

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

4 January 2022 Conference Call

10:00-11:30am (Pacific Standard Time – UTC-8)

Amended and approved on 1 February 2022

Present: Roberta Swift (Chair), Rob Suryan (Past Chair), Rachel Sprague (Chair-Elect), Sadie Wright (Secretary), Kirsten Bixler (Treasurer), Marc Romano (Alaska/Russia Regional Representative), Peter Hodum (Vice Chair for Conservation), Nina O’Hanlon (Europe/Africa Regional Representative), Katie Stoner (Northern California Regional Representative) [9].

Absent: Kristin Brunk (Student Representative), Laura Koehn (Washington/Oregon Regional Representative), Kerry Woo (Canada Regional Representative), 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) [6].

Others present: Wieteke Holthuijzen (Communications Committee Co-Coordinator), Anna Vallery (Communications Committee Co-Coordinator) [2].

Review of participants/roll call.

WELCOME, INTRODUCTIONS, & REVIEW 28 OCTOBER ACTION ITEMS

Motion to approve the Agenda with the amendment: moved by Rachel, seconded by Rob.

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

2 December Action Items with Responses

1. Peter will draft a listserv post requesting team input from PSG regarding development of new swag and share it with ExCo for review/input. **Peter has drafted this and will share in the next week or so. Keep this on this.**
2. Roberta will draft a Quarterly (or Annual) PSG ExCo update to share with PSG on the listserv. Roberta has begun drafting this. **Will finish this in the next week or so. Maybe this will be a biannual report. Keep on list.**
3. 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. **Done.**
4. Rob will draft an email for ExCo review regarding notification of the listserv of the 2023 Annual Meeting being held in San Diego. **Done.**
5. Rob will bring an update about the Code of Conduct committee to the next ExCo meeting and will share the revised Terms of Reference for review/vote. Sadie will add this item to the agenda. **Done.**
6. 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. **Keep this on the list. Marc and Rachel are working with folks in the EID Committee to finalize this estimate.**

1. APPROVE 2 DECEMBER 2021 MINUTES

Questions: Any changes to the draft minutes? Shaking heads, so it looks like we need a motion to approve the minutes from the last meeting.

Motion to approve the 2 December 2021 minutes; moved by Katie, Marc and Peter second.

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

2. 2023 ANNUAL MEETING PLANNING CONTRACT DISCUSSION

Overview: This is the annual meeting contract discussion for 2023. Essentially, Justine sent us an estimate for her services for the San Diego 2023 meeting. I just need to find that. I think we need to vote on this so we can spend this money. So it's \$7850 plus \$2300 for travel. And HI excise tax. She's not giving us a total. Travel is going to change. I could calculate the excise tax. By my calculations it would be \$8219.89 plus travel. So around \$10k. All we can really approve is the \$8219 today. Does anyone have anything they want to say about this? It seems like it is up a little from last year, but it is an in person meeting, so that seems within the realm of appropriate to me.

Comment: I think working with Justine for the second conference in a row, I think we get a lot of value from her service. I think that amount seems low knowing everything she does for us. I would support 100%.

Comment: Thanks Marc. I totally agree with you. She typically outperforms her bid. Let's just approve this amount, and I will confirm with her that I got the right amount. \$8219.

Question: Do you need a motion, Roberta?

Comment: I think so, but go ahead Rob.

Question: Is that the total amount of her request? Just add the two together and add the HI tax? Do we think she will ask for a different amount?

Question: Roberta, are you thinking the tax isn't applied to the travel?

Comment: I think you're right, both of you. She has established an amount for the travel. I don't know if the HI excise tax applies to the travel. Do you know Rachel? It will all go to her, so maybe we need to apply the tax to the full amount?

Comment: If I apply the tax to the total amount, the total I get is \$10,626.85. That would be the safe approach is to approve that amount and if it ends up being a little bit less, then that is fine. If you're okay with that, then I move to approve.

Motion to approve funding Justine's contract request to provide her organizational services for the 2023 San Diego meeting (plus travel) in the total amount of \$10,626.85; moved by Kirsten, Rob seconds.

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

Comment: I'd just like to second what Marc and others said about the value of Justine's services. At the last in person meeting in Portland, Justine was awesome. Definitely well worth it.

Comment: Oh yeah, she's going to be there 12 hours a day. She's great.

Comment: And from my perspective she's paying attention to make sure all the payments get made on time. It's really helpful to have someone else who is aware of all the details and making sure it all gets done.

Comment: I agree. A lot of us are siloed, but Justine has the big picture in mind. She is well worth the money. Moving on to the local committee update.

3. 2022 LOCAL COMMITTEE MEETING UPDATE

Overview: Marc—a lot has been going on in the last month. We are up to 70 registrants, 29 of those are students, so those are free, and the rest are full price. That is way higher than where we were last year. The early bird registration deadline is coming soon. Sponsorships are going well. We have over \$8700 in sponsorships. That may include one that is pending. It just needs to clear some administrative hurdles with the sponsor. Jen Barrett has been building out our platform in Whova. Our same platform from last year if you remember. That will ramp up in the next month as we shift more content into Whova. Field trips are looking good. We have about 7 field trips. A nice diverse palate of different films that we are going to showcase. Excited about that. I will put in a plug for anyone who has the ability to translate or know others who can translate. We are in need of translation services. Some of our films are complete and we can provide an English transcript. Never too soon to start the translation process, so if you have suggestions let me know.

Comment: If it's helpful, I can help with Spanish translation.

Comment: Thank you Peter.

Comment: And Marc, if Peter needs help with that, Stephanie Laredo helped with Spanish translations last year.

Comment: Sounds good. And Kim Nelson has some contacts in Japan that she was going to talk to about some Japanese translation as well. I figured we should get a jump on that while we have field trip videos complete. As far as merchandise, the site is up and running, and I know folks have begun to place orders, but I don't know if anyone has received orders. Roberta, do you know?

Comment: Not that I know of. I ordered some early on, but I haven't received it yet. I looked yesterday and there were about \$300 of orders, which is \$57 depending on the earnings cut.

Comment: That's a great start. Again, way ahead of last year. This is a shout out to Wieteke and Anna, if Justine hasn't gotten in touch with you yet, she'll reach out about social media post reminders.

Comment: Yes, I saw the Facebook post went out today. We'll get it out on the listserv as well.

Anna and Wieteke will post something on the listserv about early bird registration deadline.

Comment: Great. Rachel, I won't stray too far into your neck of the woods, but the schedule is looking really good. Particularly the committee meetings. We've heard back from a lot of the chairs. I don't see Kristin on that call, but really briefly, it sounds like student events are going really well. Planning for student events is flawless. Silent auction donations are coming in and we've had a lot of people express interest in the student events, so I think it's going to be very successful. Kirsten, this is a question for you. I had a question from a PSG member who is a federal employee. The federal government can only purchase from vendors who claim to not have Chinese connections. You need to have an affidavit from the vendor. I think PSG has an 889B form, I did find it via the government's sharepoint site. I don't

remember from last year, when a charge goes to a registrant, it is coming from PSG, or from CVent? Are people paying us or paying Cvent?

Comment: They are paying CVent. I haven't contacted CVent for that form, I've signed it for PSG.

Comment: I haven't seen that form from CVent. I'll get on top of it. I think that's it unless anyone has questions.

Marc will work with CVent to complete the form to enable federal employees to register for the PSG meeting.

Comment: Thanks Marc. And there is a local committee meeting this week?

Comment: Yes, tomorrow.

Comment: Ok, meeting program update from Rachel.

4. 2022 MEETING PROGRAM UPDATE

Overview: Ok, I think things are going fairly smoothly at this point. I sent out the report this morning. I sent out abstract acceptances last week. I had a few people help me review abstracts, and a couple of people waited until the day before the deadline and had difficulties accessing them, and they were trying to get into the field, and it was the week before Christmas. It was a lot, but it's fine. I've read all the abstracts and in general they're good, so we ended up with 91 and there are two coming from Derek from indigenous knowledge session speakers. I've run though, as Roberta and Rob know, a whole bunch of people don't submit abstracts, and they'll fix their stuff. I think we have 25 posters. There will be a more formal panel discussion on offshore wind, a follow up from last year's discussion. There are a couple of workshop roundtable discussions; the PSG workshop and one other that David Duffy suggested. He's enjoyed what's called a "In Your Neck of the Woods" what we call in Hawaii "Kilo" kind of like observations "what are the things you've seen around you?" Plenary speakers; someone said they could and a week later said they couldn't. At the moment, we have three, it's kind of a nice mix. One will be the Lifetime Achievement Awardee Dan Roby. Rob, should I contact Dan to ask for a title and condensed bio?

Comment: Yeah, Rachel, I can do that. I'll contact Dan and get a title, bio, abstract. And also a bio for Shannon Fitzgerald. As far as Shannon, we need to allot some time to give him the Special Achievement award. He doesn't necessarily need to give a presentation, but we should have 15-20 minutes, which we could normally do at a closing ceremony if it doesn't fit in the program. Whatever works for you.

Rob will contact Dan Roby and provide Rachel with the Lifetime Achievement speaker's title, bio, and abstract.

Comment: I think it might either, last year we had 30-45 minutes for the Lifetime Achievement award. This year I have an hour blocked off so maybe we could fit both into that time?

Comment: I don't think an hour is enough time for both. I think you need a full hour for the Lifetime Achievement award. Normally, you have the people who nominated the award get up and present the award, and then the awardee gets up and gives their seminar, so Dan will give his seminar, and then after that I'll get up virtually and give him the award. So that will take the full hour.

Comment: Fair enough. I will look at the schedule. We might have time one morning, or we may need to do it at the closing ceremony. I don't know that we've filled up the closing ceremony.

Comment: I guess we can decide what we want to do for the closing ceremony, but I think that's a good place for it. If we are not going to have Shannon give a presentation, I think that's a good place for it, along with the student presentation awards, and go through with our closing ceremony. Which reminds me, Rachel, I need to get the final list of student presentations from Cvent.

Comment: Okay, can do. So it will be a nice mix of speakers. It will be Dan Roby and then Karen Lobell-Freed, who is an artist and storyteller about seabirds, and then Dr. Emily Choy who is a Canadian researcher who is doing a post-doc at McGill, and she does some work in northern Hudson Bay but also in the Beaufort Sea and touching into the Salish Sea so in the northern Pacific. She is awesome and is an explorer in residence with the Royal Canadian Geographic Society and is a L'Oreal UNESCO For Women in Science Research Excellence Postdoctoral Fellow, I think is a new mother, of African-American descent, and has been working in the Arctic and doing lots of awesome engagement with kids virtually on her Arctic research. There are a couple of sessions on fisheries and seabirds as indicators of climate change, which will be a bit doom-and-gloomy, so her talk will be a nice example of young researchers who are doing something with their research about seabirds and changing climates, and making it accessible to help young people feel like they can take action. The block schedule will be ready before the early bird registration deadline. Have we extended the early bird deadline? I've heard Justine and other say they will have the agenda up by Friday, but I don't think that gives people enough time to decide.

Rachel will provide Rob with a list of the names of student presenters.

Comment: If they have the schedule up by Friday, we could people through the weekend to register. We always have some last minute technical glitches.

Comment: Ok, we can check in at the LoCo meeting tomorrow morning and go from there. I think that's all from me.

Question: I have a question Rachel, about the 90 talks. Does that include the 25 posters?

Comment: No, it's like 93 talks, with a couple of intro talks for symposia, so 96 concurrent session blocks, and 25 additional posters. We are going to be running 3 concurrent sessions for a lot of it. We had been thinking of going down to 2 concurrent sessions this year, but that would require me telling 20 people that they would need to give posters instead. We can make it work.

Comment: That's awesome.

Comment: There was a lot of interest. I was surprised. We expected declining interest with the virtual format, so this was a nice surprise.

Question: That's great. And Rob, did we ever hear from Dan Roby about whether he accepted the Lifetime Achievement Award?

Comment: Yes, he knows. We exchanged some texts. I thought he might be travelling, and he knows and said he would respond to the email, but haven't seen that yet. But he knows. I'll follow up with him again. I have a question, do we know what year the joint meeting with WbS is happening? Is that '24 or '25?

Comment: We don't know what month it is. If it's a winter meeting it's '25, but if it's a fall meeting it's '24. That seems really soon. I better double check on that.

Comment: I'm mostly interested because we need to decide if we need to get a Local Committee on deck for 2024 February.

Comment: I think we do. If we have a joint WbS in 2024, it will be very late in the year. So it would basically replace our 2025 meeting.

Comment: Ok, so we still need a location for our 2024 meeting.

Comment: I checked my notes from our last meeting with WbS, and it's exactly what you said, Roberta. The meeting would be between their normal meeting and our normal meeting for 2025, and that Rob would work on a meeting location for our PSG 2024 meeting.

Comment: Okay. Perfect thanks.

Comment: It did seem like it was further out, but now that we are suddenly thrust into 2022, it seems like a lot sooner than it did a month ago.

Question: Any more thoughts before we move on in the agenda?

5. 2022 MEETING ANNUAL REPORTS/FEB 21 MEETING STRUCTURE

Overview: Sadie—I was hoping to get your input and understanding on the logistics for our ExCo meeting at the annual meeting, especially those of you who have participated in one more recently. My understanding is that at the Annual meeting, there is a number of people, including the ExCo officers that need to present annual reports at least a week in advance of the meeting. This isn't like the monthly meetings where I ask for reports a week in advance and receive them a day or so before. For the annual record, I need those reports at least a week in advance for those to be a part of the record. In my report, I provided a spreadsheet of who I think I need annual reports from at least a week prior to our Feb. 21 annual meeting. There are a few yellow highlighted cells in the spreadsheet where I need contact information. If you have email addresses for these folks, please send those me. Marc, does the local committee do some sort of report at the Annual meeting?

Comment: I can't remember. Rob, do you remember? I don't think we do a formal report. Usually our work is done by that point.

Comment: Ok. It doesn't appear that LoCo did an annual report last year, so if you're not itching to do a report, let's not worry about it.

Comment: The report though is part of what goes into Pacific Seabirds, so it's a summary of number of attendees. We do something like that for the scientific report. One thing that is important to do too, is to make sure that someone has a copy of the previous years reports. These are not extensive reports, just like a page or so.

Comment: Good point. Roberta, you sent me a copy of last year's report, right?

Comment: I sent you a few, but maybe not the entire report. I'm not 100% sure I have that from last year. I'll check my email.

Comment: I'm pretty sure that Olivia last year put together a pdf of all reports. Would that be helpful if I distributed that to everyone.

Comment: Olivia and I compiled all of that into a folder, so we shouldn't have to search through emails. I think that one document is what we could share Sadie when you put your request out, to maybe let people know what we're looking for.

Comment: Sounds good. My understanding is that Roberta will send out the request for reports. I'll provide Roberta with a list of all the folks who need to submit reports. I can provide Roberta with a draft email, and perhaps, Roberta, when you send out that request, you could attach last year's pdf report as an example for people to follow?

Roberta will notify everyone via email who needs to submit an annual report for the Annual ExCo Meeting prior to Jan. 21.

Sadie will compile the list of everyone who needs to submit an annual report and provide that to Roberta, along with a draft email asking for reports, and their contact info.

Chats: A few people entered missing email addresses and corrected typos in the spreadsheet in the Zoom chat.

Comment: Okay.

Comment: I wanted to ask, since the EID Committee is a new Committee, should we be included to provide a report.

Comment: Yes, that's a great idea. I'll add you to the spreadsheet.

Sadie will add the EID Committee and Derek to the list of Annual Reports (and to monthly ExCo meeting invites).

Comment: There are some gaps in the delegate section that I think can fill. Didn't we find an ACAP delegate, Rob?

Comment: Yes, Beth Flint is ACAP. For Ornithological Council, we have Doug Forsell.

Comment: I think our PSG webpage still has Pat Baird.

Comment: We should make sure our webpage is up to date with Doug's information.

Comment: Wieteke and Anna, can you straighten out the webpage to show that Doug is the POC for OC, and Beth Flint is the ACAP delegate?

Comment: Yes, Beth Flint is ACAP. Who is ABC? I don't think we have anyone right now. This is good timing because I just had pulled this up today, and I can make those changes.

Wieteke will update the webpages with Doug Forsell as the OC delegate, and Beth Flint as the ACAP delegate.

Question: So do we just leave ABC blank then?

Comment: I've left it blank for the time being.

Question: Is that something that we need to advertise more widely Rob?

Comment: Yes, I think we need to advertise more broadly.

Comment: This is the American Bird Conservancy, right? I'm wondering if it makes sense for the conservation chair, because most of the communication with ABC is regarding bird conservation issues. I've had conversations with them in that capacity in the past, and I don't think it would involve extra work on the vice chair for conservation's part.

Comment: I think there, we'd have to check and see Peter. That would be really nice, but you're an ExCo Member. I don't remember what bylaw it was, but when I became an ExCo member, I had to find someone to fill the PICES delegate role.

Comment: Ok, well that would exclude that possible solution.

Comment: I should dig that up to be sure that's accurate, but that's what was requested.

Question: Is this something we should put on our action item list, and to look for an ABC delegate?

Comment: I think it would be good to search for delegates for ABC and OC. Doug's engaged, but he's been serving in that role for a long time so it would be good to have someone fill in.

Comment: And Doug is involved with the Costa Rica meeting too, so he may have his plate pretty full.

Question: Do we want to identify someone to spearhead that effort to find new delegates now? I notice on the agenda at last year's annual ExCo meeting that there was formal discussion about the need to identify POCs for different roles, volunteers. Is that something we want to hold off until our annual meeting, or something that someone wants to lead on addressing now?

Comment: That's a good question. We've struggled for the past more than a couple of years trying to fill these roles, and I don't know if it's going to take; and we've made requests at that annual meetings, but that didn't help. We got a couple of people who checked in but then check back out. It may need to take a more concerted effort, I would guess, sort of like what we do with the Elections committee, where we target specific people trying to come up with names and bring them in, instead of the broadcast requests.

Comment: I guess we'll put that on the list of something that we can follow up on.

Comment: I can add it to the annual meeting agenda, and we can stew on it until then.

Comment: I'm happy to send out an email to the listserv and do a fishing expedition to see if we get any responders. But otherwise the best thing to do is for us to come up with a list of names for Roberta and I to target to fill those roles.

Question: What does that person do in a nutshell? Do they have regular meetings with ABC?

Comment: I don't know with ABC, but would assume it's similar to ACAP and OC; attend regular meetings and exchange PSG info with ABC at those meetings. At OC it's a bit more involved because we provide funding to the OC. But ACAP we don't have any grounds to provide input to ACAP, so it's mostly just reporting back to PSG. That's what Beth will do.

Comment: We should bill the ABC as something that can build someone connections. This could be good for an early-ish career person.

Question: I know there are some ABC staff members in PSG, could one of them fill this delegate role, or is that not allowed. I know Lindsay Adrean just started with ABC.

Comment: Brad Keitt is with them.

Comment: Jennifer Davis is a regional director.

Comment: Brad Keitt just hired a Marine Bird Coordinator—Sea McKeon. It seems like a role that he would want to take on based on his interests and position. Someone could reach out to Brad and ask him about it.

Question: Marc, is that a national position?

Comment: I believe it's a national position.

Comment: Yes, it's global. I was just looking at their website.

Comment: Sea is a great guy and really looking to get connected.

Question: Do we want to turn any of those into action items? Does someone want to reach out to Brad Keitt and ask him who he suggests?

Comment: Let's look at the bylaws and see if the PSG delegate can be affiliated with the organization that they are supposed to be a delegate for. You can put that on my list, I need to look at the bylaws anyway.

Roberta will examine the bylaws to determine criteria for delegate roles, particularly the ABC delegate.

Question: Did I miss something? Why do we have an ABC delegate? Aren't they a nonprofit? Do they have official delegates? Is it more like a liaison position? I work with ABC a lot and I have not heard of them actually having delegates.

Comment: It would be our delegate, a PSG delegate interface with ABC.

Comment: In that case, we could look at the bylaws, it would make more sense to me. I think it would be awkward to me to have that be an ABC employee, because if PSG said "hey, we have something we want to talk to you about." It could put them in an awkward place. That role doesn't have any standing, it seems like it's more of an informal liaison because they're not set up to have official representatives in their governance, so I think it could put that person in an awkward position if they are an ABC employee.

Comment: Sounds good, you can put that on my list, Sadie.

Comment: Okay, in looking at the agenda from last year's meeting, let me know if you have ideas for this year's agenda. Last year was a 3 hour meeting, and maybe based on what I hear back from people on interest in presenting at this year's meeting, it will be a 3 or 4 hour virtual meeting. I'm looking for any feedback on structuring the meeting this year.

Comment: Okay, thanks Sadie. Kirsten has the next report.

6. TREASURER'S UPDATE

Overview: I sent a report in with account balances so you can see the totals that we've got currently. Invoicing and bookkeeping are up to date. We are due for another quarterly report in January, however, I did not have time to do that before the meeting, so that's going to be provided at the next meeting in February. And that's all I've got.

Comment: Thanks Kirsten. Does anyone have any questions for Kirsten? If no one has any questions for Kirsten, we're going to miss you Kirsten! I'm sure the next treasurer will be fantastic. Okay, it's time to move onto the Code of Conduct. If we need to talk about this, we don't need to vote on it today.

7. CODE OF CONDUCT COMMITTEE (TERMS OF REFERENCE) UPDATE

Overview: Rob—okay the most important thing for us to review is this terms of reference. And this is a trial run with some recent and past cases from this fall. A couple of things to keep in mind. Those were specifically listserv related, but this terms of reference needs to apply to all potential PSG venues whether it's on the listserv, at a PSG meeting, or any other PSG venue. Also thinking along the lines between the border between the code of conduct violation and also thinking about potential legal implications for actions and behavior. Defining the line where PSG has jurisdiction, and also thinking about how to go about the process of full review, what that entails, the composition of the CoC Committee. So we've been thinking about all of that in the Terms of Reference. Okay, in the document, a couple of things. Up at the very top, please chime in if I'm getting ahead. For the draft Code of Conduct. Rachel and Roberta reviewed it. The CoC Committee reviewed it. We are at version 3.4 or 3.5. Duties of the CoC Committee. They are reviewing cases that are potential violations of the PSG Code of Conduct. The composition of the committee. There is a quorum of 3, so at least 3 people on the committee, with up to 8 total committee members. That would be to ExCo with primary responsibility for coordination with the CoC committee with the past-chair, so my current position, and Roberta's position next year. Each member would serve 3 year term, with a maximum of two terms, staggered so we are not replacing them all at once. Katie had made a note about taking conflict resolution training. I added a sentence that all members should take the training before reviewing their first case. No member should have a conflict of interest. ExCo will appoint and invite members to the committee. The next bit defines conflict of interest—pretty standard.

Question: If people have a 3 year term, what happens if we can't fill the position? Can they continue on? Some sort of caveat?

Comment: That's definitely a concern. We have difficulties finding volunteers. But they can serve 2 terms, so that should take care of it.

Comment: Okay, that helps.

Comment: Additional factors for recusing yourself for personal relationships in the conflict of interest section. The next part goes into who is named in the complaints and how to manage different aspects of that, especially if someone with in the ExCo is named in the complaint. We are trying to make this broad enough to cover everything but not overwhelmingly detailed. So there is a bit of interpretation needed. Any complaints are sent to the Secretary, and we have that on our website. If any members of ExCo are named in the complaint, they have to recuse themselves from the process. If all of ExCo is named in the complaint, the senior member (defined by length of time they've been on the committee) of the CoC Committee would take the lead. This lists confidentiality expectations. This next part is the focus of our discussion with the CoC Committee about limits of authority. And where this gets sticky is with emails or virtual platforms. But think of this in terms of in person meetings too. CoC Committee can examine complaints regarding members and non-members, at meetings or other in person meetings for PSG, or official communication vehicles. Field trips are included. The committee does not have authority to comment on events outside of PSG sponsored events. If there are legal implications, it should be

reported to the correct legal authority. The case review process; the secretary brings the case to the chair (chair, past chair, chair elect). Every complaint we receive should go to the CoC Committee. There should not be filter applied by the chairs.

Question: In the limits of authority, am I correct in assuming that PSG members acting on behalf of PSG in their role as say a delegate to another organization, would be covered under the “any workshops, etc.” bullet? I’m not sure if we want to add something specific to PSG members acting on behalf of PSG .

Comment: I think that should be implied, and is accurate. Let me add. If it’s not a PSG venue, but it’s an official PSG delegate, the code of conduct should apply to them, right?

Comment: Yes, or PSG ExCo members using their title outside of PSG, but acting on behalf of PSG. We do a lot of work outside of PSG meetings.

Comment: Thanks Marc. I think that’s a good addition. We’ll add some text to make sure that’s covered.

Comment: If I could add. That get’s into the source of many of the conversations with the CoC Committee. In that case, Marc, if that delegate doesn’t have a PSG email, and is emailing inappropriately with someone but acting on behalf of PSG, the CoC Committee would interpret that as not covered in their limits of authority. So this is sharing one of my challenges, I feel like, I appreciate where the CoC Committee is trying to protect the society and not overreach. But the other side of it, the way it’s written now is protecting people with PSG email, but not anyone else, unless it’s publically posted on the listserv. I don’t know if there is another way of defining the code of conduct so members are not unprotected. I don’t feel that is responsible. We need something about personal attacks, we need to have the CoC Committee determine whether emails are harassing or just not nice.

Comment: What you’re describing, Rachel, is exactly what is happening to some people. If someone is harassing you off the listserv it’s unprotected in this ToR. But we need to figure out ways to protect ourselves. If anyone is working for PSG, they should have a PSG email account. They should not be writing to ABC saying anything from a personal email. We need to protect those email communications. We need to recognize inappropriate emails even if it’s on personal email, even if it’s not a code of conduct issue. But knowing where the limits are of the code of conduct, we can move on and find other solutions for addressing these other issues. I’m agreeing with you, I just don’t know if the code of conduct can protect us from everything.

Comment: That was my main concern reading through it as well. There has got to be some way. ESA has a very strict code of ethics that outlines the framework of appropriate behaviors that they strive towards. They also have an ethics and appeals committee that deals with all of these things. Code of conduct and ethics issues. That’s more, but I think that’s kind of needed. I think their code of ethics is really nice. It sets the tone for creating a safe and inclusive space and addresses these issues that fall outside the code of conduct like people being mean. I think it’s a good structure or inspirational framework.

Comment: And it might allow us to describe some of these behaviors that are no longer acceptable. Cyberbullying. Some people might need to have that defined, so people know what we find unacceptable. I think the Code of Conduct committee has thought about it a lot and I think they have some good ideas for how to move forward. Just because it’s not covered by the Code of Conduct doesn’t mean we’re going to allow a free for all and let people beat each other up.

Comment: I totally understand that too. And it is difficult to feel like you are bystander allowing this stuff to happen. I'll read through the ESA's code of ethics, and it sounds similar to the PSG code of conduct. How we're supposed to behave to each other is not what's in question, what's in question is where we have the authority to do something about it. The email situation is very challenging because what the code of conduct committee is saying is that as soon as you got off the PSG listserv off a PSG email, you left the PSG venue, you're basically at the market away from the PSG meeting. That's where they are drawing the line. Where does that jurisdiction end? Roberta's comment is very important. We can use this as a starting point, and this is a work in progress. There is going to be a lot to sort out and it will be helpful to see what others are doing on this whole jurisdiction thing, more so than defining behavior in some respects. To what extent, at the foundation of this, anyone working as a PSG rep should be working from a PSG email.

Comment: Or we can turn conversations back to a PSG email. I just entertained a year of conversation on my work email, but if we turn those conversations back to PSG email, they would be covered.

Comment: I was wondering, if we don't have a method right now to stand up against negative interactions that are starting on the PSG listserv, does the conversation need to come back to changing the listserv in some way. I know that was some of the recommendations of the CoC Committee, but if we don't have a way of addressing these negative discussions start on a PSG listserv channel, I think we need to change that channel.

Comment: Yes, let's read through the terms of reference further, because I think this helped prime what's coming next. We can take a little time to review their recommendations.

Comment: Marc, did you have a comment?

Comment: I wanted to remind everyone that we have had some recent events of cyberbullying that involved members that have PSG emails, but lets not forget that we know about that because the attacks happened against members of ExCo, but there are likely incidents that we don't even know about because they occurred starting on the listserv and continue off the listserv via emails that we have no idea. To people who do not have PSG emails. I would like to see us address that, but in the interest of time, go ahead Rob.

Comment: Thanks Marc, that's definitely a good point. I can go through this in a little bit less detail. Case review process is pretty standard. Complaint goes to the Secretary. If the complaint is filed by a bystander, the actual person must be contacted and give approval before the CoC Committee reviews the case. ExCo can implement short term measures to keep PSG members at a meeting safe. We can call the authorities to remove them from the meeting/venue, or we can temporarily block them from the listserv, while the committee is reviewing the case. This just goes through—the past chair leads the effort. The committee will review the individuals, and will do the following 5 items (see report). Timeline is within a month, but this most recent case has taken much longer because we're learning. In this case, recommendations include what ExCo should do to reduce/avoid future incidents. I added that the CoC Committee lead and the past chair work together to write a 1-2 page annual report summarizing annual activities to be presented at the Annual Meeting (ExCo). Once we get the report back, the three chairs will review it and decide if they agree. If necessary, ExCo will review and vote on action. This last part gets to—I'm going to skip down to case for appeal. There was one committee member who was opposed to it, and the other two did not oppose it. We should consider whether we want an appeal process. If you have thoughts on this, let me know, or we can think about it a bit more. If the accused

disagrees with the decision, they can submit an appeal in writing. Only one appeal per case is allowed. I felt like there needed to be an option for a two way response. Not just “this is a final decision.” Thoughts?

Comment: I wondered if there should be a deadline on the appeal process? Such as the appeal needs to happen within a year?

Comment: Ok, I’ll make a note of that.

Comment: My thought on it is did the person have a chance to represent their perspective during the review process? I feel like if they had the ability to be there and defend themselves during the process, why do they need an appeal?

Comment: I was thinking there, of putting the summary and complaint together, the alleged perpetrator may have misinterpreted something, or one of the reviewers could have interpreted something wrong. It gives the opportunity to respond.

Comment: I’m not against someone having an appeal. It seems a little more fair.

Comment: Ok, if you have more thoughts on that let me know. Going back up one paragraph, the final decision will be brought in writing within 3 months of the submission of the complaint. I also put some text about the chair posting to the listserv or emailing impacted PSG members if relevant to communicate the results of the review. Then the listserv can know about actions that occurred, not naming people, but letting people know that activities against the code of conduct are not tolerated. I was going to quickly to the recommendations.

Question: I was just going to say that I think it’s worth thinking about when we’re looking at the recommendations from the CoC Committee, I think some of them are useful. I just shared links to the ESA code of ethics. They also have a separate code of conduct that is separate from their code of ethics, and their process does not limit the jurisdiction of their committee to only things that happen at public events. It leaves discretion up to their committee to have complainants describe where the violation occurred in the code of ethics. In the PSG code of conduct we have quite a few items that are not going to be able to be taken up by the CoC Committee because they do not fit within the ToR, because they don’t occur in a public place such as conducting science with integrity, using skill ethics and diligence in regard for animal welfare. Those kinds of things made it into the code of conduct for a reason, but I feel potentially like the current ToR will negate about half of the code of conduct because of how narrowly it’s defining the jurisdiction. I think it would be useful to go through the recommendations.

Chat from Rachel: ESA Code of Ethics: <https://www.esa.org/about/code-of-ethics/>

Chat from Rachel: Process: <https://www.esa.org/wp-content/uploads/2019/02/PEAC-Procedures-2018.pdf>

Comment: Okay, the interim CoC Committee is essentially saying that violations that occurred over email in the past year, because those occurred over email that is not PSG email, it is not within the jurisdiction of the CoC Committee. We need to decide to what extent we want to follow such a strict definition of our authority. Their recommendation is to implement a listserv monitor, which we don’t currently have. Verena fills that role, but she only monitors emails coming in from non listserv posters. They are also recommending that when you post to the listserv, your email is not included in the post, unless you add it to the body of the text. I don’t know if there is currently a way to remove return email

address. A lot of these things we are already doing, and we have posted many times before, but it's important for us to continue to remind people about the code of conduct. That's a pretty big undertaking given all of these other things we are managing. We would need to recruit more people to help moderate the listserv. We have one of the last unmoderated listserv.

Comment: This is a great discussion Rob, but I have a hard stop coming up in a few minutes. I think we should continue this discussion, but let's table it until the next time and give people time to think about it. You could send everyone a new version with all the edits. Is that okay with everyone if we table this for now, go through the action items, and adjourn the meeting.

Comment: That sounds good Roberta. Please provide notes in the web version and we can provide an updated version for next time when we make our final decisions.

Comment: And as you're reviewing it thinking about what we can do to better protect our members and the listserv.

Comment: At the moment, is the limits on jurisdiction not up for discussion with the CoC Committee? Or can we continue to think about this?

Comment: I don't want to rely strictly on what 3 people think of this, so if we have alternatives, let's go back to them and the 5 other people when we fill the committee. It's still open for discussion as far as I'm concerned.

Comment: We met with them and I was against that limit when we first met with them based on my personal experiences with this whole situation, and hearing them support their position brought me over to that other side, but I'm not against talking about it more. We want this to be something that everyone believes in. Ok, we better table this so we can get moving, go ahead Sadie.

Sadie will add something to our next ExCo meeting agenda to continue the CoC and ToR discussion.

Sadie reads through all the action items from the past action items list and other items in red text above in the notes.

Comment: That's great everyone. Thanks for the great discussion. Let's get a motion to adjourn.

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

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