

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

27 January 2020 Conference Call

11:00am-12:31pm (Pacific Standard Time – UTC-8)

Amended and approved 12 February 2020

Present: David Craig (Chair), Rob Suryan (Chair-Elect), Adrian Gall (Past Chair), Olivia Bailey (Secretary), Kirsten Bixler (Treasurer), Peter Hodum (Vice Chair for Conservation), Kerry Woo (Canada Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Kirsten Lindquist (Northern California Regional Representative), Corey Clatterbuck (Student Representative), Mary Cody (Non-Pacific U.S. States Regional Representative) [11].

Absent: Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Luke Einoder (Asia/Oceania Regional Representative), Rachael Orben (Washington/Oregon Regional Representative) [4].

Others Present: Justine Miller (Luana Events), Joanna Smith (Ad-hoc Code of Conduct Committee Coordinator), Emma Kelsey (Membership Committee Coordinator), Jane Dolliver (Communications Committee Coordinator) [4].

1. APPROVE 27 JANUARY 2020 AGENDA

Motion to discuss the 27 January 2020 agenda moved by Olivia, Kerry seconds

Motion to approve the 27 January 2020 agenda moved by Olivia, Kerry seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

2. APPROVE 19 DECEMBER 2019 MEETING MINUTES

Motion to discuss the 19 December 2019 meeting minutes moved by Peter, Olivia seconds

Question: For PSG 2020 Travel Awards, says 8 MS students – 3 from US, 1 from Mexico, 1 from Cape Verde. Should there be 3 from Canada or elsewhere? Ans: Yes, 3 from Canada.

Motion to approve the 19 December 2019 meeting minutes moved by Adrian, Mary seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

3. UPDATES

Motion to discuss updates moved by Adrian, Olivia seconds.

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

3a. PSG 2020 Update

Current budget – down about \$12,000, mostly due to low registrations and additional AV support for live stream. Strategies to reduce budget – limiting food/beverage to stay close to hotel minimum. Filled room block! 483 rooms filled. Opted for a DJ, not a band. Stumptown DJ services. Katie is updating budget with travel award costs. Saved on poster boards. Started square online store – sell merch now instead of onsite. We've received 6-7 t-shirt sales, a couple pint glasses and some of the buffs. Field trips – need to meet minimums, not all have been met. May have to cancel. No volunteer gifts, printing programs for free!

Question: To clarify, break-even budget is 300 attendees? Ans: Yes. We're hoping for 250.

Comment: Should have lots before meeting.

Comment: Usually have bump in regs when program comes out. Hasn't been made public yet. Government employees will get approval. May have some one-day registrants – drive and pick days. Detailed program will encourage.

Question: Has the version from Saturday evening been posted? Or should I just post? Just linking pdf to CVENT? Ans: Looking at web-based version, has been updated. Not seeing PDF on CVENT yet.

Comment: As soon as link is live, should be message to listserv. Link on CVENT page, link on agenda page. Not clear who was going to do that. Usually have live links on CVENT scientific program page and the agenda page, makes it easy for people to find.

Comment: There was a coffee break change that is needed in PDF.

Comment: Revisions made on Friday/Saturday.

Question: Is it the Saturday one that needs to change? Coffee breaks should all be at 10am and 3pm?
Ans: Actual breaks at 10 and 3, looks like that is correct.

Comment: I think the question was whether they should be on the CVENT agenda. Don't think we've done that in the past.

Comment: I think some things didn't match up between the CVENT program and the PDF agenda. Thought we settled on: coffee from 8-8:30am. 8:30-9am is LAA presentation. Award plenaries, 9-10am. Same every morning. When I last looked, 1.5 hr segment for plenaries.

Comment: Coffee breaks are tucked in there. I think everything on CVENT looks great. Just need the PDF finalized and updated. If you can send to me, I will do that quickly.

Adrian will post Scientific Program PDF on CVENT.

Comment: Raised almost \$20,000 in sponsorships/donations. Waiting on a couple more donations. Sent an email to ExCo for additional donors. Putting in thank you to donors in program and a slide. Awards/presentations – picking up crystal awards, just waiting on verbiage. All rooms have been finalized. Different availability in for Friday/ Saturday – last minute group meeting space won't have AV, otherwise whole conference will have it. Badges/lanyards – I will be making, going in CVENT a week or two before.

Question: I'm going to get the portal running. No login, you can access. Names, food preferences, etc. What else do you need? Ans: Merchandise, field trips, banquet tickets.

Comment: Silent auction – going to be putting them on far wall of atrium. More space for breakout sessions. Can be locked overnight. Kirsten and I have been working on tax forms; will pass out when auction items are dropped off. E-conferencing – AV in place, set up in atrium on Wednesday. Lindsay will come in and practice to make sure it is good to go.

Question: Do we have email/process in place to send login information? Ans: I will follow up.

Justine will follow up to send e-conferencing login information to registrants.

Food and beverage – waiting for banquet orders to come in. Having vegetarian, vegan, and gluten-free options available. Unable to accommodate everyone. Donation for beer – Rogue Brewery, \$200 corkage fee per keg. Wine – discount per case, cheaper than wine through hotel, even with corkage fee. We're trying to eliminate as much plastic as possible. Sodas only at lunch. Lemonade/iced tea during afternoon. Coffee – splitting the amount of coffee gallons we've ordered – most will be used at 10am breaks. Invoices – just 2 for AV and DJ. Hotel is big one, should have by end of week. Photos - Tim Lawes is doing candid/group shots again! Press – sent out email to 8 people, haven't heard anything yet. Social media and emails to advertise online shop open.

EXCO will send photo ideas to Justine.

Question: On the conference website, there's not a link to figure out sizes – size chart. Can we figure that out before ordering? Ans: I will send to Jane, we can get that uploaded.

Justine will send shirt size chart to Jane to upload to online store.

Comment: Still advertising for wildlife acoustics workshop. Another announcement will go out shortly. Will have first aid kit on site, hotel has security that will walk through.

3b. Scientific Program Update

It has come together! Excited about lineup. Thanks to LOCO for help. Climate Change Forum – want to catch up about this. Obviously lot of interest within community to hold it. Original proposers of forum have stepped away; new member has stepped up to lead. Agreed to moderator. Not sure how much the members that originally proposed the forum will participate. Forum at 4:30pm on Friday, will follow Katie Dugger's plenary, before student mixer. Hopefully discussion will spill over after.

We should talk about ways we can move forward as PSG. Talked about an ad-hoc committee or group within PSG to implement climate change concerns. Good idea to bring this up during either Conservation Committee meeting or Members Meeting. I think it's important that we have ways to formalize how we will implement/organize around climate change initiatives within PSG. Sure we will get input at meeting. Happy to draft statement about what we are doing, how we are moving forward. Want to hear thoughts about whether this should be brought up at the Conservation Committee meeting.

Comment: Would be constructive to present something at Conservation Committee and/or Members Meeting. Some may not go to actual forum, but may go to Conservation or Members meeting. Having multiple discussions would be good. Willing to incorporate into Conservation Committee Meeting. Space to talk there, good time to hear from members.

Comment: We have been archiving listserve discussion comments – there is an intersection between CoC and climate change issue, and it may be important to include new kinds of communication that's inclusive to reach conservation goals. Think that having it in Members and Conservation Committee Meeting would be good.

Comment: Did ask Chair and Membership Coordinator about whether those not coming to meeting about whether they have comments. Could send out survey, need ExCo's approval.

Question: Could it be something less formal than survey? Message to listserv about providing feedback.

Ans: It would be that, just sent via SurveyMonkey. Bundled instead of someone receiving lots of emails. Could be anonymous or not. Given to ExCo members running those meetings.

Comment: I like that idea.

Comment: Maybe set it up so default is anonymous? Articulate that you can include name at end of comment if wanted.

Comment: That sounds great, I think the more detailed survey you and Corey put together to send out to Students/ECS could be a great starting point to send a more detailed survey, and to present those results. Could be a test survey, more detailed survey could go out after meeting to all members.

Comment: PSG has used moderator for MMTC, maybe bring her in. We would have to pay her. She has background. Recommend we bring her in for the meeting.

Comment: She is \$3,000/day – not sure if she is available for shorter periods of time.

Comment: Let's touch base about materials to present for meetings.

Motion to send out the ECS Environmental Change Survey and a General Members survey moved by Corey, Mary seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

3c. Student Representative Update

Similar events as last year – we've formed a great list of panelists for ECS events.

Student mentor social – change this year – fill out survey beforehand to attend. Mandatory because we are matching students to mentors before the social, based on research interests. Have 30 people signed up, expect that to increase. Great silent auction items coming in, we are arranging volunteers. Still have the ability to sponsor a student for banquet – not sure if we have had anyone sign up for that yet. Planned to have a raffle for that this year for students attending social. Environmental Change Survey – hard to ID ECS members. Working with the Membership Coordinator on this. Will send it out this week since motion approved.

Comment: One issue that has come up – not all who volunteered will be included because of the new student/mentor social format. What process do we have for politely declining offer to volunteer?

Comment: Will send out email to those who were not matched with students – thank you for interest, completed matching process, and no longer need volunteers – something similar to this.

Comment: During that session in the past we've had people who did not sign up to mentor show up. Good thing to continue to communicate that to avoid that this year.

Comment: Should add that to the printed/electronic agenda.

Rob will add that Student-Mentor Social is pre-registration only this year to printed and electronic agenda.

Comment: We will send out confirmation to folks when survey is complete and matches have occurred.

3d. Code of Conduct Update

In a nutshell, we're at about 97% of completed votes say yes. 165 responses. Reminders will go out today. Closes Feb 11th. I will report actual numbers during ExCo meeting. I assume it will pass with support, I will make a recommendation to ExCo to adopt the code during the meeting on the 12th.

Next step is to implement code. Will be presented at members meeting. Context for implementation/investigations committee – larger project started in 2014 after audit in 2012. An IRS review with accountant and state of CA (where PSG is registered), did an audit and received recommendations – received about 15 total, code of conduct was one of those. PSG does not have a conflict of interest policy for anyone other than ExCo. Will submit an update of policy and procedures with report. Needed to protect ExCo. Then had legal review of code of conduct. Lawyer recommended by AOS, they were going through same thing.

The term “voluntary” causes heartburn – seems like no teeth. Reason is risk to PSG. Lawyer recommended to minimize risk. The vague language is on purpose. We've phrased it in such a way that people can use CoC for guidance.

How does PSG take disciplinary action – committee, process for investigation/handling. Straightforward – documents to edit, review, agree to. Actions – PSG still can take action, even with voluntary code. Stronger actions = more risk to PSG. Could possibly result in filing some sort of lawsuit towards PSG or PSG officers – this is why it is voluntary. Still can be disciplinary action that lawyer suggested - can be removed from membership, must be done in such a way to not open up PSG to more risk.

COI in place for ExCo – financial responsibilities. If perceived, possible, or real conflict of interest, should be recusing self from votes. One comment submitted in CoC vote – would like more strict requirements in code for members of committees. Straight-forward to solve - COI could be setup for PSG members – acting impartially. These are just suggestions! Don't have to discuss today. These are things that need to be discussed in Portland.

What would be helpful to have for Portland for implementation?

Question: Would a potential committee be a mix of ExCo members and outside members? Ans: Would be outside, with committee reporting to ExCo officer. Don't have a committee like this in PSG yet. Would be a standing committee – new structure. Wouldn't meet regularly. It would need to fall within the PSG bylaws instead of an ad-hoc committee. Talked to a lawyer about it - are committee members volunteers or appointed by Chair? Will send document – the ad-hoc CoC committee thought through many scenarios. Members of CoC have emailed asking what will happen at meeting. Would this come into force on Thursday AM? Or with new ExCo, after banquet? What about potential issues at meeting?

Comment: Seems like we should have a committee ready to go by or during the ExCo meeting in Portland. Best that we appoint or request participation. Do we have a sense of how many people?

Comment: Odd number.

Comment: 5 is a good target. We have people to choose from – those that weighed in on listserv?

Question: Would we do ad-hoc committee, then move to amend bylaws for a standing committee?

Comment: I'm a little concerned about transparency of appointing members. Concerned, given some of the issues. If ExCo is appointing, may appear black box. Do you think that those who weighed in on listserv reflects broad demographic?

Ans: Not limited to those people. Chair has discretion to appoint ad-hoc committee. Can select a few to make sure we have committee in place. Can ask for those interested to volunteer. Not totally without a process – PSG has elected officers.

Comment: AOS has standing committee for investigations. Would call it that instead of compliance – code is voluntary.

Question: Are you suggesting that ExCo would put together an ad-hoc committee? Or would ExCo officers be first committee?

Ans: That would be complete transparency. Then signaling that we are planning on developing a standing committee, asking for interest.

Comment: That would work; officers are meant to be dealing specifically with issues, clear in bylaws and handbook. So, Secretary will send complaints that come in during/after meeting to ExCo for discussion. If standing committee will be established for investigating complaints, that would work within ways that PSG handles complaints currently. New committee being formed – ExCo is putting that together.

Comment: Good to have AOS and state of CA as reference points.

Comment: Right, not operating in vacuum. We will eventually need to revise the code, maybe in first year. AOS has someone on site to deal with complaints before they escalate at annual meetings – there's are larger.

Comment: That sounds ideal to me.

Jo will send draft of Ad-hoc Compliance Committee for discussion at ExCo meeting in Portland.

3e. Membership Committee Update

Finishing up our 2019 membership report. Membership has had a dip in the last couple months. Don't want to conjecture, hope that people were not dissuaded from renewing. Communicating with Student Representative and Chair to maintain things in a positive realm for all of the things that PSG represents. After the CoC has been finalized and approved, have a "kindness matters" message – now have CoC, encouraging those interactions.

Comment: ExCo does need to approve this sort of official letter before it goes out.

3f. Treasurer's Update

Latest account balances in report. Bring attention to Former Chairs account – what was plan for this? Fundraising before or after meeting? Ans: I think prior to meeting.

Comment: Okay, don't know what process is for last minute call for former chairs.

Question: Does it fall to Chair or Chair-Elect to send out a fundraising call? Ans: It has generally been done by most recent Former Chair. As soon as meeting is over, Adrian will be in this role.

Kirsten B. will contact Kyra for Former Chairs Fundraising.

New bank accounts not open – online application process is unclear. Needed to specify that Treasurer and Past-Chair are “owners” and not just signers. Application is now in, approved pending uploading of all required files. Will transfer \$10,000 at start. Need to pay Hilton now, need more money available in First Hawaiian Bank. Will keep bank accounts open for a couple months.

Financial report for 3rd and 4th quarters of 2019 – just providing as an assurance that all accounting is up to date. Accountant has reviewed everything. Not an assurance of accuracy like an audit, but this is what we agreed to do instead of an audit every 4-5 years.

3g. Elections Committee Update

Elections are moving forward, about 43% reporting. Goal for 50% reporting across all regions. There have been weekly reminders being sent out to those who haven't opened their ballots. Reminder to ExCo – full-time week of time (40 hrs) to get elections running and to monitor them. Really looking for help next year! Only three committee members this year – all were on other committees or EXCO.

3h. Communications Committee Update

Update on event website, PSG website, social media in report. Need to get conservation letters from Vice-Chair of Conservation to post on website before meeting.

4. ADJOURN

Motion to adjourn moved by Olivia, Mary seconds

Abstentions: 0, Nays: 0, Yays: 11, motion passes

27 JANUARY 2020 AGENDA

(*Indicates need for a vote)

1. Roll call & approve agenda*
2. Approve minutes 19 December 2019*
3. Updates
 - 3a. PSG 2020 Update
 - 3b. Scientific Program Update
 - 3c. Student Representative Update
 - 3d. Code of Conduct Update
 - 3e. Membership Committee Update
 - 3f. Treasurer's Update
 - 3g. Elections Committee Update
 - 3h. Communications Committee Update
4. Action items and adjourn