

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

30 September 2020 Conference Call

11:00am- 12:00pm (Pacific Daylight Time – UTC-7)

Amended and approved, 25 November 2020

Present: David Craig (Past Chair), Rob Suryan (Chair), Roberta Swift (Chair-Elect), Kirsten Bixler (Treasurer), Peter Hodum (Vice Chair for Conservation), Rachael Orben (Washington/Oregon Regional Representative), Katie Stoner (Northern California Regional Representative), Mary Cody (Non-Pacific U.S. States Regional Representative), Marc Romano (Alaska/Russia Regional Representative) [9].

Absent: Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Olivia Bailey (Secretary), Nina O’Hanlon (Europe and Africa Regional Representative), Chung-hang Hung (Asia and Oceania Regional Representative), Kerry Woo (Canada Regional Representative), Kristin Brunk (Student Representative) [6].

Others Present: Wieteke Holthuijzen (Corresponding Members Committee Co-Coordinator), Jane Dolliver (Communications Committee Coordinator), Justine Miller (Luana Events) [3].

1. APPROVE 30 SEPTEMBER AGENDA

Motion to discuss the 30 September 2020 agenda moved by Peter, David seconds

Need to discuss awards update.

Motion to approve the 30 September 2020 agenda moved by David, Peter seconds

Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

2. APPROVE 18 SEPTEMBER 2020 MEETING MINUTES

Motion to discuss the 18 September 2020 meeting minutes moved by Roberta, Kirsten seconds

Motion to approve the 18 September 2020 moved by Dave, Peter seconds

Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

3. APPROVE PSG FY21 BUDGET

Motion to discuss the PSG FY21 Budget proposal moved by Rachael, Roberta seconds

The main thing I'm worried about is the \$2,000 for non-US/Canada scientist travel, since we won't be traveling to the 2021 meeting and also early career scientist awards, which are for travel. And then of course student travel grant, which we discussed last time about potentially rolling over for San Diego,

because we don't know if we'll be generating much per student travel with the silent auction or something like we normally do and we know that San Diego is going to be really pricey. I guess I would like your thoughts on how to deal with this. We discussed that maybe we want to just put the money towards registration. Obviously, we don't want to have grants, because that would be kind of a nightmare, but we could put that chunk of say 3000 for ECS and non-US/Canada scientists, just to cover registration costs and that might help cover the sliding scale route that we're going to or potentially going to use this year. So yeah, I would love your thoughts.

Comment: So far it seems like we are planning on having an auction but, like you said, I don't know how much we're going to actually make. The Local Committee are investigating some online platforms that seemed like they'll work really well. We may make less just because there's going to be shipping costs. And then there's also four and a half percent fees from the platform, but I think we still will make some. I was just looking through the notes from last time, we talked about maybe having a way for folks that didn't have a field season or didn't have a job this year could apply to have a reduced rate. Seems like for ECS people, it would be nice to use that money just for people applying for that break.

Comment: So that money is coming from donations or anticipated donations to the general fund this year. So, I expect that we would get \$3,000 in donations to the general fund. And that's where the money is coming from for those two - the ECS and the non-US/Canada scientist's category.

Question: And then, for the student travel grants, or any of these funds, is there any limitation on say, do they need to be spent? If they do, and if we get the money you expect, do they need to be spent this year, or can they be rolled over to the San Diego meeting? Since it's going to be more expensive it would be nice to support more travel there and then the given the potential that this 2021 meeting the virtual meeting could be self-sustaining on its own.

Ans: I think it's fine, not to spend it. I don't think we have to.

Question: Do we need to make this decision now? Or, at what point do we need to make the decision on whether it gets spent for those purposes.

Ans: We don't need to make this decision now. I guess if we if we want to use this for covering registration my gut feeling is that I should probably add another line item and have them be separated out for registration for those two categories. And that way the budget doesn't deviate too much from what we report on taxes if we end up using that money in that way. So, I guess if everybody's okay with this, then I would just keep \$3,000 in the budget to help cover those two categories registration and then zero out the grants category, the grant for ETFs and non-US, Canada, scientists this year. Does that sound okay?

Comment: Yeah, that seems good for sure.

Comment: Okay, any other thoughts or comments on the budget.

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Comment: I do have one. It says \$8,265 for Cvent but then I went back to that draft budget for the meeting and it added up to \$9,265 for the lower number of attendees. Am I looking at this wrong?

Comment: Yeah, you're correct. I took \$1,000 out and anticipated for Square transactions.

Comment: Okay.

Comment: Okay, great. And then, we need to talk about additional money for the awards, do you want to do that really with the budget now, or we can wait till later?

Comment: I think we should talk about it now.

Comment: Okay. So, with the awards, there were three for the student research grants; there are three that are awarded, one for each for bachelor's, master's and PhD and we allocate \$1,000 each. We came in under that for what they requested and we're considering giving a fourth one, because another PhD student ranked out pretty high. It was 400 extra dollars we needed if we gave the four people the exact amount of money that they wanted. Alternatively, if we did have enough for another thousand dollars, we could just give each person \$1,000 and those that requested get less just get more than what they originally asked for. There is some precedent for doing that in the past to if there was an element.

Comment: I added a document in the chat, just a summary of that that shows the four candidates if that is that viewable to people.

Comment: It is, yep.

Comment: You can see the amount requested was \$3,441. If we gave the narrowest award, that'd be \$3,335 versus if we gave all awards at \$1,000, we'd be at \$ 4,000. So, we're really just \$335 short.

Comment: Kirsten, I guess just to let you chime in on what this means for the budget and what you had mentioned to me in an email as far as where we have a little bit of buffer to maybe handle this.

Comment: For unrestricted funds budget. We have a surplus of \$748 in the budget. And I think it would be certainly fine to provide the \$400 extra, and I think it's fine if we provide \$1,000 and expect to be slightly in the red this time around. We do have \$102,000 in the bank account at this point. That's enough to cover three years of the operating budget. This is required in the handbook and that gives us enough to cover the virtual meeting. I think it's fine to use this for the student research grants, and I think it's a good cause. And it's a good year to put a little bit more into it.

Comment: Agreed.

Comment: Any questions or additional discussion on which direction people want to go with this?

Comment: Katie, what's your view on this one seems like a good spot for an early career person to have an opinion.

Comment: I'm supportive of providing an additional award of \$1,000 to make it even across for all the winners. But I'm less familiar with the needs of the budget.

Comment: So, let's break this into two voting decisions. So, a motion to approve Kirsten's budget for FY21 and then we'll let's do a second vote and unless there's any dissenting requests, the second motion could be for adding the fourth recipient and including \$1,000 each for each of the awardees.

[Motion to approve the PSG FY21 Budget moved by Mary, Dave seconds](#)

[Abstentions: 0, Yays: 9, motion passed unanimously](#)

Motion to approve adding a fourth SRG recipient and designating \$1,000 for each Student Research Grants Award moved by Dave, Kirsten seconds

Abstentions: 0, Nays: 0, Yays: 9, motion passed unanimously

4. UPDATES

Motion to discuss Updates moved by Dave, Mary seconds.

4a. PSG 2021 VIRTUAL MEETING UPDATE

I guess really all I have is that Tuesday the Virtual Programming Committee and some of the LOCO met with the new virtual consultant, Jennifer Barrett. We talked for about an hour about our wants and desires and so she is connecting with Justine and they're going to sort of in tandem connect with the LOCO. The way it is right now some of the things that the LOCO are doing are kind of overlapping with these virtual committee decisions. So, we just need a way to knit this together a little bit better. There's 15 people on the local committee broken up into different subcommittees with different tasks. Justine, Jen and I are going to meet tomorrow and kick it off. I'm wondering how much the EXCO wants to be involved and should we invite Jen to the future meetings? Or should we just keep moving along parallel to the EXCO meetings and just give you updates.

Comment: Judging from the experience I have so far, I think she doesn't need to attend regularly, but certainly good to have her on if you have either specific questions or a larger update for the EXCO. I know Justine's been on our calls at times when there were more items to discuss for the LOCO and that's worked out great. You know, we don't need to have a lot of people, but just a few from each committee at the report in as needed.

Comment: think the next big decision is going to be what kind of platform we use, so I don't know how much the EXCO really has an opinion on that, or if they just want to go with what she recommends and if virtual programming committee agrees with it.

Comment: Yeah, I guess my perspective is that it's mostly been EXCO not really playing a real strong part in the detailed decisions that the LOCO makes and just kind of keep us posted. Because you guys have all the detailed knowledge that we don't necessarily have.

Comment: I think it will be super helpful to talk with Roberta and Jennifer tomorrow to kind of see where all the different pieces are because there's not an actual chairperson stepping up just yet that there's some decisions that haven't been made or haven't been solidified. I think once we meet with Jennifer, we can kind of narrow down the specifics and that might help the local committee feel a little bit more comfortable at stepping up and taking a chair position at that time.

4b. AWARDS UPDATE

As far as the award updates, what's next on our list is it the Lifetime Achievement and Special achievement awards. Did you get any additional nominations for those or did you send out a call for those?

Comment: I don't think I did, so I think we're due for those to head out. If anyone has some, send them my way.

Comment: Great.

Comment: I thought there was one nomination that came in really soon like early after PSG 2020?

Comment: I think it was for this year. Yeah.

Comment: We're not obligated to give awards out but it's generally something we do for the annual meeting and it gets wrapped up into the annual meeting budget. And then so the only other thing that's on that list, then, is just the student travel awards. I mean, I think that's the only one we have to make a request for but otherwise we just need to make sure we're coordinating on the student presentation awards.

4c. ELECTIONS AND COMMITTEE VACANCY UPDATE

The next big thing for us is the elections and committee vacancies. So, my understanding was that Katie O'Reilly was hoping to step down from the Elections Committee Chair position, but she's just filling in until we can find a replacement. She's working to recruit her replacement. I'm willing to, at some point, put out a general call if we're just not coming up with names, but I think we can do it without the call. There's actually quite a few elected positions and committee vacancies that we have to fill this year. A few EXCO positions are at the end of their terms, so let the Elections Committee know if you intend to run again.

Comment: November is the time at which we kind of get all the bios of candidates ready and then the ballots go out in December, needs to be open 45 days ahead of our meeting. We need 30 days for the ballots to be open and then we have to have the decisions made, and the selections occurring and notifications 15 days before.

Comment: Is there something you need me to do to best get nominations for leads for the Elections Committee to replace you and Katie because it sounds like you don't have any names for that yet.

Comment: Former committee chair felt strongly that the people that are on the committee would have served in or have been part of PSG for a really, really long time and just are really well connected. That's the type of person that works best. Katie might have suggestions.

We'll just keep you updated through the Fall and there may be opportunities for specific EXCO members to reach out to people that they know better than we do.

Comment: That sounds good. And as far as that you just have you and Katie have a list of those names for potential nominations already?

Comment: We have a running list of people from previous nominations and people from previous years that we tend to re-contact because people will be like, oh, this year is not good for me. But, you know, ping me next year and will hold them to it.

4d. CORRESPONDING MEMBERS COMMITTEE UPDATE

Comment: Kyle has been corresponding with me this week and has said that he is going to step down as co-coordinator. Kyle's been coordinating the committee since 2017 and I just joined this year. We are

working to figure out who could serve as another co-coordinator to help me out. We've identified someone; he's been involved in PSG for quite some time and we both thought it'd be wonderful to have greater representation from South America, especially for the Corresponding Members Committee and so I put that as an ask in this report, I'm not totally sure about proper processes and procedures approve him as a new coordinator.

Otherwise, we've done pretty good this year. We've increased the number of corresponding members to 12 overall and hopefully we'll be able to get reports from all of them to include in the new Pacific Seabirds. We are continuing to try to find additional corresponding members and, in particular, looking for folks in Asia and in the South Pacific. So, if you know anybody whose early career scientists are doing really great work and could benefit from the network of PSG then definitely let me know.

Comment: Awesome. Well, thanks for taking the lead and thanks very much appreciated. And of course, everything else you're contributing to PSG. I don't know if there is a formal process, I think he would be great. Yeah, certainly doesn't require a vote.

Comment: All right, well, I will let him know. And now we'll get to work. We're going to make an action plan to sort of address outreach a little bit differently with the committee, especially now, because things are remote.

Comment: Great.

4e. REGIONAL REPORTS UPDATE

Let's unless there's other comments, we can go ahead and move on to regional reports. So, I just wanted to check in to see if we're on schedule. Typically, those regional reports are due to Theo, the Pacific Seabirds editor in early October

Comment: I haven't heard from him. Has anybody else heard from him as far as timing?

Comment: No.

Comment: Okay, after our last meeting, Rob, though I did dig up the general email from last year requesting updates. So, if I could get a list of emails for all the Regional Reps. I could send that out and then CC the folks that have specific secrets as well. Just to get the ball rolling. Because I think, yeah, we probably should get this happening now.

Comment: Okay, that sounds good. So, let's see, I, I will contact Theo. So as far as an action item for me. I'll contact do just to make sure that the fall issue is on track and moving along, and let him know that we're going to reach out for regional reports. Do you want to wait to reach out to the Regional Reps until I hear back from him just to make sure everything's a go?

Rob will contact Theo about the next *Pacific Seabirds*.

Comment: Sure, yeah. After we're off the call here, I'll send you that email and you can forward it on to him, and then you both can decide if that is the level of information that he wants. And if there's any sideboards that they want to add, etc.

Comment: Okay. That'd be awesome.

Marc will send Rob the email to solicit regional reports.

Comment: And I think we also need a list of the updated people in the various regions, like an email list.

Comment: Yes, I emailed Emma about that today. If I don't hear from her. I will try to go in to see that and see if I can get the updated list.

Comment: Anything else related to Pacific seabirds

Comment: I have a question. I asked for updates for Members on the East Coast last year and I got almost no responses. How much do you harass people to get reports?

Comment: A lot. Eventually they squeak in a day after the deadline. Just keep pressuring.

Comment: When I was a regional rep after the initial one, I'd wait a couple of weeks, send out a reminder, and I actually gave them a deadline that was before the real deadline. It seems like it was harder than it was when I started as a rep.

Comment: Thank you, that helps.

Comment: I had a similar problem in another group and I started scalping the social media posts that are related. And so, if there's any of that, you could say, Hey, I'm going to put this over here. And then, you know, with all the work that social media folks have been doing. If there's any East Coasters you could scrape that in and throw it back and say, here, clean this up.

Comment: That's a good idea. The Waterbirds Society last year had just done the same thing, so I even suggested to people that if you just did this for Waterbirds Society give me the same thing, and you're done. And that didn't seem to help.

Comment: One thing that I have done in the past was look through previous issues of Pacific Seabirds and see who submitted in the past when we used to get a lot more submissions so I just look through and see who haven't we heard from and actually reach out to them directly.

Comment: Okay, that's a good idea to thank you

Comment: Yeah, it seems like, unfortunately, with all of our email clutter. It does take a little extra harassment now, even more so than it used to. Quite a while ago when I was a rep, it seemed like it was really easy to get the reports and now it does seem like it is much more challenging.

Comment: It might be helpful if we said like a general announcement out to the listserv just saying these things are happening, send them to your regional rep. So even if people aren't on the right list. They can self-identify and send their update

Comment: That's a great idea.

Comment: Mark once we hear from Theo and then we do put out the request. We can check with him about that to put it on the listserv and then also have the communications team hit social media with it.

Comment: Okay, yeah, I guess if there's not any additional discussion we're at the end of our agenda and we can wrap it up. So as far as action items I had me following up with Theo and then Mark and I will coordinate after that. David was going to look at the lifetime achievement and special achievement awards. Anything else?

Comment: Yeah, I need to make a couple of adjustments to the budget and send that out to everybody. The final budget.

Comment: I should have said this earlier. If anybody has any ideas of plenary speakers, send me suggestions.

5. ADJOURN

Motion to adjourn moved by Roberta, Kirsten seconds

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

18 SEPTEMBER AGENDA

(* Indicates need for a vote)

1. Roll call & approve agenda*
2. Approve minutes 18 September 2020*
3. PSG FY21 Budget*
4. Updates
 - 4a. PSG Virtual Meeting 2021 Update
 - 4b. Awards Update
 - 4c. Corresponding Members Committee Update
 - 4d. Regional Reports Update
5. Action items and adjourn