

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

2 February 2021 Conference Call

4:00pm- 5:23 pm (Pacific Savings Time – UTC-8)

Amended and approved 22 February 2021

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

Absent: Rachael Orben (Washington/Oregon Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Nina O’Hanlon (Europe and Africa Regional Representative), Chung-hang Hung (Asia and Oceania Regional Representative) [4].

Others Present: Jane Dolliver (Communications Committee Coordinator), Jenn Urmston (Membership Committee Co-Coordinator), Anna Vallery (PSG 2021 Local Committee Member), Natalia Rosciano (World Seabird Twitter Conference Coordinator) [4].

1. APPROVE 2 FEBRUARY AGENDA

Motion to discuss the 2 February 2021 agenda moved by Olivia, Mary seconds

Motion to approve the 2 February 2021 agenda moved by Peter, Olivia seconds

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

2. APPROVE 21 DECEMBER 2020 MEETING MINUTES

Motion to discuss the 21 December 2020 meeting minutes moved by Olivia, David seconds

Motion to approve the 21 December 2020 moved by Roberta, Olivia seconds

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

3. #WSTC7 SPONSORSHIP REQUEST

Motion to discuss the #WSTC7 Sponsorship Request moved by David, Olivia seconds

We are starting to organize the next World Seabird Twitter Conference, and every year we like to engage people by offering some prizes at the end of the conference. We are grateful that PSG has sponsored a prize for the past couple of years now, with a prize for people that work in the Pacific. We are asking if PSG is willing to sponsor the conference again. This year we are working to make it easier to find the presentations that are from the Pacific or North Pacific by offering tick boxes for people to check when they submit their abstracts. It would make it easier to find the presentations for you guys to vote on for the award. We are hoping to add new sessions this year – energetics, art and communication session, diversity among seabirders. Last year we had the art and communication session last year and actually had to make it two days. We are hoping to try some new things this year.

Question: Does anyone remember what we offered last year?

Ans: \$200 for one award.

Comment: It doesn't have to be money. We have other sponsors that give subscriptions to journals. It could be many different things – binoculars, etc. That's all welcome.

Question: Are other cash awards similar to \$200?

Ans: The other sponsors that we have for this year have not given cash. So far it is sponsorships, binoculars, registrations.

Motion to approve the request for \$200 a PSG award after the #WSTC7 moved by David, Olivia seconds
Abstentions: 0, Nays: 0, Yays: 11, motion passed unanimously

4. PSG HELPS ANNUAL MEETING REGISTRATION ASSISTANCE REQUEST

Motion to discuss the PSG HELPS proposal moved by Olivia, David seconds

PSG HELPS is a way for donors to sponsor PSG memberships and we received an amazingly generous contribution for \$1,000. These two people within the report are PSG HELPS recipients. Laney has reached out to these folks and asked if they need additional assistance to attend PSG 2021. They are 2 ECS – requesting that PSG sponsor their meeting attendance. We can talk about whether it should be the early or late registration cost. Proposal is for \$400 to sponsor two ECS to attend the annual meeting – bios are attached.

Comment: Not sure if these are the same folks mentioned to me – she did mention it to me before the registration deadline if folks are concerned about the early or late registration cost.

Comment: I think one is someone that we already approved. She sent a request for help with registration, so we've already refunded her half of her registration cost.

Comment: I think that's right.

Comment: So for that one it would be \$100, and the other would be \$200. Max \$300, that's the proposal.

Question: Did we get any additional requests for reduced registration rates?

Ans: We did get several requests for reduced rates, we're going through them today and are going to approve. Everyone demonstrated a need, variety of reasons. One thing that did come up was retirees on fixed incomes. We gave them the price break, but it's something we should revisit after the meeting to set a reduced rate for retirees.

Comment: 9 people applied for registration help. A few COVID related. 2 of these 9 also applied through HELPS. We might need to confer with Laney after. My list came from the meeting registration.

Question: Just so I'm clear, for people directly requesting help for the annual meeting registration, there is money to cover those. For the requests through HELPS, there is money donated to cover these requests.

Ans: No, the money was donated to cover PSG memberships, so we cannot redirect the money without the consent of the donor. The idea behind HELPS is to increase membership, it is not the mission of the program to bring people to the meeting.

Comment: There are 2 ways people could request assistance, one was through registration, and we've already given those refunds. This is something we set up outside of HELPS. HELPS can help with membership, but because of COVID we set up a way to help with meeting registration (50%).

Comment: And students were free before the deadline. Multiple ways for people to get free or reduced registration.

Comment: I think some were confused, since some did request HELPS assistance with registration. Good to know what the line is for what we can use the money for.

Comment: I think we have the money in the General Fund to cover these 2 registration costs. We have well over 3 times the operating costs in our budget right now.

Comment: Great. So the request is for \$300?

Comment: \$300.

Comment: I think the interest in the reduced rate for retirees has been requested for multiple years now. I'm glad there's movement towards formalizing that going forward.

Comment: After the meeting I think a few of us will put our heads together on a proposal for future meetings. I think as the EXCO we should decide whether going forward, do we want these proposals for meeting registration assistance to come through HELPS or should they go directly to the LOCO. HELPS is covering their membership, but should we then get the LOCO involved as opposed to having a separate request to the EXCO.

Comment: Agreed. Something we can sort out for the future.

[Motion to approve the PSG HELPS request for \\$300 to cover the PSG 2021 registration costs for two ECS members moved by Olivia, Kristen seconds](#)

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

5.UPDATES

[Motion to discuss Updates moved by Olivia, Kirsten seconds.](#)

5a. PSG 2021 VIRTUAL MEETING UPDATE

Things are moving along really well. The local committee has been going above and beyond. There have been a bunch of trainings on the platform, and we have more coming up to get presenters familiar with the platform and get them ready for their presentations. If you haven't attended one, feel free to jump in. Several have been recorded, and will be made available for you, so you don't necessarily have to see it in person.

Registration took a big jump right before the deadline so currently we have exceeded 270. I think we're up to 274 registrants since I finished the report. We're looking at around \$29,600 give or take in terms of revenue right now. There are a few areas that we've traditionally drawn a lot of registrants from that we're kind of low on registrants right now – Chile and Mexico being the big standouts in terms of low

registration this year. We are trying a targeted recruitment effort for people in those countries. If anyone has any ideas to get registrants up in Non-US and Non-North American countries, let us know.

Fundraising has been phenomenal. We raised almost \$15,000, we were lucky there were some generous sponsors. If you take a look at the attached budget, we wouldn't be close to breaking even without these sponsors. In terms of the budget, keep in mind that the estimated column is just that, some will change. Want to point out 2 items that may be new if you remember the original budget. First is money for the DEI event, that's been added to the budget. Another change is that the platform was significantly cheaper than what we budgeted for. We are coming in lower than we expected for registration. Got some feedback that maybe the registration costs were a little bit too high, especially compared to some other virtual conferences that are going on. The fact of the matter is that given that we have entered into the contract with the virtual planner of close to \$21,000, I think the prices were appropriate. I don't think we'd be breaking even without. With all that said, I think we should come in with a surplus, even as much as \$4,000-\$5,000 surplus. One more thing – there is an increase to Luana Events (Justine Miller), many of you know her. She has gone above and beyond, not just the \$2500 that we initially budgeted and that she initially agreed to, but she's gone beyond that \$4500 figure. Roberta and I had a discussion about it, along with Rob and Kirsten. We thought it was appropriate to raise that amount because the amount of work that Justine is doing is huge, and we wouldn't be able to put this on without her. If anyone has any questions about budget items, feel free to send me a message or I can stay on after this call.

Question: Do you think that if we have a virtual event in the future, we could do it without using the virtual event planner do you think we've got what we need from her to replicate this?

Ans: If I had to do it today and start another virtual event – right now I'd say to renegotiate. I think that the contract is maybe a little bit bigger than what we actually need and Jen has indicated that as well. That's not to say that Jen and her staff aren't giving us great value for the money and we had no idea how to do something like this. But I still think there is a lot of benefit in having someone there to take care of all of the details and Jen and her staff are doing a lot. I think \$21,000 is probably more than we would need. Being the first time, I think it was safer to go bigger.

Comment: I agree that we could probably knock it down a little bit some of the things that Jen and her team are doing, are a little bit under the radar and a lot of the work has yet to be done, I think. She is actually importing all the talk schedules into the Whova platform. Maybe we could do that and get more volunteers, but she's also been running all these trainings and creating some of the materials like guidelines for people's talks and posters. So I think we could go lower, but I think she's been really valuable and I think we're going to actually find her value as the meeting gets closer, especially with technical stuff.

Comment: I agree with you about the uncertainty of this year and the importance of having that help. And then also thinking along the lines that we do expect there to be a virtual component in coming years, too. Part of the discussion has been about having these meetings be hybrid and some totally virtual. I don't think there has been a discussion about just having in person only going forward. It'll be really important to have the feedback from this meeting, I'm particularly curious as far as and if it is a price issue why there are so few abstracts submitted. That was true last year, too. Our abstract submissions were down, and they were down by maybe 40 or 50 than a typical meeting, so this is even lower than last year.

Comment: Just wanted to mention that the silent auction is open, please go bid!

5b. PSG 2021 SCIENTIFIC PROGRAM UPDATE

Everything is going according to schedule. I've put together the scientific program and I've sent a draft to all oral presenters to make sure they're okay with it. Going to have to make a few tweaks. Hoping to have a final schedule by Monday. 74 talks, which is low, but we got a few more posters during our "late breaking" session opening last week. I think we're up to 23 or 24 posters for the poster session. I'm working with Jen and Ku'ulani from Connect Consulting, they need all the names of the poster presenters to create an exhibitor booth for everyone. They're creating a space for each poster presenter to upload their presentation. They can upload a picture, a video, a bio – content that people can go in and look at. The next major thing is the abstract book.

Question: The only question I had was about the closing event. There was some email discussion about changing the timing - is that still where it was or did you move it?

Ans: I didn't move it, but we still could. We do have field trips, and I don't necessarily want to have another event over that.

Comment: It doesn't seem like there's a compelling reason to change it.

Dave will work on student judging for PSG 2021.

5c. PSG 2021 DEI EVENT

We've finalized many of the details for the DEI event, it will be a two hour virtual workshop entitled "Implicit Bias, Privilege, and DEI: What Does Seabird Research Need to Know?" It will be lead by Ku'ulani Keohokalole, who is also part of the Connect Consulting team and she's an organizational development consultant and owner of People's Strategies Hawaii. The idea is that she will create and lead a custom presentation and then it will turn into an interactive workshop that will include large group discussion via the chat and then hopefully some small group breakout rooms. The purpose is to teach the terminology and strategies for individuals and organizations can take to it advanced seabird research in a way that is equitable representative and inclusive, so we have a couple of asks from EXCO to continue to move this forward. One is that we'd like to have these unofficial leaders for small group discussions that can help just support the flow of conversation and so we're hoping to get many of those volunteers from Exco. Keep an eye out for an email asking for volunteers and hopefully we'll be able to keep those groups to five people they'll be really small discussions. We're also hoping to have Ku'ulani introduced by a member of EXCO or LOCO, just to bring emphasis to the importance of continuing discussions around diversity equity and inclusion within PSG. One thing we'd like EXCO to think about now is for the program, we could potentially include not only a description of the event, but also a statement from EXCO or PSG more broadly on DEI. We wanted to know if that's something EXCO would be interested in. There was also the proposal to include a list of DE resources on a page in the program so I wanted to bring that to discussion here, if anyone has any questions.

Comment: We are also going to be providing a worksheet at the end of the workshop that people can take home to help guide people while they're taking the information back to their organization.

Comment: This is fantastic, to be able to have this organized for the meeting and all the resources you're drawing in to make it successful. Regarding a statement from PSG, we can definitely chip in however is needed, so please email EXCO. We do have a statement and resources from over the summer, do you think that's something we could draw from?

Comment: Yes, we were thinking we would take that statement and adapt it to fit within the program.

Question: Do you think about a paragraph is what you're looking for? David and I could modify that and send it to you and see what you think.

Ans: Yes, we were told there's no limit for the program, so it could be as long as we need it to be.

Comment: Okay well how about David I can modify it will send around to EXCO for comments before sending it to you.

Comment: We do have a diversity statement on the website. I want to make sure that we're not recreating something. And that whatever gets created could be updated on the website so that it's more applicable with the times.

Question: Is this statement tailored specifically to this event?

Ans: It doesn't have to be. I think that the idea was that we could also include a standalone statement from PSG that is compatible with the event, but not necessarily promoting the event itself.

Comment: We could take a look at the current diversity statement and update it, then direct people to the resources.

Rob and Dave will adapt the current PSG diversity statement for the DEI program.

Comment: Rob, can we put you on the hook for introducing Ku'ulani?

Comment: Yes, sign me up.

5d. TREASURER'S UPDATE

The LOCO has requested that we become an affiliate of Earth, Sky, and Water. This company sells folding guides, posters, note cards featuring famous artists. They would provide a discount code for attendees and then, in return, they would give a commit a 10% commission to PSG so it's kind of similar to Amazon smile, but we would get a bigger commission. Just wanted to talk to you guys before I sign up for an account. It would be in lieu of swag at the meeting. Does anyone have a problem with me signing up for this account?

Comment: Sounds fine with me.

Question: As I understood it, we would have two options. One was to have a coupon that would have a bigger discount to the site but PSG wouldn't be signed up to get a percentage. And the other was what you're describing.

Ans: I could be wrong.

Comment: I think it'd be a win for us.

Comment: Okay, let's move forward with it.

Kirsten will sign PSG up as an affiliate of Earth, Sky, and Water.

Comment: I can't remember if we talked about this before I don't think we did for the HELPS Fund, I have not opened another bank account like we do we have bank accounts for the conservation fund and former chairs funds and student travel. It's not difficult at all for me to keep track of the money in Quickbooks but it feels inauthentic to me that we just have a different approach for this one fund, so I would like to open up a bank account for the HELPS fund and I would like to get your approval before I do it.

Kirsten will open a bank account for HELPS.

Comment: Sounds good.

Comment: Great, I'll do that. The only other thing is the Former Chairs Fund. Unless I missed something, we have not paid out any small grants, and we continue to get donations. We should do it soon, since we've gotten a number of donations and I think there are students who need assistance.

Comment: The Former Chairs already said what they want to use that money for from last year, so that account needs to be liquidated. We had a call out for the SRGs.

Comment: You sent out emails to notify people right because we made the selections and we added extra. We voted as an EXCO to add a little extra money.

Comment: I'll go back and find the gap was.

Comment: Yeah I don't see anything in my records for student small grants.

Comment: I'll re-contact people to make sure they get the money.

David will re-contact SRG recipients and work with Kirsten to get them their awards.

Comment: Last topic is the quarterly financial review for the period October to December that's attached as report.

5e. THE SEABIRD GROUP DEI PANEL UPDATE

Quick update on my conversation with Liz Humphries, she's the Chair of The Seabird Group. She contacted us a month or two ago, asking about PSG's DEI initiatives and looking for more of a collaborative relationship with them. We had a really good, wide-ranging conversation about some of the work and challenges their dealing with in respect to advancing DEI work within their group as well as within their individual organizations. She's coordinating a DEI panel that I'm going to participate in, representing PSG. I'm happy to share details once we have the meeting. They're trying to understand what's going on with organizations - what people are doing, what can we learn from each other, what can be brought back to our respective professional societies, as well as our you know our work organizations or places of employment. We also talked about how there just seemed to be a lot of logical opportunities to develop a more intentional relationship between The Seabird Group and PSG. And just as a quick finishing point, unrelated to DEI or collaboration, but one place where they dust us is

in swag they have a great store. We have an amazing logo, but can't buy merch with it on it. So I think there are opportunities there and they've done some really innovative work, creating competitions within the society, as well as with school groups to design t-shirts over various themes which they then make available for sale, and you know it generates a little bit of profit, but I think that's an opportunity for PSG to explore some of those things.

5f. ELECTIONS UPDATE

Elections are going well, we have about in the 40% percent reporting for most of the regions so that's good we're trying to get to 50%. We have several reminders, as you can see in the timeline below, I have an action item for folks on EXCO. If you are not running for re-election this year and you have a region that has reporting under 50% - If you could remind the folks that were on your list from when you solicited them for the *Pacific Seabirds* reports just remind them that elections are open and that their members voices count.

Comment: Great, it's a great ballot. Much appreciated.

5g. COMMUNICATIONS COMMITTEE UPDATE

The biggest thing is that I need to find about three people to replace folks on the Communications Committee, including myself. Best case would be in February, maybe it'll happen a bit later.

Comment: We were reached out to on Facebook by a group called Peppermint Narwhal, they do education and outreach stuff – cartoons, etc. Goes viral on Facebook. This year is their year of the waterbirds, so they reached out to ask us about having experts on different species review their content before they post it. They said that they'd be happy to target specific species if we wanted to use their content. I'm going to get back in touch with the head of the company and write up a formal proposal.

5f. MEMBERSHIP COMMITTEE UPDATE

We have 521 active members. We are getting used to CVENT and learning how to generate all the reports. Most of our members are individual members, most from OR/WA/CA/HI. We have 202 without specific regions. We're working on going in and looking at their info and assigning them to regions. Put 20 new members in through the HELPS program. Someone reached out to me and asked about whether we can register as an office. Something to think about for a future meeting.

6. ADJOURN

Comment: Two items I should've mentioned earlier – someone sent around a link to that movie "Picture a Scientist." It looks cool, so I contacted them about a showing. Might be too late for this meeting, but maybe next meeting. They said cost varies with number of people viewing. The other thing was the LAA, I need help with the wording. Emailed those who nominated.

Motion to adjourn moved by Kerry, David seconds
Abstentions: 0, Nays: 0, Yays: 11, motion passes

2 FEBRUARY AGENDA

(* Indicates need for a vote)

1. Roll call & approve agenda*

2. Approve minutes 21 December 2020*
3. #WSTC7 Sponsorship Request*
4. PSG HELPS Annual Meeting Registration Assistance Request*
5. Updates
 - 5a. PSG Virtual Meeting 2021 Update
 - 5b. PSG 2021 Scientific Program Update
 - 5c. PSG 2021 DEI Event
 - 5d. Treasurer's Update
 - 5e. The Seabird Group DEI Panel Update
 - 5f. Elections Committee Update
 - 5g. Communications Committee Update
 - 5h. Membership Committee Update
6. Action items and adjourn