

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

27 February 2019 Executive Council Meeting  
8:00-5:00pm (Hawaii Standard Time– UTC-10)  
Amended and approved 21 March 2019

**Present:** Jane Dolliver (Secretary), Dave Craig (Chair Elect), Kirsten Lindquist (Northern California Regional Rep), Kirsten Bixler (Treasurer), Adrian Gall (Chair), Kyra Mills-Parker (Past Chair), Marc Romano (Alaska/Russia Regional Representative), André Raine (S. California, Latin America, Hawaii Regional Representative) Mark Rauzon (Vice Chair for Conservation), Trudy Chatwin (Canada Regional Representative) [10]

**Absent:** Samantha Richman (Non-Pacific U.S. States Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Corey Clatterbuck (Student Representative) [5]

**Others present:** Jeff Spendelow (Member), Doug Forsell (Member), Don Lyons (Member), Olivia Bailey (incoming Secretary), Rachael Orben (incoming WA/OR Representative), Kerry Woo (incoming Canada Representative), Cristián Suazo (incoming Southern California, Latin America, Hawaii Representative), Mary Cody (incoming non-Pacific Representative), Rob Suryan (incoming Chair-Elect), Emma Kelsey (Membership Coordinator).

### 1. WELCOME & INTRODUCTIONS

Welcome to the 46<sup>th</sup> annual meeting

Comment: We should have another joint meeting with the Waterbirds Society.

### 2. APPROVE 27 FEB 2019 AGENDA

[Motion to discuss the 27 Feb 2019 agenda moved by Jane, Kyra seconds](#)

Two changes to the agenda – WSTC#5 may be a voting item, Bylaws report 15 will be a voting item and needs a star

[Motion to approve the 27 Feb 2019 agenda move by Jane, Mark seconds](#)

[Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously](#)

### 3. APPROVE 13 FEB 2019 MEETING MINUTES

[Motion to discuss the 13 Feb 2019 meeting minutes moved by Trudy, Kyra seconds](#)

Change “Sauzo” to “Suazo,” on section 3.

[Motion to approve the 13 Feb 2019 meeting minutes moved by Kyra, Kirsten L. seconds](#)

[Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously](#)

### 4. OVERVIEW & DISCUSSION OF 2018 REPORTS

[Motion to discuss report 4 moved by Kyra, Dave seconds](#)

At the bottom of every agenda are the essential workplan item. PSG’s highest priority is to hold a meeting every year. We have successfully put on an annual meeting in 2019. We also have a running start on the next two meetings (PSG 2020, PSG 2021). We have then next two years

contracted, with budget drafts. On our primary purpose, we're doing very well. Kim Nelson, Katie O'Reilly, Nacho Vilchis, and Andre are to be thanked. Our Code of Conduct is almost finalized. A subset of our meeting responsibilities is to recognize a subset of PSGers for Lifetime and Special Achievement Awards. This decision is never easy – to recognize 1-2 people out of an entire field. Travel awards were very difficult decisions to make in 2019. We did manage to review 50 travel award applications and make decisions. The 2019 incoming EXCO officers were approved ahead of the annual meeting.

Question: Have incoming officers ever been approved before the meeting? Answer: No.

Marine Ornithology (MO) had a good, productive year. MO is PSG's journal – it is 90% PSG. It has been managed by 3 people for a while. Kirsten and Louise have been working behind the scene to finalize financial details across two countries (U.S. and Canada).

Kirsten B, the Treasurer, had the big responsibility of getting PSG's books/finances back in order and was instrumental in getting the bookkeepers more formally involved as a backstop, with the quarterly financial reports. Remember that the Treasurer candidates are not accountants – they are seabird researchers and enthusiasts. PSG needs the support of financial professionals.

Comment: I think the financial stability of PSG is the #1 thing that the EXCO is responsible for, not the annual meeting. The status of PSG finances was ambiguous up until recently.

Question: How organizationally sustainable is MO? Louise Blight has been there for 3 years.

David Ainley has been there for a long time. Ans: Neither the Managing Editor nor the Editor-in-Chief have mentioned the need to step down.

Question: What about the copy editors? Ans: that is a paid position

Comment: Hopefully we can continue to support them from the PSG endowment.

Question: That is how MO is solvent? Ans: In 2019, funding came entirely from subscriptions and page charges.

Comment: The backup for Ben is Louise's partner.

Comment: Ben's job is incredibly specific – he has programmed a custom Marine Ornithology website – the people with these skills are rare. This makes it hard to find a replacement/help. If the website were hosted within a user interface, like PSG's website, the number of people who could assist would be much greater.

We're at 629 members, up from 327 a few years ago. The two-year membership effort was brilliant.

The corresponding members committee has added several new members and cleaned up the old ranks.

Those are the highlights from the PSG perspective. There have been some growing pains with committees and we do want to check in with them. Two Co-coordinators are stepping down this year.

#### PSG Workplan

1. Pacific Seabirds – we may want to re-consider the proposal to have Regional reports come out as a mini-publication, and the summary from the EXCO and the annual meeting come out as a separate publication.
2. PSG Handbook – the working version is from 2015. We are aiming to revise and publish a 2019 version this summer, and have a separate, working, fluid google doc where we can make notes as we go, so the updating is not such a monumental task.
3. Strategic plan – this is something we will discuss later.

4. Annual meeting - we did tiptoe around the software solutions for a program app and got to the cost benefit not being super clear (with concurrent sessions, the companies suggested referring people to a pdf that we could host for free). Now that we have more clarity on our books, we can revisit the program app, registration, abstracts, etc. With CVENT, we know where all our information is, we can duplicate this from year-to-year.

#### 4a. QUESTIONS FOR 2018 REPORTS

Comment: There are several PSG grant recipients who have not turned in their final report, one of them is the incoming Latin America Representative.

Questions: One strategy other organizations use is to withhold the last 20% of the grant until the report is submitted.

Comment: This is not practical – the recipients need every penny to accomplish the project. We have discussed having members or the Conservation Grants Committee become project liaisons to assist with writing the report. It is short – 2 pages.

Comment: I like the idea of setting up a PSG mentor for them.

Question: Is 20% high enough to encourage people? Ans: If the award is \$2000 – how are we making it better to withhold \$200?

Comment: Maybe withholding money isn't the best way to do what we want. Maybe this is a PSG member who can follow through with a personal connection.

Comment: We only need a 2-page report. It is not like when we did the MOU with NFWF – \$20,000 over 3 years, and progress reports every year.

Comment: I like the idea of setting up a PSG mentor with everyone we fund.

Comment: If posters were submitted as a final report in one case, and that was acceptable, then it should be acceptable for the other awards.

**Jane will reach out to Verena to relay the EXCO discussion of the Conservation Fund Reports.**

Comment: Sanjay Pyare is traveling to Indonesia and should recruit PSG corresponding members while he is there.

**Adrian will reach out to Cristián about his late PSG Conservation Fund report.**

**Kyle Elliott will reach out to Sanjay Pyare on behalf of the Corresponding Members Committee.**

#### 5. LOCAL COMMITTEE REPORT & BUDGET

**Motion to discuss the PSG Local Committee updates moved by Jane, Dave seconds.**

We did the final walkthrough with the hotel yesterday. Posters and vendors – a little tight - will have to make do. The registration desk was open yesterday. We seem to be on track to make a small profit. This was greatly helped by sponsors - \$7,500 Kauai Coffee sponsorship, \$26,000 in total. At the start, we were worried about food and the budget, but we did have some extra money to add food to the evening events and the party at the end. This is the cheapest venue of all the ones we looked at.

Question: How is merchandise? Going well – t-shirts are almost sold out, we need to sell hats. The sustainability initiative has worked really well. We reduced the swag. There's a reusable travel mug supplied by DOFAW – 300 total. We've reduced plastic to a minimum. The cups here are corn cups. The programs are as digital as possible – they are arriving tomorrow – we printed 30. People are allowed to buy paper programs at their request.

Question: Did PSG pay extra for compostable cups? Ans: No.

When Yuki is planning a party, it is a great party. We've received a lot of local support and funding from the agencies and projects locally, including gifts to the silent auction. Representatives from the office of Governor Ige and Congresswoman Gabbard will talk on Thursday and Friday. Dan Dennison is the media representative from DOFAW. He will be filming Kauai-based presentations. We definitely need to review the press releases he creates, particularly tomorrow. Jessica Else from Garden Island news will attend. There is a box to pass off to the new LOCO and LOCO 2019 will write up some tips and tricks.

**Olivia (new Secretary) will organize the post-PSG 2019 wrap up call.**

Comment: Political representatives, cultural representatives, quantity of sponsorships, press before and during the conference are all new innovations and worth continuing.

Comment: This time last year Andre was not a Chair – he was a co-Chair. Despite taking on this unexpected responsibility, this meeting is on target for success. Helen has gone way beyond the call of duty as the event planner.

Comment: This is a theme that goes back to many PSGs in history. A two-person, two-spouse team has worked very well. Big thanks to Andre and Helen.

## 6. PSG 2021 ROOM BLOCK

The venue (Scripps Seaside Conference Center) is right on the beach. The La Jolla shores Hotel is within walking distance. The other hotels are bigger, and farther away. The proposal offers 65 rooms at a decent rate. We can choose among options 1-3 of report 6.

Question: For comparison, how many rooms were reserved at KBR (PSG 2019)? Ans: 60.

Comment: This proposal is just about whether to secure a room block at a hotel. We can bail out of room block up to 60 days prior to the event.

Comment: If we don't fill the room block and have to bail, the price is no longer honored? Ans: It is honored until Feb 2, 2021 – everything after that is up to the hotel

Comment: This might be a good option for a joint meeting with Waterbirds. We have had joint meetings in Portland, Oregon in the past.

Comment: The only worry we have here is capacity. PSG 2023 is a good option. That will be PSG's 50<sup>th</sup> – a birthday party and we can invite all our friends.

Comment: We have a placeholder for the GISESE folks from Ensenada, Mexico in the near future. Because we have 2020, and 2021, we might want to consider 2022 in Ensenada, Mexico.

Question: Would Ensenada this be a draw for Waterbirds? Ans: No, we just had two meetings outside of the U.S. Chip Reslow is the Future Meetings coordinator. Chip tries to book meetings two years in advance.

**Adrian will catch up with Chip about hosting a joint meeting for PSG 2022 or 2023.**

Question: What is the typical turnout for Waterbirds? Ans: 250-300

Comment: Ensenada might be overwhelmed by 500 people.

Comment: I like the idea Ensenada being a PSG-only meeting.

Comment: Because PSG 2023 is the 50<sup>th</sup>, it needs to be very accessible to everyone.

Question: When were you thinking about a PSG-Waterbirds joint meeting? Ans: 2022 or 2023.

Comment: If few cancel room block up to 61 days. If we get to day 59, we owe them 60% of the total cost.

Question: Is the Hilton is walking distance from the venue? Ans: Yes, but may be more expensive. They are unwilling to commit to a room block until 1.5 years out.

Comment: It is hard to imagine us not filing this in advance.

Comment: A freeway hotel is a bad idea – people would rather rent a house/Air BNB etc.

Comment: La Jolla shores is a walk on the beach, and we have a bunch of birders.

Motion to approve option 1 of report 6 - PSG 2021 room block at the La Jolla Shores Hotel – 10 at the government rate, 20 at \$209, 35 at \$239 moved by Jane, Dave seconds

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

Comment: We should keep open the idea of what the Hilton is offering 18 months out.

Olivia (new Secretary) will put this date to contact the Hilton, summer 2019, on the PSG calendar.

Comment: For both PSG 2020 and 2021, the Local Committee requested to do a sole source for the event planner.

Comment: PSG 2020 is 2/12-2/15 2020 in Portland, Oregon, PSG 2021 is 2/24-2/27 2021 in San Diego, California.

Question: Is it okay to advertise the locations on the PSG website, social media? Ans: Yes, just make sure advertising for PSG 2020 does not start before PSG 2019 is over. Same for PSG 2021.

## 7. PSG 2020 UPDATE

The location is the Hilton in Downtown Portland. We have already secured the venue, and have a contract signed by the hotel, with a room block. The draft budget was sent to the Chairs and Secretary – it is in progress.

Jane will send Kirsten the Local Committee budget

## 8. MEMBERSHIP REPORT & MEMBERSHIP GOALS

Motion to discuss membership goals moved by Dave, Kyra seconds

After last year's meeting, membership duties moved from Jenn Lang to Emma Kelsey. Cheryl Horton joined with membership committee meeting effort. Email management is Emma. Cheryl has been helping to grow the role of committee and membership goals. In July 2018, the team sent out a simple membership drive to the listserv. They've also made a couple changes to the way membership management is done:

1. Now when you renew, it is your anniversary date that is when you need to renew. That is easier on people. They get a reminder email when their membership is going to lapse. In the past, they would renew their membership then they were going to the meeting.

Comment: This is good – people need to continue to remain members regardless of whether they attend the meeting

2. A two-year membership was created for individual and student members.
3. The team has held a few conversations about how to better show appreciation to members. With the help of Jane and Kirsten, Life Member pins were created this year. This is a subtle way for people to be reminded that Life Memberships are an option. And have Life Members get recognized for a large contribution to the Society.

Comment: I'm wearing mine and I love it.

4. We plan to send out a report about what PSG was able to achieve with membership money, to make people feel good about where their money is going.

Emma and Cheryl will send out the membership report to the listserv in Spring 2019.

5. There are a few housekeeping things to take care of – deleting duplicate records, re-assigning regions to people who have moved etc.

Q: How many people subscribe to the listserv? Ans: 844. Only 629 people are members.

Comment: One thought is to send summary reports to the listserv – captive audience.

Question: This year, membership more than doubled – that is spectacular. What is an achievable goal for membership? Growth at 10% annually? Ans: Yes.

Comment: An achievable goal 1-3 years (the term of the coordinators) is to pull in those remaining 215 people from the listserv.

It was helpful to have Cheryl assist with following up on some strategic tasks and getting her insight.

Question: Should Cheryl receive co-coordinator status? Ans: Yes.

**Jane will contact Cheryl Horton about accepting this position and listing it on the PSG website.**

Question: Who are the members of membership committee? Ans: There are five. We met in La Paz, we had a meeting with people who were interested in assisting. The two coordinators did not have time to follow-up with this in 2018. The committee members on the website are: Jennifer Lang, Tom Good, Robb Kaler, Jessica Porquez, Veronica Padula.

Question: Have non-members who are EXCO or Committee Coordinators been contacted? Ans: No, not yet.

**Emma and Cheryl will follow up with Coordinators and Co-Coordinators and EXCO who are not members and get them to renew.**

Comment: About 32% of members are students. How much does the PSG pay for student memberships? Ans: Student memberships are \$35 annually as opposed individual memberships - \$50.

Comment: In order to receive a travel award you need to have an active PSG membership.

Comment: I want to make sure we retain student members so that it's not a 2-year thing.

Answer: We can track that and run reports on that in CVENT.

**Emma and Cheryl will track student memberships in 2019.**

Comment: Retaining student memberships is going to be hard. You might apply for travel award to attend PSG, but then you change study systems. Or there is another organization or society that you want to support, but you cannot support both. It is probably true that there is lots of turnover in the student numbers.

**Jane will send Joanna Smith's report regarding student turnover to the new EXCO.**

Question: What about Waterbirds – what percent of their membership is students? Ans: probably less. I don't think we've done a good job of getting them to stay in the society. There is an issue here about sustainability of membership.

Question: How many members are in Waterbirds? Ans: 585, 75% US, 36 countries represented (2016 numbers, 2019 numbers slightly higher).

Comment: I like the approach proposed – where does your \$35 go?

## 9. TREASURER'S REPORT

**Motion to begin discussion of the Treasurer's report #4 moved by Trudy, Dave seconds.**

Thanks for your patience! The books are all caught up. The take-home to the 2018 actuals is that we are definitely in the black by \$38,000. \$20,000 is surplus restricted funds, \$17,000 surplus in unrestricted funds. About \$25,000 of this was just recouping costs from publications

over the years that were not drawn from the endowment. I want to point out that by increasing membership fees we've already made \$8K in unrestricted funds. Increasing membership fees has been successful – I have not received any negative feedback.

Comment: I have not received any negative feedback. The rates are still very reasonable. A lot of credit goes to the communications committee, for detailing to the listserv how this money is being spent. How reliant this organization is on membership to keep the lights on.

Comment: I heard very positive feedback to the 2-year membership option.

Question: Was this the first increase in decades? Ans: No, 5-years ago, 2012 – increased by \$5.

Question: How do the 2-year memberships go into actuals? Ans: Currently, they're all in 2019. We're going to have less next year.

Question: Do we want to split this out by year? Ans: I don't want to do this for 2018, but I can do this going forward.

**Kirsten will split out 2-year memberships into two year moving forward.**

I'd like to point out – there are a few un-budgeted expenses:

a) \$700 on life member pins and stickers (pre-invoicing) - this is more like \$300. The plan was for a one-time gift for Life Members. We wanted to gauge how life members feel about the pins and about being recognized. We can send them a survey through CVENT – would you like one too? Or you can come to the next meeting or make a donation and we'll send it to you.

**Adrian will catch up with Nina about feedback from the Former Chairs on Life Member pins**

Comment: Life membership all goes to the endowment. Now that the endowment has reached its \$100,000 goal, it is appropriate to change the distribution Life Memberships to operating funds, not into the endowment.

**Kirsten will propose this change in 2019, after hearing feedback from Nina and the Former Chairs.**

Comment: I think it would be a really good idea to change the dispersal of funds from Life Members.

b) we're over-budget on PSG 2019 travel awards – it would be good to consider additional fundraising ideas for PSG 2020 and beyond. The total amount, including registration compensation is about 16K – this is a lot.

Comment: There was a decision in 2018 to waive registration fees for those receiving travel awards. We give 600 in cash, but deduct 800 (includes \$200 in registration).

Comment: Travel awards for people in scientific program – this came out of registration completely.

Comment: I'm finding it confusing on the accounting side of things to figure out where all the money for travel award recipients is coming from – PSG fundraising, meeting budget, Chair's discretionary fund, etc.

**Kirsten and Adrian will catch up about travel awards and which funds are funding awardees.**

Turning to the list of things that need to happen in 2019:

1. We really need to move to another bank – let's make this happen in the next month. Our current bank only has branches in Hawaii. We used to have a personal banker. This was amazing. Now we do not have a personal banker. When I call and need something, it will take days to figure out something simple. I would like to get us to have a bank with branches across the country, so that most Treasurers could get to a branch.

Q; Do you have a suggestion? Ans: a credit union if any credit union works as a branch for all credit unions. I will talk to credit union in Corvallis.

Comment: The problem with our current bank is that they have credit limits on credit cards

Turning back to the list of things the Treasurer needs to get done:

2. reactivating SAM – done

3. open bank and paypal for MO – in progress

Question: Marine Ornithology – why did they not submit financials for Jan/Feb? Ans: they send bank statements every month, but they got too busy to send them before the meeting.

Question: How have things been going with quarterly reports? How long does this take you? Is it making it better? Ans: It is stressful to compile the information – we had the meeting within the first week of the month. I gave the accountant less than a week to get everything done. She had a few questions. As long as we have the meetings with the quarterly reports after the 15<sup>th</sup> of the month, that would be better. Regarding workload – it is time-consuming. But it is going to make the work at the end of the fiscal year easier.

Comment: The whole point of these is to make the Treasurer’s job easier. And to give EXCO assurance that the books are up-to-date.

Comment: It makes me feel more comfortable. The calls that require Treasurer reporting should be scheduled after the 15<sup>th</sup> of the month. When those go out – please have a watchful eye – we want mistakes to be found by all of EXCO.

**Olivia (new Secretary) will work with Kirsten to make sure Quarterly Financial Reports are scheduled on calls after the 15<sup>th</sup> of the month.**

Question: You are year one of a two-year term? How are we developing a succession plan? Ans: Yes, year one of two. There is a Treasurer’s Handbook to assist with duties. I have not started thinking about who else to recruit.

Comment: For some of these positions, maybe we don’t have to have two candidates for each position. For especially the Treasurer position – PSG benefits from continuity for up to 4 years.

Comment: I realize this is challenging to communicate to the membership, who all want the ballot to be filled and for candidates to be democratically elected.

Comment: Lindsay is a really good example for Treasurer - she served 2 terms and mentored Christine into the last term.

Comment: the Waterbirds Society has had a Treasurer for life.

Comment: The issue with that approach is that nobody else gets the change to assume leadership and when this person leaves, the organization suffers if there is no handbook.

Comment: It would be good that the old Treasurer to be available for a month after the elections. Just for getting accounts transferred.

Comment: There are 2 co-signers on the account. Adrian will hand off checkbook to the Chair-Elect after Rob Suryan (Chair-elect in 2020).

4. I think we should use either square or paypal not both. Except for the international payment issue, square is better. Square is not an account. Paypal retains a chunk of money in an account. Square just transfers the funds to our checking account, so accounting is easier and square has lower fees.

Question: Do you have a sense from the endowment folks? Are they still engaged actively? Ans: Ken Briggs is. He responds quickly to requests and seems invested. Jim Kushlan is not very



involved. This might be another position to fill. Ken does all of the work. Ken did the report, Kirsten sent Ken the statements.

Question: Do we typically recruit the endowment Trustees from the former Chairs? Ans: we've never had to recruit. We'd have to discuss with Jim his interest in staying on.

Question: How many Trustees? Ans: Two, and the Treasurer is the third.

**Kirsten will work with Adrian to make sure the two Trustees are still willing participants.**

## 10. FUNDING REQUEST FOR THE OC

**Motion to discuss action items from reports within "the packet" by Mark, Dave seconds.**

Last year there was an increase in PSG's funding of the Ornithological Council (OC). The OC issues a report every other month. In conversations last summer, there was a question of how much PSG contributes based on the number of members. Here are the totals:

American Ornithological Society - formed from Cooper and Wilson \$21.5K, American Field Ornithologists - \$5K, Waterbirds - 5K, PSG - 2.8K, Society of Canadian Ornithologists - \$??, Caribbean Birds - \$500, Neotropical Ornithological Society - \$500, Raptor Research Foundation - \$500, Cipamex - \$250, North American Crane Working Group - \$250. We have about the same membership as Waterbirds. In 2014, we voted for a 3% cost of living increase. This increase was lost and never requested by OC. This is the reason we have such an usual amount. Last year asked for a \$1000 increase, EXCO approved \$500. We need to raise this amount or at least reinstate the annual raise each year. We're right about in the middle of the supporters - see list above. It would be nice if we did some more. The Waterbirds Society is very competitive, so if we raise our amount, they would raise theirs. It would be nice to add another \$1000 or so. To get us up to the level Waterbirds is contributing at.

Comment: What about the size of the membership of the two organizations? Ans: they're about equal now.

Comment: Ellen requested that the delegates send individual notices to people to get more money for the OC. But the delegates were not happy to do this because people would respond by saying they already pay OC dues through their member organization (PSG).

Question: Do we want to round up to \$3000 or \$3500?

Question: Can you give us a reminder of what Ellen does in a nutshell? Ans: Advocates for the study of ornithology in U.S. and Canada through permitting, import/export, permitting on animal welfare, just recently put out a publication of use birds in field research.

Question: How many organizations donate and are part of the OC? Ans: 11.

Comment: Commenting from a budget perspective - we split out total income and expenses by category. Unrestricted funds non-allocated is \$500.83. We have generated extra from membership and income from the 2019 meeting, maybe.

Question: How does Ellen advocate for us? Ans: Ellen goes in and bats for us. Her motto is "Keeping the world safe for ornithology and ornithologists." Mostly she eliminates new proposals that create unnecessary paperwork. The work is mostly administrative, with DOA, APHIS - when they propose "watching birds" should fall under animal care and use like lab animals. Ornithology is such a small part of what they agencies control, so all field work gets mixed together as "animals."

Comment: In terms of operating budget to OC, our contribution has waxed and waned. Waterbirds has a larger membership and they are giving more money. How are we supporting

the OC? Ans: We are sustaining members. The Waterbirds contribution works out to about \$5 per member. I am a Life Member of 6 of these organizations.

#### 11a. REPLACEMENT DELEGATE TO THE OC

Q: Who are the PSG delegates? How do they pass information on the direction and requests from the OC? Ans: Doug Forsell and Pat Baird. Sometimes they ask for a request from the PSG EXCO. There was one recently about signing on against the proposed head of USFWS. Under U.S. law, it says the head of USFWS has to have a wildlife background. Working as biologist for Monsanto is not a wildlife background. But Ellen wrote a draft letter and killed it. Most times the reps don't have to go back to the supporting organizations.

Comment: There are 2 issues: 1) request to increase PSG's contribution \$500-1000. We are low on the list of how much we give as a Society of our side. 2) Delegates to the OC. I asked Pat if she was willing to continue to be a delegate. She said yes. She is willing to mentor the new delegate. If you know of someone interested in being the OC delegate, let the incoming Chair (Dave) know. The position is appointed by the Chair.

**EXCO will let Dave know their recommendations for delegate to the OC.**

Question: how important is it to get someone East-coast based? Ans: Important. I was on East Coast when the OC formed in 1992. It is good to go to a meeting once a year so you get to know the other OC board members.

Comment: I will remain as the OC Representative until we find someone.

Question: At the next meeting, nobody on EXCO will be the same? Ans: no, we have staggered two-year terms – some members will remain.

#### 11b. REPLACEMENT ELECTION COMMITTEE CO-COORDINATOR

Katie is looking for Elections Committee when she steps up to PSG 2021. Yuri Albores-Barajas and Peter Kappes have been approached, as members of the committee not serving as coordinators of other committees or on EXCO. Peter is soft yes.

#### 11c. REPLACEMENT COMMUNICATIONS COORDINATOR

After serving on EXCO, and then as Communications Coordinator for 3 years (2016, 2017, 2018), I'd like to hand this over to Jane Dolliver. I'll leave Jane with a list of things that could be accomplished during her 2-3 year term.

**Motion to appoint Jane Dolliver as Communications Coordinator, 2019-2021 moved by Dave Kyra seconds.**

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

It is a good system to have someone step into this role that has been on EXCO 2-4 years. It makes for a good transition. Jane is now up-to-date with the day-to-day running of EXCO. Now, I am three years removed from the day-to-day – the more urgent matters are not as fresh for me, so it is harder to be helpful and remind EXCO of various communications deadline for the annual meeting, elections, etc. This is a nice model that should be continued. EXCO should be looking for that next person interested in social media, the PSG website.

Comment: Jo, your assent to leadership marked the passing of the torch to the younger generations. You have strengthened the health of the organization and we owe you a debt of gratitude.

#### 11d. REPLACEMENT MARBLED MURRELET TECHNICAL COMMITTEE CO-COORDIANOTOR

Peter Harrison has stepped down. Kim is having trouble coming up with someone else who could serve. This is a committee that has a diverse membership and handles a lot of political pressure. I have seen many MAMU presentations over the years, so there are many qualified people.

Question: Do you need to be a total MAMU expert to serve? Working with Kim seems like it would be great experience for an early career scientist? Ans: Yes. Perhaps Lindsay Adrean could fill this role?

EXCO will send their recommendations to David Craig for filling this vacancy.

#### 11E. CORRESPONDING MEMBERS COMMITTEE

Stephanie worked really hard on this committee, but she has accepted a new job. So we are looking for two new members on this committee, one to serve as Co-Coordinator. The primary responsibility of this committee is to expand PSG membership in developing countries, especially in the Pacific. However, if there is someone in the Mediterranean or Seychelles, we welcome that too. Steph tried really hard to recruit folks and it is difficult to establish relationships. At the upcoming World Seabird Union, there is an opportunity to recruit there.

EXCO will send their recommendations to David and Adrian for Corresponding members.

A Corresponding member is a 3-year commitment – at some point in those three years, they need to submit a report on what they're up to and what's going on, to be included in *Pacific Seabirds*. More frequent (annual) submissions are welcomed. Corresponding members also have an opportunity to apply for travel awards, serve on PSG committees and be recognized for serving on those committees.

Comment: It would be good to have conservation awardees become corresponding members.

Ans: they have already been solicited, and many have not responded.

Comment: The Communications Committee should see if we can glean Corresponding Members through our Facebook friends and Twitter followers. The World Seabird Twitter Conference pulls in lot of folks – can EXCO pull from there?

#### 11F. THANK YOUS

Please sign the thank you cards for Pat Baird - book reviewer for MO, Rob Barrett – Associate Editor for MO and Joanna Smith – Communications Committee Coordinator stepping down.

#### 12. WORLD SEABIRD TWITTER CONFERENCE #5 PSG EARLY CAREER SCIENTIST PRESENTATION AWARD

In January, we received a request to sponsor a cash prize (\$200) for the World Seabird Twitter Conference #5. They promised to send eligibility and scoring criteria – this is report 12.

Question: Is there anything missing from this report? Ans: Who are the volunteer judges and what is the online voting system?

Question: “Clarity and precision of tweets” language – does this disqualify non-English language speakers. Ans: No, you need to be able to communicate your results clearly. They are allowing presentations in Spanish, French and possibly German.

Comment: It sounds like presentations are judged via an open popularity contest.

Question: Is the money PSG is contributing going into a larger pot of money? Ans: No, this is PSG's prize within WSTC#5 supplied only by PSG.

Question: Do we want to add criteria, other than those that are listed? Ans: No answer.

Comment: We judge posters at a science fair – 4-5 of us from the company, we tell the organizers who we are awarding the funds to. PSG could do the same.

Question: How does the award work? \$200 in cash? Ans: Yes, We would PayPal them the \$200.

Question: Then we recognize them on social media? Ans: Yes.

Question: When is WSTC#5? Ans: 9-11 April 2019.

Comment: We (PSG) would like to judge the tweets.

Comment: It would be good to hear about the other award(s). BOU and "The Seabird Group" are sponsors. PSG members would vote on the prize? This could increase the number of PSG members taking part in WSTC#5.

Question: How many PSG members tweet regularly? Ans: at least 30 members.

Question: Could these people tweet their vote to PSG? Ans: Yes, Julia and Ed can put out a request to judge presentations. Judges can submit via Google form or SurveyMonkey.

[Motion to approve and amend report 12, the judging of the PSG WSTC#5 prize twitter to include the type of judges and judging system moved by Jane, David seconds.](#)

Comment: I think we need to know how the other funders intend to judge their award(s).

[Adrian will get back in touch with Kirsty Franklin to present on the March call.](#)

[Motion tabled.](#)

### 13a CODE OF CONDUCT (COC) INTRO

[Motion to discuss PSG Policies and Procedures moved by Trudy, Dave seconds.](#)

The Ad-hoc code of Conduct Committee began in 2015. The last goal of this committee was to summarize all 285 comments received from 186 members when the draft code was reviewed in the fall of 2018. Thank you to the EXCO for letting the Committee submit this report late. We went through all the comments and on average, 94% of members agreed to statement as originally written. Between 88-94% were perfectly fine with the original wording. The question that arose was - should we adjust any of the statements? The ad-hoc COC committee decided that if we could improve the code and reduce redundancy, then we would. The goal was to have the code as clear and as brief as possible – see report 13b.

### 13b CODE OF CONDUCT (COC) DOCUMENT

I realize it would have been helpful to give EXCO the original comment document, with identities scrubbed.

[Jo Smith will send EXCO the Code of Conduct comments document.](#)

The original document had headings and statements below these headings. Some of the statements applied to multiple headings, so these headings became the Code's objectives: "Demonstrate professional conduct, promote scientific best practices, strengthen organizational integrity." The Code used to be 13 statements, now reduced to 9. Note that statement 9 is "Comply with all PSG policies and procedures." If something does not exist, PSG will need to create it. All the policies are downloadable from the website. As these policies change, you do not need to change the code.

**Statement #1** – Mostly the same. Took out word "honesty." Now reads: "Behave with integrity, respect and courtesy..." Honesty can be harsh/abrasive.

**Statement #2** – “...free from harassment and discrimination.” We have provided these definitions in footnote #1. This is partly informed by the IOC congress. Mark Rauzon pointed this out. They have a good description on their website. Bob Elnor let Jo know a lot of work went into the IOC’s code. In footnote 1, bullet 1, we added “or age” No age-ism whether young or old.

Q: Does this give anyone heartburn? Ans: no, we are glad the code is as explicit as it is.

**Statement #3** – clarified “about a colleague, their conduct, or their work.”

**Statement #4** – “best available information.” The committee had a discussion about whether to retain both #4 and #8 and they decided both were necessary and helpful.

**Statement #5** – very similar to the original – instead of “conduct” the committee changed this to “use skill, ethics...”

**Statement #6** – “conduct research in such a way as to avoid or reduce adverse...” - very similar

**Statement #7** – This is about authorship. We combined it with a previous statement below, so it became new #7. “Conduct science with integrity... Do not use information that is not in public domain without authorization or consent.” This allows to attribution gray literature. Footnote 2 explains when there is a disagreement, members make decisions on who conducts research and writing.

**Statement #8** Very similar. The word “mindful” was removed - too hard to define - we took it out.

The code is now concise, clear, and easy to follow. It is ready to be taken to the membership for a ratification.

Question: There was member feedback regarding what should PSG do if a complaint is filed? How did you conclude this? How do you deal with the consequences? Ans: I addressed this in the letter (13a). The COC committee formed in 2015. Many of the comments are similar.

Warning, second warning, removing someone from the membership. We are kindly asking EXCO to form another committee for how to deal with complaints. Legal review strongly advised a voluntary code. There are ways to have compliance without enforcement. The committee is ready to hand over this project to someone with fresh eyes. A lot of these Codes in other organizations are voluntary. For many other organizations, there is a committee which handles complaints. That is a much bigger job than the PSG EXCO and volunteers are willing to take on. We should implementing COC on voluntary basis, and see how it goes. Then we can think about going down the much more difficult and challenging road of making the code mandatory.

Comment: Put it out there and see how behavior changes.

Q: Does the Code say “voluntary” anywhere? Ans: It does say “encourages all members...” It does not say require.

**Jo Smith will change to “the goal of the voluntary code of conduct is”**

Members are going to be interested in ad-hoc committee to deal with compliance. Right now the duty of filling this committee will go to the PSG Chair. The Committee had a whole discussion over whether it should be mandatory. We came down on the side of being voluntary.

Question: I wonder about how strong we should emphasize voluntary – they may use it as an excuse for bad behavior?

Q: Is that why we did not include voluntary in the title? Ans: that was the result

Comment: Many thanks for all who have moved this COC this far.

Jo Smith will share the updated COC copy with Adrian and Dave.

Comment: We should post this online so people can see all the member's comments. We really appreciated how engaged the membership was on this.

Motion to approve the Code of Conduct version 5, 18 February 2019 moved by Mark, Kirsten L. seconds.

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

Adrian and Dave will discuss and agree on the content of the COC post online.

Jane will post the COC content to PSG's website.

#### 14. TRAVEL AWARDS CRITERIA

Motion to discuss PSG travel awards criteria Kirsten B., Marc seconds

There has been a bit of confusion regarding how the money should be split among the award types (early career, foreign scientist, student-U.S./Canada, student-foreign), and how to deal with registration costs, and the criteria for selecting awardees.

a) award types & split. We received lots of applications from students and ECSs. In the past budget is about 2-3K. This budget is very low. In 2019, we received 50 applicants for \$3K. What made La Paz very unusual is that we had a Packard grant – extra funds for awards, especially to foreign scientists. We wanted to award as many people as possible, so we did some direct fundraising, which increased the total to \$10K. In 2019, we received \$47,000 in requests, and awarded to 24 people with \$10K in awards.

b) the other challenging part is criteria for selection. The three chairs form the awards committee and are ones who make the selections. There were a lot of questions: Prioritize new people? Those with a proven track record? Students graduating? Oral presentation for the first time? People who are part of special sessions? How do we determine financial need? Do we prioritize those who have matching funds?

Question: On rubric one, why are we rejecting posters? Ans: We did not do this in 2019, this is just an example rubric. I think posters are a great way for non-English speakers to get feedback.  
Comment: Rubric on shows that if an applicant has some funding (<50% of the total trip) it does not benefit them. It should.

Comment: Some people are not in the position to find any funds – that should not count against them.

Comment: Matching funds to some degree should be a benefit on the application.

Comment: You can argue it either way. Someone who may be more remote, or have less access to resources – they don't have any place to turn for support. This is a big issues for foreign scientists.

Comment: Student applications, Non-U.S., U.S. Canada, Foreign Scientists. This year we put all the students in the "student" pile. Foreign scientists pile is "non-students/nonU.S./Canada." In the ECS pile, US/Canada non-students are eligible.

Comment: Is the goal to get people over the finish line? Or to get people with no other funds to PSG?

Comment: Another conversation we had – should we pay for a couple "full ticket" applications, a couple "partial ticket" applications?

Comment: Ask about other conferences. Remove someone who has applied for funds at 6 different conferences that year. Ask about conference attended and applied to in the last 12 months.

Comment: This requirement is part of rubric 2.

Comment: Maybe have rubrics for each of the categories.

Comment: The second rubric – 12 to 14 criteria, scored. Conduct a qualitative analysis after quantitative ranking.

Comment: We want to make it clear to people who are applying a-priori what the criteria are.

Comment: We had two invited speakers from South America apply for funds, but we did not grant them. We ended up granting one of them. Are invited speakers given priority? Rob needs to make decisions on speakers early on. We need to decide independently. We need input from Katie and Kim on the budgeting process for PSG 2020, since the need is expected to be similar, if not greater. We have a minimum that we will spend on student travel. With ECS, Non-US Canada, invited speakers - we don't have a dedicated amount for this – it is somewhat dependent on fundraising via the LOCO, EXCO.

Question: Maybe we have travel award amount categories (\$200, \$500, \$1000)?

Question: For students, should we prioritize students early in their degree, or nearly graduated?

Comment: This is an incredible amount of work for a small amount of money. Make a lottery/raffle – and select two, two, two (students, ECS, foreign scientists).

Comment: It is a lot of work to go through applications – 49 applications in 2019.

Comment: This is a great way to mentor people into PSG.

Comment: This is a professional development opportunity that PSG offers. We need to look at awards from a “investing in the future perspective.”

Question: If you went with random selection, would it be a flat award? Or would you honor their requests? If you are coming from Chile, the amount is going to be a lot greater than coming from or Oregon.

Comment: I received one email from PSG member willing to donate airline miles. Can we encourage this more? Ans: Probably not – the logistics of this offer ended up being pretty time consuming.

Comment: We're going to equity – the lottery system doesn't do that. Who PSG selects needs to be aligned with their values.

Comment: Within students there are three sub-categories: Phd, MS, Ugrad – try to spread funding that way. Click off one of each and go back to see if there is more funding to add a 3 in a couple sub-categories.

Comment: We need to conduct “fundraising under pressure” again in 2020 – this strategy worked.

Comment: In the past, awards have prioritized financial need over scientific rigor.

Comment: You can argue the early or late-degree student preference either way.

Comment: We need to keep requiring service if you get an award.

**Adrian will take these comments and submit a proposal for money split and travel awards criteria by June.**

Comment: The application needs to be simplified into a google form.

Comment: If we are going to waive registration, we need to include that in the annual meeting budget.

Comment: Each year there is a different amount of money available. We need greater clarity on the website and clarity for the categories. I would love to see the budget for travel awards double in 2020.

Comment: We increased the budget by 8K in one week. The last-minute plea worked.

Question: If you give people less than they ask for, do they still show up? Ans: Yes, but to a point. Might consider shaving \$100 off all awards and giving one small award of \$500.

## 15. PSG WORKPLAN

[Motion to discuss organization planning moved by Kyra, Kirsten B. seconds.](#)

This is the status of all the items that have been suggested during EXCO meetings, when they were suggested (column 1), their priority, who is lead, and who is second. We could really use some help from regional representatives to fill in the “Assist” positions, or find workplan items where one of the Officers is lead and offer to assist them.

**EXCO will take a look at the PSG workplan and offer to assistance for plan items where they are not currently listed.**

Question: Why is there a membership table at PSG 2019? To get people to upgrade to a life membership? Ans: Yes, and receive swag, sign up to volunteer, or see how their membership helps keep PSG’s lights on throughout the year.

Question: Why was the cat sub-committee launched and abandoned? Ans: The policy that PSG would come up with would be redundant and derivative of ABC or Portland Audubon. These organizations need to create policy around their properties. PSG does not need to come up with something that someone else already came up with.

Question: Come up with a policy or a stance on feral cats? Ans: It would basically be a reaction to the TNR idea. I felt it had already been done. Why should we go through the act of creating a PSG opinion, when we can just reference their work? The sub-committee members came to this decision separately. Why should we reinvent the wheel? The sub-committee did not have a big push by members to move forward. The topic was already covered.

Question: Is there a focus that would be distinct, for PSG? Ans: feral cat colonies on islands.

Question: If the need arose again, could PSG write a letter? Ans: Yes.

Comment: We are a vocal organization about the impact of cats.

Comment: This also applies to wind energy – this is a judgement call Mark made, maybe the next Vice Chair will make the same. There are paid and thoughtful people have been come up with these statements. PSG is an all-volunteer organization and it takes time and energy on behalf of the Vice Chair to put out these products.

Comment: If it makes sense PSG should sign on to letters/efforts of other organizations.

**EXCO will make sure to get back to Olivia (new Secretary) with confirmation that they are responsible for the workplan items next to their name. If you are committed to items you cannot fulfill, please let Olivia and Dave know as soon as possible.**

## 16 BYLAWS REVISION

Currently, there is no way for an Executive Council member to resign or for the Executive Council to request hold a vote to remove a person from office. I looked into the California non-profit law and found an example bylaws template – see link. The proposal is to amend the PSG bylaws Article III, Section 6 and add a new section, Section 7, “vacancies.” The text is included in



report 16 and allows for the removal of a member in the case of “unsound mind, convicted felon, or breach of duty under California non-profit law.”

Question: Is this trying to solve a current problem? Or preparing for the possibility of vacating an office? Ans: We don't currently have a problem. In the past, it would have been prudent to have this process in place. In the past there was one vacancy was created, and possibly another situation which we may have invoked this section, if we had it.

Comment: We did have this problem in another society. We gave the person four chances to improve.

Question: Does this just apply to the PSG officers? Ans: No, all of EXCO.

[Motion to accept as written changes to section 6 and addition of 7 to article 3 moved by Dave, Kirsten B. seconds.](#)

Comment: It would be good to know if a person is planning to resign – add that.

Comment: This is a good idea, and like the idea to vote to make an office vacant.

Comment: The timeframe for resignation (date it is delivered) is acceptable. This is not someone performing a job on a daily basis. They could resign and not do anything for months, as written.

Comment: What about people who harass other people? Add abide by PSG code of conduct?

Comment: Touch on this at the membership meeting and alert people that this vote is also coming down the pipeline for ratification.

Comment: I like the idea that EXCO is held to higher standard than the membership.

[Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously](#)

[Jane will send a clean bylaws version 10, \(with updates from 2017, 2019\) for review by the Chairs, before posting online and sending to the membership for voting 14 days after posting.](#)

## 17. FUNDRAISING COMMITTEE 2019-2020

PSG needs to fundraise for a variety of funds, including the Conservation fund, student travel awards, the annual meeting. There are several PSG members who have been successful with these efforts in the past and have strong connections with funders. Kyra made the Packard grant happen. Packard approached PSG because Mexico is one of the countries that they fund. The opportunity landed in PSG's lap - greater outreach could yield more of these types of grants. Nina has convened the Past Chair's meeting for tomorrow where they will discuss the Past Chair's fund for student small grants (mission changes each year – student small grants is 2019).

Comment: Maybe there is an opportunity for legacy/heritage or will donations from PSG Life Members?

## 18. ANNUAL MEETING COMMITTEE 2019-2020

It would be nice to have continuity year-to-year. It is hugely to Helen's credit that this meeting came off as smoothly as it did. It proves another highly motivated and organized person can step in. We have been very lucky with the Local Committees chosen so far. People don't agree to be on the LOCO unless they have participated in prior meetings.

Comment: Maybe there is a LOCO Chair role where you serve for 3 years: figure it out, run it, assist.

Question: What has been most helpful to the current LOCO? Ans: the continuity among EXCO, especially the Chair and the Secretary helped guide us.

Comment: Almost all of the meeting planning information comes out of the PSG Handbook. The annual meeting committee could serve as a calendar reminder - here's your monthly check in – these are the items that need to be accomplished this week/month.

Comment: One role I've served is the CVENT registration coordinator. I'm ready to pass this off. **David will find a registration apprentice to serve alongside Adrian in 2020.**

Question: What about if the local chair is three-year position? Ans: No, we don't have this formalized.

Comment: I think this would be a good way to have carry-over, with annual meeting committee in an advisory role.

## 19. FUTURE MEETING LOCATIONS

PSG 2020 will be in Portland, Oregon. PSG 2021 will be in San Diego, California. PSG 2022 or 2023 should probably be in Ensenada. The strategy to go all out and hook up with other societies for the 50<sup>th</sup> PSG is a good one.

Comment: Another nice thing about Mexico is that it is financially more affordable.

Comment: PSG provides a central meeting location where funders like NFWF can solicit projects for their mission. Not everyone recognizes the value of PSG. If PSG were not to host a meeting, it would be hard for these large initiatives to solicit projects and get funding. How does PSG claim its legacy? We need to promote PSG's value so it is recognized.

Comment: PSG is more than the listing or de-listing of species.

Comment: What about cruise ships? Repositioning ships are really big for birders.

Comment: It was proposed that Waterbirds and PSG would work together to co-host a meeting every 4-5 years. Each group has a lot to offer the other.

## 20. MEMBERSHIP MEETING AGENDA

The Chair will host the Member's Meeting on Friday at lunch. What should be discussed?

1. Intro from Adrian
2. Update on the Annual Meeting
3. Summary from the Treasurer - highlight bullets in Treasurer's report

Comment: The budget is in the black – it is thanks to your participation that we were able to achieve that. Lots of participation by local Hawaiians and researchers from Asia.

Question: Do you want to include details like "taxes were submitted." Ans: yes.

Comment: If you want to put slides together - feel free. If not, that's okay.

4. Brief review of meeting and summary of accomplishments. Overview is much of our business is putting annual meetings together. Kirsten put in a lot of time to arrange travel support, the Past Chair is planning the next two meetings
5. Membership
6. Corey – talk about students, pre-paid rooms, ECS mentor panel, student small grants
7. Corresponding Member's Committee – need to add 2 members to this committee
8. Conservation Fund and the project funded this year and project in proposal stage.
9. Thanks to Jo for her service.
10. Highlight slide for social media.

11. Pacific Seabirds recap
12. Marine Ornithology - could use more assistance here.
13. Technical committees –a couple transitions in leadership.
14. Delegates – mention the OC, for WSU mention 2020, PICES
15. Code of Conduct – revised version will be sent to the membership, and people will have two weeks to read/access, then vote. Bylaws – one change – vacancies and a couple minor changes
16. WSTC#5 PSG ECS prize
17. Live feedback on is the listserv. What do they expect and want? One-way communication? Deliberative exchange of opinions and thoughts? Tool for information exchange? Do opinions count as information? What would encourage your participation on the listserv? Our commitment as EXCO is to share our accomplishments, meeting deadlines, etc. The members make this communication two-way. We offer several media channels to membership. The listserv is just one. Should it be more like Facebook/Twitter, with highlights of the literature. Should that be on the listserv? Opinions? People will get into debate, get pushed over, challenged? How many listserv items is too many?

Question: There has been so much published on science communication. We're a relatively progressive society and have a lot to learn from this research. I would love to take this on.

18. Elections reveal

19. Future meeting reveal

Question: What is the deal with the future meeting reveal? Can we let folks know as soon as EXCO votes? Ans: We don't need to keep it a secret. Don't put San Diego in flashing lights until after PSG 2020, but people can know for planning purposes.

## 21. CONSERVATION PLANNING

The new Vice Chair for Conservation will have to develop his own strategy. My predecessor Craig Harrison provided a lot of footnotes – more in the style of a research paper. I have taken on more of an advocacy position because the timeline for these letters is very short, and there is not enough time to pull together all the details. For example – sighting of offshore wind platforms. PSG's stance is we're pro green energy, we're not for oil extraction. Use the best available science for sighting these platforms. PSG as an entity has the science, scientists and a monitoring database.

Question: Should I recommend to agencies that they use the PSG database as their groundings for science?

One of the aspects PSG has been criticized for: we're a largely government-driven organization with many members involved oil lease sites, BOEM, NOAA, etc. We should be offering a position against agencies that are installing structures that are going to kill birds. For instance, sighting wind turbines in Marbled Murrelet habitat. I'm looking at partner letters from Portland Audubon, national Audubon, our own Marbled Murrelet Technical Committee, Washington Environmental Council. Take Portland Audubon's position against the Skoocumchuck installation. That plan included timber harvest. The timber company had a lawsuit against Portland Audubon. When I went to IOC, I found out the timber company wanted to sue PSG because PSG echoed the Audubon letter. Portland Audubon was not allowed to give the

company PSG's information. So PSG could be sued by companies who don't agree with our position. These are some of the things that have been bothering me. We are under enormous pressure to respond quickly. We could decide not to write position letters. Or we roll the dice and risk getting sued. I want to be expedient. This is my own persona bias. I just heard from the Marbled Murrelet Technical Committee that they are I'm really sorry about this departure because I've finally gotten up to speed on murrelet issues. We need to continue to get people up to speed and support them while they're doing it. We need more people to bring items to the Conservation Committee AND to assist with writing the letters. In my tenure, I received more positive reactions from Australian officials than anyone in the United States. Perhaps we should make a helium balloon subcommittee instead?

Comment: I really appreciate your hard work in this position.

Comment: We wrote 10 times more letters in the past two years.

Comment: The more you stick your neck out, the more you likely you are to get chopped. You are representing the PSG collective. There are all kinds of people from all kinds of funding sources.

Comment: It is a little sad that you didn't get the assistance that you needed going to the Committees that are already part of PSG. Someone should be pointing you to the pelagic seabird database and Gary Drew at USGS.

Question: Should we be offering data to agencies that are sighting platforms? Ans: Some data publicly accessible – point them to that.

Question: Is the PSG seabirds database accessible? Ans: No, the PSG database is not publicly available. All the at-sea data is publicly available. Gary Drew, John Piatt, and Kathy Kuletz have that information. It would be great if we had a structure in place to engage PSG Committee Coordinators when these issues arise. And some canned responses/references for letters.

Question: What do you think of this? Ans: With regard to the Marbled Murrelet issue, Peter Harrison, the Committee Co-Chair couldn't help because it was a state-linked issue. This is how it will happen in the future, perhaps to a greater degree.

Comment: If PSG wants to go with the quick turnaround and advocacy, they should think about getting advice from a lawyer as an investment. Someone to let us know what you can and cannot put in a letter, in general.

Comment: That strategy will make for a long lead-time. Research – someone completely alien will have to come up to speed on the issue. There will be many instances where the letter cannot be sent as written because PSG got legal advice not to say something.

Question: What is the point of writing a letter? We had a positive reaction from the balloons. But with today's modern environmental atmosphere, is letter writing effective?

Question: How often do you get responses? Ans: About 1 out of every 10 or 20 letters.

Question: Who receives the letters? Ans: I'm writing government officials and developers. If you do write the wind people on their draft EIS, they let you know the final EIS is coming. But how do we know they have taken our comments into consideration?

Question: How do you pitch a conservation issue so people will take you seriously?

Comment: Sometimes our letters are additive – they are "me to" letters on large issues who lots of organizations responding.

Comment: Those are super important letters. They add legitimacy.

Comment: I think letters are really important. If a quick turnaround forces organization to get sued, it is worth slowing down.

Question: If we keep at the same pace – is it advancing conservation? Or just adding another player in a busy field? I worry about burnout.

Comment: If you have a letter from PSG, you have the voice of all researchers from around the Pacific. If you get it from Kauai it's just the voice of KESRP. That is the power of PSG. There are many small organizations who could benefit from PSG letters or opinions – we should reach out to these people, and turn off some of the requests sent to PSG directly from developers, etc.

Comment: PSG is a storehouse of so much expertise. Two PSG members work for BOEM, who is soliciting the letters. Aren't there ways to tap that expertise? What is the process, what's being considered so far, who in PSG is knowledgeable in this specific area? We need to capture that information. Mark needs a list of people who we can tap into.

Comment: Regarding advocacy versus a more scientific letter – an advocacy letter is most effective to politicians. With an EIS, what agencies are looking for is scientific information they may not know about.

Comment: It would be a great wind energy subcommittee. I'll throw out David Pereksta.

Regarding Arctic refuge drilling someone in PSG has specific details that we can use. Ask Kathy Kuletz. The Arctic comment deadline is March 6.

Comment: BOEM AK is working with Audubon to define seabird IBAs. Government agencies are willing to work with non-governmental organizations on these issues. Maybe PSG can join in on these efforts with ABC or Audubon to supply agencies with more background information when these issues come up.

Comment: We do reference ABC for their wind and feral cat positions.

Comment: Josh Adams has the offshore seabird tracking database in California. There is some expertise. Mary Cody for the East coast. With a quick turnaround, the Vice Chair just needs to make a few quick calls.

Comment: We tried to do this at the Ornithological Council. At each AOU meeting, we'd make the list. The problem is you have to keep updating it.

Comment: We do have a database of bird locations for California that is somewhat current.

Comment: If PSG has such a broad platform of issues it is responding too, it needs a broader platform/knowledge base. The Vice Chair needs to (re)establish a much larger Conservation Committee.

Comment: It would be nice to see us extend beyond the core issues. With letters, we can be broad or we can be deep, but we can't be both. The membership appreciates that. It will be something for the future Vice Chair to consider moving forward.

Comment: I really appreciate Mark's presence on EXCO – he is often a counterpoint – and often brings up different issues and perspectives that we might not have thought about.

## 22. STUDENT SMALL GRANTS AND STUDENT PLANNING

[no presenter]

## 25. PSG APPAREL PROPOSAL

Kirsten and I spend a lot of time talking about, and thinking of, ways to increase revenue and add value to the PSG membership. This proposal is one of our ideas. The proposal is for PSG to allocate about \$1500 towards the purchase of two items – cotton hoodies and the PSG 2018 buff (a headscarf/scarf/ear warmer ring of fabric). We have worked through some of the details including that we would purchase the items and sell at a 30% profit and ship items directly and singly so we reduce paperwork/shipping logistics. The total revenue is \$488, \$1480 invested.

Comment: Let's use a distributor like cafépress, or zazzle to decrease administration of these items. It would be a lot less effort. Sometimes you can specify the markup. You just upload your logo and people can print it on the items you specify – that's it.

Question: What is a buff? Ans: a stretchy scarf made up of a cotton blend material.

Comment: I suggest selling a field guide on kerchief to wipe off your binoculars or camera on pelagic trips.

Comment: The t-shirts for this conference are already sold out. I think there could be more money that could be made on t-shirts than hoodies.

Comment: A student who received a travel award could take this on.

Comment: Go for t-shirts instead of hoodies – better price margin.

Question: Are the buffs lightweight? Ans: Yes

Comment: If the items don't sell, have them at the annual meeting. If we had t-shirts with the PSG logo, people could continue to buy them throughout the years.

Comment: This is quite a bit of an investment for so little return.

Comment: This also serves as advertising for PSG throughout the year.

Comment: People could login to a site and order their own item if we used cafépress.

Comment: We should definitely look into the hanky bino wipe thing, maybe with the PSG logo?

**Kirsten L. will move the PSG apparel proposal forward.**

Comment: Seabird people from other organizations could cross-advertise on the product(s)

## 26. ADDITIONAL VOLUNTEERING VACANCIES

Beyond the list of Co-Coordinator and delegate vacancies, there is a list of 19 positions open and available, many as leads of committees for PSG 2020 in Portland, Oregon.

**EXCO will review this list and let Olivia know what positions interest them.**

Comment: Bill Sydeman has a much longer history with PICES – he may be a good candidate to replace Rob Suryan as delegate

**David will get in touch with Bill Sydeman about this position.**

Comment: this list of volunteer opportunities should be sent to the listserv

**Corey will send out the list of volunteer opportunities to the listserv to attract students and ECSs.**

## 27. STRUCTURE AND SUSTAINABILITY OF EXCO

I wanted to bring up a discussion on how to make the PSG workload more sustainable and how to decrease burnout, especially among PSG Officers. One consideration is whether PSG should consider hiring an organizational professional to help PSG think creatively about redistributing the workload.

Comment: I am on another small non-profit board, and we hired a fundraiser for 5K to write grants. We're always worried about keeping PSG's slights on. It is really hard to do less. We're

very smart people, so we think: let's do this, let's do this. Let's hold that and say we're not going to do this. It is a really interesting balancing act. Things just get so complicated and you have to think about restructuring. How can we be more efficient?

Comment: Turbobridge, CVENT, bookkeepers are services PSG pays for because we feel it is worth it. Maybe there are other services we should pay for?

Question: How many of us were involved in 2012 board training? Don, Doug, Adrian. This training was provided because people felt EXCO did not know they had fiduciary responsibility for the organization. That is the primary goal of the board. Your constituents have elected you to make sure that the Vice Chair for Conservation is supported, that the annual meeting happens, etc. This was a useful reminder. Maybe having a strategic planning session in conjunction with the 2023 meeting is a good idea. Maybe we have a strategic planning session the day before EXCO where we sit down with a moderator.

Comment: It is a lot better for a small group of people to get together and start a draft. And then send to EXCO prior to any all-day meeting.

Comment: The advantage of tackling this in Portland or San Diego is that people can get in their car and drive there for the day. A good facilitator can handle many voices and opinions.

Comment: Much better to get three other people to work on a draft. The facilitator will not understand PSG. The board training we did was more about building individual capacity on board, not building capacity of the organization.

Comment: I would like to see regional representatives more involved in all aspects of PSG. It is a significant amount of work on behalf of the Secretary to arrange monthly calls and reminders for a 15-member EXCO with 30% of people responding.

Comment: Maybe the regional representatives can act as local hosts for calls - set up the doodle poll, get quorum, send out reminders etc.

Comment: I am not as involved because I don't know when offer help or when help is needed.

Comment: I have some extra time to give. I need a more clear sense of where to plug in further. I can help host calls.

Question: Where is the student representation? Ans: Her flight was delayed.

Comment: She should be reaching out more to have students attend EXCO meetings and to raise student-centric issues at EXCO. In the past we've had 20-30 PSG members watching the EXCO meetings. In the early days, the EXCO meetings were not the entire, full day before the meeting so more people could attend without missing other Committee meetings.

Comment: We do release the agendas so people can pop in and out.

Comment: We could do a better job in including everyone in the PSG workplan. I think we're right to continue getting members of the next generation a seat at the table.

Comment: We have tons of other meetings going on that overlap with EXCO and based on their work, they need to attend these technical meetings, not EXCO.

### 23. RESPONSIBILITIES OF EXCO MEMBERS, PSG HANDBOOK

[Motion to discuss EXCO news moved by Jane, Marc seconds.](#)

Major responsibilities are:

- 1) Attend the annual meeting - we do appreciate the effort for people traveling or trying to travel to the annual meeting.
- 2) Attending monthly conference calls – the Chair running the call keeps it on time and as efficient as possible. If you are providing comments, make it brief.

3) Assist the Election Committee in finding candidates - The Elections Committee has been highly successful. It is great to have competitive elections. If there is an incumbent and they want to remain in the position, they need to make that clear in their ballot bio/statement; that they are not doing it out of obligation. As we mentioned with Kirsten (Treasurer) coming up on the ballot soon. We've had very few re-elections in the last two years. The default assumption by the membership is that someone wants out.

4) Mentor your successor for the first year. If you do get voted out, we appreciate your continued availability to who gets elected in your place. The incoming members are already in contact with those they will replace in 2019.

**Chair-elect** - accepting abstracts, sessions and symposia. Use the google drive – the annual Chair templates roll over, year-to-year. You do not have to start from scratch.

**Chair** - learn your Roberts Rules of order! Assigning of people to committee vacancies.

**Past Chair** – LAA/SAA awards, travel awards, student judging.

**Vice Chair for Conservation** – letters, point of contact for regional representatives

**Secretary** – organizing calls and follow-up, PSG Handbook project.

**Regional Reps** – Review every report prior to the call, raise regional issues, make sure any decision made is backed by the money we have in the bank.

Comment: Incorporation as a non-profit in California requires an address in California. Our special agent of process is Nina Karnovsky. Next year (2020) this switches to Mark Rauzon.

Comment: In the past, the job of revising the PSG Handbook was in the hands of the past, past Chair (Kyra). The last update was in 2015, and the outgoing Secretary (Heather) did most of it.

#### 24. SIGNING CONFLICT OF INTEREST FORMS

Please sign the enclosed conflict of interest form (report 24). Some printed copies are available.

**EXCO will sign and scan the COI form to Olivia (new Secretary) who will track down non-signers.**

#### 28. ACTION ITEMS

**Motion to begin discussion of final remarks and action items moved by Mark, Dave seconds.**

**Olivia (new Secretary) will send out the action items from this call via email.**

Comment: I may need the officers' help to review/create slides before the member's meeting.

#### 29. 2018 CHAIR'S CLOSING REMARKS

Big thanks to Jane Dolliver (4 years), Sam Richman (4 years), Kyra Mills (3 years), Mark Rauzon (2 years), Trudy Chatwin (2 years), and to Andre Raine (2 years) and his big run as Local Committee Chair.

#### 30. WELCOME TO THE 2019-2020 EXCO

Welcome new EXCO – I am looking forward to working with all of you to accomplish PSG's 2019-2020 workplan and strategic goals.

#### 31. ADJOURN

**Motion to adjourn moved by Jane, Kyra seconds**

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



Time	Agenda Item	Lead(s)	Report(s)
7:45AM	ARRIVAL AND SOCIALIZING		
8:00AM	INTRODUCTION		
10	Welcome, introductions, roll call, quorum	Adrian, Jane	1
5	Review and adopt agenda*	Jane	2
5	Approve 13 February 2019 minutes*	Jane	3
8:20AM	REVIEW OF REPORTS		
15	Overview of 2018 activities & workplan	Adrian	4
10	Discussion and questions for 2018 reports	Adrian	4
8:45AM	LOCAL COMMITTEES		
15	2019 Local Committee update + budget	Andre	5
10	PSG 2021 Room Block*	Nacho	6
10	PSG 2020 Update	Jane	7
9:20AM	MEMBERSHIP		
10	2018 membership report & membership goals	Emma Kelsey	8
9:35AM	TREASURER		
15	2018 Treasurer's report	Kirsten B	9
9:45AM	TEA AND COFFEE BREAK		
10:00AM	ACTION ITEMS FROM REPORTS		
10	Funding request for the OC*	Doug Forsell	10
5	Delegate to the OC	Doug Forsell	11
5	Elections Committee Co-Coordinator	Adrian/Katie	11
5	Communications Coordinator*	Adrian/Jo	11
5	Marbled Murrelet Tech. Committee Co-Coordinator	Adrian	11
5	Corresponding Members Co-Coordinator	Adrian/Kyle	11
5	Thank yous to Pat Baird and Rob Barrett	Adrian/Louise	11
5	Approve ECS WSTC#5 criteria (from 10 Jan)*	Jane & Adrian	12
11:10AM	ORGANIZATIONAL POLICIES, PROCEDURES		
30	Approve Code of Conduct v1 for ratification*	Joanna Smith	13a, 13b
11:40AM	ORGANIZATIONAL POLICIES, PROCEDURES		
20	Travel Awards Criteria* and discussion	Kyra	14

12:00PM	LUNCH		
1:00PM	PLANNING		
15	Workplan update	Jane	15
15	Bylaws – terms and resignations*	Jane	16
20	Fundraising Committee – Conservation Fund, LOCO 2020 fundraising, Student Travel Awards 2020+	Adrian, Kirsten B.	17
10	Annual Meeting Committee	Jane	18
15	Future Meeting Locations - PSG 2022	Kyra	19
15	Membership Meeting at 2019 - agenda	Adrian	20
30	Conservation planning	Mark	21
3:00PM	TEA AND COFFEE BREAK		
3:15PM	PLANNING CONTINUED		
30	Student small grants, student volunteers year-round	Corey	22
10	PSG apparel proposal*	Kirsten, Jane	25
5	Additional volunteering vacancies	Olivia B., Jane	26
15	Structure and needs for EXCO sustainability	Jane	27
4:15PM	EXCO NEWS		
10	Responsibilities of ExCo Members, Handbook	Adrian	23
5	Signing conflict of interest forms	Jane	24
4:30PM	ACTION ITEMS		
5	Review of action items	Jane	N/A
5	2018 Chair's closing remarks	Adrian	N/A
5	Welcome to the 2019-2020 ExCo	Dave	N/A
4:45PM	ADJOURN*		