

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

20 September 2021 Conference Call

11:00-13:00pm (Pacific Standard Time – UTC-8)

Amended and approved, 28 October 2021

**Present:** Roberta Swift (Chair), Rob Suryan (Past Chair), Sadie Wright (Secretary), Kirsten Bixler (Treasurer), Rachel Sprague (Chair-Elect), 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), Katie Stoner (Northern California Regional Representative), [11].

**Absent:** Laura Koehn (Washington/Oregon 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) [4].

**Others present:** Anna Vallery (Communications Committee Co-Coordinator), Laney White (Membership and HELPS Committee Co-Coordinator) [2].

**Joined at 12:30:** Wieteke Holthuijzen (Communications Committee Co-Coordinator) [1].

Review of participants/roll call. Sadie can see everyone's names in their Zoom images.

### WELCOME, INTRODUCTIONS, & REVIEW 1 SEPTEMBER ACTION ITEMS

Request for additional Agenda Items. No additions.

Motion to approve the Agenda: moved by Rob, seconded by Peter.

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

### September 1 Action Items with Responses

1. Rob will post a notice to the listserv requesting volunteer delegates to the Ornithological Council using the text that he and Doug F. developed. Keep this item.
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. Started this item. Keep this item.
3. Roberta will loop Doug F. in on discussions about the joint PSG/WbS meeting when those start happening again. Keep this item.
4. Sadie will set up a call with Wieteke and Kirsten to discuss/work through the new PSG Google Drive framework prior to the Sept 20 meeting. Files needed by the Local Committee will be prioritized in this process/discussion. Done.
5. Kirsten will develop a formal proposal to change the HELPS program so that it can fund both membership and registration. Done. Let's modify the agenda to discuss today. It would help the Local Committee to know if we'll have the capacity to cover registration sooner rather than later. Everyone agrees. Let's get through the action items, and discuss this proposal later in the agenda.
6. The Communications Committee will post the fundraising request for the Punta San Juan Program on PSG social media. Done.

7. Wieteke will form an ad-hoc committee to establish criteria for posting future fundraising requests. *Done. This group met. We got a good start on guidelines for ExCo to review in the future.*
8. Wieteke will form an ad-hoc committee to discuss how to evolve *Pacific Seabirds* publication. Electronic? Anyone interested in joining should contact Wieteke, and we should invite others who may be interested in joining to contact Wieteke. *Done. A meeting is planned for this.*
9. The Communications Committee will keep updating PSG membership about the upcoming World Seabird Conference. *Done, and they will continue to do so.*
10. *Roberta will draft a listserv post regarding appropriate communications and share it with ExCo for review/input. Keep this on the list. Roberta is working on this, and will send it to ExCo for review. She suggests having a regular update from ExCo—perhaps a quarterly update.*
11. Rob will send an email to PSG about the 2022 meeting going virtual. This email will include the poll for where the 2023 meeting should occur (Seattle or San Diego). *Done.* New item: *Rob will present a report at the next ExCo meeting with the results of the poll. Right now, 78% of the responses voted for San Diego. We can make a final decision at the next meeting.*
12. After Rob sends the virtual meeting notification, Marc will send out an invitation to form the Local Committee for the 2022 meeting. *Done.*
13. Rob should contact Stephanie and the Membership Committee to send the 2022 virtual meeting notification email through Cvent as well. *Done.* New action items: *a) Sadie, keep a LOCO Update on the agenda for future ExCo meetings through the 2022 virtual meeting, and b) Sadie, keep a Program Update on the agenda for future ExCo meetings through the 2022 virtual meeting.*
14. *Rachel will send out a call for Workshops and Symposia for the 2022 meeting after Rob sends out the virtual meeting notification.* Rachel hasn't done this, but is thinking about sending this with a call for abstracts. Keep this on the list. Discussion about good order of events. We haven't opened a portal yet for abstract submission, so should probably wait until a portal is set up—can send a call for Workshops and Symposium in the meantime. New item: *Rachel and Roberta will meet to follow up on Cvent.*

## 1. APPROVE 1 SEPTEMBER 2021 MINUTES

Questions: Any additions or editions to draft minutes? Shaking heads, so it looks like we need a motion to approve the minutes from September 1.

*Motion to approve the 1 September 2021 minutes; moved by Peter, Rachel seconds.*

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

Discussion about the level of detail in the 1 September 2021 minutes—general satisfaction with the level of detail and how the discussions were captured in the minutes.

## 7. PROPOSAL TO MODIFY 'HELPS' PROGRAM DESCRIPTION

Overview: Kirsten drafted a proposal to modify the HELPS. Kristen shared her screen. Laney presents: The HELPS program now just funds membership to PSG to students or early-career scientists. This proposal would modify the HELPS program to enable it to sponsor registration for students or early-career scientists as well. This change would mostly affect early career scientists, because PSG has provided free registration for students who are members. People apply to HELPS for support. We have a lot of extra funds in the HELPS account and it would be great to support this greater inclusion. It would be a great use of the funds. We haven't detailed yet exactly what that would look like. That could look

like, from now until the meeting, people who apply could indicate if they need potential assistance with registration costs, and the HELPS team could review that to determine if people have shown enough need and demonstrate enough involvement and interest in PSG. Anything to add, Kirsten?

Comment: The only potential issue that I foresee is that people who have already donated funds to the HELPS program and they were expecting it to go to membership, if it would be upsetting for anyone if we change what it's used for after they've donated. I don't think anyone would be upset, but I wanted to throw it out there as a potential issue.

Comment: We've discussed that. For this past meeting the LoCo meeting helped waive the registration costs for early-career scientists who were part of the HELPS committee and couldn't afford registration. If we are really concerned about that, we could set aside any existing funds and put that towards memberships, and put new funds towards either membership or registrations costs. We would articulate the updating parameters of the HELPS funds to include registration for early career scientists in need. I'm open to either. I don't think people would have an issue, but it's a good point. I'd be happy to hear from others.

Comment: If it's not too much trouble to know what the total is now, and use that for what it was intended.

Comment: I think it's a good idea, Laney, moving forward, to change the language to clarify what it would be used for in the future. At the last ExCo meeting, we discussed student travel funds and to modify what those funds are used for. To be consistent, we should use funds for what it was initially intended, and change the description moving forward. But we can consider reduced rates for people in need. The LoCo can make those registration cost reductions for people in need.

Written Chat: Rob agrees with the idea of using current funds for the original purpose and new funds for broader purpose:

Comment: It looks like Rob agrees in the chat. Let's do that moving forward. We can put together rough outline of what that would look like moving forward. We'll reserve the current funds for the original purpose. We'll solicit more HELPS members. And we'll change the language for future funds to have a broader purpose moving forward.

Comment: Sounds good.

Comment: Sounds great to me.

Comment: Thank you everyone. Do we need to vote on this?

Comment: I don't think so.

Comment: You have a description of the HELPS program. You could vote on the modified description at the next ExCo meeting?

Comment: Sounds good.

Kirsten will send Sadie the report that she shared on her screen during the meeting (this will be Report #7).

Laney will send a modified description of the HELPS program that ExCo can vote on at the next meeting.

## 2. TREASURER'S UPDATE. VOTE ON BUDGET

Overview: I did my best to [Kirsten shares screen] estimate income and expenses for this next year. I'm going to go through this line by line as quickly as possible. I have highlighted some fields that I think need more discussion. Membership: I looked at the amount from last year and two years ago for two year membership. General donations is the average of the last five years. Meeting incomes is from the budget. Sponsorships is the amount we have in hand or have been promised. I don't know if you prefer for that to match the meeting budget? Any thoughts?

Comment: I like the way you've done that.

Overview: Moving on. I expect we'll get some student travel donations because we did last year, as we've already discussed rolling that over to next year. Publications: from funds transferred from the endowments fund should equal the publication expenses. Lifetime membership income is the average of the last five years. The conservation fund is also the average of the last five years. And the same for the former chairs fund. I estimated for the HELPS fund with less information. That is all of our expected income. Any comments?

Comment: A more general comment about student travel. Not pressing, but I wonder if we want to consider, instead of having a huge slug of, we are accruing student travel funds. Instead of spending \$10K in 2023, spreading that over several years, subsidize over multiple years.

Comment: That's a great idea, Peter. I'll put that on my list of things to think about or discuss next year. When would you like to discuss this? We could also ask people to donate to a different fund this year since we are accruing.

Comment: Maybe to the HELPS fund?

Comment: I think that would be appropriate.

Comment: I like the idea of expanding the earnings from the silent auction this year to something different and I think the HELPS fund would be really nice because a lot of those folks are early career scientists or students, or not far from being students. I think this a good conversation to have.

Comment: Do you think that we should make a decision about this now, or further discussion next meeting?

Comment: I wouldn't mind a little more time to think about it. Maybe I could write a report for Sadie for the next meeting.

Comment: That sounds good. We have a couple of months to think about it.

Kristin will send Sadie an agenda item and report to Sadie proposing to modify silent auction proceeds from student travel to HELPS fund in 2022.

Comment: Great. Then I think I will move on to expenses. I zeroed out the Chairs discretionary fund, not because we don't have the money, but I made an effort to zero out the budget. But depending on discussions, this may be a moot point and we could add that back in and still have a balanced budget. Any questions?

Questions: When does the funds come it, or when is it solicited for the Former Chairs fund? We may want to have an action item to check with Dave Craig about that.

Comment: That money tends to come in whenever you solicit for funds. I don't think it's so much like the student travel where it trickles in over time, it's more like a pulse right after we solicit it.

Comment: Ok. I recall there is the former chairs meeting at our annual meeting, but I don't know if that's when the request to donate is. Or if there is something that comes out in the fall or winter just before the meeting. But I can check in with Dave. I'll follow up with Dave.

**Rob will ask Dave Craig about the timing of request for contributions to the Former Chairs fund.**

Overview: Moving on. I think the administrative operations expected expenses are probably fairly accurate. I want to note that the quickbooks online is going up every year. About \$1k for that service. The accountant costs have also gone up a bit, because of the quarterly internal statements. The RegOnline fees we can be pretty sure about, because this is the amount from the contract that we know about. It depends on how many members we have. So the total for Administrative operations costs comes to about \$12,645. Moving on to expenses. I've populated these fields based on the meeting budget for the most part. We are not expecting student travel awards this year. We discussed adding a new row for registration waivers for next year, but we've already accounted for this in the meeting budget, so we are actually subtracting this twice. I'd like to remove that from this line. Any concerns?

Comment: That makes sense.

Comment: Ok, deleting that now. Are we expecting to pay \$5K to Ornithological Council again this year?

Comment: Yes, that was the decision we made this year so we need to leave that.

Comment: Ok. Conservation grants is highlighted because we continue to get donations, but we haven't had any grant awarded. Maybe we should check in with the conservation committee because this amount continues to accrue. Other large expenses could be an unexpected Marine Ornithology honorarium. That's all that we need to discuss. Or that I wanted to discuss. With removing the registration waiver, now we can add back in the \$2k discretionary fund for the chairs fund, and still have a balanced budget, so I'm just going to do that. So we know have a surplus overall of \$5,404 with this budget. Unrestricted funds: we have a surplus of about \$1k, and restricted income a surplus of \$4400. Any comments or concerns?

**Rob will check in with Michele Kissling about Conservation Grants.**

Question: This is minor, but we had talked about whether we need to keep Survey Monkey? Maybe for one more year now that we have Google? I don't know where we left off with that.

Comment: That's a good point. When would we like to decide?

Comment: That's a good question. Do we have an answer? In our last discussion if I remember correctly, people said they had everything they needed with Google forms and don't need Survey Monkey anymore. But there are some people who use Survey Monkey to use forms. Maybe Kerry and others wanted to keep Survey Monkey?

Comment: Yes, I think Survey Monkey may be clunky, but I know how to use it. I've only ever used Survey Monkey and find it functional. But I haven't explored anything with the Google platform.

Question: Rob, your last poll was through Google right?

Comment: Yes.

Comment: It may be worth checking with Jane Dolliver and the elections committee. They use that Survey Monkey subscription pretty heavily to manage the election. It's clunky, and not fun, but it's what we use and we have all the templates set up in Survey Monkey already. If we could transition it to Google or another platform, I'd be willing to do that. But currently Jane has me tasked with doing all of that Survey Monkey work for the upcoming election. If there was an alternative to it, we would take it, but there is currently a lot of template information in Survey Monkey.

Comment: What do you think Roberta? Should we leave it in there for now and I could email Katie and Jane and see if they are interested in keeping Survey Monkey for that purpose?

Comment: I think it's a good idea. We don't want to pull the rug out from under them right before the election.

Comment: Rob, if you would, cc me on that.

Comment: Okay.

Rob will email Katie and Jane regarding the need for Survey Monkey this year and in the future. He will cc Marc.

Comment: Kirsten, have you gone through your reports? Are we ready for a vote?

Comment: I'm ready, unless there are any more questions?

Question: I have a question. Kirsten, have we already had pledged \$3500 for the upcoming meeting?

Comment: Yes, that I know of. That's what I've invoiced or received.

Comment: We are going to be ramping up our sponsorship effort in the next couple of weeks, so if you don't mind, send me an email with who you've received those funds from so we don't double solicit from them. And a general comment for everyone. Throwing out a suggestion. We received feedback last year that our registration fee was too high. If we already have \$3500 in sponsorships, we could invest that in lowering our registration fee. So in the budget it would reduce the meeting income by \$3500. I'm sure we'll receive additional sponsorships. Last year the reg fee was so high because we set the expectation that we would have zero sponsorships, but we always receive sponsorships. In this case this year we already know we have \$3500 and could lower the reg fee by about \$10 using those funds. And that would bring it in line with what World Seabird Conference is. I don't know if that would be a voting issue because it's within the internal budget for the meeting, but it would change our annual PSG budget because that \$3500 that has already been received would go into the meeting budget, and meeting budget would be decreased by \$3500.

Kirsten will email Marc the names of the people she's received sponsorship funds from so the LoCo team doesn't double solicit from them.

Question: On a normal basis, annually, are those funds usually used to reduce registrations?

Comment: I don't know. I thought it went toward covering expenses of the meeting.

Comment: Which reducing registration right? Because registration is usually calculated to cover costs, not make a profit. Our platform did cost more than we expected, but it's not something that couldn't be covered with other funds.

Comment: I think it's pretty standard to plan a budget that doesn't include sponsorships and sponsorships are a bonus because we want to make the meeting break even. But if we have sponsorships in hand it seems like we could use it to adjust the registration cost. It seems reasonable.

Question: Does anyone have an issue with that? I see some shaking heads. If we were going to say yes, and have the sponsorship lower registration, we would vote on the budget with that money going to the meeting.

Comment: I think so. The meeting budget is staying within its original proposed amount. Just moving line items.

Comment: But if it affects this budget, we need to vote on that change.

Comment: And it wouldn't. Because we would be charging less for registration. We are assuming 300 registrants. Two things, we will likely get more than 300 registrants, and we will certainly get more sponsorships. As I understand it, this would be lowering our projected meeting income to \$40, and that \$3500 would go directly to the meeting budget.

Comment: It looks like she is typing that in Marc.

Comment: If I understood correctly, this is the change that is proposed?

Comment: Yes, that looks right to me. You typed in \$40k instead of \$43500, and the sponsorship stays at \$3500.

Question: In the interest of having a balanced budget, we could take \$2k out of the Chair's discretionary fund. We could put it back in if we need to use it? How do you feel about that? Do you feel strongly about having a balanced budget?

Comment: If you do move the chairs discretionary fund, is the idea that if more funds come in under sponsorship, would that continue to drop the registration cost, or go into the chairs discretionary fund?

Comment: I don't think we would drop the registration fee any more. We need to get Cvent set up, and make the announcement about meeting cost fairly soon. We are just started to ramp up solicitation of sponsorships. This is just me being opportunistic and being responsive to feedback about registration cost. It isn't like we had an overwhelming push to lower the cost, but there were a few comments that I want to honor. Not necessary to lower it further at this point. Especially at the expense of the chairs discretionary fund.

Comment: At this point, we need to vote and move on. It is noon.

Comment: I suggest we make the change that Marc suggested. That's a good use of the sponsorship money. And we zero out the chairs discretionary fund and if the chair has something they want to spend money on, we'll just vote on it.

Question: So the chairs discretionary fund also goes to support the meeting?

Comment: It could, or I mean.

Question: I'm confused—if we zero it out, where does it go?

Comment: We have the money in the general fund, the move is just in the interest of balancing the budget. There is not another good reason. We don't necessarily need to have a balanced budget given our financial situation.

Comment: Well let's not balance it then.

Comment: Okay, let's do it then. If no one else has discussion we could move to a vote.

Comment: Okay, anyone else with discussion? Not seeing any, I need a motion to vote on the budget.

Motion to approve FY 2022 budget, as amended; moved by Marc, Rob seconds.

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

Comment: I do have one more item to discuss and that is an endowment fund. The transferring funds from the endowment fund to the general fund is something I am responsible for, and I've let slip through the cracks. The last transfer I made was in 2018, so I need to transfer 3 years of funds. The lifetime memberships are supposed to go into the endowment fund, and publication costs come out of the endowment fund. Publication costs over the last 3 years is \$25K, while lifetime membership income is \$8k. So the publication costs were \$16,600 greater. That's well within the maximum allowable draw. The endowment committee has approved my plan to transfer the \$16,600. So if you're okay with this, then I will make that transfer.

Question: Is that something that needs a vote?

Comment: I don't think so, I just wanted to let you know.

Question: Does anyone have a problem with that? I see shaking heads. Thanks Kirsten, that's a lot of work. You're doing a great job with the budget!

Kirsten will transfer \$16.6k from general funds to the endowment fund to cover the last 3 years of publication costs.

### 3. COMMUNICATIONS COMMITTEE UPDATE

Overview of Report: This is mostly an update on what Sadie, Wieteke, and Kirsten met to discuss. It's really just-I would encourage everything to look at the report. It's a list of Google Drive accomplishments. Everything has been moved into a shared PSG Google Drive. Anything that we're working on should probably live there. And then each email address should maintain files pertinent to their position or things they need to work on with Committees. Wieteke put together a Directory Map for the Google Drive so you know where to find what's in there. Communications team is sitting on LoCo to help with that.

Comment: Please look at the map that Wieteke put together and review what is in the Google Drive, and let us know if there are files that people need to have access to that they don't have access to. Kirsten is the current owner, and will need to know if ownership needs to change.

Comment: I'll look at it today. There may be some templates for the LoCo that would be useful—program templates.

Roberta will review the PSG Google Drive and determine if files are shared sufficiently or need to be restructured.

Comment: I think transferring of ownership is easy, and I do not need to be the owner.

Comment: It seems like the owner should be the Secretary. That would be appropriate.



Comment: I think once we get it set up and mapped out, this next bit will take some effort, but after that I don't think it's a lot of extra duties.

Comment: Thanks for taking care of that. That will really help. Ok, the next agenda item,,,

#### 4. STUDENTS in ORNITHOLOGY SLACK WORKSPACE

Overview: I wanted to real quick run this by ExCo, and I'm not sure if we need to vote. I was helping with sessions at AOS and they were putting together a Slack workspace for students in ornithology to transcend all of these societies. I thought this would be good for PSG, but thought I should run this by you first. They've created this workspace now, and I think it's a good chance for PSG students to interact, particularly with each other, in a space that may feel a little safer than the listserv, especially in its current form. I haven't sent it out to students yet. There are a bunch of other societies on there, WbS, AOS, Wilson, Association of Field Ornithologists. We have our own PSG channel, and there are other channels students can join. I'm hoping this will open the door to collaborating on workshops in the future, and maybe be a good networking opportunity for students, and a good place to host some informal grad student nights. And I wanted to throw that out there to see if everyone is good with us joining that. If so, I'll work with the Communications Committee to let students know what's up and announce it on the listserv as well.

Comment: That sounds awesome. I'm really looking forward to offering people alternative platforms to collaborate right now. Thanks Kristin. Any comments or questions for Kristin?

#### 5. EID COMMITTEE UPDATE (invitation to the next meeting)

Overview: We don't have a ton of updates, but our first everyone is invited, we have a lot to discuss meeting is the 30<sup>th</sup> at 6:30pm. So if anyone is interested please email Derek, Katie, and I at [EID@pacificseabirdgroup.org](mailto:EID@pacificseabirdgroup.org). That will be an opportunity to break into subcommittees and get another event or workshop planned for the next meeting, and work with our membership committee to better track some of our metrics and get a baseline to see where we are starting from. It will be a jam packed meeting, and hopefully some of you can make it.

Comment: Thanks Anna, and report #5 that everyone received last evening has the link to join the meeting.

Comment: Yes, and we will send out one more notification on the listserv. And see how it goes. If anyone has questions or thoughts on the agenda, I'll send out the agenda this week to everyone.

Question: I wonder if it's worthwhile to communicate with people with direct emails via CVent? I know there is a risk of jamming people's email, but maybe we need to communicate with them in case they are blocking the listserv.

Comment: I'm not that familiar with CVent, but I don't know if people would be expecting to see that sort of invite from CVent.

Comment: It just looks like it's coming from whoever's email address is sending it. It could get filtered out with a spam filter. But it's something to think about. If you need help with CVent, I can help set that up.

## 6. PSG LISTSERV and OFF-LISTSERV EMAILS

Overview: Lots of emails over the weekend. I received some nice responses to my listserv post. I received one from a founding member who I've personally had problems with in the past who said A) I shouldn't have sent it from my PSG Chair email, but that's why I'm sending it, because I'm the chair. I ended up rehashing an old issue that really isn't dead yet, so that person responded and replied all to his normal group. They don't chime in, but it gives him a favorable audience. So I need to defend myself in front of 5 people. But that was okay. Unfortunately it takes half of my work day to respond, but I accept that responsibility as the chair. BUT, Wieteke stuck her neck out and responded to those posts about population control with a thoughtful response. She got a nice response from one respected long time member, but then another one sent her a scathing personal email, ccing people who he knows is his safe space, berating Wieteke, trying to discredit Wieteke and calling her a snake-oil salesman. It was a personal attack. Totally over the top and unprofessional. How do we deal with this? I am prepared to write him a personal email and say "Sandy, that is not appropriate and you can't treat people like this." We do need to post something on the listserv. Does anyone have other thoughts? This is a recurring issue. All we are asking for is respectful dialogue. Is that too much to ask?

Comment: It wasn't just one person who emailed Wieteke back. There were some others who made generic comments about how all young people are incapable of critical thinking. Others were pushing the population control issue. All personally attacking Wieteke in her personal email box. I think it is a code of conduct thing. I am happy to bring this to the EID meeting and make this the primary point of discussion at the upcoming meeting, but I think I would love help, and I appreciate your support, Roberta, because it was a really weird weekend.

Comment: I'm so sorry that this happened to you guys. Rob and I went through this last year, and I hope they haven't contacted you yet, Rachel, because last year this turned into a harassment situation, and at one point last year I was locking my door at night because the emails were getting increasingly aggressive and personal. And it's not okay. Just because someone has an opinion that doesn't align with yours, doesn't mean that you can't call them stupid. Let's think about an approach, everyone's opinions are valued.

Comment: This blatantly violates the Code of Conduct. I don't know if when the code of conduct committee was formed if there was discussion about what sort of action would be taken when someone violates the code of conduct, and I realize that people pay dues to be members of PSG, but it is also reflects on the organization, so I think there needs to be some sort of action that say this is unacceptable for a PSG member.

Comment: I agree. People post this crap and new people to this listserv think we all think this way and we treat everyone this way. And it's not true. Go ahead Rob.

Comment: I agree. The post by Wieteke was fantastic. And this is totally unacceptable, and this is absolutely a code of conduct violation. We have an interim code of conduct committee—it includes us, the ExCo and 3 other members that are interim: Julia Parrish, Michele Kissling, and Scott Pearson. I'm happy to have a discussion among us. This definitely needs a response to the listserv. I'm happy to help draft that. We can send it out with all of our names. We should identify that these attacks happened to personal email because of a listserv post. People should know what's going on behind the scenes and

that's completely unacceptable. The next step—the code of conduct should potentially come down and tell these people that they are off the listserv. The personal attacks are crazy. We can't let that happen.

Comment: I don't think Verena could know about all the attacks. I know that she has removed people from this listserv before. If we do remove people, we should tell the listserv so that people know it's happening and there are repercussions.

Comment: I agree.

Comment: I fully agree with the idea of going through the code of conduct interim committee. It's still active with members. It's appalling, and there has to be serious accountability. I don't know all the people who wrote to Wieteke and you, but there are serial offenders that are not getting the message. It's just unacceptable. And if you look at who it's directed to, it's generally not senior white men, which is telling. Whatever Roberta and the code of conduct committee posts, it could be from the PSG ExCo. This is not about you, it's about ExCo collectively saying this is not acceptable and we need to push back in a meaningful way.

Comment: Yeah, that would be great. But for Wieteke I think some follow up is warranted.

Comment: Wieteke is not able to be here because she is at class. She is fine with me sharing this. She's fine and tough. But it sucks to be on the receiving end of this. This could have forced a different person out of the field.

Comment: Just for the record, Rob was repeatedly attacked and berated the person who harassed me last year too, so it's not just non-white men, it's anyone who disagrees with them. They always need to be right.

Comment: Thanks, I wanted to jump in and support what you're saying. I'm glad we are taking this seriously and we are going to do something about this. I like the idea of having a set of criteria set up so that people can be removed from the listserv if they are breaking the rules, and personal attacks should be a trigger for kicking someone off the listserv.

Written Chat: Anna said that folks from our partners with the UK Seabird Group were posting to Twitter about the PSG listserv, so it does reflect poorly on our organization as a whole.

Comment: I don't want to let Sandy get away with this. I would like Wieteke to forward me the email, and I would reply to all and say I think this is inappropriate and I am going to be referring this to the code of conduct committee. It could take a couple of weeks for us to respond, and I think someone needs to let him know that people notice when he abuses people. Any suggestions?

Comment: Thank you everyone for taking it seriously. I think, Roberta, you can add me to it and sign it from as many of us as you want. The fact that anyone thinks it's okay—no one should ever send a personal email to someone personally saying someone like that. I've not been personally attacked via the listserv, but via Facebook, someone was sending me abusive personal Facebook messages. I know how emotionally abusive that is. I felt sick for an entire weekend, and I had the ability to block that person. The fact that a professional would reach out to someone in the field—it shouldn't matter.

Comment: This transcends a listserv issue. We need to start thinking about how our code of conduct works. This person is actually responding to a person's personal email address. That's not acceptable, and I think we need to think about what we do for repeated offenders, and what their future with our society should be. It's getting tiring, and I don't think this person will ever get the message. We need to

have clear rules in place so we can tell them this isn't the 1960s, and it wasn't okay in the 60s either, so we're done with you. Because this can't happen, especially to someone's personal email because that's wrong.

Comment: Okay, thanks for that support. I think Wieteke will especially appreciate this support.

Comment: Wieteke, our plan of action is to respond to Sandy to tell him his email was inappropriate and I am referring him to the code of conduct committee. Is there any additional email we should include?

Comment: No, I think that sounds good.

Comment: I'm sorry this happened to you. We're here to support you. Let us know if you want to talk.

Discussion about positive spin.

Comment: Wieteke, we have an interim code of conduct committee. I can take the lead on organizing so we can get together and discuss. What we should do is to have a discussion within ExCo and reach out to them to respond to the listserv. I would like to block Sandy right now. I'm not sure we can do that right now. As long as the listserv isn't active and you're not getting emails. My concern is that it will take a week for us to respond. So I wanted to update you on our timeline. Your posts were awesome.

Question: Can we block him now?

Comment: Verena can block him but she isn't in the conversation yet. She is trying to keep stuff tamped down for now. But I think Verena is the only one who can block him so we would need to engage her.

Comment: We can tell Verena to block him. I'm on the fence. We have grounds to block him, because that's a personal attack and he's been warned before.

Comment: It's not for the opinions. What I'm trying to get across to everyone right now, is you can have your opinion but you don't have to personally attack somebody and denigrate them because you don't agree with them.

Comment: A listserv ban, I agree it's about time for another one for Sandy, but at the same time, this is an escalation and the response should be appropriate, because it was targeted to a personal email. Granted Verena said to take it off line, but this is something different. This is a personal attack that occurred outside the bounds of the listserv and we should consider what a reasonable action on our part should be. This goes beyond the listserv, and just banning someone from the listserv for 6 months doesn't fit what they've done.

Written Chat: Rachel said that we could post to the listserv that he was blocked for repeated posts and inappropriate emails to members outside of listserv. And we could add that the code of conduct committee will review as well.

Comment: Yes, Rachel is saying that we could notify the listserv about blocking him. I don't want to publically humiliate Sandy, but I do want people to know that you can't just do whatever you want and treat people however you want, and just continue on.

Comment: The other option too, Roberta, is you mentioned sending an email and including Sandy to let him know you're referring this to the code of conduct committee and in that email you could say that in this process ExCo has decided to block you from the listserv while this review takes place.

Comment: All right. So we're going to do something about it, and hopefully it will make a difference. Do we have another agenda item?

Comment: No I think we're good. We wrapped the HELPS modification proposal into the Treasurer's Update, so we're good.

Comment: Okay, should I still be drafting the email to the listserv.

Comment: I was thinking the response would come from the code of conduct committee. It could be more powerful with more names.

Comment: I think that's good. It's easy for people to blame one person.

Comment: There were a couple of other folks who threw in comments. It wasn't just Sandy although his comments were by far the worst.

Comment: There were other things in there that weren't related to me. Alarming comments about population control. But I was thinking "whatever". I wasn't sure how to classify that.

Comment: Do those people not understand that everything they write is saved for wherever?

Comment: I'm just thinking, but I wonder if we should send a reminder to the listserv that they are writing to over 1000 PSG members and members of the scientific community and please be mindful of diversity of people and experiences. And if there is a code of conduct action, that could be a separate email—describing that process and outcomes. You don't need to name names. X number of people were blocked or suspended. Please be mindful. And describe why they were blocked. And have the code of conduct could follow up in a professional way.

Comment: I think that's a great idea. And I think the email that goes out right away—the reminder that you said, and that this last exchange violated the code of conduct and the committee is reviewing that, so PSG can take notice of that. And the committee will report back later.

Rob will work with interim Code of Conduct committee to respond to listserv about recent emails. Rob will also draft a more immediate listserv post from ExCo notifying the listserv about the code of conduct review.

Comment: The most personal attacks happened off the listserv.

Comment: We can mention that. Attacks that happened off the listserv are being reviewed by the code of conduct committee. I'm happy to help with that.

Comment: If it helps to have another voice, I'm happy to join in that conversation. I'd be happy to post as well. That might be helpful.

Comment: Could these communications come from the ExCo. We don't have an ExCo email. Not to put it on Sadie, but we have a Secretary. It seems like this should come from ExCo. I don't know how to make this happen. This impacts all of us. It shouldn't have to come from one person. We need to put our foot down.

Question: does the code of conduct committee have an email?

Comment: No. Any violations are supposed to be reported to the Secretary.

Comment: I wanted to add that I think that whatever email is sent should include within the text what the code of conduct is, because I'm not sure people are seeking that out, and it's pretty clear that these

personal emails violated every point in the code of conduct. And I think it would be good to regularly email the listserv to remind everyone of the terms of being part of the listserv.

Comment: yes, definitely.

Comment: I think there is a way to make a group in Google, where we could add multiple addresses to a group with a title like "PSG ExCo" and responses to that email would go to everyone in that group.

Comment: That'd be cool.

Comment: I like that.

Comment: Who will work on that? Do you have the bandwidth Sadie?

Comment: I've typically gotten help from my IT.

Comment: I can look into that. I think we can set up an alias and link it to a specific account.

Wieteke will look into setting up a group or alias for PSG ExCo in Google.

Comment: Thanks Wieteke. That would be cool if it came from ExCo instead of just me. Thanks everyone. Are we good with this? Other things we need to discuss? Shaking heads.

Question: Shall we go over action items?

Sadie rattles though all the action items highlighted in red text above.

Question: Any other thoughts before we adjourn?

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

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