12 SEPTEMBER 2018 MEETING MINUTES

Motion to discuss the 12 Sept 2018 meeting minutes moved by Jane, Dave seconds.

There are a couple of spelling errors to be fixed.

Jane will pass a backlog of EXCO meeting minutes to Kirsten for final review.

Motion to accept the 12 Sept 2018 minutes w/ errors addressed moved by Jane, Dave seconds

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

### 3. APPROVE LAA and SAA AWARDS

Motion to discuss the Awards Committee recommendations for the 2019 Lifetime Achievement Award and Special Achievement Award moved by Jane, Dave seconds.

The Awards Committee met in early October to review six total nominations, 4 for the Lifetime Achievement Award (LAA), 2 for the Special Achievement Award (SAA). For 2019, we are not recommending anyone for an SAA. For 2019's LAA, one nominee was not a member. Another nominee was not local. We recommend that two nominees receive an LAA in 2019. We encourage the non-local nominee to be considered by the committee for an award in 2020. Question: What deficits were there in the criteria for member up for an SAA? Ans: This person has done a lot. They have made significant contributions to seabirds, but thus far have not given outstanding, long-term service to PSG. Another consideration is that this person is heavily involved with oiled wildlife/seabird rehabilitation, which is very controversial within the PSG community.

Comment: This person is the Founder, President, and Director of a non-profit, but this non-profit is relatively new – less than 5 years old.

Question: Does the local committee support the recommendations by the Awards Committee. In the past, this has been an issue. Ans: No specific knowledge, however, these two people are well-respected locally and globally.

Comment: They are beloved.

Comment: I've never heard negative feedback about either.

Comment: What is the plan for handing out the awards, flower lei, presentation, etc. Ans: It is the responsibility of the nominators to plan that.

Comment: Remember, PSG pays for awardees to attend, so we are glad they are both local.

Comment: It is customary to offer them a plenary slot.

Motion to approve two PSG 2019 Lifetime Achievement Awardees moved by Mark, Dave seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

Dave needs to figure out how to work the two LAA awardees into the scientific program.

#### 4. APPROVE DEPOSIT FOR TWO STUDENT ROOMS

Motion to begin discussion of paying a deposit for two student rooms at PSG 2019 moved by Jane, Kyra seconds.

Students have to pay in advance for all the meeting costs: early bird registration, early bird hotel rates, flight. I have personally run into this issue. The proposal (report 3) is for PSG to front the cost of two rooms, one male room, one female room until the end of the meeting (when students have received travel awards, etc). Students would be able to pay PSG back for their portion of the room. There are some restrictions for students, namely they 1) need to be PSG members, sign an agreement they will reimburse PSG, sign up individually, not as a group (pre-arranged groups should pool their funds and arrange their own lodging). The proposal is to approve a budget for \$664, depending on hotel requirements, the remaining funds will be due in 30 days, or upon arrival to KBR.

Question: Was this a problem in Hawaii before? Ans: it is a perpetual problem, based on the timing of when the conference expenses are due (all approx. November).

Question: What if the proposal is really popular and the two rooms fill up very quickly? Ans: maybe all the rooms go to females. The goal is to make sure all the rooms are taken up and the rooms are used as they should be.

Comment: It is always too expensive to stay in the conference hotel. Students should look for lodging at campgrounds or through an AirBNB.

Comment: Not just the expense of the room, but airfare, and registration too, that are all paid for ahead of time. If we can push this cost until after the meeting, it decreases the burden on students, who live paycheck to paycheck. The amount of cash available to them in any given month is not much.

Comment: Need to keep it at 2 rooms this year, as a proof of concept. We can expand the following year. Remember, we are going to be on the hook for \$2600 if it does not work out.

Comment: It sounds like San Diego is pretty expensive? Ans: Yes, but there are more lodging options in Portland and San Diego.

Comment: We should try it, and see how many people we get. If we doesn't fill up quickly, prior to the date we can release the room.

Comment: Students generally want to stay with students they know, but there are always students and early career scientists who are new to PSG, or who are not accompanied by their lab members. I haven't told anyone about this offer, since I did not know if it would pass, but I know it would be a relief to several.

Comment: several students and early career scientists are putting together their travel budget and asked if there was PSG-sponsored lodging opportunities, so this proposal is timely!

Motion to approve a deposit in the amount of \$664 to reserve two rooms for students and early career scientists at the conference hotel, Kauai Beach Resort, moved by Corey, Jane seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

Corey will advertise the opportunity to get a room in one of the PSG-reserved rooms

Kirsten will help Corey pay the deposit on the two rooms

The PSG communications team will help spread the word, based on text/photos from Corey.

## 5. Approve PSG 2020 CONFERENCE ORGANIZER

Motion to begin discussion of the PSG 2020 Conference Organizer proposal Report 4a

There is urgency to hire an event coordinator for PSG 2020 because dates at the hotel are filling up. We need to accomplish this by 24 October, ahead of our meeting in Portland on 25 October. The attached contract is pretty standard – similar ones have been presented to EXCO for PSG 2016-2018. On item #4 – additional fees may be assessed if we exceed 350 guests – I'm hoping we'll get 400, but I don't know about recent attendance.

Comment: Nothing coming close to 350 – lately, 350 sounds like a good bet.

Question: Did we put a RFP for this? Ans: No, not this year. We did last year, because of concern about a conflict of interest. The choice for a conference planner (if and who) is at the discretion of the Local Committee. The 2019 local committee wanted to consider an applicant who had a conflict of interest.

Question: Do we have to do this now? Ans: Yes, if we don't pay someone to do the negotiating, the Local Committee must do this work. We already lost our top choice in late February – booked two weeks ago by another group. Our next best option is earlier in Feb – if we lose that, the last option is in March, and a little more expensive. The longer we wait, the less likely we are to secure the Hilton. The Marriott probably does not have enough rooms for us. The Convention Center is a possibility. The new Hyatt is due to finish in January 2020, which is cutting things too close. The Hilton was recently renovated. It is valuable to have the same conference planner from 2016-2018, with all her institutional knowledge. We've been very happy with the work she's done.

Comment: Luana Events is a good choice. In going through old emails, they have gone above and beyond to assist with financial tasks, payments, travel awards, etc.

Comment: Yes, we're looking to get this passed very soon, if not today. ASAP in October.

Comment: It is a very reasonable contract – she's doing a lot.

Question: Travel fees are 2K – is that for the meeting in October, in Portland? Ans: No. She's going to be here in Oct on the 25<sup>th</sup> to go over all the details and nail down the final contract.

Comment: We need to make money in Portland. The sooner we get a team together the better we can negotiate to cut costs. At a certain point, we may need to have the annual meeting in the same location two consecutive years. People are worried about carbon footprints.

Question: Is the travel cost for two trips to Portland? Ans: Yes, for her and her assistant to attend PSG 2020 and coordinate the event on site.

Comment: We're benefitting from her pre-planned trip to Portland in October to finalize the details for PSG 2020.

Comment: We're just paying for her to be on-site for PSG 2020, we're not paying for her travel in October for the planning meeting.

Motion to approve the Luana Events proposal as submitted (\$5500 in services, \$2000 in travel) for a conference organizer to PSG 2020 moved by Jane, Mark seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

## 6. UPDATES

Motion to begin update Item 6 moved by Jane, Dave seconds.

### 6a. MEMBERSHIP UPDATE

Cheryl will assist Emma with PSG Membership duties. One new issue that was brought to our attention is that the two-year membership was approved but people cannot select it.

Question: not available through membership portal or not part of meeting registration? Ans: It's not available through either. It came to my attention from someone who was not planning to attend PSG 2019. I did not see it on CVENT registration.

Comment: We did not address the 2-year membership when we increased membership rates in August.

Question: What are we charging for the two-year membership rate? Ans: Individual membership increased by \$10, student by \$5, lifetime by \$300. A two-year individual membership should increase by \$20 and a two-year student membership should increase by \$10. That makes the two-year individual membership \$90, the two-year student membership \$55.

Question: Is the two-year membership more attractive if you are getting a bargain? One benefit is that you don't have to go through the process of renewing each year.

Motion to approve advertising a two-year individual membership at \$90, and a two-year student membership at \$55 moved by Jane, Dave seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

Comment: about 100 people had multiple memberships under their name. If anyone is asking why they are getting reminders to renew even though they just renewed, please contact Emma.

Regional Representatives will forward these questions to Emma.

This was the problem with the life member who kept getting renewal notices.

Question: How do we remind members with 365 anniversary dates that their membership is expiring? And keep track of these reminders and responses? Ans: CVENT does that automatically. The email content is adjusted from "you are about to expire," to "you have expired."

Comment: We probably have a bunch of renewal dates stacked at the end of the year when they are signing up for the meeting and need to renew.

Comment: It would be good to let the membership know all this stuff has been happening behind the scenes – membership renewal notification are automatic, two-year membership is available – take advantage of it. There has been a lot of academic discussion on the listserve, but the organization has not been represented in the conversation. We need to send the message “do not linger and lurk - pay your membership!”

Comment: As soon as we feel confident people can select the 2-year membership and the EXCO has a chance to review a draft message, we can alert the listserve.

**Emma will send these announcements to the PSG listserve.**

#### 6b. CONSERVATION UPDATE

The Vice Chair was approached about writing a letter re: an offshore wind energy project in Japan. A draft letter was received by members of the NE Asia Seabird Conservation Committee, edited, and sent to the Minister of the Environment in Japan within 2 days. We need a policy statement on offshore renewable energy. We need to figure out how we support “green” energy and seabirds. There is a new proposal to install offshore wind turbines off the Mendocino/Humboldt area of the California Coast. PSG should work with ABC to put out a joint statement on seabirds and offshore renewable energy. The second issue is that an Environmental Impact Statement is being generated in Washington re: Marbled Murrelets. Public meetings occur in November. We’re waiting to hear about its release.

#### 6c. PSG 2019 LOCAL COMMITTEE UPDATE

1. Some clarification on vendors and exhibitors. Different rate for exhibitor (\$1000) than for vendors (\$100). I don’t think PSG has made vendors or exhibitors pay in the past.

**Jane will find the first vendor/exhibitor draft from PSG 2017**

Comment: NGO should not have to pay for a table.

Comment: We should hold the table fee and they should also donate to the silent auction.

2. Question: taking money by credit card – has the Treasurer worked this out? Ans: Paypal is not working. She does not have a personal account or an account through her organization. I have looked into square, and it looks good – no monthly fee .Transaction fee is 2.75% per swipe, 3.5% keyed, and you get the swipecy thing for free. Paypal has a \$30 monthly fee and 2.9% per transaction. Given this, we should apply for a square account.

Comment: Justine has researched all these payment processing methods.

**Kirsten will call Justine to get ideas on how to improve and streamline payments for PSG.**

3. Fundraising. a) Hopefully everyone has had a chance to sign up to contact potential sponsors.

**All EXCO please send out your PSG 2019 sponsorship letters and stay engaged.**

b) if someone is sponsoring a specific portion of PSG, please put this on the fundraising sheet

c) Question: when NOAA says they do not want recognition, does that mean the person or the organization? Ans: She does not want her name mentioned, but NOAA should get credit for sponsorship.

**Kirsten will check to make sure that was NOAA’s intent with the sponsorship.**

d) banners/boards. No special requirements for boards. The slide with all sponsors is the joint responsibility of scientific chair and local co-chairs.

Dave will catch up with LOCO on the progress of session sponsors.

4. a) okay to ditch activities for guests. b) silent auction

Corey will start soliciting for items for the silent auction

All EXCO who post to the listserve will add a plea for donations to the silent auction.

c) Question: sponsors – do we wait? Ans: No, we publish a preliminary list and keep adding to it. This list is live on CVENT and the PSG website.

5. The budget is in the black – great!

6. LOCO service price – not addressed

7. Silent Auction – see above.

8. Chair of PSG – Jessi and Andre are co-chairs.

Jane will amend the website to reflect the co-chair status.

Jenny and Jill will amend the CVENT event website to reflect the co-chair status.

Comment: Andre and Helen will be carrying an additional, unexpected load. They need EXCO's support. Please stay engaged.

9. Education – sounds good – let's balance the panel male/female

10. Swag – great to have more options

#### 6d. PSG 2019 SCIENTIFIC AND REGISTRATION UPDATE

Registration: 15 people – 2 guests, 2 abstracts and 2 travel awards submitted.

Question: Can we do \$50 donation as part of registration? Ans: Yes, but please put it into general fund so it can be used for any travel award (ECS, Foreign or student).

#### 6e. TREASURER'S UPDATE

\$25,0000 to cover publication costs was transferred. \$6600 has already been deposited as sponsorships for PSG 2019. Received an email that PSG is overdue in registering as a California non-profit and will complete the paperwork ASAP.

Comment: Getting money from the endowment was major hurdle. We are caught up after falling 3 years behind.

Comment: Thank you, Kirsten, for all your help with PSG finances.

#### 6f. OTHER UPDATES

Special sessions are not listed on the website

Dave will get the special sessions listed on the CVENT website.

Comment: It would help students if PSG EXCO used the listserve to promote PSG and other seabird-y things.

Motion to adjourn moved by Trudy, Mark seconds.

Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

#### AGENDA

1. Roll call & approve agenda\*

2. Approve minutes 12 Sep 2018\*

3. Approve Awards Committee recommendations for the 2019 LAA and SAA\*

4. Approve deposit for student rooms\*

- 5. Approve PSG 2020 Conference Organizer\*; PSG 2020 updates
- 6. Updates
  - 6a. Membership update
  - 6b. Conservation update
  - 6c. 2019 Local Committee update
  - 6d. 2019 Scientific Program and registration Update
  - 6e. Treasurer's update
  - 6f. Other updates
- 7. Action items and adjourn