

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

18 September 2020 Conference Call  
9:00am- 10:00am (Pacific Daylight Time – UTC-7)  
Amended and approved, 30 September 2020

**Present:** David Craig (Past Chair), Rob Suryan (Chair), Roberta Swift (Chair-Elect), Kirsten Bixler (Treasurer), Peter Hodum (Vice Chair for Conservation), Chung-hang Hung (Asia and Oceania Regional Representative), Kerry Woo (Canada Regional Representative), Rachael Orben (Washington/Oregon Regional Representative), Katie Stoner (Northern California Regional Representative), Kristin Brunk (Student Representative), Mary Cody (Non-Pacific U.S. States Regional Representative), Marc Romano (Alaska/Russia Regional Representative) [12].

**Absent:** Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Olivia Bailey (Secretary), Nina O'Hanlon (Europe and Africa Regional Representative) [3].

**Others Present:** Wieteke Holthuijzen (Corresponding Members Committee Co-Coordinator) [1].

### 1. APPROVE 18 SEPTEMBER AGENDA

Motion to discuss the 18 September 2020 agenda moved by Dave, Mary seconds

Motion to approve the 18 September 2020 agenda moved by Roberta, Mary seconds  
Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

### 2. APPROVE 31 JULY 2020 MEETING MINUTES

Motion to discuss the 31 July 2020 meeting minutes moved by Kristin, Dave seconds

Estimates of virtual meeting costs

Motion to approve the 31 July 2020 moved by Dave, Peter seconds  
Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

### 3. APPROVE PSG 2021 ANNUAL MEETING BUDGET

Motion to discuss the PSG 2021 Annual Meeting Budget proposal moved by Mary, Kirsten seconds

Normally done by Local Committee. Kirsten, Rob, Roberta put together draft. Wanted registration costs to be more affordable this year. Estimating \$150 for non-students, would cover costs. Students - \$50. Higher estimate for students - \$100. Would cover costs for 300 attendees at regular price, 50 at student price. Would have surplus of about \$3,000.

For 400 regular attendees at that price and 50 students, would make \$10,000. Some costs are on upper end of what they might actually be. For example, CVENT cost – not committing to CVENT for online platform. Want to be able to compare other platforms – what we would get, how well they would work for us, and cost. Virtual meeting coordinator would help with that. Estimated \$8,000 for virtual platform. Could actually cost \$400 or \$450 – Zoom. \$8,000 is upper end but not the most expensive platform. Adrian and Roberta talking to CVENT about scheduling component of Abstract Manager. Each year done on Google Sheets rather than through CVENT. May get a discount on fees because of that. Got an

estimate from Justine Miller (Luana Events) to help us out again this year. Her estimate is \$2550 plus tax – haven't calculated tax yet. Talked to 2020 LOCO – Justine has great experience, will really help with budgeting and merchandising. She will make this happen! Sponsorships – we are looking for sponsorships, will get some, have a subcommittee of LOCO working on this.

Comment: Justine brings continuity. She will be involved next year – she has lots of PSG meeting knowledge. Number of attendees – calculated for 300 full attendees, 50 students. Ratio is skewed, usually we have 1/3 of attendees that are students. Not sure if overestimating full attendees, but definitely underestimating students. We always shoot for around 300-350 attendees, but highly likely we can get more attendees with a virtual meeting.

Comment: The people that I've talked to about online conferences have said that they got way more attendees. I've also talked to people who have said that they are going to actually be able to attend this year – government employees usually have to be nominated – approval goes to Washington, D.C. In last few years, only a few people from region have been approved to go, a dozen wanted to go. This year, if supervisors pay registration then they're able to go. No travel. Probably have more.

Question: Is membership tied to registration? Are there member rates? Are there early/late registrations? What about day-of registration?

Ans: At this point, haven't worked those numbers in. That's something we can all decide. Just trying to get budget approved so we can get the virtual meeting planner up and running. Important considerations that we need to make.

Comment: Makes sense to wait on those decisions.

Question: What is the line about additional CVENT transactions? That is not part of the fee charged for registration? Fairly large figure.

Ans: Should be an extra charge if we have more attendees through CVENT than we estimate.

Comment: We separated out the charges for registration, so this is additional transactions – field trips, merchandise, any other purchases.

Question: If we're looking to spend \$2,000 or \$2,500 on a 4% fee, are we spending \$50,000 through CVENT and generating that cost of \$2,000. Do we think that we will have those sorts of transactions to generate a fee of that size? It seems like a lot. On Line 31 we're assuming to break even on merchandise. Is this fee considered there? If not, maybe we should rethink doing merchandise, if we're not going to break even given that fee.

Ans: Good point, I don't think we've looked at that. This is an estimate based on the fees from the past meetings. Maybe we are losing money on merch and field trips every year, in which case we should cut back on that. I will look into that.

Comment: This year the field trips will probably be free – Facebook Live type thing. No details yet. Talking about merchandising using platforms where people buy merch directly from them. Don't have to go through CVENT. Hopefully CVENT will reduce cost for us from the Abstract Manager.

Comment: This \$2,500 fees for additional purchases really includes not just CVENT but also Square. Sold some merch through Square but also collect donations through Square. Fees associated. All silent auction transactions go through Square – will add up.

Comment: So good idea to keep that in budget as is, if we don't spend that money, that's a good thing.

Comment: Direct question to students/ECS – is \$50 reasonable? It would be great if we could make it free.

Comment: I think \$50 is a little steep for students right now. Based on the small sample of students I've talked to – they've said \$50 is almost a barrier for attending. Not sure how much wiggle room there is.

Comment: \$150 registration fee for regular attendees could go up, people are used to paying \$300 plus travel. Even if we boosted to \$175, could cover student registrations.

Comment: We have also generated funds from the silent auction last year. We can request donations for student travel. If registration only \$50 can cover a lot of registrations with money available. Don't recall amount off the top of my head – something like \$4,000. Can cover a lot of students with that.

Comment: I think it's almost \$4200.

Comment: If we cover registrations for 100 students, seems like a lot of admin.

Comment: So, you're arguing for free student registrations, no transactions, no fees.

Comment: If we require students to be a member of PSG, might be good balance. Even just raising full attendee price to \$160 would cover students.

Comment: I think if people knew that their registration price was allowing students to attend for free, that'd be good. If it was a low fee, wouldn't be hard to get donors for that. But if it was just rolled in to the base cost for the rest of folks, that'd be good. If we had a flood of students become members, nice platform to fundraise from non-students.

Comment: Even if we 0 out students, still break even and have surplus without raising registration costs. I propose we leave the registration fee at \$150, have some buffers. I expect we'll have more than 300 people.

Comment: We also do have older members on fixed incomes. Caution pushing fees up too high, and not just people on fixed incomes – colleagues that are underemployed, folks that aren't students. Lots of seasonal employees who are not working right now – will be hard to pull together \$150 when they haven't worked a whole season. I like the idea of students going for free but becoming members. Win/win.

Comment: Thinking about ECS – application for COVID scholarship to waive/decrease fee. Not students, but seasonal techs. Lots of folks doing seasonal work, want this to be accessible.

Comment: Great idea, worth the effort to think about this. Had talked about separate category – full price, students, then honor system donations. Opens up to lots of people using that, though.

Comment: I like the idea of having the hoop to jump through to apply for it. Have someone consider request. It is more work, but good idea.

Question: Do the funds from the silent auction also go towards funding ECS and non-US/Canada attendees? Could potentially give out more travel awards for those categories if students are free.

Ans: Donations through silent auction and donations for student travel through Square, we are very careful to make sure that those only go to students. But if we have that pot of money, it would be great to use it.

Comment: With the caveat that we will be able to replenish that fund with the meeting structure that we have – silent auction might not be the same virtually. Might need these funds for 2022 meeting.

Comment: Virtual silent auction will also have shipping costs.

Question: Are these the details that we can work on after the budget is approved?

Ans: Yes, we should move through the agenda.

Motion to approve the PSG 2021 Annual Meeting Budget with \$150 registration fees for full registrants and no registration fee for student members moved by Dave, Kirsten seconds

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously

#### 4. UPDATES

Motion to discuss Updates moved by Roberta, Peter seconds.

##### 4a. PSG 2021 VIRTUAL MEETING UPDATE

Waiting for budget approval to get planner started. More than just platform – how to translate all of our normal activities into our virtual platform. Local Committee moving along way – 15 people, split into subcommittees (10) – communications, sponsorship/fundraising, social events, student events, raffle/auction, producing/printing programs, registration, merch. Kim Nelson and Adrian have been big helps. Field trips are moving along – getting volunteers. Merch has great ideas; Justine will be helpful. Still no volunteers to be LOCO Chair.

Comment: Timeline for call for abstracts.

Comment: Call for sessions ends today. Want to assemble ideas – not many. Schedule a meeting with Scientific Program Committee, put together potential list. Within next couple of weeks. Give people a month or so.

Comment: I think usually until mid-November.

##### 4b. TREASURER'S UPDATE

Completed a quarterly internal review with the accountant, that is to provide you with some level of assurance that accounting is up to date and accurate. This is instead of an audit. Please review, if there are questions/concerns let me know. Another large topic is the draft FY2021 budget. Vote before end of

the month, review today. Generally, estimate income and expenses based on the last 5 years. Nothing giving me heartburn besides ECS award. Would we use this money to cover registration fees? Awards? Or whatever we generate should just roll over to San Diego meeting. Same goes for student travel awards. We are in the black with restricted and unrestricted funds. I added the \$2,000 Chair's Discretionary Fund back in – more wiggle room, meeting not as expensive this year. I'm anticipating similar levels of donations this year, maybe not a good idea with everything going on.

Comment: Thoughts about ECS and student travel funds? I was thinking that they'd be less value this year and any money would be rolled over to the next meeting. Are we missing something where we'd want some student meeting-related grants?

Comment: I think the San Diego meeting is going to be expensive, I see value in rolling it over.

Comment: And we don't know if we will make money this year on student travel.

Comment: If student registration is free, makes sense to roll it over. But ECS/non-US and Canada scientist travel, could use to cover registrations if people need it this year.

#### 4c. COMMUNICATIONS UPDATE

Question about solicitation for regional reports. Jenny and Wieteke are available to update pages for annual meeting. Working through website and getting PSG HELPS program moving forward. Membership Committee sends Regional Reps list of members. Now would be a good time to do this – would be good to hear from *Pacific Seabirds* to get a sense of the timeline.

#### 5. ADJOURN

Motion to adjourn moved by Kerry, Kirsten seconds

Abstentions: 0, Nays: 0, Yays: 12, motion passes

#### 18 SEPTEMBER AGENDA

(\* Indicates need for a vote)

1. Roll call & approve agenda\*
2. Approve minutes 31 July 2020\*
3. PSG 2021 Annual Meeting Budget Proposal\*
4. Updates
  - 4a. PSG Virtual Meeting 2021 Update
  - 4b. Treasurer's Update
  - 4c. Communications Committee Update
5. Action items and adjourn