

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

12 February 2020, 47th Annual Meeting, Portland, Oregon, USA

8:00am-4:15pm (Pacific Standard Time – UTC-8)

Amended and approved on 27 March 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), Doug Forsell (Member), Katie Stoner (incoming Northern California Regional Representative), Vivian Mendenhall (Member) [7].

1. WELCOME & INTRODUCTIONS

2. APPROVE 12 FEB 2020 AGENDA

Motion to discuss the 12 Feb 2020 agenda moved by Olivia, Rob seconds

Motion to approve the 12 Feb 2020 agenda move by Olivia, Rob seconds

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

3. APPROVE 13 FEB 2019 MEETING MINUTES

Motion to discuss the 27 Jan 2020 meeting minutes moved by Olivia, Kerry seconds

Motion to approve the 27 Jan 2020 meeting minutes moved by Olivia, Kerry seconds

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

4. OVERVIEW & DISCUSSION OF 2019 REPORTS

Appreciate the legacy of work done by those before! Yesterday was International Day of Women and Girls in Science. Last year's meeting was very successful – excellent scientific program. First incorporation of indigenous people, intentional acknowledgement of indigenous cultures. Social media – record number of posts this year. Travel awards – ECS awards. Successful election, successful registration for this meeting!

Code of conduct will be significant discussion at this meeting today. Great to have Corey and Emma give us membership and student perspectives today. Successful EXCO calls throughout the year, staying on track with EXCO business. Next meeting location is selected – San Diego.

Lots of work to do in the coming year on implementing the code of conduct. Need to expand donor/member relationships. Work of technical committees is a great continuing tradition. New committees being suggested this meeting – diversity and inclusion, involving everyone who cares about seabirds.

Question: How specific are you going to be in your land acknowledgement of native lands?

Ans: Portland has one of the highest populations of indigenous people, have native lands based on Portland Indian Leaders roundtable. They have resources. Comfortable making mistakes and having this discussion.

Comment: Spent the weekend with an anthropologist, there are conflicts when you get too specific.

Question: Are you suggesting session chairs acknowledge this?

Ans: If people want to, they can. I was going to ask everyone, but decided not to. There's a native lands app where you can search. Idea is to use PSG's success last year, and have this discussion. Important to have white people make these distinctions – not calling on people of color to be the one to have these discussions. Basing off of discussions in Canada.

Comment: Compelling intersections between indigenous people and seabirds. Especially around the listserv – make digital spaces comfortable for everyone, we can lower carbon footprint.

5. TREASURER'S REPORT

Big accomplishments – new budget approved for 2020! Expect to break even this year. Completed internal financial statements each quarter – instead of an audit every 5 years. Accountant can review our books more closely.

Opened bank account for MO. PayPal is now linked to our bank account. There was a period of time where PayPal was still linked to PSG account – donations were going there. Now the money is moved and we have a Square account! Selling merch through the online store.

In process of opening bank account – paperwork is in, being processed. Probably opened. All of our info was accepted. I will be closing the other bank accounts in the next couple of months.

Question: When do the signer's change?

Ans: I believe at the end of the meeting, then new chair-elect will be signer.

Comment: Only 3rd chair elect is the signer – easier to have one person as signer for 3 years.

Comment: I anticipate it might take a little bit to transition.

Comment: Don't need to make more notes, other than what's in the report. Former Chair's Fund was low, got some donations, they will talk at the Former Chair's Meeting about how to use funds.

Comment: Last year was student research grants, not sure if that will be the case this year.

Comment: I have not moved money out of endowment fund to cover publication costs for FY2019 – ran out of time. May have been good because MO is requesting money. Last year, there was discussion about lifetime membership income not going into endowment fund. I know this was discussed at former chairs meeting. Endowment chairs are not sure this is a good idea - okay when economy is good. If economy changes, endowment fund will shrink. Maybe not something we need to worry about right now. If we don't have Lifetime Membership money going into endowment fund, \$2700 could either be in checking account or could be used to offset the amount we need to take out for MO.

Comment: Change was that it isn't mandatory to go into the endowment fund. Option to put in General Fund. It can be flexible – travel awards, webcasting, etc. Now a choice this year, not mandate.

Question: So, what do you think we should do this year? Current amount in Endowment Fund is \$274,318.23. We took out more than \$25,000 last year to cover previous 3 years of publication costs. And Endowment Fund recovered that amount and more in the last year. What should \$2700 be used for?

Question: How much is going out of the Endowment Fund this year?

Ans: A little over \$1,000. If we approve MO's request, it will be another \$6,300. So, a little over \$7,000.

Question: What's the rule of thumb for the percentage we draw out of that?

Ans: The maximum we can draw is \$13,629.

Comment: If endowment is doing well, we are withdrawing much less than the recommended max. There're no assurances that Former Chairs will offer SRGs this year, it seems appropriate for the General Fund to support these SRG grants.

Comment: Agreed, since we are in good shape, we should do that.

[Motion to dedicate the income from Lifetime Membership fees in Operating Fund for Student Research Grants in 2020 \(\\$2,700\) by Adrian, Kirsten B. seconds](#)

[Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously](#)

Comment: Appreciation for those folks who joined as Lifetime Members this year, which made more contributions.

Comment: Really happy to break even last year. Wanted to provide you with an opportunity to ask questions, make comments. There was a bit cut off on the report – summary of the total unrestricted and restricted funds either gained or loss for the year. We had a surplus of unrestricted funds of \$2,413.31 and a surplus in the restricted funds of \$3,422.84. Which is great!

Comment: But if the LOCO hadn't have raised so many funds, we would've just skated over line. But we aren't here to make money, hand over fist.

Comment: Accountant funds were high in FY2019, probably more than ever. Included \$4,000 incurred during 2018, paid in 2019. Higher with internal statements – takes more time, charge by the time.

Comment: Looking at higher accounting fees from here on out.

Comment: I think so. I'm not skimping on things, I'm concerned that we're doing it right, means more expensive.

Comment: When someone else steps into this role, will better assist in ongoing years.

Comment: Entering transactions into QuickBooks – need feedback. Say, \$50 Former Chairs fund donation in Square. Entering \$50 in Former Chairs Fund, Square fee comes out of General Fund checking account. This helps with budgeting. I can say to LOCO – this much Square fees in budget for planning. Square – 2.9% plus \$0.30 per transaction. Lots of transactions around the meeting. I could enter this differently.

Question: Is there a way on Square to have donors cover transaction fees?

Ans: Agreed, but there are a few people who give large donations every month. Don't want to turn those people off.

Comment: Is there a way to put a limit on what you include a transaction fee with?

Comment: If we layer another app onto Square, we could set up recurring donations. Don't have to decide on this now. I'd like to do that.

Comment: There was an email to Former Chairs about retirement accounts – people getting to that point, wanting to donate to PSG.

Comment: I think I'm going to need to contact Charles Schwab, update account info –not the best time to process his request, but I'll be able to address that shortly. Circling back to the transaction fee, I will look into it.

Comment: If it's a small number of people, we could contact them and see how they feel.

Question: I see that concern; do you know what the rough expense is for annual transaction fees?

Ans: Square fees is \$982.44 for the meeting.

Comment: Going back to your original question, I think the way you're doing it is fine. What it costs to process the transaction should be paid out of our General Fund.

Comment: Great, I will look into the donor fee issue.

Comment: Could we just pay it out of the general fund.

Comment: But if Kirsten needs to fully change how the donations are made, they'll get the fee tacked on.

Comment: Okay, not asking them to do, asking them what they think about how donations are processed.

[Motion to discuss planning moved by Adrian, Olivia seconds](#)

6. PLANNING

6a. MEMBERSHIP MEETING AGENDA

Plan for Membership Meeting is to talk about code of conduct, follow the conservation committee on sustainability, diversity/inclusion, thank you's.

Question: Are there any questions you have that we can help you on?

Ans: I'm interested in hearing how people are feeling about how it's going to go.

Comment: I'm concerned that we will be hearing the same voices. I'm concerned about the code, concerned about questions of "enforcement"

Comment: Even my hockey team is struggling with enforcing rules.

Comment: There were some "no" votes.

Comment: Couple of talking points – I do marine spatial planning. Hundreds of stakeholders. I've been working through conflicts – multimillion-dollar decisions as the code has been developed. Not legal. ExCo has evolved – still happening! Starting to change status quo. Now have a diversity of ages, genders. Language is important – when renewing membership, check that you have read. Voluntary. 49% responded. 6 people voted no. Don't know the reasons – might think not strong enough, needs to be mandatory, no teeth. Comments were not that we don't need code. Comments were that this should be mandatory, are you kicking people out. Also, cynics, what are you going to change. Could, through Survey Monkey, reach out to no votes as a group with another survey.

Comment: Could ask for comments at the Member's Meeting.

Comment: Interested in doing AI on listserv – how overrepresented are these voices. Look at someone's community score in a space.

Comment: Good to remember that listserv has a policy – had discussions in Juneau about how to protect ExCo. This is why it's voluntary – Chair does not have the legal responsibility. College of Applied Biologists – legislative body for professional biologists. Cannot pay to be a member without understanding that we are legally responsible. Need to figure out implementation WITH voluntary policy. Needs to be ratified by all members. Investigation, sent to members for input. Worst thing is to come up with discipline action, no buy-in from members. Happy as code of conduct committee chair to make sure that discussion at members meeting stays on track. Initiating apologies is fine, there is gray area – too many posts, tone, etc. Legal issues are not gray area. You have a better idea of what sort of complaints are coming in.

Comment: Need clear connection between code and listserv policy.

Comment: If we have an investigation committee – both listserv complaints and other complaints.

Comment: All complaints will go to standing committee.

Comment: Conservation committee can cover sustainability.

Comment: Start on positive notes. Accomplishments, thank you.

Comment: Members meeting in Juneau – wanted to hear concerns. Lots of different views, surprising.

Comment: Cards are a good idea.

Comment: Asked for volunteers for ad-hoc committee. This could be helpful – ask people if interested for standing committee.

Comment: Hand them out at conservation committee meeting, make available at registration.

Comment: Announce at morning welcome, just keep mentioning. Short and sweet comments. Question, comments, concerns, on bright note cards. Put collection box at registration.

Comment: Can do a second round after meeting to members who are not there.

Comment: Remind members that we are using examples, but we've never done this before.

Question: Could you do a brief update on the code?

Ans: I can come up with talking points.

Comment: I'm worried about the questions we're going to get.

Comment: It's okay if we don't have answers.

Comment: Worried about certain voices dominating. We need someone to time questions/comments.

Comment: We could just do cards, limit open comments.

Comment: One question I could see coming up is how we are going to deal with listserv issues. People need to know process, that ExCo will weigh in more quickly. Important to have a comment related to that. Might be on people's minds.

6b. CONSERVATION COMMITTEE MEETING AGENDA

I don't want to spend a lot of time discussing the report, I think it is a time better spent discussing big issues. Open discussions – moderated, keep to 2 minutes, picked once, can make other comments after everyone has a turn. Sustainability committee suggestion – potentially to discuss. Climate change working committee – suggested by Chair-elect. Could decide if we have an ad-hoc committee. Also, put on paper as a society about how we want to engage on climate change. Not going to start right at noon, want to adjourn at 1:25 pm.

Comment: Some of these ideas originated from emails – does the student rep have input?

Comment: The ECS survey responses were free response – compiling.

Comment: Might get a question about why ECS only survey.

Comment: Already have approval for survey to general membership.

Comment: Might have suggestions for improving the survey after the ECS results.

Comment: I think it's safe to assume that people will forget. I think displaying on the website is another idea.

Comment: I'm adding that to the discussion items.

Motion to discuss the Code of Conduct moved by Olivia, Kerry seconds

7. CODE OF CONDUCT

Looking to give an update of near, if not final results of vote. A co-coordinator is on phone, she was leading the committee in first draft of code. At the time, I was on ExCo. When this person stepped back, I assumed that role.

463 members, 220 said yes, 6 said no. 5 ballots were incomplete. Overwhelming yes from members. Ballot turnout of 48.8%. Version 5.2 of code. Comments – what were the repercussions for repeat offenders. Will PSG provide information to law enforcement? Does it only apply at PSG meetings, and how will things be solved? Sent to ad-hoc code of conduct committee, they are in support to bring forth the motion to adopt the code of conduct as it stands.

Motion to ratify the Code of Conduct v5.2, submitted 20 December 2020 moved by Adrian, Peter seconds

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

Comment: Want to thank the Ad-hoc Code of Conduct Committee! Did an amazing job.

7. COMPLIANCE COMMITTEE TERMS OF REFERENCE

Drafted terms of reference since last conference call. Want around 5 (odd number) of people on the committee. Want to know what jobs are, what aren't jobs. Purpose, roles, who gets on, how to get off. Procedures, duties of committee. Article 4 in PSG Bylaws, ExCo has authority to form a standing committee to make this code operational and consistent over time. Purpose is to implement code of conduct. Role – receive, review, respond to, address complaints regarding code. Develop improved process, abide by PSG Bylaws. Composition could be 3-5 members. Appointed. 1 person is chair of committee. 3-year term.

Comment: Maybe it is staggered terms.

Comment: Problem could arise with replacing people when terms are up. Depending on how many people are willing to serve. What happens when you can't find more people.

Comment: Right, could be 3 sometimes, could be as many as 5. If chair is not available for more than 7 days – Secretary needs to know who to contact. What happens when person on committee has real or perceived conflict of interest. When ExCo member has a complaint about them – recuse themselves from meetings where this is being discussed. Need to have some kind of a report. Committee develops process, then don't have to change anything. Comment in ballot about legal issues. Need to remember that we have members from at least 16 countries. Need to write anything about PSG with our membership in mind.

Comment: We might need to find out that, since PSG is incorporated as a charity in CA, do these laws still apply when we hold meetings outside of the US?

Comment: Asked the lawyers if the Code of Conduct present legal issues to the board. Yes, can minimize risks during investigating and enforcing code. Defamation – can bring claims against PSG and individuals on committees – claims about individuals during investigation process. Even members of ExCo, not part

of standing committee, could have claims brought to you. Economic – individuals who say that during process, damages to jobs, business opportunities – can bring claims. Can also make claims to individuals. Anti-trust issues – can bring private claims for damages, affects ability to make living, membership, etc. Didn't see anything about anti-trust concerns in earlier version of code. Could be issues with competition – shouldn't get grant because of a complaint.

Comment: But we aren't going to broadcast complaints.

Comment: No, these are confidential.

Comment: Asked lawyer about risks to PSG for disciplinary action. Sanctions that affect membership likely pose greatest risk.

Question: Can people make anonymous complaints?

Answer: I think that we should go back to what we need to make decisions on, in the interest of time.

Comment: I want to say that the lawyer did say that if someone is not abiding by the state of CA laws, their membership can be revoked.

Comment: I see a lot of overlap of this and the membership committee, so I think that potentially the membership coordinator should be a member of this committee.

Comment: I would suggest 5 members, in case some are unavailable.

Comment: 5 would ensure timely response.

Question: What would quorum be?

Ans: I think quorum of 3.

Comment: Concern about exposure of the people serving in this capacity. Laying out professional training on investigation/confidentiality techniques. Have professional coaching, set us up for success.

Comment: Agreed, provides more incentive for people to participate. If you're getting professional development for conflict resolution, not just getting kicked.

Comment: It is an investment by PSG. Investigatory techniques. Seen it go bad. Gives no confidence in process. Unbiased techniques.

Comment: Great idea, ongoing trainings every few years.

Comment: Have to deal with money for that, and whether it is mandatory. Might turn people off if they have to spend a couple days doing training. Might be better if Past Chair instead of Chair – Past Chair has less to do.

Comment: I'd disagree, with all the travel awards, my load was lightest the Chair year.

Comment: I think it should be the Chair – gravitas.

Comment: I'd argue not giving it to the Chair position, there is the perception that the chair has "power." If the first Former Chair – less people interested in being a Chair, committed for 3 years after. Large time commitment.

Comment: I thought that we talked about this committee being separate from ExCo.

Comment: I remember that ExCo would just be involved to get the ball rolling.

Question: What about the membership coordinator?

Ans: I think the membership coordinator should be the “friendly” face – if on this, you will know things that most do not know about members. It can color your view of people.

Comment: So ExCo is not involved.

Comment: Right, could have served or subsequently serve. Protects ExCo more.

Comment: So, we need to talk about how to deal in the interim time.

Comment: Maybe Former Chairs, were elected once. They have credibility - they were elected at one time by membership.

Question: So, what is time period of interim committee, how do we transition the ExCo person out?

Ans: 6 months while Chair can find people to serve.

Question: So how do we structure the interim committee?

Comment: Chair can appoint chair of interim committee and members of committee. ExCo has to approve but could vote.

Motion to structure an Interim Investigation Committee to serve for 6 months. Interim Committee appointed by Chair, within 6 months, Chair will form Standing Committee for 3-year term by Adrian, Rob seconds

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

Comment: We should appoint interim chair now, starting list of people who will help.

Question: Any nominations?

Ans: I nominate myself.

Question: Have you read the legal document?

Ans: No.

Comment: I think it would be good for people to know what they are getting into.

Comment: I think it should be me.

Comment: Yes, I think incoming Chair makes the most sense, complaints go to Secretary, then to new Chair.

Comment: So, procedure is in place.

Comment: Process in filling rest of committee? Should you make a call, direct to current chair until end of meeting.

Comment: The cards would be a good place.

Comment: Have new people do additional outreach, read legal document, find appropriate training for standing committee members.

Comment: Interim committee works on terms of reference. Have this by the end of the 6 months. By this time next year, we will have first report from Standing Committee, can report on workplan. Will have draft of procedures for approval, ideally.

Question: Resources available for training?

Ans: I will look.

Jo and Rob will look for appropriate trainings for Interim and Standing Committee.

Jo will send legal memo around to ExCo.

Comment: Chairs discretionary fund could be used for this.

Comment: Need to adapt COI for ExCo to members at large.

Jo and Jane will work on adapting COI form for ExCo members at large.

8. MEMBERSHIP

8a. MEMBERSHIP REPORT

Membership was similar to last year. Didn't put out calls to membership on listserv, that's probably why it didn't change. A little dip in membership at the end of the year, this is when most people's membership expires. Goals for coming year – membership chair with more social media posts, keep reminders coming. Helps with recruitment/retention. Brought up on previous ExCo meeting, members feeling uncomfortable on listserv – not renewing as a way to combat this. Working on an email to send to listserv – kindness matters, ride the code of conduct wave! Will hopefully have a draft for ExCo to approve by next meeting.

Question: Have you gotten a lot of comments about not renewing membership as an act of protest?

Ans: I had conversations not as the membership coordinator, but as a member.

Comment: I also received personal emails about not having lab members join PSG.

Comment: Listserv does not speak for ExCo.

Comment: Well maybe ExCo can work on increasing the feeling of positivity on the listserv.

Comment: And reminding that we should focus on discussing seabird research.

Comment: I have resources/primary literature about race, sexual harassment in field settings – people could work on implementing these things in their labs/projects. Could highlight those efforts. I haven't received input when I've sent out these articles.

Comment: The more we can seed the listserv with articles like that, that are focused, the better.

8b. MEMBERSHIP RECRUITMENT AND RETENTION

Comment: From the ECS survey, want to engage/receive info from listserv and social media. Also comments about advocacy and doing more about climate change.

Question: What do we know about the demographics of the membership?

Ans: This came up when sending out the ECS survey. We don't have those demographics.

Comment: Could just pop in the questions from registration – job sector, what stage of research.

Comment: AOS also has question about pronouns. Current issues surround gender and age. Are we a predominantly female membership? 50/50?

Comment: Add questions about identifying yourself.

Comment: Losing primarily ECS members that are unhappy.

Question: How many ECS members? Does that include students?

Ans: 90.

Question: Has the proportion of members on the listserv changed?

Ans: I don't think it's significantly changed.

Question: What are the current renewal options?

Ans: 2 year. Don't have automatic renewal – credit card issues. Email reminder.

Comment: Possible to layer apps – new app saves credit card.

Comment: We should look into that with CVENT.

Comment: Your comment about ECS engagement ties in with Conservation Committee. Vice-Chair is not the only member! Do you see that as a potential way for ECS to engage? Letter writing, advocacy.

Comment: I think so, and I think it's unclear as a student/ECS – who are the committees for? Didn't realize that anyone can attend committee meetings. As much outreach as possible

Comment: Repeating offer is a good idea.

Comment: 90 students/ECS members is good. If a quarter of membership is ECS – only going to be an ECS for so long.

Comment: Can we send out a call to ECS for help with diversity/inclusion committee?

PLANNING

8c. PSG SUSTAINABILITY INITIATIVES

I think we are doing a lot already, important that we make that more visible. Discussion about part of the website that is devoted to this. Something that the new ad-hoc committee can bundle- not just focused on carbon.

Comment: Liked the idea of keeping this new committee nested under the Conservation Committee.

Comment: Might give Conservation Committee more roles/purpose.

Question: Is there an action item about this new committee?

Ans: Just an idea to talk about for Conservation Committee meeting. Get feedback – strong support for idea? If there is, can move forward.

Comment: More bottom-up drivers.

Comment: Standalone committee focused on conference sustainability, or broader? Dedicated group to help us think more intentionally.

Comment: Get ideas from other organizations.

Comment: Yeah, the Organization of Archival Librarians has a great statement.

Question: Is there a moderator for the climate forum? And do you want a note taker for this?

Ans: No, and yes. It is back to a panel. Enriqueta will provide opening and closing comments.

8d. DIVERSITY AND INCLUSION COMMITTEE

Secretary and Chair have been discussing a new committee – building off of the Diversity and Inclusion Statement that we have on the website. Would like to explore native land acknowledgments. Model after other conferences/organizations. Create spaces at future conferences. Want to create interest at this conference, see who wants to be involved.

Waterbirds Society held 2019 meeting at University of Maryland Eastern Shore, a HBCU. Waterbirds has a Diversity and Inclusion Committee, had a whole day of annual meeting devoted to a diversity day, involved students from UMES and surrounding schools. Website has page devoted, summary and schedule of events. Doing this requires a lot of time and effort – committee, if engagement, would be good way to do this. A lot to ask of LOCO and ExCo to plan and implement in addition to annual meeting, need more hands. Engage more undergrads.

Also, think people of color should be heading up this committee.

Comment: San Diego would be a good place to do this as well, I have been meaning to ask GECI to be a co-host of meetings. May be more of a challenge to have international meetings in the short term, this would be a way to invite more folks, include more people.

Comment: I was at the Waterbirds meeting – it was held on campus, that made it easier. Captive audience.

Comment: Looked into that for San Diego, didn't pan out, couldn't hold meeting during school year.

Comment: Last year was a nice place to connect with things that are already happening in the local community. Planning to look for those types of things moving forward.

Comment: This is where the Student Travel Award money becomes really important. The broader you cast the net; more money needed to make it happen. Need to raise more funds, be intentional about who gets them.

8e. CORRESPONDING MEMBERS COMMITTEE OUTREACH

Brings up importance of disconnect with Corresponding Members Committee – need a co-chair. Unfilled vacancy from last year.

Comment: Improving connectivity with corresponding members – needs to be pro-active. Keep in contact. Requesting reports. Chairs and Co-Chairs maintaining communication and extending network.

Comment: Originally not people on the committee – if you knew people, ask them to be a member. Mention in members meeting – outreach!

Comment: Anyone in organization can nominate. Need to connect, retain members.

8f. UPDATE ON WEBCAST

Thanks to Kirsten for getting Zoom set up – hosting webinar. Started today, 8:30-4:30 of each day. Started today to test. Only on-screen share. Mic is connected, recorded to computer. Not to cloud. Can delete those who ask to not be recorded. Send link to those that signed up. Have to give name and email for link to work – confidentiality. Can cross-reference to those who paid and who is using! Chat feature – can ask presenter questions. All muted. One way feed except for chat. Seems user friendly and straight forward. Zoom app – just open and record.

Question: Have received questions from those who are in other time zones what the method is to watch after the fact?

Ans: Could upload to cloud based app. Just need to remove those who do not want to be broadcasted/recorded.

Comment: Just have one person who does not want to be broadcasted or recorded. Need to make sure that the moderator knows to pause.

Question: Will the chat screen show up on the large screen during the presentation?

Ans: We will test.

Comment: Might be nice if there is someone in the audience to ask questions from online.

Comment: There should be AV person in the room, too.

Comment: Needs to have a computer.

Comment: Could disable the chat feature. Could give moderators an email account.

Comment: Okay, I will disable chat.

Question: Do we want people to physically download the talks?

Ans: On YouTube we can password protect.

Comment: Options to record to YouTube channel – can look to see if we can upload to YouTube directly in future.

Question: Does PSG have a YouTube channel?

Ans: No.

Question: Will the climate reassessment forum be streamed?

Ans: Yes, we can have the chat feature available. Will create a separate event for the forum. It did not take long to create.

Comment: Can put separate link on listserv – can contribute.

Comment: There are tangible solutions! Many people are excited to join – accessibility and carbon footprint.

Question: Did anyone have issues registering?

Ans: I will check.

Comment: Thanks for being open to this on such short notice.

Comment: One person asked to present remotely – was going to use that as a trial. Something to consider for next year.

9. ELECTIONS

Had a great showing for elections. 50.5% reporting – did not send out last reminder because we hit over 50%.

Lots of time to find nominees for full ballots. Lots of outreach to folks, lots of no's.

Motion to approve PSG elected candidates – Rob, Kirsten seconds.

Motion to approve the member-elected candidates to the 2020-2021 Executive Council. The 2020-2021 Executive Council members are the following, assuming the responsibilities of the positions below 16 February 2020:

Past-Chair: David Craig, PhD

Chair: Rob Suryan, PhD

Chair-Elect: Roberta Swift

Vice-Chair for Conservation: Peter Hodum, PhD

Treasurer: Kirsten Bixler

Secretary: Olivia Bailey

Alaska and Russia Regional Representative: Marc Romano

Washington and Oregon Regional Representative: Rachael Orben, PhD

Northern California Regional Representative: Katie Stoner

Southern California, Latin American and Hawaii Regional Representative: Cristián Suazo, PhD

Canada Regional Representative: Kerry Woo

Asia and Oceania Regional Representative: Chung-hang Hung, PhD

Europe and Africa Regional Representative: Nina O'Hanlon, PhD

United States excluding AK, WA, OR, CA, and HI Regional Representative: Mary Cody

Student Representative: Kristin Brunk, PhD Candidate

The motion is moved by Rob, Kirsten seconds

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

Comment: Were people upset that there was only one person in some positions?

Comment: Yes, try to fill all positions. Want two candidates. We really try! Officer positions are especially hard to fill, especially Chair-Elect. It is also hard to send the negative message to people who lost. Feedback from voters was that filling with 2 candidates is most democratic, we do our best. Some of these elections are very close! 2 or 3 votes.

Question: Can you reach out to people who have already served?

Ans: Yes, we could reach back out to people who have already served. Sometimes we have a hard time getting people to run because they know how much time is involved.

Question: Would it still be worthwhile to have a "Treasurer's Assistant" that we have talked about before?

Ans: I've been thinking about it. It would be nice to have assistance, but it would be less efficient. It'd take more time to train someone. And then there's the issue of giving people access to the accounts.

Comment: It is in the duties of ExCo to mentor the next person in the role. Also, people are only supposed to have 2 terms, leaves room for others to have leadership role.

Comment: Safer for PSG financially to have some turnover.

Comment: Need a co-coordinator. Katie is great at overseeing, need another person to fill "doing" role, finding people to be nominated.

Comment: Lots of opportunity for motivated ECS.

Comment: Happy to have people who are on the committee who see how it runs before stepping in to doing.

Comment: Emphasizing positives about spending time on PSG!

10. LOCAL COMMITTEES

10a. 2020 LOCAL COMMITTEE

Still running at conference deficit. Right around 300 registered. 30 people registered in the last day.

Comment: Last saw 281, have 19 webcast. Processed cancellations, not getting money back.

Question: Are there a lot of people who have registered and have not paid?

Ans: We are down to about \$1,000. Most of that is merch and field trips.

Comment: We have wine and beer donations. 1-2 drink donations, first come first serve!

Comment: My guess is that we will be somewhat in a deficit.

Comment: If we hit the merch sales goals, we should be about even. Increased a food and beverage. Some AV add-ons today. Waiting to hear from hotel that check has been cashed.

Comment: Kim raised over \$20,000. Just by herself. San Diego – have a fundraising committee! Many hands are good. Many committees are good, working for you. You aren't doing all the work herself. Acknowledging donors, thanks to Kirsten! Advancement in donor relations! Known that donations are coming in from "alumni".

Comment: Accepting silent auction items tomorrow morning. Number that corresponds to each item. Room layout – due to multiple conferences, back to Broadway 1, Broadway 2 is vendor space. All of this is changed on website.

Comment: Tonight is passed appetizers – lasts longer than just 20 minutes. Beer and cash bar, except for student mentor session.

Question: Beer and wine is free? Some grumblings.

Ans: Yes, it's been advertised.

Comment: Moving rest of keg from student/mentor to banquet. Free except for corkage free. Emailed many OR breweries – owner was really impressed with PSG. Works with some members in Newport. Willamette Vineyards was a contact that Kim has. Hotel was very nice.

Comment: Fundraising Committee, Student Committee, Volunteers, Sustainability, Education/Outreach, Communications (?) – mostly working with PSG Communications Committee. Sending photos and content for social media. Really helpful in 2019 that there were leads on each subcommittee and then reported back to LOCO chair. LOCO chair just getting updates.

Question: How did you find so many people?

Ans: On Kauai, small community. For San Diego, could have people working remotely. Lots can be done over email.

Comment: I was the fundraising chair for Juneau, based in Fairbanks.

Comment: Corey, Trevor Joyce and Annette Henry from NOAA.

Comment: Kim Nelson also gave that advice.

Comment: That was the case for the La Paz meeting.

Question: How does Justine fit in this?

Ans: Just overseeing! Each year is a little different. Usually handle the volunteers.

Comment: Justine is a huge help! Especially when down to the wire! Very organized.

Comment: Good on invoices, press and social media we are good.

10b. LOCAL COMMITTEE 2021

Justine, Hansen – CA DFW, Corey, Trevor and Annette have all been super helpful. Jane has been really helpful with advice! We have a draft budget so far, based on the last few meetings. 3 amounts of people

we are planning on. Separated by logistics, merchandise, conference hotel, welcome event, mentor session, awards/invited speakers, venue, poster session, banquet. Have sponsorship and income on the bottom, already have a few sponsorships. And field trips and registration will generate income. We are about \$10-20,000 more than normal, which we would expect in San Diego. We're hoping to cover that with more fundraising.

Comment: It's actually like \$40,000. General numbers, estimating at 250 based on Portland meeting. Would be better off with higher attendance, of course. Number of items are more pricey because of the location. Being at a university is great in some sense – cheaper. But have to rent things. Poster session is going to be one of the more expensive items – venue fee at the Aquarium. Nacho and his team are looking at fundraising.

Question: Who gave the \$50,000 for La Paz? Would it be possible to rope that in?

Ans: Packard. They were clear that it was not every year. Could be possible.

Comment: Already have donations from NOAA and San Diego Zoo - \$10,000 total so far.

Question: Would membership be okay with Sea World as a sponsor?

Ans: People will be on both sides.

Question: If we are not able to fundraise this money, do you have a plan to break even?

Ans: Ideas – food and beverage. Unfortunately, there's not a lot of places right there, but 5-10 minutes away. Sponsorship alcohol by ourselves no problem. We are paying for bartender. It would mean not doing what we've done in the past.

Comment: No minimum.

Comment: Right, here we are paying for minimums. San Diego – pay for venue. HAVE to pay for bartending.

Question: Could we have lunch for sale? Like \$10 for box lunch?

Ans: Yes, sustainability will be different. Some things they can't get away from, like some plastics.

Comment: Could bump up registration costs.

Comment: Have summer to fundraise, could see by September 1.

Comment: If draft budget is approved, can go ahead and get venues. Have a better idea of how much this will cost.

[Motion to approve the PSG 2021 local committee budget pending fundraising moved by Kerry, Olivia seconds](#)

Comment: Aquarium will be expensive, but could buy drinks at this event. But access to all exhibits!

[ExCo will revisit PSG 2021 local committee budget in August 2020.](#)

[Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously](#)

11. PLANNING

11a. FUTURE MEETING LOCATIONS

Lots of discussion about when/if/how we have a future meeting. Need to poll Former Chairs on. Lots of people volunteering, lately. If anyone has any ideas, let me know.

Comment: When did we last go to Asilomar?

Comment: We outgrew them a long time ago. Anything over 200 people is too many.

Comment: Downtown Monterey, that's where my first meeting was.

Comment: Biennial meeting discussion is next.

11b. STRATEGIC PLANNING COMMITTEE

Plans strategy, not much happened. Group of ECS were interested in helping with strategic plan of PSG. Lots of what we are talking about today, climate reassessment forum. Who are we, who are we recruiting, how do we retain them, what are we trying to do? Especially approaching 50th year, are we serving the people that are looking to us for help.

A lot of this is happening organically, ECS grants, etc. Trying to put a framework around it and being more transparent about what our priorities are. We've had a lot of conversations in the past 2-3 years about who are we prioritizing for travel awards? Should we weigh scores differently? First time PSG attendees vs those who have come many times? Those who put in volunteer time vs first time volunteers? Conversations happened in Awards Committee and ExCo, not really outside of that.

Strategic plan committee should be made up of non-ExCo members. Voices that want to drive where PSG could go. Would like to find at least a Co-Chair to help move this forward. Want to get back in touch with people who were interested first time.

11c. BIENNIAL MEETING DISCUSSION

Biennial meeting – should we plan huge 50th? Do we skip 49th year? Go big for 50th. Not sure where that puts us with WSC and their cycles. Want to avoid AAAS and Ocean Sciences meeting. Not sure there's that much competition, still want to avoid.

Comment: Can hopefully ride wave of wanting positive involvement in PSG,

Question: When will we have the discussion on whether we have a 49th meeting?

Ans: Discussion will be part of conservation committee meeting.

Question: Can we afford to not have a meeting?

Ans: Conferences usually break even.

Comment: But some recently made money.

Comment: But also, memberships are renewed right before annual meetings.

Question: Missed membership discussion. What is our status?

Ans: We have 450 members.

Comment: But we had 625, we've lost a huge number. They might be coming back.

Comment: We need to stay engaged with the membership.

Question: So, what are we doing to reach out to lapsed members?

Ans: Membership Coordinator talked about sending out a push to ask people on listserv. Making push after this meeting to send positive message to listserv after meeting. Ask for support, whether foreign research, conservation committee, student research. It is a bit of concern, from a financial standpoint. If no annual meeting, not as many membership renewals.

Comment: Do we have the information about demographics about who is not renewing? Analysis of who our members are.

Comment: We have that data.

Dave will check in with Emma about analyzing member data.

Comment: Personalized notes are really important.

Comment: A lot of those have been successful through CVENT.

Comment: Auto-renewal would be helpful. Important to showcase what we're doing.

Comment: 2019 meeting made \$29,910. That was the surplus.

Comment: A lot thanks to the Packard Foundation, brought people in and paid for registration.

Comment: But our actual from fiscal year we had a surplus of about \$2,000. Worth taking another look at it.

Kirsten will look back at Annual Meeting and FY 2019 budget.

Comment: 2017 and 2018 made money, too.

Comment: Membership fees alone don't cover accountant fees. No CVENT fees if no event, saving \$6000.

Comment: Luckily our budget is split out with the Operating Budget.

Comment: That's important info to provide to the Membership. Potential consequences of going to biennial meeting. Maybe we go to a different accounting structure – if not many transactions, maybe we don't need to do quarterly reviews.

Comment: Members only web conference?

Comment: Everyone already has to be a member to come to the conference.

Comment: Good to discuss in Conservation Committee – when organizing conferences, organizing in local communities. Formalize discussion around biennial conference, regional conference, add in web-only conference.

Comment: I don't think anything replaces what happens at the annual meeting.

11d. VOLUNTEER RECRUITMENT

Multiple volunteer vacancies currently! Many are ongoing from last year – vacant for the past year. The takeaway is that it would be helpful to spread the wealth for reaching out to people and trying to fill these positions. Some might be easier to fill than others. If Regional Reps could reach out to their constituents, that would be helpful!

Olivia will send out list of volunteer vacancies to ExCo.

Comment: I'm interested in working with the Membership Committee to outreach to members – listserv or social media.

Comment: Part of this is on me to keep reminding ExCo members about throughout the year.

Comment: As a former ExCo member, I'll contact you about volunteering.

Comment: Wonderful!

Question: Could we advertise this on the listserv? On the website?

Ans: Yes, I think we should.

Comment: I can make a slide about this for the Member's Meeting.

Comment: It's also on the "Volunteer for PSG" section on the website.

Comment: It'd be good to emphasize that these are great ECS opportunities.

Comment: We should highlight which ones are more urgent than others.

Comment: Elections Committee seems like it should be highlighted.

Comment: New committee – Interim Code of Conduct committee should be added.

Question: Do we need a new PICES delegate?

Ans: Yes.

Comment: Maybe Bill Sydeman? Patrick O'Hara is Co-Chair of Marine Birds and Mammals.

Kerry will follow up about PICES delegates.

Comment: How can PSG be more involved in PICES. Seabird group is not well represented in all committees. Recent change in leadership, good timing for more pressure! Get more representation and attendance!

11e. EXCO PROJECT MANAGEMENT SOFTWARE

Originally brought up by Jenny Howard. Easy to get bogged down with an inbox full of emails. Jenny used Slack while working with National Geographic and loved it. Easy to use, get in touch with people quickly. Proposed especially in terms of the annual meeting – you can directly "at" people, attach files, it's like a chat. Sends notification to phone, computer. Quick responses, go back on feed and see what's

been said and what's happening. Did a free trial to see what it looks like. Might not be free - \$7 per month charge. If people think it's worth it, not much. One person "in charge" of account, then invite all of ExCo, LOCO, etc. Everyone would not have to pay. There are channels on the side – could make one specifically for the annual meeting, invite people to that channel, those people would see that feed. All discussions would happen there. Not as great for sharing a document, Google would still be the best for that. But you can link apps – even Doodle. There's an article from Medium that gives a good pro and con list.

Comment: It can be hard to find something specific in an email chain, and sometimes hard to know which email is the one I need to respond to.

Comment: There are so many emails leading up to the Annual Meeting.

Comment: Could have a channel for each thing – 2021 Fundraising, etc.

Question: If I have the app on my phone, would I need to pay the \$7 to run the app?

Ans: We should test run, but my understanding is that if you are invited to the PSG page you would not have to pay, but could still see content. I will follow up with Jenny, I think that whoever runs the Dashboard pays.

Comment: I've never had to pay anything for Slack.

Comment: I assume you can just login to the app and it would show you the PSG dashboard.

Comment: Would be good to talk to Nacho.

Comment: Need to get buy-in from LOCO.

Olivia will follow up with Nacho and Justine about using Slack.

Comment: Have a running Google doc for Annual meeting is another option. Compiling everything.

Comment: Want to make sure that Google folders are accessible – most are originated by me. That way it will always be available. Using the PSG account – everyone will have access.

Olivia and Adrian will work to change ownership for all Google Documents/Folders.

12. MARINE ORNITHOLOGY

Request for honorarium - \$6300. Money comes from PSG endowment, made possible by Life Members, grows as an investment fund. Currently it is at \$270,000. Cap is at \$13,000. \$6300 is below that. No request in 2019. We have consistently supported them with operating funds, around \$8,000, early on. Supports low page charges and general operations. Marine Ornithology is our journal! Lots of volunteer support – significant time spent by a few people!

Dave will recognize MO at Member's Meeting.

Marine Ornithology got an impact factor – more papers submitted, more people interacting with journal! Looking forward to more sustainability for journal. Currently all volunteer. Louise's partner does all web work, Dave spends lots of time editing. Part of mission is to be a venue for people to publish who otherwise would not be able to publish to an English audience.

Louise and her partner cannot do this forever! We would pay to manage journal. Louise and Dave would no longer be responsible, another entity would manage journal. Oxford University Press is one option. Other is Canadian publishing journal that publishes other journals of our size. Wants to move this forward. I suggested a separate request to ExCo about this in order to move this conversation forward. Long process – huge document to submit, that is coming to ExCo at some point! Asking for honorarium as thank you for their work! Keep MO going.

Question: That \$6,300 would be for Louise, Ben, Dave, and 2 assistants?

Ans: Yes.

Comment: The one entity that said no, Louise was concerned that there was something in her original request that put them off. May be a way around that. World of publishing has really changed. Most is open access, has hurt a lot of journals that were not originally open access. Hasn't hurt MO because has always been open access! Louise has, with Kirsten's help, really sussed up MO's finances. Very streamlined. Incorporating MO under PSG was a huge undertaking, but will maintain MO.

Question: MO is sustained by page charges?

ANs: Yes, they are self-sufficient. Their issue is burn out.

Question: Could we up the honorarium?

Ans: We could up to \$7500.

Question: Will different amounts be given to different volunteers?

Ans: Yes, in report she says \$1600 to Dave, Ben, Louise, \$500 each to other three.

Comment: I think we should increase the honoraria given. Maybe \$7000?

Comment: \$7500 would give \$2000 to each editor.

Question: Should we update budget for FY2020 and put this in the budget? Since it is retroactive for 2019.

Ans: Yes, since it wasn't in the budget. We should account for it.

Motion to provide honoraria to the volunteer staff of MO, \$2000 to each editor and \$500 to each assistant for a total of \$7500 by Adrian, Corey seconds

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

13. EXCO NEWS

13a. RESPONSIBILITIES OF NEW EXCO MEMBERS

One thing I want to point out is the expectation of mentorship by outgoing ExCo members to incoming members.

Comment: There's a part here about the Treasurer maintaining 3 years' operating budget in the operating fund and the excess gets put in the Endowment fund. Do we do this?

Comment: No, and at this point in the year it is pretty scary, with the meeting. We don't really know how things look until May.

Question: What time of year would you suggest doing that?

Ans: Summer, I think.

Comment: If we have excess, could move to Endowment. We had a lot of money for students, but were only able to sponsor one foreign scientist. We've been pretty reluctant to use the General Fund. If we have excess after putting aside 3 years of spending, what do we do with that excess?

Comment: Our operating expenses last year were about \$24,000. I think it's good for me to look back at these budgets and our actual spending. We spent more on discretionary funds – like MMTC. Paid for some things from 2018 during 2019.

Comment: Did you say August would be a good time to check in about this? Because I will need to check in with you about that.

Kirsten will look back at budgets, check budgets against actual spending.

14. SIGNING OF CONFLICT OF INTEREST FORMS

15. ADJOURN

Motion to adjourn fundraising moved by Marc, Kerry seconds

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