

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

27 September 2019 Conference Call

3:00pm-4:00pm (Pacific – UTC-7)

Amended and approved 26 November

Present: David Craig (Chair), Olivia Bailey (Secretary), Rob Suryan (Chair-Elect), Peter Hodum (Vice Chair for Conservation), Kirsten Bixler (Treasurer), Corey Clatterbuck (Student Representative), Adrian Gall (Past Chair), Kerry Woo (Canada Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Rachael Orben (Washington/Oregon Regional Representative) [10].

Absent: Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Mary Cody (Non-Pacific U.S. States Regional Representative), Kirsten Lindquist (Northern California Regional Representative), Luke Einoder (Asia/Oceania Regional Representative) [5].

Others Present: Jane Dolliver (Communications Coordinator), Justine Miller (Luana Events, PSG 2020 Local Committee)

1. APPROVE 27 SEPTEMBER 2019 AGENDA

Motion to discuss the 27 September 2019 agenda moved by Olivia, Marc seconds

Motion to approve the 27 September 2019 agenda moved by Adrian, Rob seconds

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

2. APPROVE 26 AUGUST 2019 MEETING MINUTES

Motion to discuss the 26 August 2019 meeting minutes moved by Adrian, Olivia seconds

Motion to approve the 26 August 2019 meeting minutes moved by Kirsten, Kerry seconds

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

3. APPROVE PSG 2020 BUDGET* AND TREASURER'S UPDATE

Motion to discuss moved by Olivia, Rob seconds

The bills are paid and the accounts are up to date! You can see the account balance up to the 20th in the report.

If you look at the draft fiscal year 2020 budget, looking at the membership, I assumed it would be the same as FY 2019, minus the 2-year memberships that were purchased. I added another 10, 2-year individual and student memberships in 2020.

General fund donations, assumed the same as 2019. Meeting income was taken from the LOCO budget. Assumed the registration rates increased to \$400 for regular members and \$230 for students. Meeting sponsorships - expected is \$15,000 according to LOCO meeting budget.

Student travel income, we already have nearly \$6,000 from 2019. Seems reasonable that we can raise another \$2,500 when we request donations for that.

Lifetime Memberships – average of 2015-2019. Conservation Fund and Former Chair expected income is the same as it was in 2019.

Question: Have we solicited for the Former Chairs fund? Has that happened?

Ans: That has not happened, would be great if that happened soon so that they could raise money before the meeting and could make decisions about how to spend it at the meeting.

Comment: I can solicit the Former Chairs; have been in touch about the Former Chairs lunch.

Jane will contact the Former Chairs about contributing to the Former Chairs Fund.

Comment: Added \$2,000 back to the Chair's discretionary fund. Insurance premium is approximately the same as 2019. If we have money, it would be nice to have Lifetime Member pins and stickers, but I did not include that in the budget.

Website hosting – same as 2019. The rest of online services and operations costs were assumed the same as 2019. QuickBooks online subscription has gone up.

Professional Services – the cost has gone up. We spent quite a lot in 2019, but it's because some of the costs from FY 2018 were paid for in FY 2019. We also added quarterly internal statements, another \$1,500. CVENT fees are split for membership related fees only. Bank fees are likely to be about the same, as well as the government registration fee.

Society services and expenses – conference venue, food, etc. is directly from the LOCO budget, based on 300 registrants. CVENT fees are listed here – abstract manager, which we voted to use at the last meeting, event manager, and additional fees. We are not using PayPal in 2020; I have added all of our expected fees to Square. Foreign Scientist Travel, which is paid through the General Fund, and the Early Career Scientist award. \$2,000 total for those two categories. Did not include anything for Student Travel Awards because I am reasonably confident that we can raise that money when donations are requested.

We have not yet agree to match the funds that the Former Chairs raise. The budget is tight, I don't know if we should do that.

Dues and Subscriptions - Ornithological Council is only item.

Grants - \$8,000 for Student Travel grants from last year and donations. Conservation Grants and Former Chairs Grants match what I expect we can raise this year when we solicit donations.

Only other fees are for InDesign subscription and the listserv website, both are based on what was spent in 2019.

The budget is in the black for both restricted and unrestricted funds. We have \$2,267 surplus for the total budget.

Question: The amount we have available for the Student and ECS travel grants, we don't really have \$1,000 to give as a travel award. If we're charging \$400 to go to the meeting, that leaves \$600 for airfare/hotel and \$400 for registration. I want to make sure that we are fiscally responsible with our awarding. If last year is any indication, we will have more applications than we have money to give. What is your initial thought on how we account for the registration fees for travel awards?

Ans: I think the waived registration fee should be included in the cost for travel awards, for accounting purposes. That puts more pressure on fundraising.

Question: We charge the regular member registration fee or student fee?

Ans: Last year we waived the full regular registration fees.

Comment: We can talk more about it later, but want that on the record – we need to decide how to cover people's travel costs.

Comment: If you would like me to make any changes based on that, let me know.

Comment: Maybe adding in the notes column the total of waived registration fees.

Motion to approve PSG FY 2020 budget moved by Adrian, Rob seconds

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

Comment: There's also a quarterly financial review, April – June. Don't need to vote, opportunity for questions and comments. The accountant has reviewed all the transactions for this period.

Question: On the income, not pulling much out of the Neuberger Berman account for 2020. Were you going to come back to that when we discuss Marine Ornithology? Ans: I will ask Louise if she has an expectation for 2020 or if she needs anything additional for MO.

Kirsten B. will discuss the Marine Ornithology budget for FY 2020 with Louise.

Question: What does that \$1,000 cover? Ans: That includes our InDesign subscription, the listserv website maintenance.

Comment: I plan on pulling money out of the Neuberger Berman account in October for FY 2019.

Question: About communicating with the Former Chairs – total account balance for that, because there is a minimum balance, is \$603.89? Is it \$2,000 or \$2,500 minimum? Ans: \$2,500 minimum. Currently \$244 in the account.

4. UPDATES

Motion to discuss updates moved by Olivia, Adrian seconds

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

4a. LOCO 2020 UPDATE

Trying hard to work out details for field trips and merchandise. Banquet – settled on price of \$55, figuring out how to make that work at the hotel. They have not responded back to our questions about the government rate, since our room block rate is higher than the government rate that came through at \$157. When I hear back, I will let everyone know, but I'm not sure that they will offer a rate for us at that level.

Question: Do you have any idea how things are going with fundraising?

Ans: Received \$2,500 already, talking with another person to get \$3,000. We have a list going and people working on getting some letters out to contacts.

Question: I'm setting up the Square online store, which will allow for people to buy merchandise prior to the meeting. Are you still planning on doing that? Has the LOCO agreed to use the Square store? Will you be shipping items before the meeting? Ans: We do want to do online sales of t-shirts only, since we're still working on getting cups and stuff at a pro-rate. The plan was that I would order, send them to Katie, and Katie would send them out as they were purchased.

Question: Will it work to sell them through the Square store? Ans: What is the rate for purchasing through there? Ans: 2.6% plus \$0.10 per transaction fee, lower than PayPal.

Question: Will this be used during the conference as well? Ans: We'll have it set up to accept donations, so it might be quicker to process transactions if we have a store since you can select items. We'll collect more information that way – we could order more precisely the following year.

Comment: I don't know that merchandise should be sent out before the meeting. That seems like extra.

Question: Are you still on track to meet the target of the end of the month for launching the website and registration? Ans: I believe so, agreed on pricing, refunds, and merchandise. Just waiting on a couple pictures. Field trips we are keeping broad for now.

Comment: We can add in field trips and merchandise. I will turn it to test mode – allows us to star

4b. STUDENT REP UPDATE

For the 2020 events at the meeting, both the ECS and Student-Mentor social events are on. The ECS event will be Thursday evening after all the sessions, and the Student-Mentor social is Friday. Want to make sure there are hefty appetizers at each event – dinnertime, events after on both nights; don't want to discourage people from coming to both events.

We have the same volunteers heading them up from last year – Janelle Lopez and Vivian Pattinson. Goal is to step back, let them have a bigger role in planning/running events. Plan to get a non-student volunteer to plan events, have both student and non-student hosts for events. Get student and mentor perspectives.

Some changes to the social – we've gotten feedback that people prefer events with structure. Mainly struggle with structure in the student-mentor social. Borrowing idea from NAOC – have students and mentors sign up beforehand online, match students to mentors, during social matches meet up. Have a few students with each mentor, easier to make connections. Students will be able to connect with mentors that they're interested in talking with. Challenge – need to sign up beforehand may limit turnout. Possibility to have a mismatch in number of students and mentors that sign up. Social is on Valentine's Day – do we acknowledge or ignore?

ECS panel – struggling with scope. Definition of ECS is anywhere from undergraduate to someone 4 years postgrad. How to make panel helpful to everyone in group. Idea of postdoc/professional ECS meetup. More casual, have postdoc lead.

Comment: I've got the ECS event on the schedule Thursday from 5:00-6:30, then the poster session is after.

Comment: Correct. People attending the panel might also have posters; want to make sure that they can get food.

Question: And the student-mentor session is Friday, but I don't have any events after that. Is that right? Ans: We are planning on having the brew pub field trip that night.

Question: Did you want appetizers for the panel in addition to those at the poster session? Ans: Yes, since people might come to the panel who are also doing posters, won't be able to get food while at their poster.

Comment: It'd be nice to have the student-mentor social earlier in the meeting. More time to socialize throughout the meeting.

Comment: Struggle is that the mixer would be shorter on Thursday with the poster session.

Comment: One advantage of pre-registering for the mixer is that at NAOC I was able to make contact with mentees prior to the meeting. Met-up and were able to talk before the mixer.

Question: One question about the climate change panel discussion, were you contacted about having a student or ECS representative on that panel? Ans: Yes, I haven't had a chance to figure out who to contact to ask about that.

Comment: Have the silent auction coming up, and will have the pre-paid rooms again. Had students come up last year expressing appreciation for the pre-paid rooms, especially in a place like Hawaii. Need to get in touch with LOCO to ask about setting rooms aside.

Question: Could you explain to me what the pre-paid room is? Ans: LOCO set aside rooms and paid for them in advance from the meeting budget. Students apply to be in the pre-paid room, its first-come first-serve. They did not need to pay for housing before the meeting, need to pay back PSG for room within 3 months.

Question: Was it for the whole time, Wednesday-Saturday? Ans: I believe so.

Comment: Last year it was not easy to do the pre-paid rooms because a few students backed out at the last minute. We were able to find people to pay for the rooms, so it worked out, but it was time consuming. And PSG had already paid for the rooms.

Comment: I think we were ambitious and had originally reserved more than 2 rooms. This time I think we are just going to reserve 2. Decided on a different format for logistically accepting people and setting a deadline.

Comment: I just need to know that as soon as possible, so that I can reserve them before we open up the block to everyone.

Comment: From RSVP survey – 270 “yes” RSVPs for PSG 2020. Something to consider – may not need cotton and tech shirts, cotton is much ahead of tech. Could replace tech with pint glasses, etc.

4c. COMMUNICATIONS UPDATE

The Communications Committee has been up to a lot, and I really want to thank everyone who has taken part. We plan to get Pacific Seabirds published and next one rolling. We need info from the Awards Committee on two additional students that received student research grant awards – want to profile on Instagram.

We have a full list of things needed for the CVENT website – Jenny and Jill suggested running list of things needed before site goes live – this is easier than sifting through lots of emails.

PSG website is updated, including ExCo notes!

4d. MARINE ORNITHOLGY UDATE

Update sent from Louise – lets ExCo know about work with Kirsten to set up MO finances and with MO's PayPal. Kudos to Kirsten!

4e. VIDEO CONFERENCING AT PSG 2020

Question: Video conferencing proposal – has EXCO discussed what content will be made available and how that content will persist into the future, or not?

Ans: From talking to Lindsay, we are talking about making the talks available online through Zoom for \$20 or something so that people can tune in online. We could think of it as a registration fee – set it up in CVENT that way. Can add after the main registration is live.

Question: Has EXCO approved that rate? Ans: No, we have not discussed how we will charge or what kind of registration fee it would be.

Comment: One concern is that given that we barely break even at a lot of these conferences, that if this pulls from in-person attendance we might want to charge more.

Comment: Another option is charging as a day rate – rate we've already approved. Online access to all 3 days of talks.

Comment: Maybe we shouldn't have everything available – incentive to attend the meeting.

Comment: Other conferences – local and national TWS – are putting plenaries and special sessions online, but not everything.

Comment: Think that open access is something to strive toward, not sure we should initially do that. Could drum up direct sponsorship to help reduce cost for people. I'm concerned about charging more – not sure how many people will pay \$180 out of pocket if there's a chance they will not get compensated through their work to attend online.

Comment: Cost for us to put online is small - \$300, so small financial risk to offer this. Where we choose to set price point is more risky when we set it too low that people won't attend in person.

Question: Are talks being recorded/taped on a phone? Computer? Ans: Zoom video conference. Goes through laptop that presenter is using.

Comment: Voice and slides.

Comment: We may have some permissions issues – we need speakers to opt-in.

Comment: Plenaries – small number, easy to manage. Some speakers have slides that they don't want to share.

Comment: That's an argument for keeping the fee low – only getting plenaries. Pilot project, try with plenaries, think about expanding for next year.

Comment: Could do a survey – if they had all meeting access, would they come? Pertinent to carbon footprint discussion.

Comment: Need to continue the conversation with Lindsay and LOCO, get more information for next meeting to make a decision on this. Have clarification written down.

Comment: Would be good for LOCO to get together and have a proposal for adding a registration item – logistics, what it will cost, how it's going to work.

Rob will contact LOCO about video conferencing proposal.

5. ADJOURN

Motion to adjourn moved by Rob, Olivia seconds

Abstentions: 0, Nays: 0, Yays: 9, motion passes

27 SEPTEMBER 2019 AGENDA

(*Indicates need for a vote)

1. Roll call & approve agenda*
2. Approve minutes 26 August 2019*
3. Approve PSG 2020 Budget* and Treasurer's Update
4. Updates
 - 4a. PSG 2020 Update
 - 4b. Student Rep Update
 - 4c. Communications Update
 - 4d. Marine Ornithology Update
5. Action items and adjourn