

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

19 May 2021 Conference Call

5:00pm-6:30pm (Pacific Standard Time – UTC-8)

Amended and approved, 25 June 2021

Present: Roberta Swift (Chair), Rob Suryan (Past Chair), Sadie Wright (Secretary), Kirsten Bixler (Treasurer), Peter Hodum (Vice Chair for Conservation), Rachel Sprague (Chair-Elect), Kerry Woo (Canada Regional Representative), Kristin Brunk (Student Representative), Laura Koehn (Washington/Oregon Regional Representative) [9].

Joined After Voting Items: José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative) [1].

Absent: Marc Romano (Alaska/Russia Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Katie Stoner (Northern California Regional Representative), Nina O'Hanlon (Europe/Africa Regional Representative), Chung-hang Hung (Asia/Oceania Regional Representative) [5].

Others present: Anna Vallery (Communications Committee Co-Coordinator), Jennifer Urmston (Membership Committee Co-Coordinator), Nacho Vilchis (Local Committee Chair), Doug Forsell (Member) [4].

WELCOME, INTRODUCTIONS, & REVIEW 13 APRIL ACTION ITEMS

Request for additional Agenda Items. No additions.

Past Action Items with Responses.

1. Sadie will send approved Feb 22, 2021 meeting minutes to Communications Committee for website posting. **Done**
2. Rob will check with Dave Craig regarding Chair discretionary fund covering student research grants in the past. **Not needed-funds were approved**
3. Kirsten will transfer up to \$2K from General Fund to Student Research Grant fund. **No need for transfer. Kristen made a note in the budget to transfer when grants awarded**
4. Kirsten will pursue Google Drive domain/logins. **Done**
5. **All: provide Wieteke and Anna with suggestions you have for Editor/Associate Editor for "Pacific Seabirds".**
6. Wieteke, Anna, Roberta, and Rachel will meet with Adrian to determine details about renewing CVent contract. **Not needed-one more year on the CVent contract**
7. All: Respond to Kerry's Survey Monkey request by the afternoon of April 14 (test of the post-meeting survey). **Deadline passed**
8. Rob/Roberta will check with Rachel about potential POC for WbS/PSG joint meeting. **Yes, Rachel provided a quick update. She is at the point of brainstorming with the WbS LOCO volunteers about what questions need to be answered before a formal proposal can be advanced**
9. Anna/Katie/Derek/Sadie will add the proposal for the development of an EID committee to the agenda with a potential revised report for next ExCo meeting. **Done**
10. **Peter and Kristin will continue to advance long term mentorship and workshop initiatives. Yes, and keep this on the list of action items**
11. Doug Forsell will draft a proposal and report and submit and present at the next ExCo meeting. **Done**

1. APPROVE 13 APR 2021 MINUTES

Comment: I think we need a motion to approve the minutes from the last meeting if everyone had a chance to review them.

Question: Did anyone want to add anything to last meeting's minutes?

Motion to approve the 13 Apr 2021 minutes; moved by Rob, Peter/Roberta seconds.

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

2. VOTE ON INCREASING PSG CONTRIBUTION TO ORNITHOLOGICAL COUNCIL

Overview of the report and sub-reports, including contributions of other organizations to the OC. The two biggest contributors are Wilson with \$22K/year, and AFO with \$10K/year, and WbS with \$5K. PSG is currently contributing \$2460/year. Wilson is providing ½ the funding now—they feel like that is too big a proportion and think other groups should contribute more—Wilson was contemplating giving notice about dropping out. Doug F. suggests PSG consider increasing annual contribution to ~\$5K. WbS is considering increasing their contribution to \$6-7K. PSG can review the spreadsheet (reports) that Doug provided to see additional details on contributions. Doug recommends, but ExCo needs to make a motion to vote on the proposal. We need to make a decision before July 1 fiscal year deadline. Doug asks for a sense of whether ExCo is interested in increasing the contribution so he can bring that info to the OC.

Comment: We can't vote today but we can talk about it.

Question: Do we have it in the budget to double our contribution?

Comment: Checking the budget. Looks like for unrestricted funds, we are expected to run at a loss. However, we do have well over 3x our operating budget within General Fund, so we do have enough funds to spend on this, if this is a priority.

Comment: I'm fine with making the decision now or later. It does seem reasonable to support at the level of WbS, a similar size organization. If others want to talk to friends/colleagues at WbS, that could be good intel. It is concerning that others are pulling out of the OC. That would be unfortunate to lose the funding and group.

Comment: It seems to be a short term funding difficulty, but with new leadership at AOS, funding will likely turn around.

Comment: Agree with Rob that matching what WbS, a similar-sized organization, contributes, makes sense.

Comment: Also agree that matching WbS in the near term sounds good. Especially if this could be a short term funding increase commitment—that feels comfortable.

Question: Should we wait to vote on this until next time?

Comment: I can't exactly remember the process. I'd be happy to have a sense of when you'll vote.

Comment: We can go either way—vote now or next time. There could be some hesitancy, but it seems like the trend is positive, especially to contribute at the past level. So we can vote on this in June, but the outcome seems favorable.

Comment: It seems like barring any other items, you are thinking of voting to increase to \$5K.

Comment: Let's table this until our next/June meeting, which will give people the chance to look into the AOC.

Comment: I'm going to tell OC that I think PSG will increase to \$5K barring any unforeseen items.

Comment: That sounds okay.

Comment: Wilson wants to confirm that other groups are still interested in supporting the OC.

We need an agenda item for the next meeting to vote on increasing PSG annual contribution to OC to \$5K. Sadie will add that to the agenda, Roberta will lead discussion of the item, and Doug F. will attend if possible.

3. VOTE ON THE PROPOSAL TO FORM AN EQUITY, INCLUSION, AND DIVERSITY COMMITTEE

Comment: Nothing has changed in the proposal since last month. They had requested comments from us at the last meeting, and they didn't receive any feedback from ExCo. Anna spoke with Don Lyons and discussed the size of the committee (proposal = 12) and came to the conclusion that this number is very flexible. This could be any number. They are proposing 12 at this point, but could change it. It is up to ExCo if we want to vote on this.

Comment: This looks really good to me, but do others have ideas for changes?

Comment: Suggestion—talked to Jane Dolliver and others. This is such a critical action. Thank you for doing it. This could be the most important thing we do this year. I have some concerns about how to do this, because I have no idea how to do this, and I'm not sure how comfortable the existing group who is proposing to do this is with this type of coordination. Is it possible to get help/contracted consultation with Ku'ulani or others? Other group has spent ~\$1,500 on similar consultations. It would be great to have some outside eyes on this.

Comment: Ku'ulani helped put this proposal together. The WbS is also submitting a proposal to spend \$10K on a consultation with forming a similar committee, but they had a surprising amount of pushback. We would like to start with a bigger EID group, not just Anna/Katie/Derek. Once the committee is established to a degree, we can discuss the need to hire a contractor/consultant. That group could then advance proposals to ExCo for funding. One of the first things we want to do as a committee is update the PSG DEI statement.

Comment: Wonderful thank you.

Comment: I didn't have additional thoughts, and like the idea of getting the group together to help identify priorities. The NWF is working on a Tribal and Indigenous Peoples Society. I can share some of their resources. They are a big well-funded organization. They have an Equity and Justice Strategic Plan. Each organization is different, and opportunities are different, but we can look to bigger organizations who have spent more money to figure out how to do better. NWF is trying to do a deeper dive to better understand membership and the organization from top to bottom.

<https://www.nwf.org/About-Us/DEIJ>

<https://www.nwf.org/-/media/Documents/PDFs/Equity/NWF-Equity-and-Justice-Strategic-Plan.ashx?la=en&hash=FOCCD4173ED5F006EC4FC5208ECEDEE48143A77B>

Comment: The group that is working on DEI at WbS is communicating with Anna to trade notes. WbS is super active and sharing what they've learned. They are actively trying to hire outside help—small organizations can benefit from the outside help because small organizations may not have that expertise.

Question: What is your perspective on successfully diversifying the diversity committee?

Comment: The Communication Committee is working with PSG HELPS and the Corresponding Members Committee with the goal to reach out to some of those folks to ensure we are not just amplifying the same voices. We want to encourage others to join in, not just US and Canada. We will reach out to students and others who want to help. Also working with the Membership Committee—we don't currently track membership details. No starting point.

Comment: It sounds like everyone is pretty supportive of this proposal, and maybe the details are not important. We need to get you some help and get you moving. If everyone is okay, I think we should vote on whether to establish the DEI committee. Motion?

Rachel motions to establish a DEI Committee under PSG ExCo. Kristin/Laura second.

Any further discussion? Shaking of heads.

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

4. COMMUNICATIONS COMMITTEE UPDATE.

Overview of the Report: A lot of this is carried over from the last meeting's notes/update. We didn't hear back from anyone on ExCo about suggestions for possible Editors or Associate Editors for Pacific Seabirds. We got in touch with Theo, the current editor, and he is trying to catch up, and we're hoping it's ready for publication soon. Wieteke and Anna can help with the next edition, but we need new Editor/Associate Editor ASAP. We don't think Theo is willing to continue in this role. Any ideas of places to start looking. This is my main request. This is also our opportunity to talk about switch over to Google.

Question: How do people normally find Associate Editors? Email to entire listserv, or prod individuals.

Comments: It has been largely targeted in the past. But we are having a hard time finding volunteers for a lot of roles. These two editor positions, and the delegate to ACAP. Perhaps we need to cast a bigger net and remind people we need them to step up and help out.

Comment: The post-meeting survey had questions about interest in volunteering, so I'm hoping Kerry has some good news about survey results. It's a big publication—it's a big ask.

Question: Is there compensation?

Comment: No. It's typically been a retired person in the past.

Comment: The Associate Editor could be an early career person, but the Editor role is much bigger.

Comment: I think we should start with the targeted approach via email. Let's try that first and if we get desperate we can send out a bigger email distribution.

Comment: This may be a shot in the dark, but you know who might have freer time and a wealth of knowledge is Bob Pitman. He loves to read and write. He spends 8 months at sea, and the other 4 he reads and writes. Positioned at OSU. A bit of a free agent and may be willing.

Question: Do you know him?

Comment: Yes. I can be the conduit.

Question: Either way. I could ask him.

Roberta will ask Bob Pitman and provide him some details about what the Editor or Associate Editor position entails.

More discussion about Bob's credentials.

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

Comment: Shifting gears to Google.

Comment: We were approved for a non-profit Google account. We can have all of our emails transferred from BlueHost to Google for free which is great. We considered updating to a Business account to record meetings, but a single upgraded account requires ALL accounts to be upgraded, at a cost of \$3/account. At over 32 accounts, including MO, it would be over \$1K/year. We decided instead to get a Zoom account, which would allow us to record meetings, and costs considerably less. Kristen has asked Anna/Wieteke to help with transition over to the new account. All of our emails should transition, and we sign in through Google. Old emails will be available in BlueHost, and we can read them there. To have Blue Host emails migrated to Google, it is unclear if that is possible. A little heart burn—this should be simple, but that's not clear yet. There could be a little email disruption. If there are critical emails in BlueHost, please make a copy so you don't lose it.

Comment: Communications Committee has agreed to help with the transition and will notify ExCo a couple of days before that happens.

Comment: Thank you Anna and Kirsten—the research was a lot of work.

Question: I've never dealt with BlueHost. What happens, will emails be forwarded or deleted or accumulated.

Comment: My understanding is that your emails that have been forwarded, you will have access to those. But everything is also at BlueHost up to the point when we transition. I don't care what's left behind in BlueHost.

Comment: You'd be lucky to access the emails if you wanted to. BlueHost is nearly unusable.

Comment: You may need to set up forwarding or have Communications Committee help with that.

5. UPDATE OF THE POST-2021 CONFERENCE SURVEY

Overview of the Report: Very quick output from SurveyMonkey—shares screen to show figures from the report with results from the survey. 101 total responses—414 recipients of request. I'll send responses to Local Committee, and data results to next ExCo committee. Very quick overview of the data. The last question was about interest in volunteering—15 responses showing interest in volunteering. Another

question about virtual conference that could come in handy for the 2022 LOCO. Have a look over the report. Will finalize.

Comment: Thanks—that looks awesome. Lots of positive responses.

Comment: I haven't gotten through the written responses yet.

Comment: We can talk about it more after we digest it.

7. 2022 CONFERENCE. LOCAL COMMITTEE CHAIR QUESTIONS

Overview of the Report: We are planning the meeting. I think the first thing we need to do is get out the announcement—email/website/theme. I will work with Roberta and Rachel on the theme. What do we want the meeting to be next year? Obviously it will be in person, but do we want it to be hybrid? Hybrid could add \$15-20K.

Comment: At the meeting last year we discussed the different levels of hybrid. The most expensive would be simultaneous talks with virtual people able to interact. But there are less effort versions with people submitting recorded talks with clickable links to the talks. And options in between. I've been thinking about this a bunch. Rachel and Nacho agree they need to catch up.

Comment: The prior year, they webcast talks though Zoom. Low tech. Occurred at the same time as the live talks. For clickable links, you still need a platform and technical support.

Comment: I wasn't thinking of paying for a new platform, but something on our website that is password protected. Could be uploaded to Vimeo. Would take some tech support, but maybe not a full on upgrade.

Comment: It's not actually an increased expense because those people who pay a registration fee. We are not going to be spending more, we could make money off that. Remote registration fee. We could put out a questionnaire asking people about their preference for remote attendance.

Comment: I have to say that my impression after last year is that it's duplicative. If you're going whole hog with Whova, there are two separate sets of costs that don't cross over. It's a lot more work if you have two venues, even if the cost isn't that much more.

Question: Can we shelve this? Nacho will meet with UCSD Audio Visual people and come up with cost estimate.

Nacho and Justine will meet with the UCSD AV folks to determine capability and cost estimate for virtual component of the conference.

Comment: If we do decide to go that way we should definitely have two committees—one dedicated to the virtual part, and the other working on the in-person part.

Comment: We can also ask for PSG input. I think we are going to have a good turn out. People are getting vaccinated. 600 people? 400 in-person, 200 virtual. Nacho will plan to join the next ExCo meeting.

Comment: Also keep in mind the different levels of virtual participations. In PDX it was a one-woman show. Lindsey did it herself, because the hotel was so expensive. She did it on Zoom. One way communication/streaming of the presentations.

Comment: If people pay a virtual fee, that would help a lot.

6. TREASURER'S REPORT

Overview of Report: I already talked about the Google non-profit account. The only other thing in the report this month is the account balances. We are doing fine. We have nearly \$130K in general fund, which is great.

Comment: Nice.

Question: Survey Monkey is \$400/year—can we instead use Google Forms for questionnaires?

Comment: Survey Monkey is clunky, Google Forms is good.

Comment: I haven't used Google Forms. Survey Monkey is fine. But depending on the level of use of Survey Monkey—there are sometimes ads from Survey Monkey, which would be nice to avoid. But maybe all surveys do the same thing.

Comment: A bunch of LOCO sub-committees used Google Forms for gauging interest/participation in field trips etc at the last conference.

Comment: Survey Monkey is not super expensive, so maybe it's fine to keep it. How much is the phone line?

Comment: We pay depending on how much we use, so we haven't paid anything for awhile.

Comment: In remote situations, we want people to be able to call in.

Comment: You can call in through Zoom as well.

Comment: A Google Meet invite also provide a phone number to call in. Can Rachel and Sadie practice with Zoom.

Comment: Thanks Kirsten for keeping the books!

Comment: Run through action items.

Question: Any big happenings in late-June for scheduling the next ExCo Meeting?

Comment: June is pretty open. We've had weak response on Symposia and Workshops. Suggested doing that earlier—June/July to get more people motivated.

Comment: If you had more lead time, you could come up with ideas, cherry pick ideas, and pursue those folks.

Comment: if you send out the survey you could find out if there are people who could participate in workshops/symposia virtually if they can't travel.

Comment: it seems from previous discussions that we need to provide virtual/hybrid at some level.

Some brainstorming about levels of virtual/hybrid. San Diego is expensive—it would be nice to have an option for students or others who can't attend in person, could send in a presentation.

Rob motions to continue to adjourn, Kerry seconds.

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