

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

18 July 2019 Conference Call
12:00-1:00pm (Pacific – UTC-7)
Amended and approved 9 August 2019

Present: David Craig (Chair), Olivia Bailey (Secretary), Rob Suryan (Chair-Elect), Peter Hodum (Vice Chair for Conservation), Adrian Gall (Past Chair), Kerry Woo (Canada Regional Representative), Mary Cody (Non-Pacific U.S. States Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Kirsten Lindquist (Northern California Regional Representative), Corey Clatterbuck (Student Representative) [10].

Absent: Kirsten Bixler (Treasurer), Rachael Orben (Washington/Oregon Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [5].

1. APPROVE 18 JULY 2019 AGENDA

[Motion to discuss the 18 July 2019 agenda moved by Olivia, Marc seconds](#)

Comment: Can we add a discussion to how things are posted on the Facebook page to the Communications update?

Comment: If anyone has input on planning for the 2020 meeting, I'd be happy to hear it in the LOCO update.

[Motion to approve the 18 July 2019 agenda moved by Adrian, Mary seconds](#)

[Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously](#)

2. APPROVE 6 MAY 2019 MEETING MINUTES

[Motion to discuss the 6 May 2019 meeting minutes moved by Olivia, Adrian seconds](#)

Comment: There was a reference to profit from the 2019 meeting, but because we are a non-profit, we don't have profit, we have surplus. It's good to be in the habit of discussing short falls and surpluses, rather than profit.

[Motion to approve the 6 May 2019 meeting minutes moved by Olivia, Adrian seconds](#)

[Abstentions: 0, Nays: 0, Yays: 10, motion passed unanimously](#)

3. APPROVE sharing PSG information with CSA/Julia Parrish*

[Motion to discuss sharing PSG information with CSA/Julia Parrish moved by Olivia, Peter seconds](#)

PSG received an email from Julia Parrish, who recently joined the board of the Citizen Science Association (CSA). She's asking if we are willing to share any information on PSG's organizational size, structure, and budget with her and the other board members. She's also asking if we're willing to share information on the annual budget and staffing of *Marine Ornithology* with her and the other board members of CSA.

Comment: I think the easiest thing to do is to point her to *Pacific Seabirds* because all of the information is in there. Volume 1 has all of the committee chair reports that include details on who our members are and how many we have. Volume 2 has all of Treasurer's Report that has all of our financials in it. Between those two volumes there's exactly how our board is composed, who our board members are. What might not be in there is the nitty-gritty of MO finances because we haven't been reporting those until this years. The details of MO finances would be something that needs to come from MO's Managing Editor.

Action Item: Olivia will contact Julia Parrish with Pacific Seabirds information.

4. APPROVE MMTC facilitation request after budget review

Motion to discuss MMTC facilitation request after budget review moved by Olivia, Rob seconds

In our March meeting, we verbally approved to give \$3375 to the MMTC to use for a facilitator for one of their meetings. This was approved pending the final budget from the Kauai meeting. The Treasurer has confirmed that we have the money to cover this facilitator, since we are well into the black after the 2019 meeting. Since it is below \$4000, we do not need to vote again. When the Treasurer gets back from China, she will send the directly pay the facilitator.

Action Item: Kirsten B. will send \$3375 to Jennifer Arnold of Reciprocity Consulting for facilitation of a MMTC meeting.

5. UPDATES

Motion to discuss MMTC facilitation request after budget review moved by Adrian, Olivia seconds

5a. COMMUNICATIONS UPDATE

The Communications Committee sent us an update from their June meeting. They've updated their social media policy, and have hit 3.5K likes on Facebook. They're working on a link on the Facebook page for donations. They'll be working with the Local Committee to start building out the PSG 2020 pages on the websites and have been active on all social media and the website during the past couple months.

There is a link to the social media policy, and on page 3 of that document, there is a list of the type of content that will be posted.

Comment: Great, I was interested in the criteria for posting, so this is timely.

Comment: In my experience, if you message them on Facebook through the PSG page, they are quick to reply and will schedule a post for you. Everything that I've forwarded to them they have put up.

Comment: If you have other questions, I can connect you with Jane.

Comment: I will look at the policy first and will let you know if I have additional questions.

5b. LOCAL COMMITTEE UPDATE

The announcement for requesting proposals and special paper sessions has been drafted and approved by the Local Committee. Unless there is any other input, we will go ahead and post to the listserv. Hopefully, that will be posted tomorrow. As soon as it is posted, I will send it to the listserv and PSG will send out a tweet, and we can all re-tweet to get more distribution.

Our goal is for the website going live in early September. I leave on a cruise on 29 Aug and will be out for 2 weeks. My goal is to have most everything ready for abstract submissions before I leave. We will at least have put a notice that the conference website is live with the special paper sessions, and if we don't have the abstract submissions by then, then we will have that soon after I return, with the abstract deadline in the middle to end of November.

Question: I'm still getting notices from CVENT that money exchange has not been taking care of yet. Is that completed?

Ans: CVENT hadn't been kicking us the membership fees from people registering for membership. They get paid to CVENT and then they cut us a check with the membership funds. The Treasurer noticed that we hadn't gotten the money and sent them a message. I think that she did receive them, but I logged in today and it is still showing as an open case. We can ignore this for now. I deactivated the Program Chair email for now, and we will reactivate it once we get the new event up and running. For now, it should be okay.

Action Item: Kirsten will confirm that we got our membership fees from CVENT.

Comment: Lots of CVENT questions for everyone and for the Communications Committee in particular. Two members of the Communications Team are doing the cosmetic piece of the event website, so we need to get that up and running sooner than later because there's a lot of tweaking that needs to be done to set it up. We can copy a lot of things from last year over, but there is a lot of customization and information needed from LOCO to get pieces together. These two Communications Team members are in a good position to work with the LOCO to get that together, but there is the registration piece. We need to get the registration fees figured out as soon as possible. We need to know how much we are charging people. I don't know if the LOCO has tackled that yet; those need to be voted on by ExCo. There's quite a bit that needs to happen on an August call before we can make this go live. The big ones are the registration fees and getting the details of the website together.

Question: Rob, do you know if there's a working budget from LOCO yet? I haven't received anything.

Ans: No, I can coordinate more with LOCO. This is the first time I've spoken with them.

Comment: We need to approve the meeting budget and registration fees before any information goes public for the meeting.

Comment: That's helpful, I was going to report back to the LOCO after this call, and this will help me get a better understanding of what more I need to inquire with them about.

Comment: The spreadsheet that I shared with you guys – I shared the planning sheet that a previous Chair put together in 2014, it's a task list of everything that needs to happen and who is in charge of making it happen. I shared that in the PSG ExCo Google Drive folder, it does have an .xls extension, it acts just like a Google Sheet, and it is shared with the LOCO as well. They should be able to get in there, update it, and keep everyone coordinated on what's happening and what's been done.

Comment: Thanks, I'll make the 2020 tab before I call them and let them know it's ready to go.

Comment: If you look at the template tab, it can be copied over and then customized to whatever the meeting needs. Most of that should be accurate.

Action Item: Rob will report back to the LOCO and ask about the budget.

Comment: The other big one, and something that we'll also have to get straightened out for the next ExCo call, is that I need to talk to our CVENT account manager. If you're up for tackling the CVENT abstract manager again, then we need to get that – we need to purchase it, and we need to get it customized and ready to go to accept abstracts.

Question: I remember an email chain with some concern about how well that worked last year? I'm happy to use it again if it worked fine.

Ans: So two years ago, it worked well to a point, and then it had a somewhat catastrophic failure. It didn't make the last leap to allow us to take abstracts and put them in the schedule. It was really helpful for receiving abstracts from people and for reviewing abstracts, although it started to have some stumbles during the review process. And then it failed to deliver on the third piece, which is actually being able to drag them and drop them into the schedule. CVENT promised us that they had fixed all of those things, but the timeline to evaluate that ran out on us last year. We ended up not using it, Dave can attest to the pain it requires to do it manually. Given that CVENT has said that they fixed everything, do we give it another shot? And they did refund our investment in it the first year. So we didn't actually end up out money for the pain it caused two years ago. But even that was less compared to what Dave went through last year. We suggest that we try it again this year. Especially with your timeline and coming and going from the field.

Comment: I agree with that. We had a lot of discussion last summer and looked at some competing contracts. We voted to do it by hand, but if we have the surplus in our budget, it will be money well spent.

Comment: I'm sold. The only other thing I had evaluated was that should we use the one we use for World Seabird Conference because they've been great. I can see where we don't want to disassociate from this, since we are linked up with CVENT for years to come.

Comment: Given the timeline, I am not opposed to considering other options. But we are short on time right now. Maybe if we can do CVENT this year, then you are in a good position to compare the two. If it is worth doing something different next year, then we can recommend that.

Comment: Let's do that.

Comment: I will get together with our CVENT account person and get a quote from them on what it will cost to implement the abstract manager this year. That will have to be rolled into the budget as well.

Action Item: Adrian will contact CVENT account manager and get a quote for the abstract manager.

Comment: The Local Committee did ask for 2-3 volunteers, particularly to people with contacts with NGOs, for fundraising. If anyone is interested, let me know.

Comment: Another great resource was the fundraising list of places that have been successful in the past, and the ExCo divided that up last year. We can look at who is doing that work.

Action Item: Dave will send Olivia fundraising spreadsheet from PSG 2019.

Question: I noticed down in the Essential Work Plan items, under Elections Committee, it says "vacant" in all caps for the person responsible. I know we had an Elections Committee Chair in 2017 and 2018, and do we have a replacement for her now, since she's super busy with Local Committee things? And if not, what's our plan? That's something that was mentioned at the ExCo meeting in Kauai. Maybe it's worth checking in with other members of the Elections Committee.

Question: In these situations, do you put a general call out to the listserv? Or is it more targeted?

Ans: I think we've generally started with targeted, and then if that fails, put out an open call.

Comment: It seems like we can include the folks who have indicated that they are interested in running for office in the past.

Action Item: Dave will contact Jane about Elections Committee Chair position and work on finding a replacement.

Comment: I don't know if the Secretary has sent around the results of the post-meeting survey, but there were some people who indicated that they are willing to volunteer and be involved, including in elected positions.

Action Item: Olivia will send Dave the information on PSG members willing to volunteer and run for an elected position.

3. ADJOURN

Motion to adjourn moved by Rob, Olivia seconds

Abstentions: 0, Nays: 0, Yays: 10, motions passes

18 July 2019 AGENDA

(*Indicates need for a vote)

1. Roll call & approve agenda*
2. Approve minutes 6 May 2019*
3. Approve sharing PSG information with CSA/Julia Parrish*
4. Approve MAMU facilitation request after budget review*
5. Updates
 - 5a. Communications update
 - 5a. Local Committee Update
6. Action items and adjourn