

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

9 August 2019 Conference Call

11:00am-12:00pm (Pacific – UTC-7)

Amended and approved 26 August 2019

Present: David Craig (Chair), Olivia Bailey (Secretary), Rob Suryan (Chair-Elect), Peter Hodum (Vice Chair for Conservation), Kirsten Bixler (Treasurer), 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: Rachael Orben (Washington/Oregon Regional Representative), Adrian Gall (Past Chair), Luke Einoder (Asia/Oceania Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [5].

Others Present: Katie O'Reilly (PSG 2020 Local Committee Co-Chair), Kim Nelson (PSG 2020 Local Committee Co-Chair) [2].

1. APPROVE 9 AUGUST 2019 AGENDA

Motion to discuss the 9 August 2019 agenda moved by Olivia, Rob seconds

Motion to approve the 9 August 2019 agenda moved by Olivia, Rob 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 Peter, Olivia seconds

Motion to approve the 6 May 2019 meeting minutes moved by Olivia, Mary seconds

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

3. APPROVE LOCO budget and LOCO updates

Motion to discuss LOCO Budget moved by Olivia, Mary seconds

We are moving forward with the meeting in Portland. We have the venue organized and the AV set up. We have the poster boards, and you guys received the draft budget that we put together. We have the design and logo all ready, and we are working on swag. We're thinking of some small dry bags with the puffin logo on it, and we'll do t-shirts, hats, and other things, too. We're moving forward. Adrian sent a great email with to-do list. Our next step is getting more fundraising going. We have some done already – one funder is already in the process of giving some money through her agency. An invoice was sent, so that's in the process. So one funder has already contributed money for the meeting. I'm compiling a fundraising list, and we're starting to work on that to get other money to support the conference and travel awards.

We haven't done anything with field trips yet, so we're getting on that one. We're working hard to get it all up and running so that people can start registering and planning. September 1st is our deadline there, so it's coming right up!

Comment: About the budget, for the RegOnline fee section, I can provide some more information from CVENT. The fee is \$6.50 per registrant.

Question: We have \$10 per attendee. Was that maybe thinking about credit card fees too?

Ans: No, there's a couple levels of fees here, so there's 3 separate fees. The first is \$6.50 per registrant, the second is for every transaction it is the transaction fee times .0399. Then on top of that, we are also going to do the abstract manager this year, and that costs a flat fee of \$3,095. So the fees that you have in there are low. What I see on the budget is \$26 total, and it's going to be a bit more than that.

Comment: We have \$3,000 for the \$10 per attendee, assuming 300 attendees. So it sounds like we need to add the flat fee of \$3,095 and then is the .0399 – are you saying that it is a 4% transaction for the registration fee, but not for other stuff, like t-shirts?

Comment: That's for everything, every single transaction has a 4% fee, and on top of that, for every registrant there's a \$6.50 fee.

Comment: That's going to be hard to figure out, since that's going to be 4% times everything they spent.

Comment: Well, I can help you a little bit. I can give you the total for 2019. The 4% fee for 2019 came out to a total of \$4,482.39 for the full event. So as an estimate, that's what we're talking about.

Comment: So if we put 4% of a \$400 transaction, that's \$16. It just depends on what the registration cost is. So if we put in that \$4,500 plus \$3,100 for the flat fee, that should be a good estimate.

Comment: Plus another \$2,000-ish because it's \$6.50 per registrant. And then I can give you what we have currently in our account for student travel – it's \$5,686 and change. So that will be the base amount we can offer. I think that generally PSG provides another \$1,000-\$2,000 on top of that. We haven't looked at the budget to do that yet.

Comment: We'll also fundraise for that. Based on my past experiences with PSG in Portland and World Seabird Conferences, that's a good way to raise money. People want to contribute for student travel. I think we should be able to raise some money to support that.

Comment: I also noticed that under income, you have \$3,000 for RegOnline fee. We did use to charge a \$10 transaction fee to cover our cost, but we are not doing that for CVENT. At least we didn't last year. So that is not a source of income, as far as I know.

Comment: Okay, so delete line 45, it sounds like. One thing that we have a question on is starting to think about speakers and awardees. Those numbers are just estimates at this point, since we don't have a solid understanding of who is coming from where and how many people.

Question: What is the process for determining who those people are? The awards committee is the three Chairs?

Ans: Yes, we have 9 or 10 people to consider for the Lifetime Achievement Awards. Rob, Adrian, and I need to go through and do our rankings. If there's time today, we are interested in people's feedback on how to do that evaluation process, given there's so many meritorious people.

Comment: Well the way we've done it in the past and it doesn't always make sense, because some of those people have been on that list forever if you're looking at the list that the Past Chairs have put together, is usually that one of the awardees is a local person to highlight them in the place where they live. If there's more than one for both awards, then they could be from anywhere. It's really hard to choose, the Past Chairs have always said that we need to award people before they pass away, so we've given awards to people failing in health. Otherwise, it's how deserving are they, who does PSG want to recognize, and does it match with the theme of the meeting, too.

Question: I have one question about program printing on the budget – it says 0 cost there, is that following the Hawaii experience, where we are going to charge people for printing?

Ans: Yes, that is the plan. Effectively, they are paying for the printing cost. So it's a neutral cost in that sense.

Comment: One of the other things that came up in emails was paying for the logo. Sophie Webb received \$600 for the San Diego logo, so we are trying to figure out what to pay Olivia Townsend. I saw some numbers more like \$200-\$300 in emails, so we need to figure out what to do there.

Comment: When another artist did the logo, I just asked her how much she wanted for it. She gave a discount from what the price would be, and then she drew five birds and we got a cut rate from what she usually charges for her work. We could ask the current designer what she wants for it. I would think \$500-\$600 sounds good to me.

Comment: Okay, that will work.

Comment: I just want to give you some feedback on what we spent last year on speakers and awardees for their travel. We actually didn't spend very much, it was about \$4400 and one big reason we spent so little was that we used the comped room from the resort for the awardees and invited speakers. Then the people that were traveling locally did not want to be reimbursed

for their travel, which left us with just one room that we compensated for and 3 flights. The flight cost ranged from \$600-1600.

Comment: That's definitely helpful; we're not as wealthy in terms of our comped rooms. We have some, but not a ton, given how many nights the meeting is. You'd want them to be there presumably for 4 nights comped, but we could do some nights comped but not all nights.

Question: Have we comped all nights in the past?

Ans: Last year I think Saturday night was not comped. So it was maybe 2-3 nights per person. Generally, people paid for a room on their own the night they arrived and the night before they left.

Question: And they were okay with that?

Ans: There weren't any complaints.

Question: When we make these budget corrections, what's the procedure for voting? Do we do an amendment?

Ans: If we need to make substantial changes, then it might need another review. If we are just asking for corrections, we can approve, assuming they are making the corrections.

Comment: I can make these corrections now and then send them right out to you.

Comment: It would be nice to have the budget approved. Rob, do you have any questions, I know you're pressed for time.

Question: Yeah, a couple things. Are the budget corrections going to include the additional cost for the abstract manager? Because we need to approve that, too, right? So if it's inserted in the budget, then we do not need to do two votes?

Ans: Yes.

Comment: Yes, I'm going to put \$9,800 total for the CVENT stuff. I'm going to round it to \$4,500 for the 4% transaction fee and \$2,200 for the \$6.50 per attendee, and then \$3,100 for the flat fee. So that comes out to \$9,800. We'll be within a few hundred; of course, it depends on how many attendees we have.

Comment: Adrian also requested to estimate the number of attendees.

Comment: If we pre-pay for registrants, it saves \$1-\$2 per registrant. We've pre-paid for 300 registrants at the last two meetings, and then have ended up with 307 and 330 people. I don't

know what the costs are, let's say if we pre-pay for 350 and get 330. I'm not sure what the tradeoff is.

Comment: I think Adrian was wondering if you have an estimate of attendees based on the last Portland meeting. Would it be around 300 the range or more in the 350 range, which we thought it was before?

Comment: I'm looking at 300 times \$6.50 and 350 times \$6.50, and you're looking at about a \$200 difference there, so \$1950 versus \$2145. I would think that we could certainly pre-pay for 300, that would be no problem. I can't imagine that we'd have below 300 in Portland. I would think we're going to be closer to 350 but we are budgeting more conservatively with 330. If we pre-pay for 300 and save a buck or two there, that would be good. So that would be \$5.50 per person, I guess? That's \$1,650, that's \$300 savings.

Comment: My understanding is that the \$6.50 a person is what we'll be charged. What we save is overage fees. So if we underestimate and say that we'll have 300 attendees but actually have 330, then we pay an overage charge, which is more than \$6.50 per registrant.

Comment: I see, so I think we need more details about the cost/benefit. If we pay for 330, and if the savings is a \$1, I'd say let's pre-pay for 330. Even if we are under that, we should still save money over \$6.50 times 300. I would say let's pre-pay for 330, that should be worth it. And then if we go over by 20, I think we should still end up saving money, and at the worst, we come out where we would have been without pre-paying. I don't think we'd end up paying more, unless there are overages. If we can get the details on that, I can run some numbers and see what number we should pre-pay for.

Comment: Yeah, that sounds great. I think that's a good number to give to the Past Chair. It seems like a good target.

Comment: The only other thing was that EXCO mentioned recently not to use the word profit, and I noticed that in the budget.

Question: Do you say gain/loss?

Ans: Gain/loss or surplus/loss.

Question: Is there a preferred term?

Ans: It is surplus.

Comment: Just looking at these numbers, by taking out that RegOnline gain we had and putting \$9,800 fee, my 300 attendees column comes out to a \$2,645 loss, and my 330 attendees column comes out at a \$7,090 surplus. So, that RegOnline fee definitely made a difference. Thanks to the Treasurer for catching that! We must have been thinking that was something

registrants pay for. So for 330 attendees we have \$7,000 plus, and I just put \$9,800 for 300 and 330, so that would change a bit. And I rounded everything up, to be conservative.

Comment: So it looks like it will be a neutral or surplus meeting.

Comment: I think that's true. I'll just look for a way to send this to all of you.

Comment: Thanks for all of your work on all of this.

Motion to approve the PSG 2020 budget, with the amendment of \$9,800 for CVENT fees and removal of RegOnline income moved by Kirsten, Mary seconds

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

4. UPDATES

Motion to discuss Treasurer's Updates moved by Olivia, Kerry seconds

4a. TREASURER'S UPDATE

First, I have the account balances as of the 7th. All of the transactions are reconciled, the books are in order, and the bills are paid. Everything is in good shape on that front.

As far as a bank update goes, you know we've been searching for a bank. I've compared larger national banks that would have lower fees and branch locations in multiple states, not just Hawaii, which would make banking easier for us.

I have a recommendation, and that is Axos bank, which is an online bank. There are no brick and mortar branches. Each bank has pros and cons, but it seems like Axos overall would be a good fit for us. One of our major challenges is changing signers every couple of years. They have a process in place to do this that is straightforward, and because it is online only it should be easier. An added bonus is that we can earn interest on our checking account, which is our largest account. They don't offer credit cards, but I think we can do everything we need to do on a debit card. The one major drawback is the medallion signature guarantee that we need to change signers on the Neuberger Berman account. So we may have to deal with that in the future, if one of the current signers, who is also a member of the Endowment Fund Committee, retires from that position on that committee. We don't need to vote on this today, but I wanted to provide time for you to ask questions or bring up concerns.

Question: Can you explain what a medallion signature guarantee is?

Ans: Banks provide this, generally, you need to have an account at that bank and not just a personal account, and it would have to be a PSG account. If I wanted to take money out of or put money into a large transaction for Neuberger Berman, they would need this medallion signature guarantee from PSG's bank. It is proof that I am who I say I am, that I am a signer on the account, and also that the bank is willing to take on the financial liability for whatever change we would make to the Neuberger Berman account.

Question: And the Neuberger Berman account has special conditions because that is the restricted endowment?

Ans: Yes, that's why.

Question: I'm curious about the possibility about getting a credit card that has points benefits. In terms of paying for hotels with rewards points, that could possibly help in the future.

Ans: Yes, I was excited about possibly getting a credit card with points. However, we also have a requirement that our credit card not have a personal guarantor, so whatever card we get should not be linked to my personal credit and my personal credit should not affect PSG. I talked to the bank, and it sounds like we are probably not going to qualify for one of those credit cards from these big banks because they require you to have a maximum amount of income for, say, a \$5,000 limit. So, for instance, one bank required that we have a \$250,000 annual income for a \$5,000 credit card that does not have a personal guarantor. I doubt we'll be able to do that.

Comment: The last part of my update is for the quarterly financial review, this is for the period of January 1 – March 31. I want to give you the opportunity to ask any questions about the financial review that I provided in a PDF. This is your opportunity to know that the books are in good order, and we are doing this quarterly financial review in order instead of other financial reviews, including an audit.

Question: It looks great. Am I correct that this is the first time we've seen a document in this format, this will be the first quarterly review, and we'll have more each quarter?

Ans: No, this is the second. I initially sent this out to ExCo in May, but we didn't have time to go over it and ask questions.

Question: Are there any questions or comments on this financial review?

Ans: I have none.

Question: To the Chair - were you able to make any headway on the Elections Committee Chair position that Adrian mentioned at the last meeting? Ans: I've got some correspondence out there, but nothing final yet.

5. ADJOURN

Motion to adjourn moved by Olivia, Mary seconds
Abstentions: 0, Nays: 0, Yays: 10, motions passes

9 AUGUST 2019 AGENDA

(*Indicates need for a vote)

1. Roll call & approve agenda*

2. Approve minutes 18 July 2019*
3. Approve PSG 2020 budget* and LOCO update
4. Updates
- 4a. Treasurer's update
5. Action items and adjourn