

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

27 March 2020 Conference Call
9:00am- 10:41pm (Pacific Daylight Time – UTC-7)
Amended and approved, 13 May 2020

Present: David Craig (Past Chair), Rob Suryan (Chair), Roberta Swift (Chair-Elect), Olivia Bailey (Secretary), Kirsten Bixler (Treasurer), Peter Hodum (Vice Chair for Conservation), Kerry Woo (Canada Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Mary Cody (Non-Pacific U.S. States Regional Representative), Rachael Orben (Washington/Oregon Regional Representative), Chung-hang Hung (Asia and Oceania Regional Representative), Katie Stoner (Northern California Regional Representative), Nina O’Hanlon (Europe and Africa Regional Representative), Kristin Brunk (Student Representative) [14].

Absent: Cristián Suazo (S. California, Latin America, Hawaii Regional Representative) [1].

Others Present: Nacho Vilchis (PSG 2021 Local Committee Chair), Justine Miller (Luana Events), Louise Blight (*Marine Ornithology* Managing Editor), Emma Kelsey (Membership Committee Coordinator), Jane Dolliver (Communications Committee Coordinator), Kirsty Franklin (WSTC #6 Co-Chair), Theo Squires (Associate Editor, *Pacific Seabirds*) [7].

1. APPROVE 27 MARCH AGENDA

Motion to discuss the 27 March 2020 agenda moved by Dave, Marc seconds

Motion to approve the 27 March 2020 agenda moved by Dave, Olivia seconds
Abstentions: 0, Nays: 0, Yays: 14, motion passed unanimously

2. APPROVE 12 FEBRUARY 2020 MEETING MINUTES

Motion to discuss the 12 February 2020 meeting minutes moved by Olivia, Dave seconds

Motion to approve the 12 February 2020 moved by Peter, Kirsten seconds
Abstentions: 0, Nays: 0, Yays: 14, motion passed unanimously

3. WSTC#6 PSG AWARD

Motion to discuss WSTC#6 PSG Award moved by Olivia, Marc seconds.

Sixth conference, entirely on Twitter. 170 submissions from 27 countries. We like to reward participants. WSU is giving an award. Last year, asked for \$200. Different criteria – not sure if you want to change from last year.

Comment: Right, we could talk about that here.

Comment: Only work in Pacific Ocean eligible. Nationality doesn’t matter. Sent a document to Awards Committee of eligible presentations. Gave an update on what to look at – graphics, conservation of seabirds.

Comment: We have a little bit of surplus expected in our unrestricted funds for this fiscal year. We have about \$460. We can cover the \$200 award.

Question: What do you think about increasing the awards to 2?

Question: So 2 awards of \$200?

Ans: Yes.

Question: Are there twice as many presentations from last year?

Ans: Last year we had 103 entries. We have 180, but not sure how many are Pacific.

Question: Are other organization giving cash awards?

Ans: Yes, we have a cash prize from the Seabird Group, and they're providing a free year membership. Other award is free registration to the seabird conference.

Comment: I think since there are just a handful of awards, we should keep to one.

Question: What was your thought in offering two?

Ans: Just the number of entries, and possibly the thought of no PSG 2021.

Question: Any other thoughts? Could we partner with another organization for the second award?

Question: Could we do a student award?

Ans: I bet the students outnumber the non-students!

Question: Are there other student-only awards?

Ans: Seabird Group's is ECR only. World Seabird Union is for everyone.

Comment: I think we should stick to the one award now, the surplus of unrestricted funds might come in handy given the uncertain times.

Comment: Seems sufficient.

Comment: Good idea, these meetings may be the only ones we attend in near term.

Motion to approve PSG WSTC #6 award moved by Peter, Kerry seconds.

Abstentions: 0, Nays: 0, Yays: 14, motion passed unanimously

4. UPDATES

Motion to discuss Updates moved by Olivia, Marc seconds.

Abstentions: 0, Nays: 0, Yays: 14, motion passed unanimously

4a. PSG 2021 LOCAL COMMITTEE UPDATE

Given uncertain future, we are on track. Have all venues in place. Only concern is fundraising, it is going to be tough to do that this year – need to raise \$40,000. Birch Aquarium gave us a huge discount!

Only venues secured are UCSD and hotel. If we want to pursue 2021, need to start confirming other vendors. Both venues are willing to look into postponing. With hotel – need to cancel 4 months in advance. Sooner is better. UCSD is open to discussion.

Comment: Called insurance company, asked about coverage with COVID-19. They are going to get back to me.

Comment: If we did move forward, we would need to take out an additional event specific policy, usually \$150. That would cover if venues shut down, would get money back. At this time, for events after May 31st, venues and vendors are not currently doing insurance policies. Doing postponements. This is why having our own insurance would be important.

Question: What's your gut feeling?

Ans: I'm trying to stay positive and encouraging people to move forward. You know the members better than I do. Do you think they'd feel comfortable flying in to SD? Might still have COVID-19 next year.

Comment: They are canceling everything through fall in Seattle. Commencement, multi-million-dollar field programs. I think it's a serious risk to PSG. People are going to be nervous. Looking at potentially 150 registrants. Bottom line is worrisome.

Comment: Fundraising could also be really difficult.

Comment: We're dealing with this, too. But canceling things in near term. Hard to say what it will be like in a year. My concern is all the uncertainty leading up to it. Even if things have subsided, travel is approved, there will still be a lot of uncertainty between now and then.

Question: What are the negatives of postponing?

Ans: I can't think of any. I think we have enough funds to get by, as far as I can tell. We have just talked about skipping meetings, or alternate.

Comment: This might be a good reason to skip and try a more remote meeting.

Comment: That's true, that's another alternative. Fully online and remote meeting.

Comment: More people will be more comfortable with Zoom by the time of the meeting. We can use that – cultural evolution! More reason to build community!

Comment: The idea of local group meetings emerged, too. Gives us lots of plasticity. Could do virtual plenary, break out groups. Regional nodes. Less financial risk.

Question: Nacho, would postponing work for you?

Ans: I'm game, as long as the Zoo is still employing me! The vendors and venues have been great! We haven't booked the caterer. I think the Aquarium would work with us.

Question: Justine, have you worked with any other conferences that are switching to remote?

Ans: No, not at this time.

Comment: Need to think about updating Justine's contract for extra work, and work that has already been done for 2021.

Comment: Are we deciding today to postpone?

Comment: We should have more discussion. Not really sure how to go about it.

Comment: Just got a survey from OR TWS about whether they should hold the meeting. Something we could do.

Question: Anyone know the status of the World Seabird Conference?

Ans: I think postponed for a year, not cancelled.

Comment: I think they will make a decision soon.

All ExCo will think about postponing or canceling 2021 meeting.

Question: Do we have a deadline?

Comment: The hotel is the only thing, I think June 1st is the latest.

Comment: Earlier would be better.

Comment: I think we should decide whether we are moving ahead with in-person or remote.

Question: Are you suggesting May 1st cutoff?

Ans: I think by May 1st if there will be a meeting at all. Postpone and skip or remote meeting.

Comment: Can we do 2 meetings prior to a decision?

Comment: That can be scheduled for mid-April to have another specific discussion and call about this. We can have another meeting after that.

Comment: It might be helpful to have a focused conversation before making a final decision.

Comment: Seems like a good idea. This is a lot of work! It would be helpful to do this with some certainty, EXCO can provide some guidance.

Olivia will send out a Doodle poll to ExCo and LOCO to have a COVID-19 specific call.

4b. MARINE ORNITHOLOGY UPDATE

Wanted to give an update on *MO*, going ahead with next issue. About to go to press, just proofing. Not doing a print run this time, involves people going out to printers, shipping. Not safe. Will go up online on time! Journal of record – considered by indexers – is online, won't matter. Mail will go out late. Staffing and implications for future – build redundancy in staffing so that if anyone gets sick, don't have to shut down. Contacting Dave to get access to editor in chief account. Tony Gaston is going to help out. Ian is Ben's assistant – online presence, going to have a call to make sure nothing is missing. Might be slower, one copy editor has kids at home. Submissions might go down, might have to do a reduced issue, not sure. Finances – will invoice for pay charges. More lenient for page charge waivers – they are cheap. Might just be less money coming in to the journal in the future. Haven't been requesting money from publication fund, but might have to in next few months.

Question: So plan is to move forward as usual, even if there are fewer papers?

Ans: For now, don't think we need to have to switch to one publication per year yet. Print run is very small – 30. More fair to authors to keep things coming out in regular schedule – can say published instead of in press.

Question: have you thought about needing more help – maybe people will be writing more papers?

Ans: Copy editors will be happy to have the work. I don't think we will have a flood. We have had an increase in papers over the last year, with the index. I will ask for help if we need it. We have a number of associate editors, too.

Comment: Thanks for your efforts, this is an important flagship of our organization.

4c. PSG VOLUNTEER VACANCIES

We have a few ongoing vacancies, and a few new. I need to fill the Interim Code of Conduct Committee, I have a list of people to reach out to. Ken Morgan is stepping down from current positions he's holding. ACAP – need to replace him there, gave recommendations. Take his name off of website. Also stepping down from WSU delegate – Kathy Kuletz is always on calls. Is there any reason to have two?

Comment: I think so, just for a backup.

Comment: Kim Nelson was recommended.

Comment: I think she'd be great. I could be the second person, as well. Demands are pretty minimal, I've been engaged with them.

Comment: For ACAP reps – Eric Vanderwerf and Lindsay Young are very engaged with PSG, as we know.

Question: Do you know if they go to ACAP meetings? Another consideration with nominating. Multi days, usually international.

Ans: I know Lindsay has participated in the past, but it's been a few years.

Comment: Mia and Beth already go to those meetings, but they are already representing their own agencies. Not sure if they could also represent PSG.

Comment: I think Ken was officially representing Canada.

Comment: Patrick didn't say no to PICES – I will follow up. He's unsure whether he will attend next PICES meeting.

Comment: Jane gave us some names of people who indicated on the member feedback survey that are interested in helping with the Conservation Committee – Co-Chair for Conservation can contact. Jane and I are working on contacting potential Co-Chairs for Diversity and Inclusion committee.

Kerry will follow up with Patrick O'Hara about PICES meeting.
Rob will continue to fill volunteer vacancies within PSG.

4d. DONATIONS FROM MAMU MERCHANDISE, BIG BASIN STATE PARK

I received an email from the General Manager of the Big Basin State Park visitor center in CA. She is thinking about developing a plush Marbled Murrelet and wants to donate part of the proceeds to PSG. I wasn't sure if this is something that has been done before. I doubt that state park visitor's centers are open in CA right now, given the circumstances. Can follow up if this is something we are interested in.

Comment: This reminds me of coloring books that regional reps were part of – Che with Advance Wildlife Education. We should solicit MMTC to give advice on the design! Want their approval.

Comment: Great, I'll contact them.

Olivia will reach out to MMTC about merchandise.

4e. QUOTE FOR WORLD ALBATROSS DAY

Received an email about a PSG representative contributing quote for World Albatross Day. Need a volunteer!

Comment: Could solicit from someone!

Comment: Rachael is among the albatross right now.

Comment: I could give the quote a try.

Comment: Great, give it a shot and send out to the EXCO.

Rachael will write quote for World Albatross Day.

4f. PSG 2020 SATISFACTION SURVEY RESULTS

Feedback mostly positive. Received 22% surveys back, forgot reminders. Not priority, given COVID-19. All events were well attended. 2 documents – qualitative and quantitative. Best part about PSG – breadth of talks, but number 2 is seeing people, making connections. You can tell that in-person connections are really important. And food is also always important to people.

Comment: Overall good comments, glad there are positive suggestions. My experience at registration desk was reflected here – happy to see people, talk in person. People want more time to discuss things in between sessions. Not sure if we can do that and not make the conference longer. People want more time to meet than was offered.

Comment: In terms of adding time, we had a light presentation schedule. Maybe longer coffee breaks?

Comment: I think that'd be sufficient. One thing with UCSD – will take longer to take to get to a room. Need to build in time – 10 mins – for people to get there, bit of a walk.

Comment: Let's go ahead and talk about the 2020 budget.

4j. PSG 2020 BUDGET UPDATE

We have finalized budget, put in last numbers. We had a surplus of \$1800 – really great! Thought we weren't doing so hot, but registration and sponsorships came through! Merch and banquet sales higher than we originally thought. Otherwise the budget was where we thought it would be. Bags were not in budget, but did end up selling some.

Comment: Have more merchandise for sale, not sure how much we will sell, given everything that's going on.

Comment: Have bags left, send people over to Square store!

Comment: We can advertise via social media.

Comment: I think store is working fine. She is okay going to post office, printing postage and dropping off.

Question: Was there anything that was particularly over budget than expected?

Ans: I think we did well, budget for speakers was much lower than expected. Stay well within food and beverage cost for hotel.

Comment: Great, good model for next meeting.

4g. PSG MEMBER'S MEETING SUGGESTIONS

Summarized and compiled comments from notecards given out at Member's Meeting. Overall, lots of positive comments for Code of Conduct. Lots of support for continuing annual meetings – importance of face to face, thinking about MS students. Few comments about increasing remote conferencing, positive feedback. Increasing diversity and inclusion within PSG was also mentioned.

Comments: Notecards were a great idea.

4h. TREASURER'S UPDATE

Accounting is up to date. Still have 2 banks, as soon as checks are cashed at First Hawaiian, can get that closed. Lot that needs to get done in the next month. More updates soon!

Comment: Thanks!

Comment: Kudos to Kirsten and LOCO that the 2020 budget is already done!

Comment: Checked on Endowment Fund – down 25% from meeting. Around \$200,000. Keeping in mind that we might have less available in the short term.

Comment: Can you remind everyone what that money is used for.

Comment: We take out a small amount each year to cover publication costs, Marine Ornithology, Adobe, *Pacific Seabirds*, some listserv costs as well.

Comment: Loss of funds in that account is not an immediate cost to us, hopefully recovers in future.

4i. FORMER CHAIRS MEETING UPDATE

\$1,144.65 available. Looks like they want to keep offering SRGs.

Comment: And that is something that is offered in the Spring, so soon.

4k. COMMUNICATIONS COMMITTEE UPDATE

Theo is new Pacific Seabirds Associate Editor! Lots of great action items – reaching out to OSU undergrads. Quarterly newsletter – something more frequent. Wieteke – now helping with website! Reaching out to Kristin, student/ECS spotlights. Need to make sure that all PSG emails are changed over. Need to have password access.

EXCO will let Jane know if anyone needs access to PSG emails.

4l. MEMBERSHIP UPDATE

As mentioned at ExCO meeting in Portland, drafted an email to potentially send out to listserv, encourage positive interaction. A lot has changed in the past couple weeks, not sure if still relevant, timely. But did draft and said I would get to ExCo.

Comment: Content is fantastic, intent is great, thank you.

Comment: It's a distracting time, if nothing else.

Comment: Could link to a couple listserv posts – when interim code of conduct committee is announced. Maybe one before the other.

Comment: That sounds like a good idea.

Comment: Beyond the letter, interest in current membership numbers. Wanting to go back and check membership through time – erroneous or double counts in past years. 319 individual members, 95 life members, 71 student, 6 corresponding, 1 honorary. Seems consistent with where we've been. Brainstorming ways to reinvigorate a membership drive – reminded how many amazing artists we have in our community – reach out to members to create/share art in social media posts. Words of encouragement to renew, why membership matters, use visual appeal of seabird art from members. Want to add that to membership drive this year, and consistency with promoting membership, what is gained by membership.

Comment: Particularly important if we postpone or don't hold 2021 meeting. Important source of income for us to operate. Annual meeting is good reminder for people to renew.

Comment: Is there anything else I should consider when asking for donations for art? Legal or ExCo related issues that I might not know about? Will work with Jane to work with Communications Committee.

Comment: She might have insight into crediting people appropriately.

Comment: Send any ideas our way!

5. ADJOURN

Motion to adjourn moved by Olivia, Roberta seconds

Abstentions: 0, Nays: 0, Yays: 14, motion passes

27 MARCH AGENDA

(* Indicates need for a vote)

1. Roll call & approve agenda*
2. Approve minutes 12 February 2020*
3. WSTC#6 PSG Award*
4. Updates
 - 4a. PSG 2021 Local Committee Update
 - 4b. PSG Volunteer Vacancies
 - 4c. Marine Ornithology Update
 - 4d. Donations from MAMU merchandise – Big Basin State Park
 - 4e. Quote for World Albatross Day
 - 4f. PSG 2020 Satisfaction Survey Results
 - 4g. PSG Member's Meeting Suggestions
 - 4h. Treasurer's Update
 - 4i. Former Chair's Meeting Update
 - 4j. PSG 2020 Budget Update
 - 4k. Communications Committee Update
 - 4l. Membership Update
5. Action items and adjourn