

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

13 April 2021 Conference Call

9:00am-10:40am (Pacific Standard Time – UTC-8)

Amended and approved, 19 May 2021

**Present:** Roberta Swift (Chair), Rob Suryan (Past Chair), Sadie Wright (Secretary), Kirsten Bixler (Treasurer), Peter Hodum (Vice Chair for Conservation), Kerry Woo (Canada Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Katie Stoner (Northern California Regional Representative), Kristin Brunk (Student Representative), José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative), Laura Koehn (Washington/Oregon Regional Representative), Chung-hang Hung (Asia/Oceania Regional Representative) [12].

**Absent:** Rachel Sprague (Chair-Elect), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Nina O'Hanlon (Europe/Africa Regional Representative) [3].

**Others present:** Laney White (PSG HELPS Coordinator), Anna Vallery (Communications Committee Co-Coordinator), Wieteke Holthuijzen (Corresponding Members Committee Co-Coordinator and Communications Committee Co-Coordinator), Carlos Zavalaga (Corresponding Members Committee Co-Coordinator), Don Lyons (Member), Doug Forsell (Member) [6].

### WELCOME & INTRODUCTIONS

### APPROVE 13 APR 2021 AGENDA

Motion to discuss the 13 Apr 2021 agenda; moved by Rob, Kirsten seconds.

Sadie mentions that she received an update from the Membership Committee this morning via email, but the committee members were unable to attend. Sadie and Roberta decide that if there is time at the end of the call today, Sadie will read through the update, but if the call runs past 10am PT, Sadie will invite the Membership Committee to provide the update at the next PSG ExCo meeting.

Motion to approve the 13 Apr 2021 agenda; moved by Rob, Marc seconds.

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

### 1. APPROVE 22 FEB 2021 MINUTES

Motion to discuss the 13 Apr 2021 agenda; moved by Kerry, Rob seconds.

Question: How to follow up with action items from past meetings? Perhaps address at the end of this meeting if there is time?

Comment: Agree that it's a really good idea to figure out how to circle back on past action items.

Comment: Suggest that Sadie send attendees the list of action items soon after the meeting and attached to the agenda/reports for future meetings. Then we can request people who have action items to provide an update/report at the next meeting.

Comment: Yes, let's implement that plan.

Comment: We also need to keep track of items on the Work Plan.

Comment: Yes, it's important to determine a protocol for revisiting the Work Plan periodically. Perhaps Sadie and Roberta can meet to discuss alternatives. Perhaps we can remember to revisit the Work Plan at least at every other PSG ExCo meeting.

Motion to approve the 13 Apr 2021 agenda; moved by Rob, Peter seconds.

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

## 2. VOTE ON FUNDS TRANSFER FOR STUDENT RESEARCH GRANTS

Motion to discuss this agenda item; moved by Kristin, Katie seconds.

Overview of the report. Highlights: Rob will distribute an announcement this spring for 3-4 student research awards (\$500-1,000/award). At this point, there is not enough funding in the account to support the grants. Proposal to transfer \$2K from a different account into the Student Research Grant account.

Question: Which account would the funding come from? Chair discretionary fund or General Fund?

Comment: The Chair discretionary fund has been empty and used for emergencies for past couple of years, but now has ~\$2K in. Historically, this account was used for emergencies as determined by the chair between ExCo meetings when voting/discussion isn't possible. Multiple comments regarding the timing being early in the new Chair's tenure, and that there is sufficient funding in the GF to accommodate the transfer.

Question: Is it because past fund raising has run short that there is less money available in the fund this year? Should this fund be tied to the Past Chair Fund? Can Past Chair Fund support this?

Comment: I will check with Dave Craig.

Rob will check with Dave Craig regarding Chair discretionary fund covering these grants in the past.

Chair asks for a motion for the proposal to support this request for transfer funds from General Fund.

Marc motions to allocate up to \$2K of General Fund to transfer to the Student Research Grant account to cover the cost of 3-4 grants. Peter/Kristin second.

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

Kirsten will transfer up to \$2K from General Fund to Student Research Grant fund.

## 3. FILE MANAGEMENT/ORGANIZATIONAL FILING STRUCTURE DISCUSSION. USE OF GOOGLE G-SUITE BY EXCO. VOTE ON COST FOR USE OF G SUITE.

Motion to discuss this agenda item; moved by Sadie, Marc seconds.

Point of Order: We don't need to motion to discuss every agenda item. We have already approved the entire agenda so we can move from one agenda item to the next. Discussion about Bylaws/Handbook, and transition to using an abbreviated version of Robert's Rules for PSG ExCo meetings. General

agreement that we don't need to motion to discuss each agenda item because we already approved the agenda.

Overview of the Report: Highlights include that Google Meet (provided by Google Suite) enables everyone to attend videoconference meetings, even if they don't have a Gmail account. G Suite enables us to consistently use/store documents in Google doc. Filing/organization can be overseen by Sadie and Roberta to allow access. Cost estimate is \$30-100/month.

Comment: The set fee is ~\$3-4/month/person for non-profit org. We used to pay for a call-in service that was ~\$150-500/year, and it was not good. G Suite would replace the call-in service.

Comment: possible obstacle—our current email is hosted on Blue Host. It's not the greatest, but we do have the ability to upgrade to another, better platform for free, if we set up the site ourselves. The upgrade would send/forward emails to Google or Outlook. Right now PSG has 32 official email, but perhaps not everyone needs to be on Google Suite.

Question: The PSG website would stay on Blue Host?

Comment: Yes.

Comment: Blue Host is horrible. It can't send emails and does not allow for hyperlinks. I prefer/like G Suite.

Comment: the proposal we are voting on would be for a cost up to \$100/month for GSuite.

Comment: another benefit of G Suite is the ability to record meetings. Secretary cannot currently record meetings from work G Mail account.

Chair asks for a motion to for the proposal to purchase GSuite for up to \$100/month.

Question: is purchasing G Suite a big (annual) commitment, or is a month-to-month purchase?

Comment: PSG would be charged based on the number of people with accounts/logins. We can modify the number of accounts at any time—we don't need to commit for an entire year for a set number of logins.

Kerry motions to allocate up to \$100/month to purchase GSuite logins. Kristin second.

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

Kirsten will pursue Google Drive domain/logins.

## 9. COMMUNICATIONS COMMITTEE UPDATE. POSSIBLE VOTING ON POST-MEETING SURVEY AND PROPOSAL TO EXTEND CVENT CONTRACT.

Overview of the Report: Highlights, Wieteke and Anna are working to fill Jane Dolliver's shoes as Communications Committee co-Chairs, including publishing and distribution of "Pacific Seabirds". They are looking for a new Editor and Associate Editor for "PS"—requests suggestions. They are also working on drafting a "Communication Committee Handbook" for new/future chairs/committee members. They are updating the PSG website, highlighting volunteer and career opportunities. Overview of Slack social platform (nice because it doesn't fill up email accounts with unwanted emails). They invited all of us to join them on Slack.

All: provide Wieteke and Anna with suggestions you have for Editor/Associate Editor for “Pacific Seabirds”

Question: Where is the CVent contract at in terms of renewal? This committee is very interested in keeping/renewing CVent. They want to integrate PSG website with CVent.

Comment: CVent contract is for 5 years and we are in the 5<sup>th</sup> year. Adrian Gall is a CVent expert and would best know the status and cost. Discussion about whether to renew all three components (1-conference registration, 2-membership, 3-abstract submission) in one package or in separate components. Conference-related components are factored into conference budget.

Comment: Should we vote on a motion to renew the contract?

Comment: Typically we need to discuss a proposal for over \$2K at one meeting and vote on it at the next meeting.

Comment: Let’s table this motion for now, talk to Adrian, determine cost, and vote on a more detailed motion at the next PSG ExCo meeting.

Wieteke, Anna, Roberta, and Rachel will meet with Adrian to determine details about renewing CVent contract.

Overview of post-meeting survey proposal: Kerry developed a post-meeting survey that he shared with ExCo via email recently. He would like our feedback by Wednesday (April 14) afternoon before he sends to entire PSG.

Question: Do we need to vote to approve survey?

Comment: No. No votes needed at this point.

All: Respond to Kerry’s Survey Monkey request by the afternoon of April 14 (test of the post-meeting survey).

#### 4. PROPOSAL TO COLLABORATE ON A JOINT PSG/WATERBIRD SOCIETY CONFERENCE AFTER 2024

Overview of the Report: PSG/WbS have hosted 4 joint conferences in the past, and often discuss the idea of joint meetings. Recently, the meeting organization committee for WbS reached out to Don Lyons with a proposal for a joint meeting, with a possible specific opportunity in Costa Rica in the winter of 2024/2025. There is a WbS volunteer who lives in Costa Rica who is willing to chair the Local Committee to host the joint meeting. That region of Latin America has quite a lot of involvement in seabirds and waterbirds, and this meeting would provide an opportunity for them to attend the conference. In the specific proposal/motion, we should identify who at PSG would interact with WbS in coordinating this effort.

Comment: 100% support. This allows students and early career scientists to interact. One drawback is potential higher cost for travel.

Question: Does WbS give student travel awards?

Comment: Yes. WbS has a similar program (as PSG) raising funds through silent auctions. Travel cost and other hurdles would likely be less for people in Latin America, but may be higher for North America-based attendees.

Comment: PDX 2005 joint meeting led to lifetime memberships for both organizations.

Rob motions to continue to discuss/consider the joint meeting proposal, and Anna seconds.

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

Question: Who is the PSG POC for WbS to reach out to?

Anna offers to help with communications for the joint meeting. Roberta lets Don know that WbS can reach out to her as the temporary POC.

Rob/Roberta will check with Rachel about potential POC for WbS/PSG joint meeting

#### 10. PROPOSAL FOR THE DEVELOPMENT OF AN EQUITY, INCLUSION, AND DIVERSITY COMMITTEE.

Overview of the Report: Four objectives, 1) communicate EID goals/values, 2) assess organizational strengths and weaknesses in advancing EID (data collection), 3) develop EID Action Plan (which would be advanced by future committee members), 4) Annual Reports.

Comment: YES! Full support.

Comment: Consider adding the word "Anti-racism" to the committee name. Yes, this is something the committee will work on/consider.

Comment: Proposal is to have up to 12 people on the committee with 2 co-chairs.

Question: cost?

Comment: No new costs. It would be a voluntary committee, but the group may bring specific requests for funding to ExCo in the future.

Question: Is there urgency in voting on this proposal now, or should we review the report in more detail and vote next time.

Comment: We can wait and vote on a motion related to this proposal at the next meeting.

Comment: This is exciting and much needed.

Anna/Katie/Derek/Sadie will add this to the agenda with a potential revised report for next ExCo meeting

#### 5. MENTORSHIP AND WORKSHOP DISCUSSION

Overview of Report: Highlights include development of a long term mentorship opportunity. This committee crafted and conducted a survey and they have received the results. Results indicate a general interest in long term mentorship, and most people prefer recent annual meeting mentorship opportunities with group sizes of 2-3 people. This is all voluntary, but we need to look into whether to offer compensation to mentors. Also looking into hosting workshops which would be free or low cost; potentially 1 or 2 workshops annually outside of the conference to benefit early career scientists (topics could include R, applying to grad programs, social media). Request for our feedback.

Comment: I like the idea for workshops.

Comment: Consider partnering with EID team. EID could help provide mentors with needed tools to be good mentors.

Comment: Other organizations host workshops that seem similar. Consider collaborating or partnering with them.

Question: Surprised to hear that we would offer compensation to mentors? It seems like we generally have mentors willing to volunteer.

Comment: In the spirit of making the opportunity more accessible to everyone, we want to offer compensation, or ask if that would help to ensure accessibility. We would hope that they would volunteer.

**Peter and Kristin will continue to advance long term mentorship and workshops**

## 6. ORNITHOLOGICAL COUNCIL OVERVIEW; BIMONTHLY REPORT DISCUSSION

Overview of Report: OC has lost over ½ of its funding recently due to withdrawal of AOS funds (\$50K). OC members are hopeful that with new AOS chair in the future, they will rejoin the OC, but in the meantime, there is a shortage of funds. OC helps many seabird researchers through their banding program and efforts to streamline research permitting processes. All membership organizations in the OC are treated equally, but due to decrease in funds, OC will not be helping non-member organizations in the near future. In order to address funding decrease, the Executive Director position has dropped to ½ time. Can't do as much, but still effective. Need to increase funding to maintain ½ time position. PSG is a member and contributes \$2460 annually. WS is a similar sized organization that currently contributes \$6K annually. All member organizations are asking their groups to increase contributions. Doug is suggesting PSG increase to \$5K in the near future, if we can afford it.

Question: Can you write up a proposal for ExCo to vote on at the next meeting?

Comment: Yes.

**Doug Forsell will draft a proposal and report and submit and present at the next ExCo meeting**

Question: How does an increase of ~\$2.5K help OC?

Comment: All organizations are asking for a small increase in an effort to keep the ED position at ½ time.

Comment: We need the report at least 1 week in advance of the meeting in order to vote on it.

Comment: I like the idea of staying current with WS contributions because our organizations are similar in size.

## 7. TREASURER'S REPORT/UPDATE.

Overview of Report: See report for balances in each account. We are in good shape for the next meeting, which will be expensive. Question—we raised \$420 in dry bag purchases in the “buy now” category of the silent auction—should this be moved into the Student Research Grant fund or General Fund?

Comment/Discussion: general agreement that because the silent auction is for raising funds for Student Research Grants, the \$420 should go there. Because the amount is less than \$500, we don't need to vote.

Comment: The 2021 conference raised more money than was expended. Net gain of ~\$19K. Good surplus.

#### 8. 2021 VIRTUAL MEETING CONSULTATION REPORT AND RECOMMENDATIONS

Overview of Report: It was a successful meeting. Read the two reports for additional details. To summarize, Jennifer (the consultant) that it was an affordable meeting, but that more staff would be needed for a future virtual effort, which would cost more money. She suggested more virtual support staff and moderators, including a small engagement team to monitor chats, etc.

Kerry motions to continue to adjourn, Rob seconds.

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