

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

04 August 2022 Conference Call

12:00pm-14:00pm (Pacific Standard Time – UTC-8)

Amended and approved on 12 September 2022

Present: Roberta Swift (Past Chair), Rachel Sprague (Chair), Sadie Wright (Secretary), Dick Veit (Chair-Elect), Jenny Howard McKee (Treasurer), Sarah Ann Thompson (Northern California Regional Representative), Tegan Carpenter-Kling (Europe/Africa Regional Representative), Kerry Woo (Canada Regional Representative), Karen Lau Alarcon (Student Representative) [9].

Absent: Peter Hodum (Vice Chair for Conservation), Alexis Will (Alaska/Russia Regional Representative), José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative), JB Thiebot (Asia/Oceania Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative), Laura Koehn (Washington/Oregon Regional Representative) [6].

Others present: Nacho Vilchis (Local Committee Coordinator), David Ainley (Marine Ornithology), Louise Bight (Marine Ornithology Editor), Doug Forsell (PSG rep to Ornithological Council), Stephanie Laredo (Membership Committee Co-Coordinator), Jennifer Urmston (Membership Committee Co-Coordinator), Wieteke Holthuijzen (Communications Committee Co-Coordinator) [7].

Review of participants/roll call.

WELCOME, INTRODUCTIONS, & REVIEW AGENDA

Discussion regarding lack of quorum and when other participants are expected. At least two ExCo members had responded in the affirmative that they would be able to attend and did not attend. Two others indicated they would join late. General consensus to review and modify the agenda to move voting items to the end in order to achieve a quorum.

Motion to modify and approve the Agenda: moved by Sadie, seconded by Dick.

Abstentions, 0: Nays, 0: Yays, 7, motion passed unanimously

REVIEW JUNE 29 ACTION ITEMS

1. Peter will share with ExCo a draft listserv post requesting team input from PSG regarding development of new swag. **Keep this.**
2. Rachel/Sadie will touch base regarding several potential future agenda items: a) listserv moderators, b) making 2022 annual meeting content available after the meeting, and c) workshops between meetings. **Keep this. Rachel/Sadie will attempt to meet before the next meet to discuss this items.**
3. Rachel and Roberta will gather more information from Brad Keitt including contact info for the coordinator of the Bird Conservation Alliance, and solicit a PSG rep to the Bird Conservation Alliance. **Keep this. They need to reach out to Brad again.**
4. Rachel will meet with the EID Committee to determine schedule/path to address these topics:
 - a. Develop language for monthly reminder to be sent out to members from EXCO email.

b. Develop protocol and language for written statement responses to potential Code of Conduct violations and/or incidents.

c. Develop language for guidelines for appropriate listserv content to be distributed monthly to listserv users.

d. Develop plan for listserv moderation including identifying a group of moderators.

Keep this. Rachel will reach out to the EID Committee again.

5. All: anyone with a recommendation for a new PSG Endowment Fund trustee should send Jenny their suggestions. Jenny will also ask current endowment fund trustees for ideas. **Keep this. Note to everyone to send Jenny their suggestions. Jenny could ask Doug Forsell for his ideas.**

6. Rob and Wieteke will coordinate about how to create an email group or other group format for “PSG institutional knowledge” including former chairs and others. **Keep this.**

7. Roberta will ask the Membership Committee to assist in testing Wild Apricot via free trial. **Done.**

8. Pat Baird will write a paragraph description of what the OC donation will be used for to include with the check box requesting donations. She will send it to Sadie. **Done.**

9. Sadie will add two agenda items to the July/next ExCo meeting regarding OC rep funding: 1) PSG funding, 2) membership donations request check box. **Done.**

10. ExCo members should enter their volunteer hours at this shared spreadsheet: https://docs.google.com/spreadsheets/d/1G39LiYCPvMzAi4P_v2r_JtFke3LudFH4/edit?usp=sharing&oid=106904498621362809324&rtpof=true&sd=true **Keep this. Question for Jenny: do we want to add hours for any other PSG volunteer positions (e.g., committee leads)? Jenny will check with the accountant about this.**

11. ALL: send contacts of potential Annual Meeting donors to Nacho. **Keep this. In addition, if you know someone on the potential sponsor/donor list, please coordinate with LoCo to reach out to those contacts to request sponsorships.**

12. Sadie will notify the Membership and Communications Committee about Pat and Doug's proposal to add a check box to the meeting registration or membership renewal sites request donations for OC representation (as a heads up to assist with logistical considerations for this proposal at the next meeting). **Done.**

7. MEMBERSHIP COMMITTEE UPDATE

Overview: Hello everyone. We've been testing the Wild Apricot site, but that's a separate report. We've been updating membership profiles, including a career status question. As people are updating their membership, they can update their career status. We are hoping that as we develop programs that are designed for students or early career scientists, we can target them more directly. We also edited the geographic region field so we can get better numbers for that. Africa was lumped in with Europe and we've separated them. We also edited the address fields to make that easier for international folks. We've made “state” optional. A handful of people have updated their profiles, but we need to send more emails through Cvent to folks who haven't updated yet. I looked into whether it's possible to add a checkbox for donations to the Ornithological Council. You can add a check box, but it can't send you to a different site via Cvent. However, if we switch to use Wild Apricot, we'll be able to link to other sites to accept donations. I'll let Jenn talk about member only workshops.

Comment: Thanks Stephanie. Stephanie did all the Wild Apricot review. We've been talking for awhile about member only workshops to boost the value of PSG memberships. One idea is to host a series of workshops around learning R or ArcGIS. These are two programs that a lot of us use frequently. We'd

like to tailor a beginner version and then another for more experienced users. What we're unsure about is where to find someone to lead these workshops. Would that be a volunteer or can we pay someone who is an expert? Or could we have an internal group channel or chat on slack? If we go forward with Wild Apricot, we could set up that internal group there. I'm open to suggestions.

Comment: Just to clarify that we would want someone to host the beginner workshops, but the more advanced group could have a conversation on Slack on Wild Apricot. Then they could decide when they would want to meet and share resources.

Question: R is free right? But ArcGIS would need to be paid for.

Comment: ArcGIS online is free. There are some good tools there. And for real beginners, I think that would be a good place to start. And then a more advanced channel for discussing ArcMap or ArcChrome.

Question: Do you need to part for part of ArcGIS or ESRI online? There is definitely a free ArcGIS base online. But I can ask my colleague.

Comment: Yes, ArcGIS is free online.

Comment: Any other questions about the workshops? I'll move onto the next thing. Stephanie and I are coming up on two years for the end of our positions as co-leads of the Membership Committee. There are a lot of committees recruiting. We don't currently have anyone in mind. Does anyone have others in mind? Or we could send out an email.

Comment: It would be good to corner someone and convince them to lead this committee. A general email probably isn't going to do it. If you're available to help the new person. We really appreciate everything you've done in the past two years.

Comment: We'd like to share with a new person how we do things. We've been keeping up with the manual, but ideally we'd like to overlap with someone for at least a month.

Comment: We're not going to go away forever. We can help someone.

Comment: I feel like having two of us has been amazing. We've been able to alternate being in the field and have a second person makes things more manageable.

Comment: Any questions? Thank you.

Comment: We have a quorum, so let's go back to approve the minutes from last meeting.

1. APPROVE 29 JUNE 2022 MINUTES

Comment: Does anyone here have any proposed amendments to the minutes from our last meeting?

Comment: Yes, the minutes last month noted that the CVent contract expires in October, but it actually expires on August 15. I think we should amend that.

Comment: Sounds good. I agree that the minutes should reflect the accurate date. I will modify them to note the actual August 15 expiration date.

Comment: Okay, if no other amendments, let's move to approve the amended minutes.

Motion to amend and approve the minutes from last meeting: moved by Roberta, seconded by Dick.

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

2. ORNITHOLOGY COUNCIL FUNDING PROPOSALS

Overview: I am wondering if we should hear the Treasurer's Report first?

Comment: Shall I go through the Treasurer's Report. She's not here yet.

Comment: She's going to attend in about 18 minutes. I don't know if we want to wait for her.

Comment: She did provide an email to Rachel and I with her thoughts on some of these fund proposals.

Comment: It would help me to hear her thoughts.

Comment: I'd like to insert a thought on the OC proposal. Last year, this \$5k ask was couched as a one year increase. Not a new normal. I wondered if you have context on that, Doug?

Comment: I was going to get that.

Comment: And that's basically what Jenny's email said. She said last year we voted on a one year increase, and Jenny recommended that we treat this proposal as a one year request.

Comment: That's fine, I just didn't know if we are in the red.

Comment: She thought we could afford one more year of giving OC \$5k, but not beyond that.

Comment: Okay, we can explain that. Yes, the history is that a few years ago the Cooper Ornithological Society and AOU used to be the biggest donor. When they combined into one organization, they cut the donation by \$15k. Then a couple of other organizations withdrew funding. One of those was Wilson. Last year, I was saying that Wilson was looking at commitments from other societies to increase. Our \$5k donation did help because Wilson committed to more and enabled more staff support at OC. We want AOS to come back when Colleen Handel becomes the lead. We've started working on some new ideas including forming committees so not everything rests on the Executive Director. Which would help people get closer to the letters. We're getting associate members who are donating \$500/year. It was a temporary donation/increase from PSG, and what we're requesting is a one year extension. Waterbirds donates \$6k/year and they are a similar size to PSG. The check off donation box could be added to membership requests.

Comment: Thanks Doug. Thoughts from folks?

Comment: I have some comments. We're asking for an additional year of funding from PSG?

Comment: At one point we raised our annual donation to \$4k, but only for 3 years. And then it reverted to \$2500. Some organizations have a built in cost of living increase. Some organizations are increasing their donations more or withdrawing completely. We reverted back to \$2500 in 2015.

Comment: Our budget has been pretty good in the last couple of years. It's not that PSG can't afford it. Some comments from membership has been brought to my attention. I'm not opposing this. I think the check box is a good idea. The comments that were brought to my attention were wondering what the OC does, particularly outside the US. I see they are doing some activities in Canada. I know they shape legislation in the US. We do have members from Canada and other countries.

Comment: We've done a lot with Canada over the years. Our first guide for the use of wild birds in research was translated into French. Now we're just translating into Spanish. Our permits website has a Canada page, not quite the same as the US process. Supposedly continually updated. The idea is that anyone in the US and Canada can go to the site to learn what permits they need to import/export for research. We did a white paper on drones.

Comment: I'm not opposed to this and our budget can handle it, but I think we need to consider it if we advance this increase going forward.

Comment: To be clear, we donated \$5k last year, and the proposal is to donate \$5k again this year? Not increase our donation by \$5k?

Comment: Yes, we were suggesting increasing the annual amount from \$2500 to \$5k for one more year. If we get the check box in, we were hoping that might generate another \$500/year. We can revisit this next year when we see what the OC is doing with other organizations.

Comment: There is a proposed motion in the report, but we would need a motion from an ExCo member to advance this.

Comment: I'll just add that to be a member organization to the OC, we are only obligated to donate a minimum of \$250/year. So we can vote every year on the amount that we want that to be. By committing to \$5k this year, we are not committing to the amount in perpetuity. If we had an expensive meeting or lost money at two meetings in a row, we could donate less to OC at that time.

Question: Are we interested in including the proposal to add a check box to donate to the OC as part of this proposal or are we doing that separately?

Comment: I think we're suggesting leaving that question until we reach our agenda item about Wild Apricot. But to get a feel for what people are thinking, is there general support for adding a check for new and renewing members to donate to OC? I'm seeing a couple of nods.

Comment: I don't have an issue with that. That's an individual donation decision.

Motion to approve donating \$5k to OC for one more year: moved by Roberta, seconded by Dick.

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

3. MARINE ORNITHOLOGY BUDGET INCREASE PROPOSAL

Comment: We had a fair amount of discussion about this item at the last PSG ExCo meeting, but didn't vote on the item because we didn't have a week to view the report. We've had more than enough time now. Louise, do you have anything you'd like to add to this agenda item and proposal?

Overview: Just if there are any questions from anyone who wasn't at the meeting last month? We are asking for an increase in the amount of support we receive from the Publication Fund. I don't think we've ever asked before.

Comment: Yes, the MO is asking for an annual increase of \$2500. From \$6k to \$8500 annual. This enables them to keep page charges low and have a high quality journal and support copy editors. Their report was great with lots of good information. Is there a motion from an ExCo member or questions?

Comment: I didn't get a chance to talk to the Endowment Trustees. I was going to suggest that we only vote on increasing the amount for one year, so I can check in with them. I want to clear this with them before we agree to this in perpetuity.

Comment: Can we change the motion to say that it can revert if funds are not available?

Comment: Sure, so we are changing it to say that the increase of funds is into perpetuity but we may need to reduce it next year if funds are not available?

Question: Isn't the Endowment Fund now at several hundred thousand dollars?

Comment: Yes, it's a large number. It hasn't done as well lately because of the stock market. But I'm not an expert in these things so I would like to talk to the other two board members to make sure the endowment can support these withdrawals.

Comment: And MO is the only thing we support using the endowment now. I believe that's right.

Comment: Yes, I think that's right. I haven't learned all the history of why it was started.

Comment: When the endowment was started, we decided we could not withdraw any amount until it reached \$100k. When we rewrote the bylaws, we determined we could start additional endowments for other purposes. An investment would be better than putting it in a bank in some cases. The one endowment fund has grown enormously. I'm surprised MO is only requesting \$8500/year and they should get whatever they want.

Question: Are you okay, Kerry, with modifying the motion?

Comment: Sure, if that gets it moving. I think our budget can support \$8500/year no problem, but I don't understand all the details. I think it's important we provide that funding. Louise last time also talked about charting a path forward into the long term.

Comment: Basically, at the last meeting Louise talked about maybe needing to step down, but at this point we should determine if we can take out this proposed amount. Jenny will need to follow up on that.

Comment: I partly based this proposal based on past conversations with Kirsten who told me more money needed to come out of the endowment fund. It sounded as if there were plenty of funds there. We need to talk longer term as well.

Comment: For sure, what I heard as the amended motion is to support MO at \$8500/year pending confirmation from the trustees.

Motion to support the proposed increase in funds to MO from Publication Fund of up to \$8500/year: moved by Kerry, seconded by Sadie.

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

Comment: Thank you Louise and David for that proposal. Thank you Jenny for double checking.

Comment: Thanks everyone. It's good that we can continue MO. Just a reminder that we need a committee to find a replacement for me by the end of the year.

Comment: Thanks Louise. Okay, so we are having flexible agenda today. Let's shift to Jenny's Treasurer's Report given that it will inform the other agenda items.

8. TREASURER'S UPDATE

Overview: The main point on the first page of the report is that we have a really healthy general fund balance right now. \$153k. That's great heading into an expensive conference. On the next page is our quarterly report so you can see how we can compare to last year at the same time. And lastly, please add your volunteer hours from June to our Google Drive tracker. We use those numbers for tax returns. I'm working on signing and submitting those shortly. We have ongoing tasks reconciling QuickBooks and the different bank accounts we have. We can pay out student awards, which is awesome. And some other tasks that got rolled over from the past report. You can see the profit and loss report. We have a lot of membership income that came in for this period, more than last year. I don't think that indicates we have a ton more members. You can scroll down to the third page to see our net income which for the last quarter was \$20-30k.

Question: Was that sponsorship?

Comment: Some of this is just timing. Most of the conference stuff had already been done before I started.

Comment: Thanks! Any other questions for Jenny? Thanks Jenny. We'll move to Nacho's budget since he's here and short on time.

5. LOCAL COMMITTEE UPDATE

Overview: We keep modifying the Google Drive spreadsheet, and Sadie sent the Excel version. It's a work in progress. The most eye popping number for me. The catering was expensive. The number has gone up 20% since three years ago when we looked at this. I added the income. We estimated \$30k in sponsorship, and 200 attendees. We are still looking at \$60k in the red.

Comment: The income is heavily dependent on the registration cost. We need to set registration at something reasonable. It looks like this is based on early registration of \$380 for members.

Comment: Yes, we kept the same thing as the last in person meeting. And there are different scenarios. The mostly hopeful thinking is 330. And we estimated down to 250. I think a safe bet is 300. It's the 50th anniversary. Our job here, the LoCo, is to get the red number as low as possible. I don't know how much PSG has used the fund to cover the red number. If it can't be covered by registration.

Comment: Generally, the object is to have a break even number, and hopefully make \$10-20k when a lot more people show up. The main thing is that your venue needs to accommodate a big bump up.

Comment: We have the space. The venue is large.

Comment: My guess is that it's going to be pretty big.

Comment: That's good news. We can wait to vote while we iron out prices with the caterers. We can put in scenarios going up to 400. I don't think we should increase the registration cost. The budget is live so you can check it out. But I don't think we are going to break even. Best case scenario is a cost of \$20k in my opinion.

Comment: I have several questions but I'm wondering if we should have a separate conversation about the Annual Meeting budget. But I don't know if we have time for my questions.

Comment: Ask your questions. It will help me to be able to answer them next time.

Question: Okay, I'm mostly thinking about the awards because that's my responsibility this year. I'm wondering about the speakers. It looks like you've budgeted \$4k for the plenary speaker. Is that for all of them or just one.

Comment: The plan is for three. That will cover three speakers.

Comment: Will that cover everything, their travel and food? That doesn't seem like enough to me.

Comment: I did add it up, and one plenary speaker will likely be a Lifetime Achievement Award recipient, so that should cover costs.

Comment: Okay, I added it up and thought if we were going to pay for the three speakers and the LAA people it was going to be closer to \$9k, but maybe we could look at those numbers together.

Comment: Let's look at that, because \$4k seems low. Especially for travel. Unless they are already in San Diego. But the hotel could end up being \$800/person. Maybe we should have a conversation about these details separately. We're coming up on 1.5 hours.

Comment: Yes, let's do that. Bombard all the questions to me. I thought that number looked low as well, but trying to be optimistic. We can vote on it in the next month. I find it hard to believe that the meetings make money or break even.

Rachel, Roberta, Dick, Nacho, and Justine will meet to run through the Annual Meeting budget numbers together. Brainstorming session.

Comment: They break even because of donations.

Comment: I wanted to remind you guys to help reach out to donors that you know. I would like your help to reach out instead of me. If anyone knows these donors better than me, I think that history is important. Everything is in that Google Drive, and whoever sends the email just checks it off and how we hear back. We're hoping to raise the projected \$30k or more.

Comment: I think we have an action item for Roberta and I to meet with Dick and Nacho to see if we can help with budget numbers.

Comment: Sounds good. And Justine. I think getting your input would be great.

Comment: I was going to ask the ExCo for \$9k for awards. I won't ask you.

Comment: It is a little scary. But I'm hopeful that it's the first in person meeting. That will be helpful.

Comment: Okay, we'll follow up on that. Let's segue to awards.

6. REQUEST TO FUND ADDITIONAL AWARDS (LAA AND SAA)

Overview: We sat down earlier this week, the awards committee, and scored all the nominees for LAA and SAA awards. We have a primary awardee and a runner up. So we'd like to ask for more funds. We could potentially have two SAA and two LAA awards. We think this is appropriate because it's the 50th conference. These folks are long accomplished professionals, and some are from underrepresented groups. We want to know if we can afford all four. We might need up to \$4k additional to what the LoCo has budgeted. But one of the LAA winners is also a plenary speaker, so only one additional awardee. The

motion is, could we spend some money out of the general fund, up to \$4k to support travel and for a second SAA awardee.

Comment: And just to note, in the handbook there is no limit to the number of these awardees that we can grant. In the past there have been multiple awardees. Even just a couple of years ago. It's been dependent on travel and funding. Given the healthy budget we have, and the already higher cost that LoCo is already dealing with, we've decided we want to ask for money from the general fund so the annual meeting budget isn't so far in the red. Any thoughts? Do you want to see it in the annual meeting budget? Or do we authorize it from the general funds? I'm not sure in reality it makes a difference.

Comment: Sure, whatever you want. We can put an asterisk next to it, so we know it's not covered by registration.

Question: Jenny is there a way you'd prefer to see this?

Comment: I was just thinking about that. When I categorize it for us, ultimately it will be part of the annual meeting, so if you could put it on this nice spreadsheet for all of us to see, I think that would be helpful. That makes sense to me.

Comment: In the interest in having the decision making record, we could entertain a motion for the LoCo to include funding for two LAA and two SAA in the annual meeting budget?

Comment: That sounds good.

Motion to direct LoCo to add funds for up to two LAA and two SAA awards in the 2023 Annual Meeting Budget (up to \$4k additional): moved by Dick, seconded by Kerry.

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

Comment: We can all check in with Nacho to make sure it's in the Annual Meeting budget. That will make it easier for Jenny to track. Moving on, I think we have one more agenda item.

4. CVENT OR WILD APRICOT?

Overview: Hopefully you've had a chance to take a look at the reports. The short version is that our contract with Cvent is expiring in a week. So we need to make a decision about whether to renew that or go with a new option. Stephanie did some great work testing Wild Apricot. If you're looking at the cost, it's effectively the same. We can have a shorter commitment with Wild Apricot if we want. Stephanie, do you have any short impressions you want to share in addition to your report?

Comment: Not much. It just seems like the effort to move wouldn't be so cumbersome as you might think. It seemed quite doable, and it's easy to use with the ability to get lots of help online. Cvent is clunky and hasn't been improved in a long time. You can't do a lot of stuff. Wild Apricot allows you to be more creative and add more items.

Comment: Does anyone have questions after reviewing descriptions of both? One of the biggest things I see, is the need to figure out the transition in an expeditious manner. We need to get the new online with everyone transferred over as much as possible so we can change all the links over on the website as quickly as possible. I think we can do this in the next couple of weeks. We need to have it up and running before any of the annual meeting stuff comes in. We can post something on the website about the delay/transition, but I don't think we'll lose members with that gap. If we do transition, we would

not be using CVent to take in abstracts. So we would need to design a Google Form. Dick could export abstracts as a Google doc. But we were already doing that anyway. Maybe we can chat about this separately about the logistics. We were taking in a Word document of the abstract and you would have to edit it so Word could merge the files.

Comment: Or you could have people attach it to an email, then you wouldn't have to deal with CVent's naming of files.

Comment: So we're looking for help with this transition. I think Roberta and I can help. This will be a big move. It's the first time in a long time that we use something other than CVent. I agree with you Stephanie that it seems more user friendly and easier to learn how to use it.

Comment: In terms of time line, we would need to have all the membership and contacts in there before we accept abstracts for the next meeting. And we would need to know the rates for registration and membership. We would need help would be setting up what the website looks like. For the meeting event and for the membership registration. Could be simple. There is a lot of flexibility in setting up that page. We may need help so it can happen fast.

Comment: Is someone super excited to volunteer to help right now on our mini transition committee?

Comment: I'll presumably be part of that.

Comment: Nacho, is there anyone on the LoCo that was going to be involved in registration?

Comment: We haven't found them yet. It could be me.

Comment: No, we should all help find someone else.

Comment: It would be nice if someone from the Communications Committee was part of that transition team because they could help set up that page and they'll know how to do all the help setting up the email and reminders. Is there anyone from Communications on LoCo?

Comment: Does anyone want to take up one of the motions in the report?

Comment: I'm wondering if Wieteke has any thoughts on the transition committee. Does she have time to help in August. We could ask her when she's available.

Comment: She may have had to step away. Let's plan on inviting the Communications folks to that as well.

Comment: I know they don't like CVent.

Comment: Is there a motion for next step in our membership database.

Motion to move PSG registration platform from CVent to Wild Apricot for at least 2 years: moved by Roberta, seconded by Dick.

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

Comment: I wouldn't want us to transfer back and forth between platforms so let's do at least two years.

Comment: Yes, and we could bail after a year if we really didn't like Wild Apricot.

Comment: I'd like to add an action item for Roberta, Rachel, Dick, and the membership and comms teams to meet, maybe next week, to discuss this transition.

Discussion about schedules.

Rachel will send a Doodle poll for Roberta, Dick, LoCo, Comms, and Membership committees to begin the transition to Wild Apricot.

Comment: The initial step will be about transferring membership lists.

Comment: If we have to do the switch, Cvent expires on the 14th. We'll need to get that paperwork going.

Comment: If Cvent expires, will we need to get information before so we don't lose it?

Comment: We can talk to them, but usually means that nothing will work.

Comment: I think it's doable. I can export all the information into Excel sheets.

Comment: We'll want to coordinate with Wieteke at that point to make sure people don't get into Cvent and edit their profile.

Comment: We'll need a long term person to be responsible for leading the Wild Apricot account and giving others access.

Comment: That should probably be the Treasurer. I think we can review action items, Sadie.

Sadie rattles through action items above denoted in red.

Comment: We'll meet again in early September. But I think we need two pretty close meetings in September to review the annual budget and vote on it in the second.

Comment: Okay, I'll plan on polling for two meetings in September. Jenny let me know if have different thoughts or a preference.

Question: When does Cvent expire? Is it really next week?

Comment: I think it really is next week. August 15.

Motion to adjourn the meeting; moved by Dick, Sadie seconds.

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