

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

1 February 2022 Conference Call

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

Amended and approved on 21 February 2022

**Present:** Roberta Swift (Chair), Rob Suryan (Past Chair), Sadie Wright (Secretary), Kirsten Bixler (Treasurer), Marc Romano (Alaska/Russia Regional Representative), Kristin Brunk (Student Representative), Peter Hodum (Vice Chair for Conservation), Katie Stoner (Northern California Regional Representative), Laura Koehn (Washington/Oregon Regional Representative), Kerry Woo (Canada Regional Representative) [10].

**Present for voting items:** Rachel Sprague (Chair Elect) [1].

**Absent:** 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), Nina O'Hanlon (Europe/Africa Regional Representative) [4].

**Others present:** Laney White (PSG HELPS Coordinator), Derek Harvey (EID Committee Co-Coordinator), Reid Smith (World Seabird Twitter Conference Co-Chair) [3].

Review of participants/roll call.

### WELCOME, INTRODUCTIONS, & APPROVE THE AGENDA

Question: Does anyone have any requests to revise the agenda or additions? Hearing none, we need a motion to approve the agenda.

Motion to approve the Agenda; moved by Rachel, seconded by Peter.

Abstentions, 0: Nays, 0: Yays, 11, motion passed unanimously

### 1. APPROVE 4 JANUARY 2022 MINUTES

Questions: Any additions or edits to the draft minutes? Hearing none, we need a motion to approve the minutes from the last meeting.

Motion to approve the 2 December 2021 minutes; moved by Kerry, seconded by Laura.

Abstentions, 0: Nays, 0: Yays, 11, motion passed unanimously

### 2. WORLD SEABIRD TWITTER CONFERENCE 8 PACIFIC AWARD PRESENTATION

Overview: This is an opportunity for us to contribute to the WST conference again. In past years we've offered a \$200 award for the best Pacific presentation. We are being requested to do the same again this year, so that's something for us to vote on. Reid Smith is here as one of the committee members for this upcoming conference, I think it's number 8, to give us an update on the conference. I'll give Reid a chance to tell us more about it.

Update: Thanks Rob. I am one of two co-chairs of the WST conference this year. It's the 8<sup>th</sup> one, it's been going on annually since 2015. We are really excited this year. We had 900 participants last year, and the hashtag for the conference last year was used about 4500 times, so we had a pretty good reach. We have two co-chair this year, myself and Lea Alber, who just completed her PhD in France. We are recruiting volunteers right now, we have 4 new volunteers to help us with the conference this year, and we're hoping to add a couple of more. The conference will be from May 3-5 this year. We are currently holding a logo competition to see if any members of the seabird community would like to design a logo, which will then be voted on by the seabirder community. We'll be opening abstracts on Feb. 15 and will be extended until March 11. As Rob mentioned, I've been emailing potential sponsors, including PSG, and we are always thankful to the support of PSG. And if anyone has any questions about the award or how it would be allocated, I believe every year it's been to the best Pacific seabird presentation and pretty much we can award it however the committee would like. So if anyone has any questions I'd be happy to answer them.

Comment: Thanks Reyd. Yeah, so what we've done in the past is kept it geographic. So we've kept it general so it includes shorebirds and seaducks as well as seabirds. We've kept it to the Pacific. So any bird. The way it's been presented to us, sometimes as a pdf that we can review. Last year it may have just been links to the twitter presentations. One problem we had, for those people who did not link their tweets, it was hard to go back and find them.

Comment: I remember that too. There was an incongruity between what you can see on Twitter and the actual presentation.

Comment: If it would be preferable, we can scan all of the presentations to pdf and provide that. No problem.

Comment: Whatever is easiest as long as presenters remember to link their tweets. When we're reviewing them they might drop a score if we have to go searching for them.

Comment: It's all coming back to me now.

Comment: Especially if you're not very adept at Twitter, like myself. Trying to find tweet 3 of 5.

Comment: There's got to be a better way of doing it. Last year we didn't have a student rep on that award decision. We should do that this year, and make them help us.

Comment: If no one has questions we can take a vote. We need a motion to provide a \$200 award for the best Pacific presentation for the WST conference.

Motion to approve \$200 award for the WSTC8 best Pacific presentation; moved by Rob, Sadie seconds.

Abstentions, 0: Nays, 0: Yays, 11, motion passed unanimously

Comment: Thanks everyone and thanks Reyd for stopping by. I know it's a lot of work to put on that conference.

### 3. 2022 MEETING PROGRAM UPDATE

Overview: Rachel—Things are moving smoothly with the Scientific Program. I sent the list of student presenters to Rob—let me know if you need anything, Rob. We also have some discussion about presenter honorariums but that can come up later under a different agenda item. In terms of the

scientific program, the schedule is complete and I've sent it to all presenters for review before we finalize it. We've had a couple folks withdraw, like one person who had two posters. Most have been fairly easy to reschedule and shorten. From here on out any withdraws will just be an empty space, but we have a lot going on so it's probably not that bad. Jen has been adding all the speakers and sessions and abstracts to Whova so that's going to be the primary the schedule, so people can build their own schedule and determine what they want to see. She's going to make that visible to people who haven't registered. But Whova hasn't gone live for those who is registered. I'm wondering. I can make a pdf of the schedule and send that later to day for the website and push it on social media. We have 266 total registrants, but I think we typically get a bump in registrants when we send the physical schedule and I think now is a good time to do that. Plenary speakers are all set. They're excited. Getting close.

Question: Are people going to be able to get on Whova a couple of weeks ahead of time and start generating traffic?

Comment: That was the idea. But I need to check in with her. She's got some stuff going on. If we can get the basic schedule up—it's all the same format in every track concurrently. People can see the talks and speakers. I would expect Whova to be ready in the next week for at least registrants.

Comment: Whova is already running. I've been in there.

Comment: Oh good! That would make sense. I wasn't sure if I could get in because I'm an Admin. Any questions for Rachel?

Question: I had a question about one student. About judges. You sent me the presentations, but I think we were going to wait for registrations to close to get the list of judges?

Comment: Yes, I think we were going to wait at least until early bird registrations closes. People select in their registration if they're willing to be student judges, and that might be something Justine can help with. She can pull stuff. She's working on session chairs and I think she can pull the list from Cvent to see how many folks there are.

Comment: Ok, I'll check in with Justine.

Comment: Ok, if no other questions for Rachel we can move on to Laney's item about HELPS.

#### 4. 2022 MEETING PROGRAM UPDATE

Overview: Laney—Quick update. Since the last annual meeting we've sponsored 22 student and early career scientist PSG memberships and 8 registrations in full to date. I wanted to check in about how we should deal with future requests because right now I have students who are registering post-early bird deadline. I have the option for them to apply for HELPS support for registration and I'm wondering if we should do that, or if that should be going to ExCo for all the other financial support requests. And for all the ECS who are registering post-early bird deadline, if HELPS should be sponsoring them at the full registration rate, or at the reduced early bird rate in order to stretch the funds farther. And, not knowing too much about the financial backside of things, I'd like feedback on that.

Question: So let me understand. People are making requests for free registration now and you'd like to provide that at the early bird rate so you can sponsor more people?

Comment: Yes, the early bird rate. So for the students who are requesting it, that's just waiving registration because they would get the reduced rate as students. And these are all HELPS members, so they are approved for sponsored membership, and they've filled out an application for sponsored annual meeting registration support. Up until the early bird deadline, all of those were early bird registration rate, but now that we're closer to the meeting. I've had some people who are just confused and didn't know they needed to apply before the early bird deadline for it to be free. I could fund raise more, but because it is a virtual conference, we get a push right at the end, so it's tough to know how much to fund raise for.

Comment: I guess that would mean that the meeting would make a little less money. So I would like Marc to weigh in.

Comment: I think we're set up to at least break even, or at the end of the day we might even make a little money. I think the money we spend towards PSG HELPS program is well spent, so even if we make a little less profit or no profit, but all means it's going to definitely be worth it in the long run. I don't think we are at risk at coming up short in the budget. We've been lucky. We have the money to spare as long as we're not talking thousands of dollars, I think we're okay.

Question: Do we need to put some sort of limit on it, so that we do break even. Say, up to one thousand bucks, or see how it goes?

Comment: Another thing I can do is send out a reminder to everyone on the listserv and set a deadline to apply. That would give us a better idea. We still have a little money in the HELPS account as of now, it was just seeing what happened last year that made me think we may get a push at the end. And it's just for this year, because next year will hopefully be different because we will be in person.

Comment: Because HELPS fundraises separately and that gets transferred to the registration budget at some point, and so then it's sort of the cost is \$50 per registration that we are discounting the HELPS program. Theoretically it is funding that the HELPS program has raised. It's not like we're losing the whole registration amount.

Comment: I can't imagine, it would be \$50 per applicant that we would be giving up as profit. We're still transferring additional funds to cover those registrations.

Question: What's your gut, Laney, as far as the number expected; like 10-20?

Comment: I think fewer than that considering we've only had 8 so far. Maybe 10.

Comment: Okay. So then we need to vote on whether for HELPS to be charged the early bird rate from between now and the meeting instead of the full registration rate, right?

Comment: Hi Laney, I just checked Cvent and unfortunately it isn't breaking out financial donations to HELPS except it's told me we have 10 separate donations to PSG HELPS that have come directly through Cvent. So that's something to consider as well. I'll get with Adrian to figure out how to get those details. If everyone put in 10 or 20 dollars we're looking at at least a couple 100 bucks for that.

Comment: Ok great, that's really good to know. Kirsten just updated me last week for what our budget is, and we've had some really generous donations, so we're doing well.

Comment: And Marc and Laney, just so you know, I've been keeping track of what the donations that are coming into Cvent so I can keep Laney in the loop of her budget. Since we're doing really well with General Funds, I would like to add to that proposal that ExCo fund up to \$1,500. It's below the \$2k that

would require a week notice for the proposal. We have the money to support HELPS a little bit more, and we normally do this for travel grants. I think it would be good to add that to supplement so Laney doesn't have to worry.

Question: So Kirsten are you proposing that we take the funds out of GF instead of HELPS to \$1500?

Comment: I think we should take both. The HELPS fund plus supplement with an additional \$1500 from ExCo GF as well so she's got plenty. And then also charge the early bird rate.

Comment: Ok, so any more questions? Before I try to assemble that into a motion?

Comment: Just throwing it out there while we are on the subject. It might be nice to know why people are waiting so long. Is there a way we can reach them with our communication and messaging. If it's just general procrastination then it's a little frustrating, but it would be nice to know why they are late. If it's something in our messaging, maybe they can give us some feedback about how we can reach them earlier, because it would be nice to have this done for Laney's budgeting for the next meeting.

Comment: That's a good point, Marc. I should've set a deadline to avoid that procrastination. I'm hoping to send a survey to HELPS members about what type of programming they want, and that's something I can ask them about. And to encourage people maybe I'll say by next Friday they need to submit their application.

Comment: Maybe something that might work is if people get a full waiver they get a full waiver, and after the deadline they get the early bird rate. But the program is to help people to come to the meeting, so we don't want it to be too hard.

Comment: Exactly, especially in these weird times it's nice to be able to accommodate all the hurdles people are facing.

Comment: Yeah, you can just act like, okay we'll let you in this one time, but there is a deadline, so you know for the future. We lost Rachel, but do we still have enough folks to vote, right Sadie?

Comment: Yes, we do have enough folks for a vote, but Rachel also indicated in the chat that she votes yes, so is that good?

Comment: Okay, yep. That works. So, we will be voting on a motion to allow HELPS to assist members with registration at the early bird rate, even though the early bird deadline has passed, and then also support up to \$1500 with General Funds.

Motion to allow HELPS to assist members with registration this year at the early bird rate, and support the HELPS program with up to \$1500 of general funds; moved by Peter, Rob seconds.

Abstentions, 0: Nays, 0: Yays, 11, motion passed unanimously

Comment: Thank you Laney! Great job with HELPS.

## 5. 2022 MEETING LOCAL COMMITTEE UPDATE

Overview: Marc—I'll make it brief, we're actually having our Local Committee meeting on Wednesday, so I'll know more then. In a nut shell we're doing well thanks to so many people stepping up. We're well ahead of where we were at this same time next year. Lots of first timers on the LOCO but lots of people returning have made it go really smoothly. Jen and Justine have been amazing of course. I think we are

doing pretty well in terms of registration. As far as total numbers, we're low as compared to last year. I don't know if last year was a really great year or what. If anyone has thoughts on how we can reach out to people, maybe a flash sale at the early bird rate, it would be nice to get our numbers up. As of yesterday we had 263 registrants, 68 of those are students, which is wonderful, but when we break it down to people actually paying for the cost of the meetings, it's not that many members in total. I'd like to get that number up. People have been really generous not only in terms of their registration, but what they've been adding on top of their registrations. We've received really great donations through the Cvent site which is wonderful. Our sponsorship team has been working hard and have been really successfully. We have in the bank already received close to \$11K in sponsorships, and we have another \$4 to \$5.5K that has been pledged and will be likely received in the near future, and there are a few more out there that we are expected, so a few hundred dollars more. I think that, in addition to the bump in registrations that we're expecting near the meeting date, we'll be well in the black. We are almost there now, and we should certainly clear a small profit. But a word of caution, the only reason we are in the black is because of the generous donations that people are making. I think for future meetings if we do another virtual meeting we need to figure out how to get more people attending. We wouldn't be able to cover the costs of the meeting without the sponsorships. In other news, as you would expect, what the local committee contributes to the program is shaping up nicely. We have bird trivia, happy hours, social events, another round of field fail, so that's going to be fun. Student events I won't steal Kristin's thunder, but they've got a lot lined up. I think as far as student events, this is going to be the most activity we've had. 9 field trips. I know that Ryan Long who is heading that committee was nervous, but he has rallied and has some great stuff for us. Lastly I'll say that we're really fortunate that the folks at the San Diego Zoo pull together a really nice program for us that highlights San Diego and some of their work. So hopefully that's a good omen for us for next year. We've been fortunate to have a number of volunteers offer to translate for us. Actually Peter, have you had a chance to see the transcript yet?

Comment: I've seen then, but haven't had a chance to do the translation yet. I've been in communication with Ryan.

Comment: No worries. We don't need those until the day the conference starts. The crux is to make sure he sent them to you. I know Ryan's working really hard on that.

Comment: Yes, he's sent me the transcripts.

Question: Do you need help with that?

Comment: I can manage what he's sent me, but I don't know if he's sending more. I can email him and figure that out. I'll cc you.

Comment: Great. And then Kim Nelson has put us in touch with her colleagues in Japan and we're working on getting Japanese translations. Things are moving along well.

Comment: I have a comment about registration. I work for NOAA, and the process to get through NOAA to allow for registration has taken awhile, so you may get a bump as they figure it out.

Comment: That's good to know. Thanks for that. I've been surprised. This is usually an active group. I'm expecting a few more. Unless anyone has any questions, I think that's it for me.

Comment: Marc, I was just going to add to that, maybe once Rachel posts the schedule maybe we'll get a bump. Maybe a couple of days after that we can talk about what we need to do to stimulate registration if it isn't meeting expectations.

Comment: Thanks Roberta. I think we're going to cover meeting costs, so I'm not so worried about. But last year we had so many people participating that it was a wonderful environment, and seeing so many names that I haven't seen in years. That was fantastic. In terms of engagement it would be nice to get that number up regardless of our bottom line.

Comment: We don't have our communications committee folks with us today, do they generally show up to the LOCO meetings Marc so you can chat with them about email and other communications?

Comment: Yes, we'll meet with them tomorrow, and they've been really good, but they've got a lot on their plate.

Question: Any more questions for Marc? Next item on the agenda is review of action items.

#### REVIEW 4 JANUARY ACTION ITEMS

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 the email, but hasn't shared with ExCo. He will do that in the near future. Keep this on the list.**
2. Roberta will draft a Quarterly (or Annual) PSG ExCo update to share with PSG on the listserv. **Done.**
3. Marc and/or Rachel will provide ExCo Chairs 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. **Done.**
4. Anna and Wieteke will post something on the listserv about early bird registration deadline. **Done.**
5. Marc will work with CVent to complete the form to enable federal employees to register for the PSG meeting. **Done.**
6. Rob will contact Dan Roby and provide Rachel with the Lifetime Achievement speaker's title, bio, and abstract. **Done.**
7. Rachel will provide Rob with a list of the names of student presenters. **Done.**
8. Roberta will notify everyone via email who needs to submit an annual report for the Annual ExCo Meeting prior to Jan. 21. **Done.**
9. 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. **Done.**
10. Sadie will add the EID Committee and Derek to the list of Annual Reports (and to monthly ExCo meeting invites). **Done.**
11. Wieteke will update the webpages with Doug Forsell as the OC delegate, and Beth Flint as the ACAP delegate. **Done.**
12. Roberta will examine the bylaws to determine criteria for delegate roles, particularly the ABC delegate. **Sadie will add an item to the ExCo Annual Meeting agenda to discuss this topic in more detail.**
13. Sadie will add something to our next ExCo meeting agenda to continue the CoC and ToR discussion. **Keep this on the list—Sadie will add to the agenda for the Annual ExCo meeting agenda.**

#### 6. COMMUNICATIONS COMMITTEE UPDATE

Overview: Roberta—the website updates continue. The ECS and HELPS pages are updated. Let them know if there are any updates. They are working with LOCO to communicate about the upcoming

meeting. They're working with Theo on the Committee Fair workshop at the annual meeting. They want to increase accessibility for PSG members to committees. The second half of the workshop would be an effort to better understand how PSG members use Pacific Seabirds to recruit and understand what members are up to. Any discussion about that?

## 7. TREASURER'S UPDATE

Overview: Kirsten—The report includes current account balances. Invoices and bookkeeping are up to date. I'm pushing hard through the meeting to make sure the instructions in the Treasurer's Handbook are up to date for the new person. I'm getting files organized and on the Google Drive. This is ambitious, but I'm trying to get the next round of taxes completed before I leave, which will make it a much easier lift for the next Treasurer. The other topic that I wanted to review with you in the interest of transparency is to remind you that at the annual meeting in 2021, we approved a transfer of up to \$6K from the endowment fund to cover publication costs for Marine Ornithology, and Marine Ornithology is going to need those funds. They haven't had to use it yet, but they just got billed for desktop publishing for the last two years (that company was quite behind in their billing). Before making that transfer I wanted to let you know. We've already approved it and I'm planning on doing it. If anyone has any concerns, please let me know. Any funds that are not used in a year. So, we have a maximum allowable amount of money that we can transfer from the endowment fund in a year, but if we don't use or transfer all those funds in a year, they are still available in future years. So although we are over that maximum transfer amount this year we do still have that money available to transfer. I also wanted to let you know that I expect that Louise will include a proposal for additional funds to get through September, and she will present that at the annual meeting. Any questions?

Questions: Do you know what the maximum allowable transfer annual amount is?

Comment: It changes, it's an average of the last 3 years and you take a percent. It changes every year. We are above it for this year, but we have plenty still available. I could look them up now? No, okay.

Comment: No, I was just curious. Wow, I just looked at Kirsten's report and wow, almost \$9K available for student travel!?

Comment: Yah, I think that's really good for the San Diego meeting. I think we're in good shape for that.

Question: Any questions for Kirsten? Ok, then we can move on to my update.

## 8. 2022 MEETING: SPEAKER HONORARIUM UPDATE

Overview: Roberta—I sent a summary of the discussions we've had about honorariums over the past couple of years. We didn't have anything written but had a lot of discussions. This year we decided to pay honorariums, especially for TEK presenters because that was expected and reasonable, and we also decided to pay honorariums for our EARS person and I think for one of the plenaries. That is a bit different than last year. It seemed like we were reinventing the wheel, so I thought I should get something on paper so if this comes up again next year we have something to work from. It's really a draft, not a final document, just my memories and recent emails so that we have a record of it. Maybe we can use this to develop a policy document. I think it's up to the current ExCo but at least they'll know what we've done. Do you want me to read it?



Comment: I think that would work out fine. This is nice to have for continuity, but maybe talking about it at the next meeting for transitioning. And where to house it.

Comment: Okay, I forwarded it to Kim Nelson on someone's suggestion. I don't know what we've done in the past. I included some of Adrian's thoughts in the document. And especially you, Rob, as you spread your wings and fly from ExCo, I want you to put your memories and thoughts about honorariums as well because we're going to lose your institutional knowledge.

Comment: Sounds good Roberta.

Questions: Shall I add something to the Annual Meeting agenda to discuss the honorariums policy further?

Comment: Sure! Thanks Sadie. So that is really it. We're winding up early. Unless anyone has other thoughts?

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

Everyone who needs to submit an Annual Report for the Annual Meeting should do that ASAP. Send the report to Sadie and Roberta.

Comment: We need to discuss locations for future meetings. That could be something we discuss at the ExCo Annual Meeting. While Laura is on, and others, I need more contacts for LOCO for the Seattle 2024 meeting. Between now and then we should come up with more potential names of folks who can help.

Sadie will add to the Annual Meeting agenda an item regarding LOCO volunteers for Seattle (2024) and other future meeting locations.

Comment: Rob will you be at our Annual Meeting ExCo meeting?

Comment: Yes, nothing transitions until after the PSG meeting.

Comment: Okay, good to know. So our Annual Meeting will have all the current officers and the new officers, cool.

Comment: Yes. It's not always that we have all the new officers, but we try to. But at least the Chairs.

Comment: I didn't make it the year I started.

Comment: Me either.

Comment: Do you want suggestions now, Rob, for the Seattle meeting? Beth Phillips at the NWFSC, and I can help Beth.

Comment: Thanks Laura. I'll pass your names on to Jackie.

Comment: Oh yeah, Jackie knows that.

Comment: Anything else guys? Don't forget. The Silent Auction is up and running today. There is some awesome stuff there? That's great everyone. Thanks for the great discussion. Let's get a motion to adjourn.

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

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