

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL ANNUAL MEETING

21 February 2022 Conference Call
10:00am-2:00pm (Pacific Standard Time – UTC-8)
Amended and approved on 14 April 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), Kristin Brunk (Student Representative), Laura Koehn (Washington/Oregon Regional Representative), Kerry Woo (Canada Regional Representative) [12].

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) [3].

Others present: Wieteke Holthuijzen (Communications Committee Co-Coordinator), Anna Vallery (Communications Committee Co-Coordinator), Dick Veit (incoming Chair-Elect), Derek Harvey (EID Committee Co-Coordinator), Karen Lau Alarcón (incoming Student Rep), Sarah Ann Thompson (incoming Northern CA Rep), Jenny Howard McKee (incoming Treasurer), Alexis Will (incoming AK & Russia Rep), JB Thiebot (incoming Asia/Oceania Rep), Verena Gill (Conservation Fund Co-Coordinator), Jenn Urmston (Membership Committee Co-Coordinator), Nacho Vilchis (incoming Local Committee Chair), Laney White (HELPS Coordinator), Beth Flint (ACAP Delegate), Lindsay Young (PSG Member, WSU Chair), Louise Blight (MO Managing Editor), Stephanie Loreda (Membership Committee Co-Coordinator), Jane Dolliver (Elections Committee) [18].

WELCOME, INTRODUCTIONS, & APPROVE AGENDA

Review of participants/roll call.

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

Abstentions, 0: Nays, 0: Yays, 12, motion passed unanimously

1. APPROVE 1 FEBRUARY 2022 MINUTES

Questions: Any changes to the draft minutes? I reviewed them and thought they looked good. Shaking heads, so it looks like we need a motion to approve the minutes from the last meeting.

Comment: I also reviewed the minutes and thought they looked good.

Motion to approve the 1 February 2022 minutes; moved by Rob, seconded by Peter.

Abstentions, 0: Nays, 0: Yays, 12, motion passed unanimously

2. OVERVIEW OF 2021 PSG EXCO ACTIVITIES AND WORK PLAN

Overview: The next thing is to talk about our 2021 PSG activities and work plan. You can see a lot of the details in reports 2a-2t, so feel free to read through those. I'll do a bit of an overview, but feel free to ask questions, and if we have time, you can ask the person who submitted the reports. First, I want to say, great job everyone. It has been an amazing year. We turned on a dime, especially with covid, to have a second successful virtual meeting. We've gotten the swing of virtual events, and we've gotten a lot of positive feedback, so thank you everyone. We're on track to go to San Diego in 2023, Seattle in 2024, and we're already planning a 2025 meeting in Costa Rica. It's been a good year financially. Thank you for all that you've done there Kirsten. We have a surplus in the travel fund because we haven't needed to travel for PSG meetings the past two years, so we've been able to use some of those funds for research grants. We increased our membership this year. And thanks to Laney and the HELPS program who made PSG more accessible to a lot of people. We've been using this program to it's full potential this year. We have people from all over the world in the Corresponding Members Committee, including new members from India. Our Communications team has been doing a great job with social media including Slack, Instagram, and others. Great job team. The Communications team will help ExCo officers following the election move into their new email addresses and Google Drive so we'll be able to freely share files. The move to Google Drive has been working well. Everyone who has a Google account with PSG, please try to use that, for a lot of good reasons. If you are on a PSG committee, doing a lot of work for PSG, and don't have access to a PSG Google email, let us know because we want you to be able to operate from a PSG Google email address. We have more work to do on the Listserv, but we made a lot of progress this year. Rob has done a good job getting the Code of Conduct committee set up with official Terms of Reference. We want PSG to be a safe and welcoming place, especially for new members. EID Committee had a great workshop last year, and has another one this year. This committee has hit the ground running and done a lot of good work for our members. EID and HELPS have been working well together to support students and ECS members to be inclusive. One thing I haven't heard much about in the two years I've been here is the Sustainability Committee, so I'd like to unearth that and talk about that more in the coming year. And I wanted to say thanks so much you guys, this has been a great year, and I've learned a lot. I really appreciate it. People got a lot done. It's amazing.

Roberta gives highlights of each of the reports 2a-2t. Most of these reports will be posted in Pacific Seabirds and on the webpages for each of the Committees.

Comment: No time for questions. Toward the end, if anyone wants to discuss any of that in more detail, we can discuss further. We'll move on to the next agenda item.

3. TREASURER'S ANNUAL REPORT

Overview: I will briefly review the report I submitted. We've done quarterly financial statements again this year. If you have any questions or concerns, let me know. We passed a budget for FY2022 on time.

We do expect a small deficit in unrestricted funds, but because our finances are fine, we are not concerned about that. We will have an overall surplus because of unrestricted funds. We completed Marine Ornithology accounting with the latest taxes, and will do so again. Overall the accomplishments, we opened a bank account for HELPS, taxes were filed, I'm updating the Treasurer's Handbook, and things are up to date. Next year, there are some policies: the draft reimbursement policy needs to be created, the draft document retention policy needs to be created. And of course taxes and all the other usual treasurer tasks. The GF is well over our minimum. We could contribute more to grants going forward potentially. Our total assets as of February 1st are over half a million, which is kind of amazing. The budget actuals for FY2021; a couple of surprises, or every situation where the actual deviated from the anticipated. Membership, we did quite well, which is great news, because this is our main source of income. Meeting sponsorships, we did quite well. The Local Committee did not assume we would be able to generate sponsorships, so that was really helpful for the meeting. Last year that was \$13,414. Next surprise that wasn't a surprise, publications. We transferred funds last year for the last few years, so that was greater than expected, a bit over \$16k to cover multiple years. Expenses, the annual meeting was more expensive than the initial budget because we were able to pivot and increase expenses because of receiving sponsorships. Cvent registration and meeting app was greater than what we expected because we paid for multiple years of the contract, and we had a good turn out for that meeting. We did not have any former chairs funds grants in the 2021 budget, but we voted to provide \$4k to former chairs grants because we were able to and the need was there. We increased our subscription to the OC from \$2500 to \$5k, and we spent more on former chairs grants because we received more donations.

Overall, our surplus was greater than expected. We ended up with a \$22k surplus. Anyone have any questions?

Comment: That made total sense. That was perfect.

Question: Can you remind us the annual operating amount that you keep?

Comment: You mean the requirement? Yes, this is we are required to have three years of operating funds. Most of our cost is the meetings. But this is unrestricted operating funds, which does not include the meeting. And that cost right now is about \$15k. So we have well over 3x that amount. So we could choose to spend this down and support grants or find new causes.

Comment: Thanks. I remember a few years ago we were at two years above, so it's gotten even more of a buffer in recent years, and shows good success. It's great having that buffer going into an in-person meeting year.

Comment: Yes, I think we're safe for San Diego, which will be an expensive meeting.

Comment: That was the best last Treasurer report I've ever heard.

Comment: I'll move on to the Endowment report.

4. ENDOWMENT FUND ANNUAL UPDATE

Overview: The endowment fund did very well. Our year over year balance change was a 33% increase, which is pretty stunning. The share prices of our stocks jumped in the first half of 2021 and stabilized through the end of the year. Most of those gains were from the S&P, and the other stocks lagged

behind. So we would expect those stocks to gain next year, and less in the US stocks. We don't expect the same jump next year, but we do expect moderate gains. I don't think we need to make any changes in the investment mix after consulting our endowment trustee. As far as making withdrawals, we take the average of the total balance of the endowment fund, and average that over the most recent 6 years, and calculate 6% of that amount and that is the maximum recommended withdrawal. So this next year we can take out \$18 given our current balance. Once we have approved that amount, if we take out less than that amount, it is still available to us in future years. Jim Kushlan is one of the 3 trustees, and he is done. I have located someone else who would be a good fit. Gary Collar. He is a lifetime member. His daughter was a student member and presented at PSG a few years ago, and that's how he became a proponent of this organization. He has 40 years of finance experience with Caterpillar and in general management and other large industrial corporations. He's available and interested. I let him know it's a minimal time requirement for us. The process going forward is, if you are receptive to him being a replacement trustee, I would send out a formal proposal to you with a bio on him, and ExCo could vote on that next month. Does that sound okay to you, and does that sound like a good fit?

Comment: Sounds good to me Kirsten. What are the duties of a trustee?

Comment: Very limited. He would be responsible for writing this report which is not complicated. The important part is determining whether or not we need to change the investment mix between the stocks. The other trustees have suggested that we need someone who has a background in finance and maybe not a seabird biologist who dabbles in finance, and that's why I thought Gary may be a good fit for us. And he's demonstrated interest by being a lifetime member. The endowment fund has grown a lot in the last few years, so we have the option to use more of the money that is available. It should be used for publications first, that's the primary, but we could consider taking out the maximum every year, and what we don't use for publications, we could use for other funds, and Gary could help us get that process going.

Comment: I think getting a proposal from you would be great. Any questions?

Comment: I think that's great that you found someone for that important role Kirsten. I like the idea of supporting more students and HELPS and other opportunities. Put these surplus funds to good use. Make meetings cheaper. Maybe the new person could help divest some of our stocks from, for example, oil, and other environmentally costly investments. Maybe that a future discussion for a new ExCo and the new trustee. Maybe we can diversify a bit.

Comment: That's a good reminder and good point. And something that I think we should do if we can. I have one more topic I'd like to bring up. I moved almost all of my Treasurer files in to the Google Drive, but I did a little reading and security is an issue. There are third party apps that if you consent to certain terms, so sharing passwords on Google drive is a no-no. I have other concerns about keeping members information secure. For example, W-9s have SSNs and other information. So that should not be on Google Drive. I download CVent reports every month and for every transaction it has a name and email address, and maybe that's fine, but I wanted to get your take on this. But passwords and W-9s in the Google Drive should not be done.

Comment: I think safety first, Kirsten. Let's keep ourselves safe. Thanks for thinking about that.

Comment: Okay, I will plan on not having info that has individual names or emails, either, right?

Comment: Would that extend to our conference documents? Those names and emails? Or just related to financials and other documents?

Comment: What I am downloading is all the transaction for like PayPal and Cvent, which includes name, email, and amount of money. But it doesn't include credit card info. I just don't know if that's a problem. I don't know if anyone would mind.

Comment: I'm wondering if we should mull this over for a minute and think about it at the end of the agenda.

Need to discuss sidebars on what documents and information should be shared on the ExCo Google Drive. Future meeting agenda item.

5. COMMUNICATIONS COMMITTEE ANNUAL UPDATE

Overview: Thanks for having us. It's a large committee and we have a lot going on. We put together an extensive report and we'll hit some of the highlights here. We are growing our connections with other committees. We did a big transition from BlueHost to Google to keep all PSG stuff in one place instead of in your personal emails. Anna did a great job getting Slack going, which has been helpful to post updates and not clog emails. That's been a great tool for our committee. We thoroughly updated the website this year, pretty much every page. Let us know if you see anything that's not working or needs updating. We focused on student and ECS pages to make the website for exciting. We do a lot for the meeting each year, making sure people know and are excited to register. We've greatly increased the number of job postings to the webpage and we get a lot of positive feedback about that. The listserv has grown quite a bit. Pacific Seabirds, we want to work to revamp that to keep it new and exciting. Social media platforms have been managed very well, and I'm very happy with the work those folks are doing. I'll hand it over to Anna.

Overview: The social media channels have grown because of the good work there. We have a committee fair coming up on Friday and we are asking Chairs of those committees to give a 2-3 minute overview of what they do so more people can determine if they want to participate. Any questions?

Comment: You guys are awesome! You're doing a great job!

6. MARINE ORNITHOLOGY UPDATE AND FUNDING REQUEST

Overview: The report is requesting the annual amount of \$6k to subsidize publication costs for Marine Ornithology journal, with PSG being the main publisher of the journal. I will say based on conversations I've had with Kirsten and knowing the endowment fund is doing well, we will in the future likely be asking for more funds due to increasing costs. We are going to have to increase page charges. Our desktop publisher folks haven't seen an increase in what we pay them in over 6 years, and they are working below what they charge for their other clients. We should pay them a bit more. I would like to have a larger discussion with ExCo about what we envision the future of MO to be. At the moment, page charges are the lowest of probably any ornithological journal, which is great for supporting ECS and people from low GDP countries, and students find MO an attractive place to publish so they can publish. We don't publish just based on the significance on the science, but whether something is a good paper. In the past two or three years, we requested the full amount last year. We didn't do that in previous

years, because we had enough in page charges. But with increased costs, we will need the full amount if not more in the future, unless we increase page charges. But we want to be a more accessible journal, which is why we want that subsidy. Any questions?

Question: How much are current page charges?

Comment: \$40/page for black and white. \$100/page for color. No extra charge for color for online publishing. Far less than other journals, which charge probably double.

Comment: It's a great model. I wouldn't change a thing.

Comment: We could increase page charges, and then waive charges for ECS or low income or students. But that could put up a perceived waivers. Some groups never request a waiver, which I don't think is fair.

Comment: I totally agree with you. Sometimes an increased charge is a barrier. So we need to vote on a motion.

Motion to approve providing \$6,000 from Endowment fund to subsidize Marine Ornithology publication costs: moved by Peter, seconded by Kirsten.

Abstentions, 0: Nays, 0: Yays, 12, motion passed unanimously

Comment: Thanks from MO. I have a couple of questions. My other request is to be put back on the agenda for a future meeting to discuss in more depth a possible model for MO. We are primarily supported by PSG, so what do you want to see as the continued model? I would like that opportunity in the future.

Comment: That's great Louise. I was going to ask you about that. What do you think about June? Coming to our meeting in June and we can dig into this in June?

Comment: June would work.

Comment: I think June sounds perfect.

Sadie and Louise will touch base in May to get an item on the June agenda for ExCo to discuss the future vision of MO more fully.

Comment: Wieteke and Anna, you mentioned revitalizing Pacific Seabirds, and MO should be involved in that discussion as well to ensure we are coordinating.

Comment: That sounds great, Louise. We are having an hour conversation on Friday about Pacific Seabirds, if you're interested. Theo will give a short history of Pacific Seabirds, and we'll ask people what they like about Pacific Seabirds. If you can't make it, let us know, because we'd like to get your thoughts. We'd like to get Pacific Seabirds away from a pdf version. More of a website based version. We would love any ideas and thoughts.

Comment: Sure. Send me the invitation and I'll share it with David Ainley as well. Thanks everyone.

7. CORRESPONDING MEMBERS COMMITTEE UPDATE

Overview: Carlos and I are co-coordinators. The idea about this committee is that we extend a sponsored membership to folks around the world and assist with resources for research. Over the last

year we increased membership up to 30, so right now we have 18. Carlos has done a ton of work to increase better representation in South America. But the committee is just the two of, and our goal is to increase membership to the rest of the Pacific. So our biggest challenge at this point is to get more membership and have people join and share knowledge with each other. I'm excited going forward because there is a ton of work going on in EID and HELPS and I think we have a lot of good ways to collaborate. I'd like to build those relationships more, and increase membership. The webpage highlights some corresponding members. Any questions?

Question: Are corresponding members considered part of the committee and they help you with the committee?

Comment: Corresponding members are supposed to share information. It's been tricky with covid because field work is minimal. People haven't been able to provide reports or do field work. Corresponding members are expected to submit annual reports, but not so much recently because of covid.

Question: So you need more corresponding members, but you'd also like more committee members to help?

Comment: Yes.

Regional reps should think about who can be corresponding members and who can help out with the Corresponding Members Committee, and provide those thoughts to Wieteke and Carlos.

8. CRAIG S. HARRISON CONSERVATION FUND UPDATE

Overview: Lovely to see you all. Over the last couple of years due to covid and people's time limitations, the conservation fund has been a bit on the back burner. Michelle Kissling took on co-coordinator position two years ago, and she handed it back to me a couple of months ago. I've started ramping it up again. I've spent the last month chasing down reports. We've issued some recent grants. Some recent final reports are posted on the conservation fund webpage. I have one more to add. We are up to date on the website. One thing I have that I used to share is a tracking spreadsheet of every project that has ever been submitted, even if it's not about seabirds, and all the correspondence. I would be happy if ExCo wants to share that, but I know ExCo in the past has been worried about privacy issues. Should I hand this over to someone? It's an eventual inevitability. I haven't studied seabirds in years. I'm happy to keep doing it. This tracking sheet will go with the role. This year, so far, we have an incoming project from the Philippines. You also saw the email about matching funds. I haven't been advertising for new applications because we don't have a lot of money. The last project we funded in October 2021, the temporary house in Peru, was a matching, so our \$2k was part of a bigger project, and I like that.

Question: I wanted to let you know that through CVent, we had \$1,200 donated to the fund so far. When do the matching funds begin to count toward that \$5k? Will those all be matched?

Comment: If I had my choice, we shouldn't match anything that was donated before that announcement, because that wouldn't really be matching. The donor really wanted to stimulate additional funds.

Comment: I think that's our answer then. I can double check the date that announcement went out. That was last week, and maybe last Thursday.

Comment: I am tracking CVent money that comes in for conservation, and a number of donations through square, so it's not just CVent. I can give you totals any time.

Question: I could use help rounding up delinquent reports. In my report, you can see a list of reports I haven't received well. I don't think it reflects well when we don't get reports. If anyone knows any of the people involved, I could use some help. If ExCo can lend any support, I would appreciate it.

Comment: Regional reps may know some of these people and may have a little more pull. Or sometimes an email from the Chair helps. I'd be willing to help.

Comment: I know a couple of the people. I don't know if I'll have weight with them, but I could try emailing them.

Comment: Ok. Maybe another we thing we can do is on the website point out if we don't have a final report. I don't know if that's public shaming, but it seems like people should follow through, especially when it's their own PSG members that are donating these funds. One person may be delayed because they are busy with the oil spill in Peru. If I don't get anywhere in the next year on that one, I'll let you know. If anyone knows any manuscripts were published as a result of our grant, that would be great.

9. MEMBERSHIP COMMITTEE ANNUAL UPDATE

Overview: We continue to grow. By the end of January 2022 we had 525 active memberships, a 10% increase in the last year. Not as big of increase as last year, but still good numbers. We've been collaborating with HELPS, EID, and Corresponding members committee. The recent demographic survey will give us good numbers to track as we get new memberships. One of the challenges we've had is selling the benefits of being a member. We want to expand the perks. One idea from last year is to make some of the meeting content available to all members. For a few months post-meeting, which will be a nice perk for people who were unable to attend. The plenary talks and virtual field trips are content that people would want to see. We would get permission from presenters. We would like to start this year. What steps do we need to take formally to proceed with this idea? We also want to recruit for the next members committee coordinators. We could put a plug in at the membership meeting. Folks should let Jenn and I know. We would like to transition to a new person while we are still active. We think having the membership fee waived as a benefit of coordinating a committee would be a good perk.

Overview: Another idea is to host virtual workshops throughout the year such as trainings, perhaps with statistics, or more focused on EID. The idea would be to get experts at some topic to host a workshop that members can attend for free. We can continue to talk to the other committees about this. One per quarter would be sufficient. Something we can talk about going forward.

Comment: That is an awesome idea, and I think Peter and I talked about that as well. I sent out a survey to student members asking what type of workshop would be useful to them, so I'll look for that and send it to you.

Comment: I think it could be easy to come up with ideas for students and ECS, and I also want to brainstorm ideas for workshops for people who've been with the organization a bit longer.

Question: I thought they made all the content of the meeting available last year. Was that just to registrants, and you're taking for all members?

Comment: Yes, that's right.

Comment: I think last year the content was available for six months after the meeting. We can probably do that again this year. I love all these ideas. I think we should put this on the agenda for next meeting or the one after that. The only thing I have to say about the waiving of membership is that, if we waive the membership for Membership Committee coordinators, we would need to do that for all committee leads, so we'd have to figure that out. We could encourage people to go through HELPS.

Future ExCo meeting agenda items needed for making meeting content available after the meeting, workshops between meetings, and possible membership and registration waivers for Committee leads.

Comment: Yes. Absolutely. That's why we wanted to bring it up.

Comment: Let's talk about it more in the future.

Comment: This has been brought up before as far as all the energy ExCo and Committee members put in, and then asking them to pay for registration as well. Perhaps it could be an option and some people would take it, and not the folks who are supported by jobs.

Comment: That's sounds good. Especially right now we can afford it. These workshops, which I think is a great idea, do you think we would need a new committee?

Comment: I think we could plan it out.

Comment: I don't think we need a new committee. We could do it, especially we have time between meetings. We can take the lead and brainstorm. And we have the Slack group with the other committees, which is a good place to bounce ideas around.

Comment: Awesome, that sounds great. Let me know how I can help. Anything else?

Comment: Current membership we have 319 individual memberships, and a graph breaking it up by region. The report shows the stats. Those were the main things. One more thing, one issue I ran into a few times, is with lifetime members trying to pay their fees. Sometimes all of the payments are not shown by CVent. It's difficult to advise them how many more payments they have. I would like to know how to do that, or if someone else should be answering that question.

Comment: Maybe we should pick Adrian's brain because she has helped with that.

Comment: It would be good to have an excel spreadsheet or something. Right now it just shows a total amount in CVent without details about what it was for.

Comment: Thanks for helping find a solution. Any other thoughts?

10. HELPS COMMITTEE ANNUAL UPDATE

Overview: The main change is that the program has expanded to support ECS registration cost as well, and that has been a good resource this year. We've supported 28 students and ECS memberships and 8 ECS registrations for the annual meeting. Over ½ of the people who applied for registration support, they are first time attenders to the annual meeting. We are going to keep working with the EID and Corresponding Members Committees. It's been great to collaborate with them. We need to clarify the steps for ECS registration support going forward. Lots of new scientists entering the field has been inspiring. Thanks to everyone for their help. Any questions?

Comment: Thank you Laney for making this happen, and everyone for working so well together. People responded quickly and making it happen for ECS and students.

11. EID COMMITTEE ANNUAL UPDATE

Overview: The EID committee formed in June 2021, and the idea was to improve the understanding of barriers to participation and success in seabird research. We want to launch actions to break down these barriers.

Derek, Anna, and I formed the committee after a workshop that we started at the annual meeting last year. Anna and Derek put forth a proposal to form the committee. Derek and myself are co-coordinators. We have monthly committee meetings with about 20 people participating. We're hoping to get the word out at the meeting this year to get more participants.

In 2021 we organized the first workshop at the annual meeting. We also have reached out to other workshop providers for the annual meeting and workshops outside of the annual meeting. The organizer, Gwen, for the 2022 workshop, has been great. We also, based on talking to membership, in the 2019 meeting there was a seabirds and indigenous cultures special session that received good feedback so we've worked with some of those same people to bring a similar session to the 2022 meeting. We hope it becomes a more routine aspect of PSG including indigenous knowledge and local community actions in seabird conservation. As Katie mentioned, the demographics survey establishes a baseline of what our membership looks like and how we're doing as a committee and an organization. Hopefully you've seen that. It's voluntary and anonymous.

We are hoping that the demographic survey can go out annually, so we'd really like your feedback to improve that each year. We've received 130 responses in about a week, which is amazing, but in a perfect world we'd have more. We'll boost those numbers by reminding people during the annual meeting.

Comment: We can remind people in the morning announcements.

Comment: I'd like to thank Peter for inviting us to present at the Conservation lunch so that more people know about what we're trying to achieve, and solicit their ideas and feedback.

Comment: That's great. Thanks Peter.

Comment: In terms of next steps, we are now formalizing an action plan, our annual work plan. This would be a good time for new people to come help us finish that. Some actions we'd like to offer are to support non-English speaking events at the meeting, put on EID events or panels throughout the year. At a future ExCo meeting, we'd like to ask if we can be included in the annual budget to help support these workshop events.

Comment: I think that's a good idea. Let's put that on the agenda for a future meeting. This is such a good success story.

Additional discuss during the action items identification determined that the EID committee could work directly with the Treasurer to add their budget to the annual PSG budget. No ExCo approval needed to advance that collaboration.

12. LOCAL COMMITTEE UPDATE

Overview: Marc starts by plugging for the EID Committee to have a separate budget from the LOCO in the future. That will give them full freedom to do what their program needs and wants to do. The meeting is coming up, it's already here. Everything has exceeded expectations. We have 322 people registered for the meeting, 81 of which are students. We've generated over \$35k in registration funds, and over \$16k in sponsorships. We have far exceeded our initial budget request of \$43k. I want to give a huge thanks to the sponsorship committee, and to several people on this call who helped get the key sponsorship. That's made the meeting a success. The Whova site is live, people are already posting. Go over there and start engaging. Roberta, Rachel, and I will be hosting a happy hour tomorrow. I hope you can all join us. Any questions? I'm excited to pass the mantle to Nacho and the San Diego local committee.

Question: Any questions for Marc. Thanks for all the numbers Marc. They will come in handy for the membership meeting.

Comment: I can provide you with updated numbers right before then.

13. ELECTIONS UPDATE AND APPROVE MEMBER-ELECTED CANDIDATES

Overview: Nice to see all of you. Want to report out on the 2022 election. We had a 54% turnout rate, which is excellent. Every year we have a 50% goal, so we exceeded that goal. Turnout in Alaska is the highest as always. We had some voter comments as you can see in the report, which we will take under advisement, and a summary of the time spent by the Elections Committee. Most of our time is spent to solicit candidates. That's Section E, and we're happy to take additional members, that's section F. Scrolling back to the top, we need a vote on Section A, which is to approve member-elected candidates. We need to use the specific line item text for the transfer of elected officials. But before that vote, we did have a tie for the Europe and Africa regional rep. I've included the bios for those two candidates. The ExCo as regional reps, will break this tie. I'll turn it back to Roberta now, but I think it would be helpful for everyone to read those bios, and for that process to occur. I'm happy to answer any questions.

Comment: Sounds like we need two motions, one to vote for the Europe and Africa regional rep, and one to approve candidates. I'll read the descriptions out for the two candidates.

Motion to vote for either Tegan Carpenter-Kling from South Africa or Rory Crawford from the UK for the Europe and African Regional Representative: moved by Laura, seconded by Sadie.

ExCo votes in the majority to break the tie for the Europe and Africa Regional Representative in favor of Tegan Carpenter-Kling, with 1 person abstaining from voting.

General consensus reflected in following discussion and chat regarding the excellent qualifications of both candidates, and a desire for Rory to run again for this position or a different ExCo position in the future.

Comment: We also need to vote, the next motion is to approve member-elected candidates for ExCo.

Motion to approve the member-elected candidates to the 2022-2023 PSG Executive Council. The 2022-2023 ExCo members are the following, assuming the responsibilities of the positions below on 26 February 2022:

Past Chair: Roberta Swift
Chair: Rachel Sprague
Chair-Elect: Dick Veit
Vice-Chair for Conservation: Peter Hodum
Treasurer: Jenny Howard McKee
Secretary: Sadie Wright
Alaska and Russia Regional Representative: Alexis Will
Washington and Oregon Regional Representative: Laura Koehn
Northern California Regional Representative: Sarah Ann Thompson
Southern California, Latin America, and Hawaii Regional Representative: Cristián Suazo
Canada Regional Representative: Kerry Woo
Asia and Oceania Regional Representative: Jean Baptiste Thiebot
Europe and Africa Regional Representative: Tegan Carpenter-Kling
United States excluding AK, WA, OR, CA, and HI Regional Representative: José Ramírez-Garofalo
Student Representative: Karen Lau Alarcón

The motion is moved by Peter, Katie seconds.

Abstentions, 0; Nays, 0; Yes, 12, motion passed unanimously

Comment: That means our member-elected candidates are approved! Welcome to ExCo.

General Celebration!

Comment: Sadie, you need to get these notes to Kirsten ASAP, it's a short turn around. And I will get back to the folks who were not elected and let them know. And if anyone has any suggestions for future candidates, please let us know.

Sadie needs to provide meeting minutes documenting the approval of the member-elected candidates to Kirsten and Jane ASAP.

Everyone should think about good ExCo candidates and send those suggestions to Jane.

14. CODE OF CONDUCT COMMITTEE UPDATE

Overview: There has been a flurry of activity with the code of conduct committee. In 2019, we approved a code of conduct for PSG. This was developed by a former ad hoc committee and approved by PSG through a voting process. The code of conduct is very broad in professional and ethical interactions. What I needed to do is form the code of conduct committee to establish a terms of reference to work from when complaints are submitted. I got the committee formed in 2020 but never got it underway. In 2021 we started developing the terms of reference. For some reason, I thought it would be quick, but it has been a really good and interesting process. The 3 chairs and the code of conduct committee have been going back and forth about revisions and edits. We had our most recent call on Friday. We are getting close, but at different corners in discussing some of the content and also the jurisdiction of the committee in reviewing complaints. At first the committee couldn't respond to something outside of a PSG platform, for example, in private emails, that would not be covered by the code of conduct committee. But ExCO doesn't want it to be so restrictive. We can't protect all PSG business on all emails, so we need the code of conduct committee to have some jurisdiction there. We all agree that PSG

related content that started on a PSG platform and then moved to a different platform should be covered, and we need to develop the language to make that clear. In summary, we are not ready for an ExCo vote on the terms of reference, but hopefully in the next couple of months. Any questions?

Comment: In terms of violations of the code of conduct, what are next steps? Will the violations and consequences be determined on a case by case basis?

Comment: Yes, it will be case by case basis. Ultimately we will have 8 committee members, with 3-5 members reviewing each case. This will remain confidential within the committee and ExCo. They review cases based on the current complaint, but also based on past complaints. We don't want the wording to be too restrictive, because future committee members may not agree with past cases. We want the wording to be flexible to cover different perspectives. We reviewed the ESA similar documents, and theirs is far more open ended than ours. Not nearly as restrictive in jurisdiction, but our committee thought side boards are important.

Comment: If someone is determined to have violated the code of conduct what are the consequences? Will their membership be revoked? Will they be removed from the listserv? Are they suspended from certain events?

Comment: All those options are on the table. It will depend on the seriousness of the violation and repeated occurrences. Removal from PSG is on the table as an option.

Comment: Those are not listed in the terms of reference. We're not deciding on that yet. We haven't removed someone from the listserv because we think that needs to be done by the code of conduct committee judiciously. Any other thoughts for Rob?

Comment: A brief recap on way back CoC, are the restrictions that are placed by the violation. As those restrictions increase in severity the risk of litigation to PSG increases.

Comment: Thanks. That's a good point. It seems straight forward but when you discuss the details it's complicated.

Comment: Even without consequences, there is the question of defamation. We don't want to bring PSG down with this stuff, so we'll be cautious and slow. Sorry about that.

Comment: Related to any case review, those are going to be completed when we complete the terms of reference.

Comment: If anyone wants to ask Rob questions offline, I'm sure he'd be up for that.

Comment: Absolutely.

15. LISTSERV REVIEW/DISCUSSION (MODERATED?)

Overview: I wanted to introduce the idea of having a moderated listserv. Do you think it's okay to talk about this now, Rob, or leave this for a later meeting? We don't need to make any major decisions today, I just wanted to bring it up as a possible solution.

Comment: I think it's relevant to talk about now. This is something that we've brought up a few times over the past few years, and I think it's useful to get us thinking about it again. And describing more detail.

Overview: Basically, in report 15 I put down some thoughts on why we are thinking about doing this. Essentially, there have been some issues on the listserv. Both rude comments on the listserv that are not aligned with our code of conduct. In some cases its preventing us from having a welcoming environment. People are afraid of posting to the listserv for fear of reprisal. Which has happened to a few of us, with some people tracking us down due to posts we put on the listserv, and attack us on personal or work email because of something we put on the listserv. We especially don't want new, student, and ECS members to have to put up with this behavior. The Code of Conduct committee has recommended that one thing we can do to prevent that behavior is to have a moderated listserv. Most of these disagreements happen because they are talking about something a couple steps away from seabird research, so if we could nip in the bud before it gets posted to the listserv we might prevent these events from happening in the first place. It would take a bit of somebody's time. Rachel is a moderator with someone else for a different listserv and she said it's not that big of a commitment, but it does take constant vigilance, so it's good for more than one person to be in this role. I'm introducing this an idea. We are not voting on it. But we would need to find a couple of moderators before doing this. Anyone want to add anything?

Comment: I'm the moderator for a Facebook group with 5-6000 group and we get a lot of posts. It's not a professional post. We get a list of all the posts, and she and I review one to three a day. If it's relevant we just click it through. We don't get a ton of spam. We can remove those people from the group. I would assume it's the same for the PSG listserv. If we periodically post a listserv rules of conduct which we have, once a quarter, it's not that hard to send something back to someone and say this doesn't appear to be in the spirit of the code of conduct, and they have the opportunity to change it. If they harass the moderator, we're back to the code of conduct committee. I don't think it would be a huge amount of time and I would be willing to be one of the initial moderators. I would suggest three or more to be able to bounce things off each other. Not too many people but enough to cover it for when someone is out of town.

Comment: Another thought we had is that the original email address for the person posting to the listserv is not available on the listserv. That way, the bully would have to put more effort into finding our personal or work email address.

Comment: When Verena had suggested a moderator for the listserv this past fall, I had assumed that she meant hiring an organization to do that for us. But this idea of having willing volunteers like you Rachel to give it a go sounds really good and I'd be interested to see how that goes.

Comment: It ends up being like a mini review, so it needs to be folks who have internalized the guidelines and are able to check in with each other if there is a question. Better to do that than summarily reject someone and feel like they're being targeted. PSG folks willing to review the emails could be better than an outside organization to better understand what is relevant.

Comment: There are certain people who post things that are off topic but are allowable, like ocean conditions. Those are totally in, in my opinion. That's one step away, but two steps is not good. I see Alexis's comment about having more than one person on the team is good so they can bounce things off each other. It should be an objective group. Let's think about it and we can take a vote on it in the future. Maybe people can think about if they want to be on this mini-committee.

FUTURE MEETING LOCATIONS

Overview: We have the next 3 years set up. Thanks to Nacho and Annette for the San Diego meeting. That's our 50th meeting. In 2023. We sent out a poll on the listserv about San Diego vs. Seattle, and nearly 80% voted for 2023 in San Diego, mostly because of all the work the San Diego LOCO has put in already, so hopefully we can do that. The venue is a nice location to have as much of the meeting outdoors as possible. In 2024, we would have our meeting in Seattle, the 51st meeting. Thanks to Laura Koehn, Jackie Lindsay, and Beth Phillips who have started to form the LOCO. They need to find a venue. Which can be challenging. Please provide them with any recommendations. Justine may have suggestions for Seattle venues. For 2025, that's the joint meeting with the Waterbird Society in Costa Rica. Rachel and Roberta have been working with Doug Forsell to coordinate PSG's part in that meeting. I have a question about that 2025 meeting. Has there been any discussion about bi-lingual interpretation of presentations? It could be a nice feature.

Comment: We haven't gotten quite there yet. We haven't picked dates. There is so much uncertainty. Meeting planning will increase this year as both societies have in person meetings again for the first time in a couple of years. The bilingual component has come up and people think is important. Also a hybrid component, so hopefully we'll have a little more thought put into that as well.

Comment: Great, thanks. I think that's an awesome opportunity to increase our networking with central south America. Any questions? If not, I'll pass off to Lindsay Young at the World Seabird Conference to provide us an update with that.

Question: For the next meetings, will it be fully in person, or planned to be a hybrid conference?

Comment: 2023 and 2025 will be in person. There is still discussion about hybrid. For Seattle, we haven't discussed at all.

Comment: The NE Asia Seabird Committee has grown virtually a lot in recent years, and we are having a challenge keeping track of who is participating/engaged. If it's in person, it's smaller groups, and if online, then larger group can attend. The committee has gotten much larger, and we're thinking of renaming our group. Good to know if it's in person or hybrid.

JB will bring a formal proposal to ExCo to vote at a future meeting on changing the name of the Northeast Asia Seabird Conservation Committee.

Comment: If you're talking about your committee meetings, I think there is always an option to do those in a hybrid way.

Comment: Ok, so it wouldn't be in person only. We could involve some people via online?

Comment: I think so. We have a Zoom account, and have conferencing available through our Google account. Rob mentioned that Lindsay Young is here, so Lindsay, do you have a WSU update?

Comment: Yes, hello everyone. It's fun to see everyone. I am the current chair of the World Seabird Union. We just had a quarterly board meeting and discussed timing for our next meeting, which will be in 2026, so we are going to stay on our 5 year cycle, which sounds like it will align nicely with what PSG has planned out. We are also exploring staying hybrid, because registration bumped up with online virtual conferences. We might also have smaller regional conferences. We haven't determined a location yet, it could be in Tasmania as originally planned. I would like to participate in future PSG ExCos.

WSU is undergoing a strategic review, and we're looking to better serve our member organizations, of which PSG is one. Any questions?

Comment: You're welcome to join us, Lindsay.

Question: Lindsay, thanks for the update. You and Pat and I had a quick discussion about a PSG delegate to WSU. We've had two in the past. Do we need to maintain two going forward?

Comment: Yeah, I think so. People are often in the field for weeks or months at a time, so it's nice to have two people so we can reach someone for information. And Kim Nelson is the current WSU rep for PSG.

VOLUNTEER/DELEGATE VACANCIES AND RECRUITMENT DISCUSSION

Overview: Current or pending vacancies. We currently need someone as an ABC delegate. We had prior discussion about whether that person could work for ABC, and thought that might be weird for them.

Question: Does anyone know the history about why we have a delegate for ABC? Why that ornithological organization and not others? They don't seem to have a representative body. Is it just a liaison position? Does ABC want a delegate?

Comment: I think that question has come up for a lot of us, and I don't think any of us are aware of that. My recollection is that that position hasn't been active for awhile. It does seem odd, and I don't think we've had an active person participating in that position for years.

Comment: I don't remember someone in that position. I work with a couple of folks at ABC, so I could ask them.

Comment: ABC participates in the seabird group on the east coast regularly, so it's possible they initiated it.

Comment: Brad Keitt is with ABC right now. Roberta, you and I could reach out to him. WSU and OC, those make sense because those are representative organizations, but ABC makes less sense to me. So let's contact Brad and see what he thinks.

Roberta and Rachel will reach out to Brad to get ABC's perspective on PSG having a delegate to that organization.

Comment: Okay. I also wanted to highlight that Doug Forsell is a PSG rep to the Ornithological Council and would like to step down and get a second person. He's been on there for a long time. It's been challenging to fill these positions. I feel like I'm not quite ready to talk about a work plan yet, we have a lot of good things we need to add to work plan, including filling this OC role.

Comment: We provide money to OC, so providing them with a PSG delegate makes sense. It is good that Rachel is raising questions about the ABC delegate role because that one is not clear to me.

Everyone should send suggestions for a new PSG delegate to the Ornithological Council to Roberta.

Comment: Yes, we don't need to take on extra duties. We are very busy, so we'll dig into the reason we have an ABC delegate before we try to fill that again.

16. SPEAKER HONORARIUM POLICY DEVELOPMENT

Overview: I wanted to raise this for awareness. I would like departing ExCo members to look at the report for this and let me know if this look okay. The intent is to put all of this in one place, and including options for speakers and panel participants that we go out and seek help from. If you have additions and revisions, please add those and we can keep moving forward on this. This is an effort to get something in writing and document how we pay honorariums, including registration waivers, so that we don't need to reinvent the wheel each year. Eventually it would be great to have a standing policy. I found that this year we were having discussions and trying to make decisions that we had already made in previous years, but we hadn't documented them. Any thoughts?

Comment: Shall I make an action item to finalize the Honorarium Policy?

Comment: Yes, definitely.

ExCo will review Roberta's Report (#16), add suggestions and revisions, and finalize a PSG Honorarium Policy.

17. RESPONSIBILITIES OF EXCO MEMBERS AND HANDBOOK

Overview: This next item is an annual duty of the Chair, to describe the responsibilities of ExCo members. This is a lot to digest. But new ExCo members, keep this report as a reference. Jane and others carefully curated duties. All of this is in the PSG Handbook and Bylaws, that you can find on the PSG website. In here we've got Chair-Elect duties, Chair duties, Past Chair, that's me. Treasurer, Student Rep, Regional reps. So please read that. And read the handbook too. I will read section A out loud.

In some cases, these positions have a lot more duties. If you have any questions, any of the prior ExCo members will be very helpful. Any questions now?

Question: Where is the schedule of the meeting?

Comment: Rachel sent out a pdf program, or you can get on the Whova app and go through the daily schedule. I can email you the program that Rachel put together.

18. CONFLICT OF INTEREST FORMS

Overview: This conflict of interest form is something that all of ExCo needs to sign every year. New folks and folks that are returning. Once we get the new Google email addresses straightened out for the new people, I'll send you the fillable forms, and I need you to sign it and return it to me. This report is not the fillable form, it's just to warm you up to what it looks like. I'll send the fillable form in the new future to your PSG email addresses. Does anyone have any questions on that? No, okay, I'll start rattling off Action Items from today's meeting.

Sadie will email everyone on ExCo with the fillable conflict of interest form for them to sign and send back prior to our next meeting.

Discussion of action items. In addition to the red highlighted text above, there is a discussion about WSU delegate and whether that person can be a serving ExCo officer. Jane suggests it would be better to find

a different person, but the bylaws don't specifically prohibit that. Roberta suggests that one of our monthly meetings should focus on the work plan.

Chair's (and other ExCo) closing remarks. Welcome to the new folks, and thanks to the departing folks. It's going to be a good year. No pressure, but this group is going to be awesome. Rachel will run the meetings for the next year. Please ask if you have questions.

Motion to adjourn: moved by Peter, seconded by Kerry.

Abstentions, 0: Nays, 0: Yays, 12, motion passed unanimously