

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

2 December 2021 Conference Call

13:00-14:30pm (Pacific Standard Time – UTC-8)

Amended and approved on 4 January 2022

**Present:** Roberta Swift (Chair), Rob Suryan (Past Chair), Sadie Wright (Secretary), Kerry Woo (Canada Regional Representative), Kristin Brunk (Student Representative), Marc Romano (Alaska/Russia Regional Representative), Peter Hodum (Vice Chair for Conservation), Nina O’Hanlon (Europe/Africa Regional Representative) [8].

**Present for first two voting items, but not for third:** Rachel Sprague (Chair-Elect), Laura Koehn (Washington/Oregon Regional Representative) [2].

**Present for third voting item, but not for first two:** Katie Stoner (Northern California Regional Representative) [1].

**Absent:** Kirsten Bixler (Treasurer), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Chung-hang Hung (Asia/Oceania Regional Representative), José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative) [4].

**Others present:** Wieteke Holthuijzen (Communications Committee Co-Coordinator), Anna Vallery (Communications Committee Co-Coordinator), Nacho Vilchis (2023 Local Committee Chair) [3].

Review of participants/roll call.

### WELCOME, INTRODUCTIONS, & REVIEW 28 OCTOBER ACTION ITEMS

Motion to approve the Agenda with the amendment: moved by Peter, seconded by Marc.

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

### 28 October Action Items with Responses

1. Rob will check with Beth Flint prior to posting a request to the listserv requesting volunteers. He will broaden this request beyond just delegates to the Ornithological Council. **Done—Beth emailed Rob with a positive response during the meeting.**
2. Peter will draft a listserv post requesting team input from PSG regarding development of new swag and share it with ExCo for review/input. **Keep this on the next list.**
3. Roberta will draft a Quarterly PSG ExCo update to share with PSG on the listserv. **Keep this on the next list—it may change from a Quarterly to an Annual update.**
4. Rob will check with Kirsten about when the Survey Monkey subscription ends. **Done. Sadie will relay the update to Jane Dolliver (Elections Committee).**
5. Roberta will set up a meeting for herself, Sadie, Rob, and Wieteke to review the new Google Drive together. **Done. And we have a second meeting scheduled.**
6. Marc will get in touch with Adrian and Erin and ask them to get in touch with Laney about the CVent registration questionnaire in order to shape the questions about financial assistance. **Done.**
7. LOCO needs help with the Field Trips subcommittee. If you can help or know others who may be able to help, please let Marc know. **Done. Although LOCO would accept 1-2 more field trips ideas.**

8. LOCO needs help with fundraising/sponsorships at 3 levels: a) contacting people on the Google Sheet Marc maintains with contact info for potential sponsors, b) adding potential sponsors to the Google Sheet, and c) reviewing the sponsor contact info on the Google Sheet and updating with current/new contact information for those folks/positions. If you are willing to help, please contact Marc at the PSG LOCO email address: [locochair@pacificseabirdgroup.org](mailto:locochair@pacificseabirdgroup.org). **Keep this on the next list.**
9. If you have ideas for who could participate in the ECS panel during the 2022 meeting, please email Kristin. **Done.**
10. Sadie will send an invite asking people to hold time on their calendar for an ExCo meeting the first day of the 2022 PSG Meeting (February 21; ~10am-2pm PT). **Done.**
11. Everyone: if you have good ideas for a possible plenary speaker (particularly an ECS, or someone who works with indigenous communities with seabirds), or updates on possible awardees, send those to Rachel. **Done.**
12. Roberta will search her emails and connect Rachel with 1-2 people who provided her with a number of good plenary speaker suggestions last year. **Done.**
13. Rob will draft an email for ExCo review regarding notification of the listserv of the 2023 Annual Meeting being held in San Diego. **Keep this on the next list.**
14. ExCo Officers will meet with the Code of Conduct Committee to discuss/finalize the Terms of Reference for that committee. **Done.**
15. Rob will share the Terms of Reference with the broader ExCo via email for review. **Rob will bring an update about the Code of Conduct Committee and Terms of Reference with ExCo at the next meeting (Jan. 2022). Sadie will add it to the Jan. 2022 ExCo meeting agenda.**
16. Roberta will link the PSG and The Seabird Group DEI committees for increased coordination/information sharing. **Done.**
17. Nina will introduce Kristin to Zoe Deakin via email (regarding TSG and PSG ECR reps). **Done.**

## 1. APPROVE 28 OCTOBER 2021 MINUTES

Questions: Any revisions or points of discussion regarding the draft minutes? Shaking heads, so it looks like we need a motion to approve the minutes from October 28.

**Motion to approve the 28 October 2021 minutes; moved by Rachel, Kerry seconds.**

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

## 2. 2022 LOCAL COMMITTEE MEETING UPDATE

Overview: Marc—I'll make this quick. There is more detail than you want or need in the report. We opened registration successfully, and we've already received 34 registrants, which is great. It puts us light years ahead of where we were at this time last year, when we had 8. So we're doing great. Fortunately, the Cvent was not as much of a hurdle as we had been prepared for it to be, so I think it went very smoothly. The only thing we were waiting for was Olivia's amazing logo, and I hope you have all seen it. We're in good shape there. Sponsorship and fundraising is moving along. We've had a lot of great support. We're up to \$8700 in sponsorship, so that's great. We've also received some other donations that will be used in the silent auction, so those funds will go to other things, and won't be counted as sponsorships. Again, I'll put a plug in for regional reps to respond to my past email, and the one I'll send tomorrow urging them to take a look at our spreadsheet and let us know who were are

missing. And thank you to those of you who have already helped us secure donations. You know who you are. Much appreciated. Student events I'll leave for Kristin to cover if she has any highlights she wants to bring up. But suffice it to say that her subcommittee is firing on all 8 cylinders. They are doing a fantastic job. We could have the meeting tomorrow and I think Kristin and her team would be ready to go. Field trips—we have a bunch of great field trips ready for you, but there is certainly always room for another, so let me know. The only issue I wanted to bring forward for you today; I don't see Katie or Derek or Cristina, so I'll just mention this. There is a desire from the EID committee to provide honorariums for plenary speakers and potentially speakers for Traditional Ecological Knowledge portion of the program. As you as all know from approving our meeting budget, we did not factor that into the meeting budget. For EID, we just have the budget that was approved for the workshop. I'll just throw in a plug for ExCo in the future to consider a separate budget for EID at the meetings, so as to not put pressure on them to conform to the budget pulled together by LOCO, which must be pulled together much earlier for ExCo approval. EID won't necessarily know about their budget request as soon as that, so it would be good to separate them. I don't have a long enough history with helping with PSG meetings to know ExCo's feelings about paying potential plenary speakers or participants for the TEK session.

Kristin chatted: The silent auction is currently looking for donations! Form for donations:  
<https://forms.gle/7UYokL45NQ6H6vob9>

Comment: One of the other folks that this came up in relation to is for the EARS program. If we are asking for a young person who is working on seabirds and is bringing things to us that would be great. It is another role that doesn't fall under the indigenous speakers or TEK but does fall under the umbrella of equity, if we're asking someone to take time to share themselves, and not take advantage, and ask them to come just because.

Comment: I know in previous years we have waived registration, have you offered that yet?

Comment: Yes, that has been requested from the EID committee.

Comment: Has PSG paid for plenary speaker travel in the past? And waiving registration? Here we are not paying for their travel, but it also sets a precedent for the future (travel, registration, and a honorarium).

Comment: It seems like something we need to resolve fairly soon.

Comment: I thought we had paid for travel for plenary speakers in the past, but I'm not 100% sure. Does anyone know.

Comment: Yes, we have paid for plenary speaker travel. I think the question before the group is more honorariums. I just don't know the history with meeting budgets to know if that's been covered. Regardless, I am curious to hear how the ExCo feels about that.

Comment: In my history of involvement, I have not seen honorariums paid to speakers. If we want a longer history, I guess we could go to Kim Nelson. For invited speakers, we have always paid for travel, including hotel, food, and registration. But those are for people generally invested in seabirds and PSG. Most of them don't accept the funds for travel. They say to keep it. When we have paid for it, is when it's their business that people are bringing to PSG. They had to prepare something ahead of time that they wouldn't normally present. That's where I've seen the distinction, but I don't know if it's written down anywhere.

Comment: That was my recollection as well, Rob. I think we're going into some really cool and uncharted territory for PSG in that we haven't had very many indigenous speakers at our events. And in my limited experience here in Alaska and the Pacific Northwest, honorariums are not uncommon when you are approaching indigenous knowledge holders to present to a group or participate in a survey. That's culturally accepted. In some cultures, it may be an expectation as well. I didn't feel comfortable making those decisions as the LoCo Chair. My personal feeling is that I want to see these speakers, particularly the plenary speakers, and if culturally that's what is expected, I would support it 100%. My questions are, A-I don't have it in the budget. Obviously we have \$8700 in sponsorships that we could draw upon. But I wanted to ask ExCo because you all approved the budget without this in there. And B-do we draw a distinction between a plenary speaker and a session speaker. Someone in a science session on TEK giving a 15 minute presentation. That was an area I would like a little more advice from you all on.

Comment: My gut says that if we reach out to them and they haven't previously been engaged in PSG, then an honorarium is appropriate. And then there is a threshold under which you can make decisions about the budget. Is it \$500 or \$1000. If it's below that you can make those decisions and spend that money. And then, how many speakers are there?

Comment: They don't have numbers yet. Forgive me for taking so much time, but this is important. I appreciate. I could exceed that. I wanted to give them as much latitude as possible to plan an event that fits with their vision. I haven't given any limits to Katie or Derek. Basically I want to see what ideas they have, and everything I have been hearing, they have some pretty exciting contacts. But it will certainly likely exceed \$500, and will likely exceed \$1000. And again, it's not like we don't have it given the sponsorships we've brought in, but typically in my experience you don't draw upon the sponsorship in real time, except for what this group approved on the budget in using the sponsorships we had received at that time to lower the registration cost. But I don't know of any Local Committees that are spending out funds that are received in sponsorship in real time to host a meeting. I'm viewing that as not part of my budget.

Comment: If I could add, I think I am supportive of honorarium for TEK holders and for people who were not already involved in PSG. History is one thing. If we are trying to increase diversity of speakers, and we don't have it in the ranks already, it puts a burden on BIPOC or whatever groups you're asking, and there is a growing recognition that they should be compensated. Because we are asking them to share themselves because of their experiences and the things they've done. I think it would exceed. I was looking up honorarium, and in academia it is in the range of \$200-500. So even if we went with the middle for \$300 plenary or \$200 range for a 15 minute talk. I know it takes more than that to prepare. If you're talking 2-4 or 5 session speakers and one plenary speaker, that will run above \$1000.

Rob chatted: Should you have a rough formula of say \$100/hr for estimated # of hours to prepare for and give a presentation?

Sadie chatted: Article 7, Clause A. Expenditures. Any proposal to spend more than \$2000 must 1) be in writing; 2) specify a maximum dollar amount; and 3) be submitted to the ExCo at least 1 week before an ExCo meeting.

Comment: Did you see what Sadie posted? Sounds familiar. I don't feel like we have time to wait for the next meeting to make this decision, so if it's under \$2000, we can figure out where the money would come from, and could do a vote by email if we keep it under \$2000?

Comment: That would be spending funds beyond what is recovered by the annual meeting, right? That \$2K is spending PSG funds?

Comment: There is also donations that are in excess of what is budgeted.

Comment: Does that \$2000 limit apply to this meeting budget where in this situation where the registration cost and sponsorships may cover what we've talking about for honorarium?

Comment: Until we have the registration in our account, I am still constrained to the budget that you all agreed to. I've been running on the assumption that if I need to find money for the honorarium or speaker fees, then we need to find it within the budget or ask ExCo to start spending out some of that sponsorship that's coming in, or another model would be ExCo could take the money from the general budget. I'm okay however you all want to handle it, but Roberta is right that we need to make this decision before the next meeting.

Comment: I have a plenary speaker who wants to meet next week and she's asked.

Comment: I wonder if we should parking lot this until we go through the budget.

Comment: Do you mean the Treasurer's Report?

Comment: Yes, the Treasurer's Report.

Comment: I don't know how much that will help with this discussion. Marc, do you think the total amount for honorarium will be in excess of \$2000?

Comment: I don't know. Rachel, do you have an idea of how much you would want to offer to the plenary speakers?

Comment: I was thinking \$300 and it would just be one plenary speaker. And I think there would be several for the TEK session, and I don't know for them, I was thinking \$200, but I don't know how many of those speakers have asked, but it wouldn't be more than 4. The entire session would be 8, so if every single person asked for \$200, and we gave \$300 to a plenary speaker, that would still be under \$2000. I would say yes, it would be under the \$2000.

Comment: So I think we could operate under this clause then, that ExCo could make a decision about that without formally bringing that as a proposal in writing.

Comment: Okay, and if it did look like we were going over \$2000, I could make a proposal in writing, and bringing ExCo together for a short meeting, perhaps in a couple of weeks. If you all are comfortable with that. Or vote by mail.

Comment: Did everyone see Rob's meeting of having a rough formula of \$100/hour? I wanted to say, it makes me a little uncomfortable giving one speaker \$200 and another \$300. Unless we can justify that. The plenary is a longer, more high profile speech. I just think we need to justify it.

Comment: When I said those numbers, that was why. The plenary speaker is doing a 45 minute talk, and the others are 15 minutes.

Question: Peter, did you want to add to that?

Comment: I think so long as we can have a scale and say that plenaries are going to be compensated at a higher amount than someone on a panel, so it's commensurate with the level of effort and preparation required.

Comment: So the EID committee has a meeting tonight and some of these questions can be answered.

Comment: I'm planning to be there. We need to ask them how much and how many.

Comment: I don't think they know those answers yet but they're working on it. I was hoping they would have full autonomy to dream big and then we could figure out how to pay for it.

Comment: Sounds good.

Comment: Thank you—I know that took a long time, but vitally important. Thank you.

Comment: Thanks Marc. It sounds like we are all on the same page, and we want to do it, we just have to figure out how.

Comment: I think we need to figure out how to provide this to people who fit into the criteria, and not necessarily if they ask for it. It would be nice if we have a policy for the future, so that we know, this is when we pay, and this is when we don't, and we offer it to everyone who fits that criteria.

Comment: So that we can give them guidance for their session; if they have someone from PSG, a PSG member who does TEK work, and they are speaking in that same session, I don't think we'd be offering it to them would we? I've done TEK work and I was thinking of having a paper in that session, but I wouldn't expect that for me. Do we feel comfortable drawing that line? If it's a PSG member or past member, we won't offer it? I want to be clear on this. I don't want to burden Derek or Katie.

Comment: My perspective on that is not regarding PSG membership, but some criteria associated with their job. For your example, you're a TEK speaker with USFWS, and if you give a presentation in your field of study, I wouldn't expect you to get an honorarium for a presentation. But if it's someone who is working for a tribal council and they don't give presentation to PSG because it's outside of their job scope and what they do in their everyday life. I don't know if there is a clear line.

Comment: Any more thoughts on this? I'd be up for an email vote or another short meeting.

Comment: Do we need to have a vote on this or is it just the officers who can decide on this deviation of the budget?

Comment: Looking at Sadie's chat, it looks like the officers can decide if it's under \$2000.

Comment: That sounds like a simple enough approach. Isn't the other option for Marc to work it into the PSG budget and they expect to recoup the funds through registration and we approve that budget the way we already approved their meeting budget.

Comment: I wasn't sure if the sponsorships because PSG funds. They don't necessarily come to the LoCo. So I wasn't going to draw on those funds. But I'm willing to do whatever. I mean, we are going to make these funds back, and we'll likely make a profit. I just wasn't sure about the process, or if in consultation with the committee, if we were able to draw on those funds. Or if I needed ExCo approval to do that.

Comment: We don't approve the travel funds for plenary speakers, that's part of the budget. We don't approve it separately.

Comment: Right, it's part of the budget that the LoCo brings to ExCo to approve. But in this case, Marc is coming to us after we've approved the budget and asking for these additional funds. So if that's under \$2000, then we can make that decision and sort out where those funds are coming from, but if it's in

excess of \$2000, my read of this is that he would need to come back to us with a modified budget for us to approve.

Comment: I would say that when Marc comes back with an estimated number, we can confirm with Kirsten about where that is coming from, and have some sort of call or email to make sure it's official. I see nodding heads so it must sound okay to everyone.

Question: So is a vote required Sadie?

Comment: I think if it's under \$2000, the officers can just weigh, if you send an email with that number.

Comment: Thank you.

Marc will provide ExCo Officers with an estimate of honorariums for TEK information providers at the annual meeting. ExCo will provide approval via email if the amount is under \$2000.

Comment: Cool, so next is Rachel's meeting program update.

### 3. 2022 MEETING PROGRAM UPDATE

Overview: Hopefully really quickly, the call for abstracts I extended to tomorrow night to give them the whole week after Thanksgiving. There have been a good number coming through, I think there were like close to 50 as of yesterday but then a whole bunch came through yesterday and this morning. I haven't had a chance to look at all of them yet, it's going to be an organizing weekend. I think it's looking good. I'm expecting most of the submission--it will probably double tomorrow. There are reviewers that are ready to help, 5 people, I'll let other people talk about the workshops, but they were sort of fitting workshops into the schedule. Plenary speakers; for sure Karen Lowbel Freed, who wrote "it's a perfect day for an albatross" and is working on another one about Hawaiiin petrels. She's a great speaker about conservation and story telling and getting different communities interested in conservation and seabirds. I'm going to talk next week with Juita Martinez who is a pelican researcher in the south who works in equity in outdoor spaces. Rob, I wanted to check in to see if there are any awardees who are likely to be plenary speakers who I should hold a slot for?

Comment: I have received no nominations. And we don't always give lifetime achievements every year, but I did have one person contact me about the deadline, but if it's after the deadline, so I'll follow up with them.

Comment: A special achievement award, like for the group state multi agency group that finished the rat eradication on Lihue Island off Kauai, I could write up something, but I know it's late now. I will, I do have one or two other feelers out, so I will think about another plenary. Any questions?

Question: So you have two right now?

Comment: Yes, I have two, and was thinking I could do 3 or 4. I will reach out to at least one other person.

Comment: It would be nice to have one a day, but no rules. And if we can do a lifetime achievement award, that would be number three. I'll put my thinking cap on. So Treasurer's Report. Do you want me to go through that, Sadie?

Comment: Yes please. I don't have it pulled up right now, but it was pretty short.

#### 4. TREASURER'S UPDATE

Overview: Essentially, we have \$8800 in student travel, \$10k plus in conservation fund, \$3k plus in HELPS, \$1761 in former chairs fund, \$116,306 in checking, \$10k plus in Marine Ornithology paypal account, \$2772 in US bank account, and \$6130 in the Canada bank account, for a total of \$159,097.97. Is there anything in here we need to talk about, or is this sort of an update for our information?

Comment: It looks like a good update.

Comment: Okay, it looks like we could find \$2k in here for an honorarium. Next on the agenda is the Communications Committee.

#### 5. COMMUNICATIONS COMMITTEE UPDATE

Overview: Okay, Anna hopped off, and we don't have a whole of updates. Anna had let me know that some of the regional reps were having trouble accessing emails, so a reminder that if you're having trouble with your PSG emails, please let me know and we can help you with that as soon as possible. Anna and I have been working a lot of LoCo to facilitate communications. With that being said, if there are any updates, or any changes in deadlines about the annual meeting, feel free to send me a quick email, if the website needs to be updated. I'm nearly always near my computer, so that would be easy to do. We are working on organizing the PSG shared drive. We'll go to a meeting about that this weekend. Anna, Theo, and myself were planning to do a "Committee Fair" at the annual meeting to promote some more engagement in committees. So we're planning to have as many committees there as possible, for all of us to be there to talk about what we do, followed by a discussion about what we want Pacific Seabirds to look like going forward. Pdf, online, partial pdf, and integrate that into the future. I'm still working on website updates that are lower priority. My big push this month that I'd like to get through the early career scientists and student pages. Any questions?

Question: Did you get resolution on the question that you asked via email earlier this week about Pacific Seabirds?

Comment: I think Anna sent out that email. I don't know.

Comment: There were going to be 2-3 minutes introductions for each committee, and questions after each one of those, and an hour for that. The last half hour would be Pacific Seabirds discussion. She asked if half hour is enough, and I remember Rachel saying that she would put it in a slot that could extend the period if we had more discussions. I offered one suggestion about having all the committee introductions in the beginning, and then have the question and answer period at the end, so if that ran out early we could start up the Pacific Seabirds discussion, or if people didn't have questions, they could bail out early. I don't know how that sounds to everyone. We could definitely organize it so that all the questions for one person could come at one time.

Comment: Thank you for summarizing that. I like your idea of having everyone go through and introduce themselves and having an open questions period. That would flow better. If we got bogged down or something, that would help alleviate that issue. If it's possible, it would be cool if folks could provide questions before hand, that may also be nice, so we can get through those. My main concern is to make sure we have good open discussion time and brainstorming about Pacific Seabirds. I think Anna and I



may set up some polls about Pacific Seabirds with questions. I haven't talked to Theo about that yet. I'm not sure what questions he'll want to ask. Hopefully we can figure that out in the next couple of weeks.

Comment: Cool. Well you've got some time. It seems like it's coming together. You don't need to make a firm decision now. I like the idea of having it somewhere where you can extend if you needed to.

Comment: I like that idea a lot.

Question: Anyone have any questions for Wieteke? Next thing on the agenda is a request for a demographic survey. It looks like this is a voting item. Katie, do you have a report?

## 6. DEMOGRAPHIC SURVEY REQUEST

Overview: I do have a report, it should have been attached. The report is basically a draft of the survey that we plan to circulate. And the plan so far is to use Cvent to send an email to all current members. That email will include a link to a Google Form so we can keep all of the information anonymous. Hopefully we would like to send this out right before the annual meeting so that at events we can provide oral reminders to ask people to complete the survey so we can get the biggest response. We are trying to collect as much information as possible on demographics so we can track trends on PSG membership to see how we're doing with equity, inclusion, and diversity, but without being invasive and ask questions in a way that allows people to present their identities. If people have had a chance to review this, we would like to vote on it today, but if you haven't had a chance to review it, we don't plan to send the survey until closer to the annual meeting, we could give people more time.

Comment: It seems like we have time to review it now. Has everyone seen it? Do you want me to read through it, or would you like to Katie?

Comment: I can read each question. The first question is age, and it's multiple choice, putting ages in bins. Does anyone want more detail?

Comment: I'll put it up so people can read it as you're talking.

Comment: The second question is education, this will help us know how many are students and where they are at in their career. Then we want to separate country of residence from country where studies are conducted, because I don't think we currently have that information, although we have some information through regional definitions currently. Next we have a question based on race or ethnicity that's multiple choice. But if someone's identity is not listed then they can write in the option. We have another option to write in race or ethnicity, we could remove this question if you think it's redundant, but to give another option to self identify. The next question is based on gender and gender identify with quite a few options for people to self describe. There is a question asking people if they have a long lasting or chronic condition. And finally we have some questions about people's relationship with PSG; how long they've been with PSG, or if they participate in any programs with PSG. And then we have a question that we really want to get at whether people are feeling included in PSG as a community, and are feeling supported by PSG. And then if not, to give us some feedback on why and how we can do better. That pretty much sums it up.

Question: Thanks Katie. Does anyone have any thoughts about it?

Comment: One other thing. We shared this with ExCo and we shared this with members of the EID committee, and we received a lot of feedback from many people, so we have updated it quite a bit from our first draft, but are still open to more suggestions.

Comment: One kind of persnickety thing I had is that the options for education it's some high school, high school diploma, etc. Would it be good to have an option for some graduate school? I know you can't have a category for everything. But some people start and then back out. What do others think?

Comment: Like having a category for some grad school?

Comment: Yeah.

Comment: Should it be more general like "some college" to include technical school and others?

Comment: I think there is an option from some post-undergraduate, but it might be an old version.

Comment: Yeah, that's perfect. Sorry about that.

Comment: That's one component we've tried to be really careful about, providing as many options as possible without being overwhelming to select so, so if you have other suggestions, that would be great.

Comment: The only thing that pops out at me, and not being a trans person, I don't know if my opinion counts, but I wonder if where the options are man, woman, trans, etc., would people be more comfortable saying I identify as trans man or trans woman? I don't really know if that's important to people or are they comfortable saying I am trans? Maybe we can see how it goes and get feedback as we run the survey?

Comment: Yes, I think that sounds good. I think this first draft will be a bit of a trial run and hopefully we can refine it depending on if we think the data we get is useful and how people receive the survey.

Comment: On that question people could select trans and woman if that's how they want to do it, right?

Comment: Yes, they can select both.

Comment: Perfect.

Comment: The way we laid out these questions is so that (it will be anonymous) we could analyze the data with questions in aggregate or question by question so we can look at demographics in different ways.

Question: And you don't ask people's names?

Comment: No, we want it to be anonymous.

Question: I've talked with PSG membership committee a bit and how does this tie in with the survey that they want to do?

Comment: I think they are going to be different surveys. We need to check in with Jen and Stefanie. This survey will be shared with the membership coordinators. If they want data that will be tied to member profiles, it will need to be a different survey. I don't know if you think that will create survey fatigue, but hopefully they are a little bit different in time.

Comment: I like that this will be anonymous and we will maybe get information that we wouldn't have otherwise, I'm assuming the one type will be voluntary but not anonymous from membership. I think we have to vote on whether Katie and Derek can go forward with this survey.

Question: I have one minor comment, and I don't know if I'm being countryist, but question 5, "Asian or Asian decent", does it have to be Asian American?

Comment: We did discuss if we should have different categories depending on what country people live in, but we were hoping we could separate that out with country of residence. But I'm open to feedback on whether we should separate those categories further.

Comment: That's the one minor thing that popped out at me.

Comment: One other super minor thing related to country of residence, and this survey looks great, thanks for all the efforts and this, I have really enjoyed and learned by watching all the dialogue in terms of updating it, and the edits. And thinking about how you are going to summarize the data afterwards, if you're going to use country of residence as a query category, you might consider making it a drop down list of pacific rim countries or regions, or you are going to have a lot of clean up to do with all of us putting US and USA and United States. And then have a lot of different subcategories you would need to clean up.

Comment: That's a good comment and I think we can change the formatting pretty easily to make that possible.

Rachel chatted: Sorry I have to drop off the call. Thank you. I think the survey is fantastic – thank you!

Question: I have a quick question. When you provide this survey will you be providing background to folks about why these data are valuable to the organization?

Comment: There is a little bit of introduction at the beginning of the survey that thanks people for participating and that we're going to be evaluating it for equity, inclusion, and diversity, but we could include more background if you think that's necessary.

Comment: It's definitely succinct, but it also gets at it.

Comment: I think for the EID committee, we are definitely interested in understanding how we can develop more targeted programming and using this survey to inform the creation of an action plan for PSG. So that's language that we could add in.

Comment: I would think a little more detail would be a helpful, but this is nicely streamlined. What do others think? Do you think this very brief introduction will let people know why it's important to fill out this survey?

Comment: Katie, given that you're sending this to scientists, I think a lot of the information you have above the line, above your survey text, would be of interest to people. It shows that you thought about the design elements of the survey, and I don't see why you couldn't share that with people. And I think they would appreciate it and it would answer a lot their questions about why the survey is the way it is.

Comment: That sounds great, that's great feedback and we can include that in there.

Comment: One more thing Katie, at the bottom of the introduction you say to contact the EID with questions, maybe you could say if you have questions or want to be involved in our EID efforts, contact the EID, maybe you'll get some more volunteers.

Comment: That sounds great.

Question: Does anyone want more time with the survey to think about this, or should we vote on this and let the EID run with this?

Motion to approve the EIDs PSG demographic survey moved by Marc, seconded by Peter.

Abstentions, 1: Nays, 0: Yays, 8, motion passed

Comment: Your motion is passed.

Comment: Thank you, we'll keep you updated on how it goes.

Comment: Awesome, thanks Katie. I guess that was our last agenda item. Does anyone else have any other items to discuss? Do you have action items highlighted, Sadie?

Comment: Yes [Sadie rattles through the action items listed above in red]. Other action items that we want on our list?

Comment: Most of mine are repeats. Thanks for that, Sadie. If no one has anything else, we can vote to adjourn.

Comment: Really quick, I'm just wondering, does the first week of January work for folks for our next meeting? After the holidays.

Comment: That works for me too.

Discussion about special achievement award that was underway with Dave Craig, but he ran out of time. Any thoughts on waiting another year because nothing has been submitted yet? Some advantage to waiting until next year, so the person can receive it in-person. General agreement on waiting.

Motion to adjourn the meeting; moved by Peter, Kerry seconds.

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