

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

4 February 2019 Conference Call

1:00-2:30pm (Pacific Standard Time– UTC-7)

Amended and approved 13 February 2019

Present: Jane Dolliver (Secretary), Dave Craig (Chair Elect), Kirsten Lindquist (Northern California Regional Representative), Kirsten Bixler (Treasurer), Marc Romano (Alaska/Russia Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Corey Clatterbuck (Student Representative), Adrian Gall (Chair), Kyra Mills-Parker (Past Chair), Trudy Chatwin (Canada Regional Representative), Andre Raine (S. California, Latin America, Hawaii Regional Representative) [11]

Absent Mark Rauzon (Vice Chair for Conservation), Samantha Richman (Non-Pacific U.S. States Regional Representative), Peter Hodum (Washington/Oregon Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [4]

Others: Jason Jannot (Washington/Oregon Representative candidate), Kirsty Franklin (WSTC#5 Representative), Aly McNight (Non-Pacific U.S. Regional Representative candidate), Olivia Bailey (Secretary candidate), Emma Kelsey (Membership Coordinator), Helen Raine (PSG 2019 Event Coordinator), Kerry Woo (Canada Regional Representative candidate), Ignacio Vilchis (PSG 2021 Local Committee Chair) [8].

1. APPROVE 4 FEB 2019 AGENDA

Motion to approve the 4 Feb 2019 agenda moved by Jane, Dave seconds

Motion to approve the 4 Feb 2019 agenda moved by Jane, Trudy seconds

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

2. APPROVE 10 JAN 2019 MEETING MINUTES

Motion to discuss the 10 Jan 2019 meeting minutes moved by Jane, Kyra seconds.

Motion to approve the 10 Jan 2019 meeting minutes moved by Jane, Marc seconds

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

3. WSTC#5 ECS AWARD PROPOSAL

Motion to discuss report 2, WSTC#5 ECS Award proposal moved by Jane, Kyra seconds.

The World Seabird Twitter Conference has grown rapidly. The request is to support a \$200 award for best presentation to try to motivate people to take part and draw attention to early career researchers.

Question: What are the criteria for receiving an award? Ans: The number of likes, re-tweets, and questions they get during the conference

Question: Are other groups sponsoring awards? Ans: Yes, The Seabird Group (UK).

Question: Are there other awards? Ans: Yes, two regional awards – one Pacific, one Atlantic.

Question: Can PSG offer cash awards? Ans: Yes. If the award less than \$600, it does not require extra work on our end – no W9 or 1099 required.

Motion to approve report 2, sponsorship of World Seabird Twitter Conference Early Career Researcher Award in the amount of \$200 USD moved by Jane, Kyra seconds.

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

Question: Are eligible presenters residents of countries currently represented by PSG? Is the award based on where the researcher is, or where the project is? Ans: Based on where the person is, probably. Would need to confirm with the rest of the planning committee.

Comment: It will be good to lay out the award criteria and geographic scope

Kirsty Franklin will put something together ahead of the 27 Feb meeting, for Adrian and Jane

4. LIFE MEMBER BUTTONS FOR PSG 2019

The proposal is for a pin that can be attached to their lanyard – report 3 shows one design. It is small – 1 inch diameter. Kirsten was going to look at other options available locally.

Question: Will these be finished for the meeting? Ans: yes, they can print and ship in 1 week.

Comment: One advantage of finding something locally is don't have to pay shipping.

Comment: It may not be just what you want if you order it online.

Comment: I would like to see the logo bigger and the life member star smaller.

Comment: I think it's a good idea.

EXCO should email Emma if they want to be involved in pin design (beyond the Officers)

Motion to approve purchase of life member buttons of up to \$500USD by Jane, Andre seconds.

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

Emma and Kirsten B. will pass 1-4 final design ideas to the Officers for approval

5. PEOPLES CHOICE AWARD

The proposal is to offer one more award type in addition to “best student talk” and “best student poster” (at 3 levels: Ugrad, MS, PhD level). The new award is the “Peoples Choice Award.” I've run this by a couple long-term PSG members, and then did not have any major criticism. One talk and one poster would win (and one runner up for each). There are no restrictions on the presenter. There would be a box at the registration desk, or you can use a google form. The presenters are ranked using the qualitative criteria of: Ambitious Question Unique analysis, Keen presenter.

Comment: Sounds good. I like this idea (x2).

Question: What does the awards Chair think? Ans: I like the idea.

Question: As was pointed out, if someone wins a student presentation award, does that disqualify them? Ans: Because this is about spreading the wealth, I think so.

Comment: This could be a way to commend a truly extraordinary presentation. It amplifies the ranking of the general judges. If the general judges can't vote for the Peoples Choice Award, then there are two independent metrics.

Comment: Good to have an award open to everyone.

Comment: I'd suggest limiting it to online voting only.

Comment: There needs to be a volunteer that's assigned to tally the votes and rank winners.

Question: Are votes providing feedback? Or just name and time slot of talk/poster? Ans: Yes, providing open-ended feedback in comments box.

Question: What happens to feedback? Ans: Best-case scenario, it returns to the presenters.

Comment: We can read some of the comments prior to presentation of the award.

Question: But the comments are not included in the ranking? Ans: Correct.

Question: Do we have an extra volunteer who can man the box? Ans: Yes, Trudy.

Trudy Chatwin will manage the Peoples Choice Award

Motion to offer the Peoples Choice Award at PSG 2019 moved by Dave, Luke seconds

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

6. WATER BOTTLE STICKERS

This proposal is to print 300 stickers for folks to receive by showing their water bottle at the registration desk. There are three options 1) print with PSG logo, 2) print with PSG 2019 logo, 3) do not print stickers. The cost of the stickers is approximately \$137 for 300 stickers. The idea is that the younger crowd likes to collect stickers on their laptop/water bottle and these could provide free advertising to PSG throughout the year.

Question: Who will do this? Ans: **Jane can work with Kirsten to order these stickers.**

Comment: I like the idea of using the PSG logo, so we can reuse them next year.

Comment: I like that idea, too (x2)

Comment: We're not handing out bags this year. We have mugs. This extends the PSG brand.

Question: The funds would come out of the general fund? Ans: Yes.

Question: We can afford this? Ans: Yes, this is a small amount. The budget is relatively tight, but the meeting is forecast to make a profit.

Motion to approve purchase of 500 stickers with the PSG logo (approximately \$185 USD), moved by Trudy, Jane seconds.

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

7. UPDATES

7a. CONSERVATION FUND

There was a request to contribute more funds to the Conservation Fund via the listserve. This is a reminder, as EXCO, that it is on us to keep encouraging donations to the Conservation Fund, and to look for opportunities to talk it up to groups outside our circles. This is a great chance for landowners or industry folks to make their money count - it is an incredible return on an investment.

Comment: If the Canadian donation is very large, it is worth investing it to accrue interest.

Kirsten will talk to Verena about the donation size from Canada and develop a plan

Question: Can we use proceeds from the fashion show to support the Conservation fund? Ans: Not planning on earning a lot, but possibly.

7b. PSG 2019 REGISTRATION UPDATE

Registration is at 298 (277 and 21 guests), three weeks out.

Adrian will send out a reminder to unpaid PSG 2019 registrants in the next 10 days

We need to be sure that we let everyone know we are closing registration on Feb 21. Beginning Feb 22, registration will only be available at the day rate, at the registration desk.

Andre will include in the LOCO update that registration closes Feb 21.

7c. SCIENTIFIC PROGRAM SCHEDULE

There have been some changes to authors that have been rolling in. There have been some adjustments to columns to make sure the schedule is printable and ready for release. Right now, the award presentations are in conflict with the documentary time.

Question: Have people been able to see the schedule? Ans: Yes

Comment: The hotel needs 3 hours of time to set up on Saturday. Beth's plenary 3-4pm is perfect, nothing can start until 7pm. If we want awards, we can push the party back to 7:30pm

Comment: We cannot have events overlapping with the awards. We only have 2 awardees this year – both will have done plenaries. I think we include it in the first 30 minutes of the party and we make it clear that nominators have exactly 5 minutes to talk.

Comment: I saw the email about USFWS wanting to be part of the ceremony. The people who nominated the awardees are the ones who present to the awardees. We'd need to hook this USFWS person up with the nominators.

Awards Committee will connect Andre with Beth's nominator(s)

Question: SAA and LAA could happen during the first lunch, Thursday 28 February?

Question: Could we have the awards 6:30-7pm ahead of the poster session? Ans: Okay.

Question: Do we have the space for that? Ans: Yes, we have Jasmine 1 & 2. The stage, projector, and screen will be there.

Question: Where will the posters be? Ans: There are a series of columns at the back of the ballroom, and the posters are behind those columns. It will be tight, but we figured it.

Comment: I like that timing.

Comment: Poster sessions are usually casual affairs – people wander in and out. This is a lifetime achievement award. LAAs are a big deal – this is something we want to celebrate. Personally, I don't see a lot of people clamoring to get to the poster session at 6:30pm.

Comment: The awards will not be listed as the "kick off" to the poster session. It will have its own designated period. If we put it in the party, people will be in party mode and inclined to move things along.

Comment: We're going to have a free drink and pupus ahead of the poster session. This might be a way to encourage people to attend the awards and move people along.

Comment: Food and drink brings people in, more than anything else.

Comment: In the past, people have asked that awards not be included at the banquet/party.

Comment: David Duffy's plenary goes until 5:30pm? 6:30-7pm is awards, 7-9pm is posters.

Comment: This is a good schedule. We don't want to cut into the poster time.

Comment: We could run the poster session until 11pm. The hotel is fine with that.

Question: The LAA is just a half hour? Ans: Yes.

Question: But in the past, each recipient gets, 45min-1 hour to talk? They are not presenting anything? Ans: They each have a plenary.

Comment: Nominator could talk for 10 minutes, acceptance speech could be 5 minutes.

Comment: From feedback from PSG 2018, keeping speeches short is good.

Comment: Some of the most successful award ceremonies were done in the AM, before talks.

Question: Could we do this before their plenary? Ans: The nominator could introduce them, they get their award, and then do the plenary.

Comment: Most people will attend the plenaries

Comment: And if the person goes long, they're specifically stealing it from their plenary.

Comment: Need to let them know ASAP to cut down the talks.

Comment: For Beth's we need to be out of the room by 4pm. For David's we can shift everything back by 15 minutes.

Question: How much time was offered for plenaries? Ans: 45 minutes.

Dave will convey to nominator and recipient about time ahead to present award

Comment: Adrian is almost done populating CVENT so David can confirm.

Adrian will send the CVENT draft schedule to David.

Question: Did you get confirmation who you offered plenary rooms to? Ans: No.

David will get confirmation on which speakers need rooms and which will use them.

Comment: Presentation awards need to happen at the party? Ans: Yes, but they're quick – announce, get award, take a photo - done.

7d. LOCAL COMMITTEE UPDATE

Andre is working on text for the water ceremony. Sabra and Hob have a Kahili made of seabird feathers, which is very sacred. Bringing it requires \$100 in cloth and a seamstress, so that it's protected. Total costs is probably \$200-250.

Question: Is this okay? Ans: Yes. There are still people signing up – budget is okay.

The sustainability text will be updated. Boxed lunches are in special compostable boxes. We need to spread the word about putting these in the correct bin.

Question: Programs - how many have been sold? When do we print? Ans: **Adrian will make the program count a real-time report.** The goal is to print these 2 weeks before the meeting.

Question: Since we have registration open until 21, would that be too late? Ans: No, and **Helen can print an extra 20 in case on 21 February.**

Question: Will the EXCO meeting be about 20 people for lunch? Ans: Yes, 15 EXCO + 5.

Jane will give EXCO meeting RSVPs to Helen

Question: Talks – KESRP is supplying the laptops. Have we tried Dropbox to collect talks? Ans: No, we have not tried this yet. You just deliver your talk by the dropbox.

Question: How do you normally handle the first session on Thursday? Do you ask people to drop off their talk on Wednesday, by start of welcome reception? Ans: Yes, but inevitably you need to track people down before the plenary on Thursday and during the first coffee break.

Question: Dropbox might help with this rush? Ans: Yes.

Comment: Google docs have been useful to allow abstract edits.

Comment: Most people will use the dropbox.

Dave will email the uploading to Dropbox information out presenters of talks.

Question: Former Chairs' meeting – is it okay that the room is theater style? Ans: probably fine.

Question: Can we put the Former Chairs in the Ginger board room? Ans: Yes, for an extra cost.

Kyra and Jane will look at RSVPs and get back to Helen on what is needed.

A representative from Congresswomen Tulsi Gabbard's office will join us on Friday and a representative from Governor David Ige on Thursday, both before plenaries. DOFAW will support the purchase of 350 conference mugs.

Question: Are there call-in options for any of the meetings? Especially tufted puffin technical committee? Ans: Goal is to have one conference phone line/device per meeting.

Helen is inquiring with local organizations to borrow A/V and phones.

Jane and Kirsten can provide conferencing via WebEx if needed.

Question: Are we fine with the committee meetings? Ans: Yes. Just want to make it clear that only EXCO is provided lunch and coffee. Other committees need to coordinate with the hotel directly to make these available.

7e. STUDENT UPDATE

LOCO will pass the Silent Auction tax info to Corey

Adrian will provide Corey with the number of banquet tickets purchased for students.

Helen and Kirsten will make sure people can do this at PSG 2019 up until the deadline for the party.

7f. EXCO MEETING REPORTS – DUE 12 FEB

Many reports have not been received – they are due next week, Tuesday, 12 February.

7g. TREASURER'S UPDATE

The Craig S. Harrison Conservation Grant Fund just received a 2K donation on 31 January. The Treasurer just received all the information to file taxes and should be getting hardware to swipe credit cards through the square account next week.

Question: The Conservation Fund total here excludes the recent 2K award? Ans: No, not yet.

7h. CONSERVATION UPDATE + LETTER SIGN OFF

One conservation letter was sent to BOEM re: three wind energy sites planned for coastal California. There is a google form link at the end of this report – EXCO should sign on.

EXCO, if able, will sign on to the Arctic science letter included in report 11.

7i. ELECTIONS

Reminders will be sent Tuesday 5 Feb, Friday 8 Feb, Monday 11 Feb, and Tuesday, 12 Feb. All regions are currently reporting at 45%. Most regions are reporting at over 30%. Several people have switched regions, so we've sent out new ballots. We need to schedule a call soon after elections to approve membership-nominated candidates and make them official ahead of the 27 February EXCO meeting.

Jane will schedule a call for February 13 to approve membership-nominated candidates.

7j. PSG 2021

The La Jolla Shores hotel quoted rate is \$209. There is another hotel nearby but they won't reserve anything until we are a year out (Feb 2019).

Comment: \$209 is probably still under government per diem rate for San Diego in February.

Nacho will send room contract for the La Jolla Shores hotel to the PSG officers.

Budgets on food and catering will not be available until the conference is a year away.

Question: What kind of a timeline you have to secure the \$209 rooms? Ans: probably now(ish) because they're not going to want to wait.

Nacho needs to get a Local Committee together for PSG 2020.

Sophie Webb quoted PSG \$600 for a color conference logo. We want to lock in this price.

Nacho will pass along this invoice, and Kirsten will cut Sophie a check

Question: Does Nacho have a copy of the PSG handbook? Ans: Yes.

8. ADJOURN

Motion to adjourn moved by Trudy, David seconds.

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

4 FEBRUARY 2019 AGENDA

(* indicates need for a vote)

1. Roll call & review agenda*
2. Approve 10 January 2019 meeting minutes*
3. Approve WSTC#5 PSG ECS Award*
4. Approve Life Member buttons*
5. People's Choice Award*
6. Water Bottle Stickers*
7. Updates
 - 7a. Conservation Fund
 - 7b. Registration Update
 - 7c. Scientific Program Schedule
 - 7d. Local Committee Update
 - 7e. Student Update
 - 7f. EXCO reports for 27 Feb Meeting
 - 7g. Treasurer's Update
 - 7h. Conservation Update
 - 7i. Elections Update
 - 7j. PSG 2021
8. Action items and adjourn*