

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

10 January 2019 Conference Call

11:00am-12:15pm (Pacific Standard Time – UTC-8)

Amended and approved 4 February 2019

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), Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Jane Dolliver (Secretary) [11]

Absent: Kyra Mills-Parker (Past Chair), Luke Einoder (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Kirsten Lindquist (Northern California Regional Rep) [4]

Others present: Helen Raine (PSG 2019 Event Coordinator), Cheryl Horton (Membership Committee), Rob Suryan (Chair Candidate 2019), Allison Patterson (Secretary Candidate in 2019), Olivia Bailey (Secretary Candidate 2019), Stephanie Avery-Gomm (Corresponding Members' Committee), Rachael Orben (WA/OR Representative Candidate 2019) [7]

1. APPROVE 10 JANUARY 2019 AGENDA

Motion to discuss the 10 January 2019 agenda moved by Jane, Dave seconds

Remove items 3D and 3E if time is short

Motion to approve the 10 January 2019 agenda moved by Jane, Dave seconds

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

2. APPROVE 3 DECEMBER 2018 MEETING MINUTES

Motion to discuss the 3 December 2018 minutes moved by Jane, Dave seconds

Change wording on page 2: "local hotels cannot offer enough rooms", "very Hawaiian protocol", extra 'to' on page 4.

Motion to approve the 3 December 2018 minutes w/ 3 changes moved by Jane, Trudy seconds

Abstentions: 1, Nays: 0, Yays: 9, motion passed unanimously

3. UPDATES

Motion to begin discussion of updates 3A-3L moved by Jane, Dave seconds

3a. REGISTRATION

There are 269 paid registrants, 17 guests.

Question: Who are guests? Ans: Significant others, family, children of paid registrants. The status grants them access to welcome reception, poster reception.

Question: Do guests pay a fee? Ans: Yes, \$50.

Comment: \$90K is a lot of venue.

Comment: Yes, now more like \$112K

Comment: With sponsorships, we're making a profit. Sponsorships are about 20K.

Comment: Several people have contacted the Chair because they haven't been able to register due to the U.S. Federal Government shutdown. We are honoring early bird rates for all Federal Employees.

Comment: 2-3 people have not been able to access the registration system. A couple people have indicated that they cannot make modifications to their registration. These modifications should be possible.

EXCO will let the Chair know they hear a higher volume of complaints about registration.

The two questions we forgot to ask in registration are: 1. Are you presenting a poster or a talk?
2. Would you like to be considered for a student presentation award?

Question: Is it unfair to give furloughed federal workers early-bird registration? People who are paying out of their own pocket do not get an extension. Ans: It is not the fault of federal employees that they missed the deadline. If you completed registration by the early-bird deadline, that rate is locked in, for everyone.

Comment: By now, anyone who wants to sign up personally will have done so.

Comment: Some folks in U.S. Federal Government did not receive approval to attend prior to shutdown. Now in the shutdown, they have no way of paying. Some people use their government email as their contact email for PSG, so they are not receiving reminders or updates from PSG. This is a very small number of people.

Question: Did LAAs get notification of their awards? Ans: Yes.

3B. SCIENTIFIC PROGRAM UPDATE

No confirmation about talk titles for plenaries from Dave Duffy and Beth Flint.

Dave will fill in all the session slots in the schedule this week.

Dave will inquire about presentation format – poster or talk? – this week.

The abstract book is halfway done. The re-design of the Mexico schedule template is in progress. There were 9-10 people who missed the Dec 11 abstract acceptance email from Dave.

Question: Helen James is attending PSG 2019? Ans: Yes.

Question: Duffy and Flynn are doing plenaries? Ans: Yes, 2 spots reserved. The Scientific Chair has not corresponded with either since late December.

Question: Mark Rauzon is giving a plenary talk? Ans: Yes, and David Duffy gives his the same day, in the afternoon.

Question: Were there a lot of plastic/pollution papers submitted? Ans: Yes, a full session worth.

Question: Are there talks about general population declines? Specifically, 2017-2018? Ans: Not sure - would have to look.

Question: Do we still have the hot topics roundtable? Ans: Yes, not sure how long it will be.

Comment: This would be a good opportunity to have a more informal conversation about declines 2017-2018.

Question: When is the hot topics session? Ans: Probably Friday.

Question: Is the Workshop for drones happening? Who is dealing with that? Ans: The drone workshop never came together with the people who wanted to host.

3C. LOCAL COMMITTEE UPDATE

1. Lehua trip. Had to change Lehua helicopter field trip. Became "Islands, Mountains and Waterfalls." LOCO sent email to all 7 field trip registrants – 3 people responded requesting

refunds. Need to hear from the remaining 4, then open it up to people who are on the waitlist. Logistical issues forced us to change this trip.

2. Documentary night. 4 documentaries slotted for that. These should fill 2 hours. For almost all, someone who was involved with the making of the documentary will be there for Q&A. People can come in/out as they see fit.

3. Hats now on sale. \$22. Very small number of pink ones – get yours ASAP.

4. Mugs back on the table now – offered free from DOFAW. If this falls through, think about supplying these anyway, in the “reduce, reuse” theme of the conference.

5. Vendors and exhibitors. Nine vendors, all are local. One exhibitor – Wildlife Acoustics. Wildlife Computers exhibitor status is in progress.

Question: Is Sue on the vendors list, with ukuleles? Ans: Yes.

Comment: We don't have any of the tracking companies who normally signed up (Lotek, etc).

6. Registrants. We're basically at 270 paid registrants.

Comment: LOCO will get a portal to see reports, without taking up the login.

Comment: That will be great.

7. Budget/sponsorships. \$20,950, additional 7K in coffee sponsorship. The budget is well in the black.

8. Silent Auction. LOCO has a lot of local donations.

Question: Is there going to be a call-out? Ans: Yes, to the listserve

Comment: Let's send a message out the listserve, ASAP.

Corey will send out a notice to PSG 2019 attendees to bring Silent Auction items.

Comment: Start a google sheet to itemize, to have a running tally now.

Comment: For tax purposes, include a description of the item as well as the value.

Corey and Andre will merge the Silent Auction google tracking sheets.

Comment: The Chair should send a message to the listserve with a PSG year-end update for all the things we've accomplished. Heads up on what people can donate to the silent auction even if they are not coming, thanking everyone who has donated so far, rallying the troops.

Comment: The Chair was waiting for the U.S. Federal Government to come back online.

Adrian will send the PSG year-end message in January.

Question: How do the complimentary rooms work for invited speakers? If we need to pay for all the rooms at once, we need to increase the limit on the credit card in February/March. Ans: rooms held with credit card will not be charged for the up to the free, 13 room-nights.

Helen will send an email to the hotel manager to confirm that is the case.

Question: Should we spend \$20-30 on the “square” chip reader? Ans: Yes, just one. We've only ever had one device – that's been enough in the past.

Question: Does the Treasurer want to take payments through PayPal? Ans: Yes, bring the paypal swipecy device.

Adrian will bring the PayPal swipecy to PSG 2019.

Question: Has the silent auction taken cash in the past, and do we need a cash box? Ans: Yes, we take cash, and yes, it would be good to have a cash box at the registration desk.

Kirsten and Helen will discuss how much cash to have on-hand.

3D. TRAVEL AWARD FUNDRAISING IN 2019

Question: If PSG 2019 is in the black, can we extend a \$2200 travel award to one of the PSG 2019 invited speakers? Ans: Yes, this sounds like an appropriate use of those funds.

Adrian will pass this on to Kyra and Christian Sauzo.

3E. TRAVEL AWARDS CRITERIA

Skipped in the interest of time.

3F. MEMBERSHIP

As of last week, 629 members of PSG: 367 individual, 81 lifetime, 203 student members. After the membership drive, there were no spikes in membership, but there is a noticeable spike during annual meeting registration.

Question: The appeal to join did not result in a bunch of memberships? Ans: No, but it was a good reminder and folks are thinking about membership when registration is open.

Comment: There are 700 people on the listserve, but only a small percentage are members. The effort to convert some of these subscribers to members did not work.

Comment: The greatest single motivator for membership is the discount on the annual meeting. Annual membership summary might be a great motivator for donating. Having that happen right before tax time is a good idea.

The Membership Committee will send out the membership summary after the meeting.

The Membership Committee will need help from EXCO.

Comment: EXCO is happy to help

Question: The summary could include PSG members featured in local/national news? Ans: Yes, great idea.

There was an idea to display the annual membership summary in an infographic - we can figure out the format later.

Question: Neither the Membership Coordinator nor the Membership Assistant are able to attend PSG 2019. What are the goals for the membership table? Both membership leads are planning to attend next year. Ans: Can someone from the Membership committee 2018 manage the table? Ans: probably, the Coordinators will ask.

Jane will send Cheryl and Emma a list of the attendees at the Membership Committee meeting 2018.

Question: What about the content at the table? What are the membership rates and how to join? What is most important to get across? Ans: display information in the proposed summary report at the table.

Cheryl and Emma will gather and print this info

There was an idea to recognize lifetime members, e.g., a sticker for nametags.

Question: Should we purchase? Can we send it to the LOCO? The Membership leads will want help checking the Life Member list to make sure it is accurate. Ans: the cost is small – just submit final idea to the 6 Officers, the Membership Committee can purchase and submit for reimbursement, or the Treasurer can pay directly.

Cheryl and Emma will submit a budget and final idea prior to ordering.

Question: Who do the membership leads coordinate with to get the goods to Kauai? Ans: Andre or Helen.

Jane will send Cheryl and Emma the LOCO address in Kauai.

3G. TREASURER'S REPORT

The first internal quarterly review is complete. The accountant found one error. The reports that are included are draft versions. There are a few mistakes to address, but there is a plan to complete this within the next week. The total amount available is correct, but we need to move money around between accounts so that the account balances are correct. Those are: Student Travel: \$8,049, Conservation: \$5,361, Former Chairs: \$2,502, Checking \$69,124, PayPal \$2,000. We have a plan for Marine Ornithology's finances. We have an updated general insurance policy, and a policy to cover financial malfeasance. We're up to date on accounting, processing purchase orders, sponsorships, vendor tables, etc.

3H. CONSERVATION

There were two letter requests filled: one from American Bird Conservancy to support the Black-capped Petrel, and a proposed open season on cormorants. There is a wind energy project which requires a response. The area includes Morro Rock, San Luis Obispo, and Humboldt, California, and the letter is due by 27 January. There is a balance between supporting green energy and using best available science to dictate placement. There is a Skookumchuck wind energy project – the letter deadline is 12 January, but we do not plan to submit. At PSG 2019, we'll have a conservation lunch where the year's activities will be reviewed, and we'll solicit the crowd for new information. We'll also use this time to gather thoughts on larger initiatives from NFWF, Pew. These groups are also doing seabird conservation work, and we want to make sure we are not working together and duplicating effort.

Comment: PSG hit 15 Conservation letters submitted this year – an all-time high.

3I. ELECTIONS UPDATE

Elections will close on 12 February 2019, and there is a plan for 3 reminder emails. There are 13 candidates in total, and people are happy to see a full ballot. Most regions are reporting at about 30%. The Elections Committee will do some recruiting at PSG 2019 to make sure the committee can fulfill its duties when the Elections Coordinator becomes the Local Co-Chair of PSG 2020.

3J. PSG 2018-2019 WORKPLAN

There were 11 essential PSG workplan items to complete this year. Most items are still in progress and at least two will need to be completed later in 2019: handbook update, strategic plan.

3K. CORRESPONDING MEMBER'S COMMITTEE (CMC)

The CMC is composed of Kyle Elliott, Thomas Van Pelt, Stephanie Avery-Gomm. The CMC has been working with Emma to get "corresponding member" as a membership type and automate welcomes and reminders. They've also been working to get new corresponding members – there are 4 people who have agreed. The requirement to be a corresponding member is that the person is a "seabird researcher or conservationist in a developing country, or working in a

region with little or no institutional support for seabird conservation.” They submit one, 2-page report in a 3-year period.

Question: any corresponding member suggestions? Ans: Zhang Lin – Shanghai, China – birder that helped out with seabirds that were caught in local fishing in China.

Mark will send Zhang Li’s contact information to Stephanie

Question: Do you have list of Latin American attendees at PSG 2019 to contact when their membership expires in February/March 2019? Ans: Yes.

Stephanie will download this information from awardee page of the PSG website.

Question: How important is it to have 16 corresponding members? Ans: Sixteen was meant as a maximum number, to avoid extending the PSG membership to too many people for free. The CMC should rope in as many people as it can, broadly around the Pacific and Indian Ocean to give seabird researchers and conservationists a place where they feel they belong.

Two corresponding members are totally new – one from the Cook Islands, one from a marine park in the Philippines which has some seabird work happening.

Question: Can we put out a survey to coincide with the PSG meeting for people to nominate others to be corresponding members? The benefit of doing during the conference is that people can discuss with their colleagues. The CMC has access to the SurveyMonkey. Ans: go ahead and throw something together, run the draft by the six Officers before going live.

Stephanie will draft the CMC survey and send it to the 6 Officers.

Stephanie will discuss with Cheryl and Emma about including information about how to become a corresponding member at the membership table

Adrian will bring up corresponding members at the Membership Meeting 2019

There are three people on the committee and they are looking for 1-2 new committee members, especially young, enthusiastic PSG members to join.

3L. ADDITIONAL UPDATE

Comment: The fact that there is 44K in the PSG checking account, and that we’ll make money in Kauai is excellent. Thanks to the Treasurer for making sure that we have a really healthy bottom line. It is great to have this confidence in preparation for the 2019-2020 EXCO.

Motion to adjourn moved by Trudy, Mark seconds.

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

10 Jan 2018 AGENDA (* indicates need for a vote)

1. Roll call and review agenda*
2. Approve minutes 3 Dec 2018*
3. Updates
 - 3a. Registration
 - 3b. Scientific Program
 - 3c. Local Committee
 - 3d. Travel Awards
 - 3e. Travel Awards Criteria
 - 3f. Membership
 - 3g. Treasurer

- 3h. Conservation
- 3i. Elections
- 3j. 2018-2019 PSG Workplan
- 3k. Corresponding Member's Committee
- 3l. Additional updates
- 4. Action items and adjourn*