

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

3 August 2021 Conference Call

11:00am-12:00pm (Pacific Standard Time – UTC-8)

Amended and approved, 1 September 2021

Present: Roberta Swift (Chair), Rob Suryan (Past Chair), Sadie Wright (Secretary), Rachel Sprague (Chair-Elect), Kerry Woo (Canada Regional Representative), Kristin Brunk (Student Representative), Laura Koehn (Washington/Oregon Regional Representative), Marc Romano (Alaska/Russia Regional Representative), Nina O'Hanlon (Europe/Africa Regional Representative) [9].

Arrived After Voting Items: Kirsten Bixler (Treasurer) [1].

Absent: Peter Hodum (Vice Chair for Conservation), José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Katie Stoner (Northern California Regional Representative), Chung-hang Hung (Asia/Oceania Regional Representative) [5].

Others present: Anna Vallery (Communications Committee Co-Coordinator) [1].

Review of participants/roll call. Some discussion about deferring voting items until the next meeting due to lack of quorum, but enough people joined that we had a quorum.

WELCOME, INTRODUCTIONS, & REVIEW 25 JUNE ACTION ITEMS

Request for additional Agenda Items. No additions.

Motion to approve the Agenda: moved by Kerry, seconded by Nina.

Abstentions, 0: Nays, 0: Yays, 8, motion passed unanimously

1. APPROVE 25 JUNE 2021 MINUTES

Questions: We won't attribute comments to individuals in the minutes, but I wanted to clarify a couple of things and add them to the action items. One person in the last meeting was going to write up a summary of what it takes to be the PSG rep to the Ornithological Council based on language they already had, and then share that with Doug F. Was that you, Rob?

Comment: Yes. Do you want me to follow up with Pat and Doug to see if they put that together.

Comment: Okay, I must have misunderstood.

Comment: Yes, I sent them the text from what was put together from what is essentially their annual report. And some other notes from conversations with Pat.

Comment: So maybe that can be an action item for this meeting, Sadie. That Rob will follow up with Doug and Pat.

Comment: Yes, that sounds good. Thanks for the reminder.

Rob will follow up with Pat and Doug (current reps to the OC) about their feedback on the description of the OC rep. This description can be used to more widely advertise/request volunteers to fill these positions in the future.

Question: My second question about last meeting's minutes, is that someone said they would be interested in helping update our Swag based on good examples from the seabird group in the UK. Could that have been Peter? But Peter's not here. The second part of that is did someone offer to help communicate about the updated swag?

Question: Was that Anna or Laura?

Anna—that might have been me. My computer crashed, so I missed the beginning of that.

Comment: The notes from last meeting described the discussion we had about UK Seabird Group swag and improving our swag indicated people volunteered the help with that and to communicate that. I think Peter offered to help lead an effort to help improve the level of our swag, and then someone offered to help communicate about the team effort to improve swag.

Anna: Yes, I'm happy to help with that.

Comment: Great, I wanted to make sure we captured that in action items. Sadie, should we add that to action items for last meeting?

Sadie: I think we should add it to the action items for this meeting so that we can address it at our next meeting. I think we chatted about it a bit at the last meeting and thought it didn't fall under the action items, but I think if it helps us remember to address it at the next meeting, it's a fine this to add to the list.

Comment: Okay, I don't want it to slip my mind. We certainly don't want the action items to be a list three pages long, but if we can have a record of things people said they would do, that would help in going back to review that list to remember what people said they would do.

Comment: Okay, let's add it, and we can talk about it in more detail next month.

Peter will lead an effort to update PSG swag based on ideas from the UK Seabird Group. Anna will help communicate with the rest of PSG to generate a team to help with that swag update effort.

Comment: Sounds good. Another action item for me (Roberta) is for me to loop Doug in when we start talking about joint meetings with the WbSociety conferences.

Roberta will loop Doug Forsell in on discussions about the joint PSG/WbS conference when those start happening again.

Comment: I got a text from Rachel that she had the meeting time on her calendar for an hour later.

Comment: It looks like she just joined.

Comment: I'm here. I joined a few minutes ago.

Comment: Great! We're just going through the meeting minutes from last month, and the review of action items. That was all I had. Anyone else want to add to the minutes or clarify the minutes from last time.

Question: Shall we address the action items from last meeting?

Comment: Yes, let's review the action items from last meeting. The four items are on the bottom of today's agenda.

Past (25 June) Action Items with Responses.

1. Wieteke will provide Roberta with a summary packet of information to provide to Bob Pitman with this request in the near future. *Anna will brief on this during her reports later in the meeting. It sounds like it is taken care of.*
2. Nina, Peter, Roberta, and Kirsten will meet with Liz and the UK Seabird Group to propose steps towards a stronger relationship between these groups. *This hasn't happened yet. This action item will carry onto the next meeting.*
3. Rob will work with Wieteke to revise the language on the website that currently indicates that grant funding will be withheld if reports are not submitted by grant recipients. *Yes, done.*
4. Roberta will send Rob the word map resulting from the poll question at the last meeting about future conference locations. Rob will continue to work on a proposed location for the 2024 meeting location. *This hasn't happened yet. This action item will carry onto the next meeting.*

Motion to approve the 25 June 2021 minutes; moved by Rachel, Laura seconds.

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

2. COMMUNICATIONS COMMITTEE UPDATE

Overview of the Report: The main two things are 1) the transition to the new Google email accounts are done. So everyone should have their new accounts. Hopefully everyone starts to use their new emails accounts, and the Google Drive. It would be beneficial if everyone could use the drive and new emails. Wieteke and I are developing a Google Drive directory so we know where all the information lives so things can be more expedient when we switch roles. And also a map to show that directory, is in the works, but it is a busy summer. We also wanted to mention that if you know if you have something in your files, please transfer that over to the Google Drive. We want to have it accessible. If you're having troubles, please let us know.

2) The new Pacific Seabirds 47-1 is out. Theo pretty much handedly got that out with help from one Associate Editor. Marc, Wieteke, Theo, and I got together to talk about future plans for Pacific Seabirds. Theo is rearing to go and is happy to be in the Editor role for the next couple of issues. We're hoping to get help for him from a couple of Associate Editors to help him. We also want to ask the various reps to help format their reports consistently so they can more easily be put into the Pacific Seabirds issue, without much work on Theo's part. In the thinking stages: the future of Pacific Seabirds and how to better integrate that into the web platform since it is a virtual document. We want to form an ad-hoc group to help with that. So if you're interested in PS, or if anyone has expertise with PS, we'd love to have those folks on our ad-hoc committee. Is there a comment?

Question: I have a question about the Google Drive. Do you have access to the old one and can see some of the stuff that's in there?

Comment: I don't have access to it, but I think Rob sent us a screen shot of what's in there so we can see how to mimic how it's set up.

Question: Is it worth adding Anna and Wieteke to the Google Drive since they are going to be in there working with those files?

Assent from someone. Nodding?

Comment: Rob—let me give it a try.

Question: Can you remind me the name of the PSG Google Drive folder?

Comment: I don't remember the name of the person who set up that original folder. It might be Kirsten or Adrian? Let me see.

Question: Is that the "PSG EXCO" folder?

Comment: Yeah, I think so.

Comment: I haven't been able to access it. It seems like it has been moved potentially. It says I need to request access? I used to be able to access it.

Comment: Maybe you need to login with the new gmail account.

Comment: Yeah, I tried that, but it doesn't show up at all, so it hasn't been shared with the new Gmail account. It was pretty easy to switch over.

Comment: I was having trouble finding the folder at all recently, so I wondered if it got moved.

Comment: It's interesting—I'm seeing a link that I still have to the awards 2021 student presentation awards. But I'm not able to easily get back to the parent PSG EXCO folder. Oh, it's saying that I'm blocked. It's changed since the last time I checked.

Comment: I know I had issues getting into my work Gmail account this morning because I had signed into the PSG Gmail accounts, so maybe you have to log out of the PSG account.

Comment: I have both of the accounts open and looking at the Google Drives, and I can see all the files for both, but it's saying I can't request access to the PSG-EXCO folder because it's locked. So I'm wondering if whoever originally owned it moved it, or changed the sharing.

Comment: I think Kirsten might have made some changes. She said she made changes but backed everything up so that she could move everything into the new folder.

Comment: Oh, so maybe she downloaded the whole folder, removed it from the old Google Drive, and is going to upload it to the new Google Drive and the Treasurer will have ownership of it. That's fine. Knowing where it is, is good.

Comment: And that one is shared with our NOAA accounts and old Gmail accounts not the new PSG Gmail account.

Comment: I'll check in with Kirsten to see where that's going to live, and make sure everyone's new email address are added.

Comment: It looks like Google recently did a big security update and it's going to change something about a resource key and it's going to change file access. We may need to request again sharing. This is a good time the change the sharing.

Comment: Okay. We'll do the whole switch. I'll follow up with Kirsten after this and add PSG ExCo addresses for access.

Comment: Good, because I don't have any access either, so that's fine.

Comment: The other update for Communications is that we are working with LOCO on that communications as well. There are two people on LOCO who are going to be writing the posts, and the Communication team will make sure those go out to everyone.

Question: Does anyone have any more questions for Anna? No, then let's move on to the next item which is Anna as well.

3. EQUITY, INCLUSION, AND DIVERSITY COMMITTEE UPDATE

Overview of the Report: Not a huge update. We did have our first meeting. We had issues using the new PSG email to send the announcement to this listserv, so it was delayed by about a week, so we had small attendance at the first meeting. Only the people who had reached out to us in advance got the meeting information to join the meeting. We were able to work with people and go over the proposal and plan for the committee. The EID Committee will have 1 or 2 members who will help with LOCO and have an EID workshop at the next conference like we did at the last conference. And also ensure that cultural representation is a central portion of the San Diego meeting. Derek and I are working on trying to find a time for a good standard time for monthly meetings. I think he's we're going to pick a week day evening and make it a once a month meeting. Anyone who wants to come can come. We'll make sure that we advertise that. Derek could use a good co-chair. Anna is helping him with that right now, but she's co-chairing two committees, and that's not feasible for her right now, so she'd love it if some is interested in being co-chair with Derek. She's happy to fill the role until then.

Comment: Maybe you can get someone who is attending the meetings to step up.

Comment: Yeah.

Question: Any questions for Anna?

Question: Anna, I may have missed this but is the minutes from the meetings available?

Comment: Yeah. We are working with Wieteke to get the website updated with all that information. It's slow going this summer.

Comment: This is really exciting.

Comment: Yes, the small group meeting was very exciting. After the meeting we have several people email their interest in attending meetings/

Comment: I had one announcement last year that took about 24 hours to go to the listserv, but never a week.

Comment: Yeah, I even emailed Verena to ask "do you know where the announcement went?" because it seemed like it was lost in space. I've never had that happen. I feel bad that so many people missed this meeting. That's why I think a standard "it's always the second Tuesday" will be beneficial, so we're working to get that figured out.

Comment: Yeah, it will happen. It sounds like you have good interest. Thanks for doing this. You guys made this a reality in a very short amount of time. Thanks for your hard work.

Comment: No worries.

Comment: Yes, thanks Anna. So is the idea with the listserv that if you are getting the listserv to a specific email, when you post to the listserv it goes through automatically, but if it's an unrecognized email it goes through Verena?

Comment: Yes. I haven't added the new EID email to the listserv yet, so we sent it, and it went into space, and I think Verena was out of town, so it was delayed.

Comment: Yes, my OSU account is used for the PSG listserv, so when I post to the listserv from that account, it goes through automatically. When I use my NOAA account, Verena has to manually pass it through. So it takes hours or days.

Comment: Yes, now that we are aware of that process, we will add the new email address to the listserv so we don't have to worry about that in the future.

Question: Any more questions for Anna? Then let's move onto the Treasurer's Report with Kirsten.

4. TREASURER'S REPORT/UPDATE

Overview of Report from the Treasurer: I provided a report with the account balances, those are up to date as of last night. Just to let you know, some things that have happened, taxes for the fiscal year ending Sept. 30, 2020 have been filed, so that's exciting. Student research grants have been paid, and I paid the Cvent bill for event and membership management for next year, so that's done. The PS report was submitted to Theo, and the bank account for HELPS fund is open, so all the bank accounts are set up and that's done. The invoicing and book keeping is all up to date. One more topic, something that has come up, is the budget for the next fiscal year needs to be approved on or before Sept 30. I can get that to you at our next meeting, but I hope we can have two meetings before Sept 30. I can submit that draft at our next meeting, but one thing I missed, is did we approve a budget for the San Diego conference at one of our other meetings?

Sadie needs to schedule two ExCo meetings prior to September 30, 2021.

Comment: No, I don't think we have.

Comment: It sounds like Nacho and Justine have what was the original budget and they are trying to do some revising now. Some emails are going around. There may be some increased AV costs related to streaming including a virtual registration fee. They were just trying to run some numbers. Do you need it by a certain time?

Question: The question is, I don't know if we can approve the annual budget without the conference budget. Perhaps that's happened in the past, just not since I've been Treasurer. I don't know if that's fine. Ideally at the next meeting I could provide a draft budget without the annual meeting budget numbers and we can approve the meeting budget and at the following meeting we approve the meeting budget. But I understand if that's not possible. It's been a crazy year.

Comment: Sounds to me like if we're going to approve a budget don't we need to see a week in advance? Once we decide when the next meeting is, Justine and Nacho need to do their best to provide the meeting budget a week in advance. We'll just suggest that.

Nacho and Justine need to provide the San Diego conference budget a week before our next ExCo meeting.

Comment: Okay, that's all I have. I'll get a copy of the tax returns to put on the website as soon as possible.

Comment: Thanks Kirsten. Is there something about the Google Drive that we were talking about that would be easier to convey to Kirsten?

Comment: Yes, it seems like people are having trouble accessing the Google Drive, potentially due to some new security updates. People may need to be reinvited.

Comment: I haven't gotten into the new Google Drive, but I don't think I am the administrator for that. I don't think I'll be able to assist with that, but I will certainly try.

Comment: Ok if we can figure out who the administrator is, I can help with switching things around.

Comment: I think it's Wieteke.

Comment: Ok, I'll check with Wieteke.

Comment: for the older G Drive, the owner of that is Adrian with her abr.inc email.

Comment: Theoretically she might be able to change the ownership to Treasurer or Secretary or Chair. It depends on her organizational settings. When I left NOAA I changed ownership to a number of drives, but I could only change them to other noaa.com emails. It may require her to download the folder to someone else.

Comment: I still have stuff from last year's meeting I would like to put on the Google Drive for everyone to access, but I can wait to do that. I don't want to make more work for Adrian, but it would be great to get that set up.

Comment: I also have access to a folder that was associated with the Treasurer email. Because of the change I could only access the old Google Drive or transition to the new folder. I logged into the old one, downloaded everything, terminated the account. As soon as we figure out the new Google Drive, I'll upload all those files.

Comment: So really we need to get Adrian to give permission to allow everyone access to enable everyone to download everything to move it to a new account.

Comment: If she can just transfer ownership to a different account, there doesn't need to be any downloading or uploading. A new Google Drive is as simple as changing the owner, and then nothing has to be old or new. She can delete the old email address and add the new addresses. I can help if there is anything I can do to help.

Comment: Ok, thank you.

Comment: Thanks for handling that, Anna, and thanks for your help, Rachel. That's it for our agenda. Let's go through action items.

Sadie reads through action items (in red in these notes).

Question: Can I offer a couple more action items? Anna was going to follow up with Adrian about access to Google Drive. Also, can we put on there that we are, the LOCO, should provide a budget a week in advance of our next ExCo meeting?

Anna will follow up with Adrian about adding new email addresses to the PSG-EXCO Google Drive.

Comment: I was going to add that one as well—the draft budget a week in advance of our next ExCo meeting—but things change. Justine knows that, but just to be sure that Nacho knows the budget doesn't need to be perfect. It just needs to be in the ball park for ExCo to approve it and for Kirsten to budget for it.

Question: And what's the threshold, Kirsten, if it's less than \$1,000, then we don't need to vote on the change?

Comment: \$2,000.

Question: Is it helpful to provide a deadline?

Comment: It depends on what day we select for the next meeting. I'll draft an email to Nacho, Justine, and Annette about the budget.

Question: Any other action items?

Question: About the 2023 meeting in the Seattle area. Does anyone know of any other people in that area to help lead that meeting? One recommendation is Jackie Lindsey. I'm also wondering about mixing in new people with that meeting? Mixing it with veterans like Kim Nelson and Katie. But any other names of people in the Seattle area, particularly new people?

Comment: (Anna) I'm in Seattle. I just started at COASST so I work with Jackie. I don't want to immediately jump in and lead it, but I could certainly support.

Comment: (Laura) I'm also in Seattle and friends with Jackie, so I think she would be great to lead it, but I can help.

Comment: Great, that's a better response than I hoped for.

Comment: Thanks guys!

Comment: One more person you might want to reach out to is Hilary Burgess. She is also in the Seattle area and has been working for NOAA.

Comment: Thanks Marc!

Comment: Any additional comments? We need a motion to adjourn.

Motion to adjourn the meeting; moved by Rachel, Marc seconds.

Abstentions, 0: Nays, 0: Yays, 10, motion passed unanimously