

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

22 March 2018 Conference Call
5:00-7:00pm (Pacific Daylight Time– UTC-7)
Approved 25 April 2018

Present: Adrian Gall (Chair), Dave Craig (Chair Elect), Kirsten Bixler (Treasurer), Kyra Mills-Parker (Past Chair), Jane Dolliver (Secretary), 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), Luke Einoder (Asia/Oceania Regional Representative), Kirsten Lindquist (Northern California Regional Rep) [12]

Absent Ross Wanless (Europe/Africa Regional Representative), Samantha Richman (Non-Pacific U.S. States Regional Representative), Peter Hodum (Washington/Oregon Regional Representative) [3]

1. APPROVE 22 MARCH 2018 AGENDA

Motion to discuss the 22 March 2018 agenda moved by Jane, Luke seconds

There are three changes: Item 3 and Item 4 are switching order, Item 6b and 6c are being removed, for time.

Motion to approve the 22 March 2018 agenda moved by Jane, Dave seconds

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

2. APPROVE 21 FEBRUARY 2018 MEETING MINUTES

Motion to discuss the 21 February 2018 minutes moved by Jane, Dave seconds

Motion to approve the 21 February 2018 minutes moved by Mark, Dave Seconds

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

3. PSG 2019 ANNUAL MEETING BUDGET

Motion to discuss the PSG 2019 annual meeting budget moved by Jane, Dave seconds

Question: "Student talk awards" – are those prizes? Ans: Yes

Comment: **These could be eliminated – we didn't need them in 2018.**

Question: There are a couple of errors after the LOCO reviewed – should we just discuss those as we get to them? Ans: Yes.

Comment: **One of the errors is that airfare is \$1100 each.**

Question: How many student travel awards are distributed for \$4900? Ans: 5-8 awards.

Question: is \$4900 an appropriate amount for the travel award fund? Ans: Realistic given funds PSG has on hand. Additional fundraising would be great.

Comment: All auction proceeds (printapalooza + silent auction) were 2K. We have a smaller fund to draw from this year (for PSG 2019).

Question: Is there an opportunity to approach the same foundation for support? Ans: No, PSG 2018 was a one-off grant, within their target grant region.

Comment: Credit card processing fee those were applicable when we had RegOnline – now that we have CVENT, these fees do not exist. **Delete this line item.**

Comment – Banquet for PSG 2019 was \$53/ticket.

Question – who gets a free banquet ticket? Ans: We have not set exactly how this is designated.

Comment: It is important to make these criteria very clear from the start.

Question: How has this been made in the past, either by lowering the cost of registration for volunteers or providing free banquet tickets? Ans: we have not done either – instead used gift cards, or swag from meeting to thank volunteers.

Comment: In the 2015 meeting, we got an amazon gift card.

Comment: In 2015, I got a free hotel room. I like the idea of giving out banquet tickets for volunteers who do extra work behind the scenes.

Comment: None of the Kauai LOCO are PSG members. There is a difference between PSG members supporting the society and those who want to help because they love seabirds.

Comment: This item came about because of someone who hosted previously suggested it. We could provide gift cards, etc. It is good to be able to give something back, especially to those who are not familiar with the society.

Question: **Will we support students working on the 2019 scientific program? Ans: No**

Question: What has worked in the past? Ans: unpaid volunteers

Comment: I have access to lots of students. We can create a scientific editing position.

Comment: Offering meeting swag makes more sense than free banquet tickets we usually have leftover items.

Question: Line 5 – isn't this 2K? Also, doesn't line 7 come from the general fund? Ans: leave this in.

Question: Jack Johnson was going to be possible performer. Is that at the banquet?

Does this make the banquet more desirable? Ans: No, this was designed as a local benefit concert. We would have to structure the banquet much differently otherwise.

Donovan Frank, Rider may do a benefit concert, probably the weekend prior.

Question: Did you get in touch with Yuri about merchandise sold and what was leftover?

Ans: **No, but we will (also check notes from post PSG 2019 meeting).**

Comment: 4K on merchandise seems like a lot. I'm getting tired of swag. Reduce this by half? Ans: One possibility is to sell bags. Maybe 100 or fewer available? We should seek sustainability. Kauai just lost its ability to recycle plastics – this is a big deal. We are making every effort to avoid disposables.

Comment: Providing a stainless steel mug or water bottle is worth it.

Question: Can you order a limited number of items and allow people to order after-the-fact? Ans: We have tried only honoring pre-orders at the meeting but people got upset. I think there is demand for these items (even from long-time PSGers). I don't mind seeing it in the budget. If we get to point that we need to cut costs, some items could go.

Comment: Silipints – those were very popular. Can't break. Can handle hot or cold.

Comment: Just a mug or t-shirt is all that is needed.

Question: Am I hearing that we need to carve the merchandise down? Ans: Yes.

Comment: Five field trips are planned. The seas are not great in February – the pelagic small boat – pelagic tour might get cancelled.

Question: Field trip prices are low. Do they includes transportation? Ans: **Unknown, but will add in transportation if needed.**

Comment: PSG members want service projects – line 29 is a great idea (help with plant restoration). **Include 10-20% more to fund to a local conservation project or PSG.**

Question: Field trips are part of the meeting, included in registration? Ans: No, they are additional expenses people can select when they register.

Question: Dates for PSG 2019? Ans: We have a date frame to work with – depends on the hotel we select – Kauai Beach Resort is most open. The Marriott is more limited, same with St Regis.

Comment: **AM/PM daily lunches should include 280 or 300 people.**

Question: Coffee break – is each day 300-person unit

Comment: Typically, lunch is provided for EXCO. **Daily lunch: units are not clear – should this be 3 days * 300 people = 900?** We need lunches for the Membership and Conservation meetings. **One lunch day could be eliminated, if there are suitable options nearby.**

Question: How are drinks handled at the banquet? Ans: could be 2 wine bottles per table, or 1-2 drink tickets, or drinks free for the first hour.

Comment: For the banquet, could we use food trucks? Ans: possibility, but with 300 people, you could have some very long lines.

Question: T-shirts cost \$20 or that's the profit on each? Ans: That's the cost (sale price) – **Andre will follow up on this.**

Comment: **Funds raised from the Silent Auction should say 3K, not 5K.**

Question: Why does student travel say \$4900? Ans: PSG 2018 raised 2K, Mark Rauzon supported a challenge grant, PSG operating fund will contribute.

Question: PSG Handbook says foreign scientist travel awards should be \$0-2000 in should line 42 be \$2000? Ans: Okay as is.

Question: Have we ever made money on Hawaii conferences? Ans: yes, Oahu in 2013, Oahu 2016.

Motion tabled.

Andre will work with the LOCO to revise and submit the final PSG 2019 budget.

Jane will schedule a call for early April

4. FY 2018 PSG OPERATING BUDGET

Motion to begin discussion of the FY 2018 PSG Operating Budget moved by Trudy, Jane seconds.

Comment: Registration income for PSG 2018 is 74K – is that final? Ans: no, this is from the last meeting budget, Sept 15 2017.

Comment: This number is accurate, perhaps a bit low. We had 277 science registrants.

Comment: I looked up the actual income, and it was close

Comment: Endowment funds capital gains were \$24,138 in 2016, \$43,435 in 2017, so they should be at least 30K in 2018.

Question: **So the endowment income should be changed? Ans: Yes, justified.**

Question: \$2320 is what we paid for the website in 2017? We under-budgeted by \$1000? Ans: Yes.

Comment: Bookkeeping is at \$4000 because we still need to complete the rest of 2017
Comment: An audit is \$8-10K, if we did it for 2018, it could be less than this because we would use the same firm.

Comment: Some background. In 2012, the Treasurer was indicted on fraud charges. The EXCO requested the first audit of the books, which revealed some deficiencies in our accounting practices. We started paying a bookkeeper and accountant. We committed to having the books reviewed every 5 years. There are three levels – “audit” is higher level, then “review,” then “compilation.” FY2017 would have been the 5-year mark for the next audit. In 2017, our books are behind.

Comment: The accounting firm recommended an audit of FY2018 because we are out of compliance for FY2017: bookkeeping not completed within the year, taxes were not filed on time, we switched Treasurers. They suggested PSG complete bookkeeping on FY2017, and follow correct procedure in FY2018. Because we don't share audit publicly, an audit of FY2017 with deficiencies is not consequential, except for grants PSG may obtain. We do not have any grants now that require it. EXCO is legally responsible for finances. There are three financial oversight levels: 1) “compilation” – reviewer would check financial statement. If problems are found, they would request info, costs \$2-2.5K USD 2) “review” – limited assurance that our financial statement needs no modifications, costs \$5-6K 3) “Audit” – tests amounts rigorously, gets third party confirmation, evaluates effectiveness of operations and effectiveness of reporting to the board, costs \$8-10K.

Question: 2017 taxes are not filed – are these California and Federal taxes? Ans: Federal taxes are due 15 Feb, extension was filed. Not sure about California taxes.

Kirsten will check to see if PSG files taxes in California.

Question: Do the taxes includes FY17 funds rolled over to FY18? Ans: No, just FY17, Oct 1 2016 to Sept 30 2017. 2018 taxes are due 15 Feb 2019.

Question: Can they do an audit of FY2017? Ans: They have done bookkeeping for 2017, so they cannot do a review or audit, but they can do 2017 compilation.

Comment: I recommend the external check is done in 2018, when Kirsten has had a chance to learn the ropes and have a discussion with them.

Motion to conduct a compilation, review or audit of PSG finances in FY2018 moved by Dave, Luke seconds.

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

Comment: We will be receiving \$3095 back from CVENT because their abstract manager was not working properly.

Question: Are we paying people for scientific program work in FY17 (PSG 2018)? Ans: No, no agreement was set up.

Comment: Are there legal fees on the Code of Conduct in FY18? Ans: Yes, this is when the invoice was received.

Kirsten will contact Bob about IOC sponsorship.

Comment: It appears we are in the red \$2200, but if you take away the audit, we're in the black 8K. As Kirsten gets access, we'll be able to fill in FY2017 actual.

Question: Need student small grants to be part? Ans: No, this was meant to be generated through fundraising, if funds are needed, it can come as separate voting item.

Motion to approve FY2018 budget with changes above moved by Mark, Dave seconds
Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

5. PSG CONFERENCE ORGANIZER RFP

Motion to begin discussion of the PSG Conference Organizer RFP moved by Jane, Dave seconds.

Question: Are we seeking to hire “professional event organizer” – is that a formal job title? Ans: No, someone dedicated to organizing the event.

Question: Regarding location – we have identified three venues, but we might not want to lock ourselves into these three venues Ans: Add “The following three venues have been identified as potentials.”

Question: Outline how proposal will be evaluated? Ans: We could add this.

Question: Proposals due by March 30 – is this too optimistic? Ans: yes, give a full two weeks from posting.

Question: Will this be distributed to a list of selected bidders? Ans: yes, and it will be posted on the website.

Question: Haven’t we used event planners before? Ans: Yes.

Comment: The policies and procedures lead suggested adding: a) value of contract, 2) fixed price or hourly rate, 3) whether travel expenses should be included in proposal, or are separate, and reimbursed.

Comment: Conference organizer budget is 6K? Ans: Yes.

Comment: Important to work out if the travel is included, if the planner is not local.

Question: The 6K is based in past fees? Ans: Correct.

Question: What is the process? Hoping we don’t have to wait. Ans: RFP could post as early as tomorrow.

Motion to approve the conference organizer RFP with edits a moved by Dave, Luke seconds.

Abstentions: 1, Nays: 0, Yays: 10, motion passed.

Adrian and Jane will edit the RFP and distribute.

6a TREASURER’S UPDATE

There are three questions pertaining to the “student small grants” proposal passed 21 Feb 2018:

Question: How to apply? Ans: send application (as pdf or doc) via email to Past Chair.

Question: How will unused funds be rolled over? Ans: just like student account and conservation account – unused funds will remain in the account.

Question: What tax forms are needed for recipients and PSG? Ans: Kirsten will check with accountant.

Comment: One person approached PSG to endow the “student small grants” fund, as a memorial to a deceased seabird biologist. A possible 20K endowment.

Comment: I hope we can make this work – this is very exciting!

6b. CONSERVATION UPDATE

The Vice Chair for Conservation has been moving forward several conservation letters simultaneously: 1) Governor David Ige (Hawaii) re: feral cat colony legislation 2) Senator Lisa Murkowski re: support of Agreement for the Conservation of Albatrosses and Petrels (ACAP) 3) Korean and Chinese Fisheries management authorities re: catch murrelets and loons 4) MBTA 5) Purse seine bycatch in Mexico 6) Galapagos Islands longlining.

Question: can you ask Sebastian Cruz to draft the Galapagos letter? Ans: **Yes, Mark will ask Sebastian Cruz to draft the Galapagos letter.**

Question: Can you share ACAP-Murkowski letter? Ans: **Yes, Adrian will send Marc the ACAP letter.**

Question: Want to see it before if get sent? Ans: No, not necessarily.

7. ADJOURN

Motion to adjourn moved by Jane, Luke seconds

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

22 March 2018 AGENDA

1. Roll call and review agenda*
2. Approve minutes 21 Feb 2018*
3. Approve PSG 2019 meeting budget*
4. Approve FY2018 operating budget*
5. Approve PSG conference organizer RFP*
6. Updates
 - 6a. Treasurer's update
 - 6b. Conservation update
7. Action items and adjourn*