

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

3 December 2018 Conference Call
2:00-3:30pm (Pacific Standard Time– UTC-8)
Amended and approved 10 January 2019

Present: Jane Dolliver (Secretary), Corey Clatterbuck (Student Representative), Dave Craig (Chair Elect), Adrian Gall (Chair), Trudy Chatwin (Canada Regional Representative), Mark Rauzon (Vice Chair for Conservation), Peter Hodum (Washington/Oregon Regional Representative), Andre Raine (S. California, Latin America, Hawaii Regional Representative), Kirsten Bixler (Treasurer), Samantha Richman (Non-Pacific U.S. States Regional Representative), Kirsten Lindquist (Northern California Regional Rep) [11].

Absent: Marc Romano (Alaska/Russia Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Kyra Mills-Parker (Past Chair), Ross Wanless (Europe/Africa Regional Representative) [4].

1. APPROVE 3 DECEMBER 2018 AGENDA

Motion to approve the 3 Dec 2018 agenda moved by Trudy, Jane seconds
Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

2. APPROVE 5 NOVEMBER 2018 MEETING MINUTES

Motion to discuss the 5 Nov 2018 meeting minutes moved by Peter, Dave seconds.
Motion to approve the 5 Nov 2018 meeting minutes moved by Dave, Peter seconds
Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously

3. APPROVE PSG 2021 CONFERENCE PLANNER

Motion to begin discussion of PSG 2021 conference organizer moved by Dave, Peter seconds.

PSG 2021 update is that the venue secured, the venue contract is signed, the deposit was received by the venue. The next step is the contract for the conference planner – we need to pay the conference planner contract deposit and begin to arrange hotel block, etc. to create a draft budget.

Comment: Thank you for being patient in the conference location selection process.

Q: Do we have cash on hand for down payment? A: Yes, almost \$86,000 in the checking account.

Q: Are we going through the RFP process on this? A: It is at the discretion of the Local Committee. If the planner they chose to contract does not have a conflict of interest, the RFP process is not required.

Q: Is this a long-term contract? A: Each is contracted year-by-year. This lays out what Luana is committing to do in 2021.

Comment: Room block might have to be spread across multiple hotels.

Comment: Hopefully there will just be one hotel.

Comment: The lodging per diem in San Diego in 2021 is expected to be about \$200.

Comment: It wouldn't surprise me if the room block runs out and we host at multiple hotels. This has already happened for 2017, 2018, 2019 and probably will for 2020.

Comment: Local hotels in San Diego cannot offer enough rooms.

Motion to approve the PSG 2021 conference organizer proposal, report 2, and pay \$1500 deposit moved by Dave, Kirsten seconds

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

Nacho will send the signed contract to the Chairs

4. UPDATES

Motion to begin discussion of agenda item 4, “updates” moved by Jane, Trudy seconds.

4a. LOCAL COMMITTEE UPDATE

1) Room block: The PSG 2019 room block is sold out. They are still offering discounts - standard rooms at \$259 + tax, deluxe rooms at \$279 + tax.

Andre will send out the “room block full” announcement to the listserve.

2) Welcome reception: Sabra will host following very Hawaiian protocol + presentation, scheduled for 6-7pm. Important to have guests arrive on time.

Communications committee (FB, Twitter, Instagram, PSG Web) will advertise the welcome reception and Sabra as a plenary speaker

Andre will send Sabra’s photo, bio, title to Jenny and Jill to add to the plenary speakers tab.

Sabra’s colleagues will take part in indigenous session – one will present on the use of albatross feathers in the traditional Hawaiian Kahili. Sabra has this concept of, “one earth, one ocean.”

The idea is to have people bring water from all over get blessed at this ceremony.

LOCO will write description and logistics of how much/type of container and post to listserve, Communications Committee will post to social media.

Also, there is an 8-min documentary on the cultural significance of albatross part of the documentary festival on Thursday.

3) Merchandising: DOFAW can’t sponsor items because of budgeting. We have options: buy mugs through PSG budget and sell them. \$4.30/mug. We think we can make profit. Or give them away as swag. Recall, we did not plan on any swag giveaways.

Comment: I like the idea of purchasing, if profit was less than \$10

Q: No bags this year? Ans: No, we have tried to zero-out giveaways.

Comment: I still use my psg bags!

Comment: Let’s keep with the push to bring/use old PSG bags and mugs and offer some for sale for people who forget.

Comment: Wait until early-bird registration is over before ordering, then order for about 50% of early-bird attendees.

Comment: Need some way to write your name on your mug (sharpie, tape, etc).

4) Vendors and Exhibitors: There is a new exhibitor table, Wildlife Acoustics, sponsoring at \$1450. We reduced fee for vendors to \$50. We instituted “shopping times” when all vendors have to be present: poster session, seabird party.

5) Silent Auction: The Student Silent Auction closes at mid-day on Sat, so payment processing is not rushed. Local Committee is sourcing local donations.

6) Scientific Program: Q: When will the program be ready for printing? A: The version for printing will be ready 3 weeks before conference, no later than 2 weeks.

7) Press: Q: Press passes – who coordinates those? A: The registration desk. The number is up to the LOCO, who knows how these additional people impact the meeting bottom line.

Comment: The Chair got contacted by The Garden Island Newspaper.

Q: LOCO has a contact at American Birding Magazine should we pursue? A: Yes, invite and see if they will publish conference details in ABM.

Andre will revise the Welcome Reception description, send to Jenny and Jill.

4b. TREASURER'S UPDATE

We can commit \$2581 to travel awards today from the PSG general fund. \$1381 from the 2018 Silent Auction - \$200 from ExCo, \$1000 from a 2019 meeting sponsor. We are well short of the fundraising goal of \$6000 for student/foreign scientists and \$1550 for Early Career Scientist awards.

4c. TRAVEL AWARD UPDATE

48 award applications: 26 students, 5 non-US/Canada scientists, 14 Early-career scientists. There was \$21,555 in requests from students, \$9,350 in requests from Non-US/Canadian Scientists, \$14,015 in requests from Early Career Scientists, a total of \$47,159 worth of need. Comment: Two people have donated miles from their mileage plan. Anything EXCO can do to add to that pile is really appreciated.

Jane will reach out to 4 PSG members who donated for PSG 2018 travel awards.

Comment: EXCO needs to strategize on how to weight travel applicants: 1) Prioritize new folks? 2) Prioritize people who have track record? 3) Prioritize students who are graduating? 4) Prioritize people who are presenting an oral presentation for the first time? 5) Prioritize people who are coming to PSG for the first time? Where do you think our priorities should be? What should be the weightings?

Q: Remove people who received awards in years past? Ans: Nobody who received an award in 2018, 2017, or 2016 is eligible for 2019 awards.

Comment: Later students – they are more likely to carry on in seabird research

Comment: Divide money by top foreign applicants vs. top domestic applicants.

Comment: The Student funds travel are really well defined. Use discretion for foreign students. ECS award was offered last year on a provisional basis. We did allow people to apply for ECSs. We need to offer at least one ECS award in 2019.

Comment: Give priority to people who have matching funds. Focus on more, smaller awards.

Comment: Go on merit, straight up. There are usually break-aways that are obvious winners.

Awards are not always fair, you have to be stellar.

Comment: There are not 2-3 that are worth awarding, but this will be a big weighting factor.

Comment: Fairest way is to develop scoring and rubric prior to the request for applications.

Comment: We do clearly state awards are a combination of merit and need.

Comment: If we have \$3000, 2 Phd, 2 MS, 2 Foreign, 1 ECS. Done. \$425 each.

Comment: This will require some very difficult decisions on behalf of the Awards Committee. I really encourage people to give what they can before Monday, 10 December.

EXCO will make their donations by Sunday, 9 December, 12pm PST.

4d. SCIENTIFIC PROGRAM UPDATE

Helen James has a family emergency, may not be able to attend. Soon, Scientific Chair will need to figure out how many poster and talks spaces are available and start slotting people in.

LOCO will tell Dave poster dimensions

Dave will tell LOCO the number of boards needed for the poster presentations accepted

Dave will start filling out draft talk schedule based on available rooms

Comment: 48 people have completed registration, but some of these are travel applicants, and we cannot support everyone's attendance.

Q: Is there any way to try to alleviate the "melt rate," via the distribution of awards? Ans: probably not.

4e. STUDENT UPDATE

We are in need of a student volunteer to coordinate the silent auction. A volunteer from the local committee is assisting with donations and on-site logistics. Student events sign ups – are low, as of now, but will pick up.

Comment: I have 7-8 items promised, that I will bring to the silent auction

Corey will send out an announcement to receive silent Auction pledges (after this week)

Q: Where is the area for people to drop off their silent auction items? A: At the registration desk, where there are do-it-yourself forms.

Q: Which items typically make the most money? A: Unknown – will look up.

Kirsten and Corey will look up which Student Silent Auction items make the most money

Comment: If the items are locked away daily in another room, this is another opportunity to do an inventory and estimate of proceeds halfway through.

4f. CONSERVATION COMMITTEE UPDATE

This has been an extremely success term for the Vice-Chair for Conservation – 22 letter 2017-2018. In comparison, 8 letters for 2015-2016, 12 letters for 2013-2014. One PSG letter helped move PSFMC forward in a timely manner to act on the BioOp for short-tailed albatross. There was a last-minute letter last week supporting marbled murrelet in regards to the proposed Skookumchuck wind-energy project. One of the reasons we have been so productive is that we have relied on various networks for help in drafting the letters. Finally, after engaging with others regarding wind energy, we're coming up with general criteria to assess these products and provide official PSG opinion, including: a) where cited/location, b) building impacts, c) downstream impacts, d) upstream impacts, e) status f) mitigation. All of these will be necessary as we respond to the Humboldt wind energy proposal coming up in 6-12 months.

4g. MISCELLANEOUS UPDATES

Comment: The Chair has been assisting with travel awards. The CVENT abstract manager was more efficient than taking information from word documents and importing it into excel. A Google form would even be a better approach than the current approach. Too much time was spent on this when it is not necessary. We should opt for another strategy next year.

5. ADJOURN

Motion to adjourn moved by Trudy, Dave 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 5 Nov 2018*
3. Approve PSG 2021 conference organizer*
4. Update
 - 4a. Local Committee
 - 4b. Treasurer
 - 4c. Travel awards
 - 4d. Scientific Program
 - 4e. Student
 - 4f. Conservation
 - 4g. Miscellaneous updates
5. Action items and adjourn*