

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

28 September 2022 Zoom Conference Call  
1:00pm-2:00pm (Pacific Standard Time – UTC-8)  
Amended and approved on 31 October 2022

**Present:** Rachel Sprague (Chair), Roberta Swift (Past Chair), Sadie Wright (Secretary), Dick Veit (Chair-Elect), Jenny Howard McKee (Treasurer), Sarah Ann Thompson (Northern California Regional Representative), Peter Hodum (Vice Chair for Conservation), Kerry Woo (Canada Regional Representative), Laura Koehn (Washington/ Oregon Regional Representative), Alexis Will (Alaska/Russia Regional Representative), José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative) [11].

**Absent:** Tegan Carpenter-Kling (Europe/Africa Regional Representative), Karen Lau Alarcon (Student Representative), JB Thiebot (Asia/Oceania Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative) [4].

**Others present:** Derek Harvey (EID Committee Co-Coordinator) [1].

Review of participants/roll call.

### WELCOME, INTRODUCTIONS, & REVIEW AGENDA

Motion to approve the Agenda: moved by Dick, seconded by Roberta.

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

### 1. APPROVE 12 SEPTEMBER 2022 MINUTES

Comment: Does anyone here have any proposed amendments to the minutes from our last meeting? If not, I'll entertain a motion to approve the minutes.

Motion to approve the minutes from last meeting: moved by Dick, seconded by Peter.

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

### REVIEW 12 SEPTEMBER ACTION ITEMS

1. Peter will share with ExCo a draft listserv post requesting team input from PSG regarding development of new swag. Making progress, but wants to 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 these 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. Done.
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. Anyone else is welcome to join Rachel or connect with the EID Committee independently.

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. Jenny will reach out to PSG listserv to request suggestions.

6. Rob and Wieteke provide an update at an upcoming ExCo meeting about this new group. Done. Rachel provided an update.

7. 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](https://docs.google.com/spreadsheets/d/1G39LiYCPvMzAi4P_v2r_JtFke3LudFH4/edit?usp=sharing&oid=106904498621362809324&rtpof=true&sd=true) Keep this.

8. Jenny will check with accountants to determine if we should keep track of Committee Lead (and other PSG roles) hours. Done. Jenny learned that we need to keep track of volunteer hours as well. Rachel suggested that Committee Leads keep track and report back to Jenny with their teams' volunteer hours.

9. Jenny will check with the Elections Committee about their use of Survey Monkey. If they don't use it anymore, she will cancel our subscription. Done.

10. Roberta will provide PSG ExCo with an update on the Code of Conduct Committee at the next ExCo meeting. Done. Rachel provided an update.

Our main agenda item for the day is the Annual Operations Budget. We went through this last meeting and didn't have a ton of questions. Jenny did a fantastic job putting this together. We made some good decisions at the last meeting and voted on the Annual Meeting budget. Because it had major implications to the Annual Operations budget, we voted on registration amounts on the higher end because the annual meeting is going to operate at a loss due to providing meals and other items on site.

## 2. ANNUAL OPERATIONS BUDGET UPDATE

Overview: I used the number for about 300 people registering for the meeting. If more people register, we will have less of a loss. We can go through the operations budget and point out highlights and address questions. The blue highlighted indicates outliers. The non-highlighted items are averages of the past three years. The highlights indicates a difference. Orange are related to the annual meeting budget and the endowment fund previously voted on. Green I took from the previous year. The HELPS fund is new, so I just estimated based on the one previous year. Blue indicates there were some extreme values last year, so I took averages from three years prior to last year to estimate the next year. This is mostly applicable to predicted donations. The annual meeting is \$166k. Expenditures are lower down. Page two we have expenditures. Some fees are set, like pay pal fees. Bank fees are for wire transfers. We use Square, which is an annual fee. Donations are provided via Square. We also have a line item for Zoom which is important for our communications. On page 3, I wanted to mention the accountant fees of \$6500. This helps with our tax prep and bookkeeping or helping with quarterly financial statements. We will keep this as an estimate for now. We should continue that service in the future. Lower down you see the former chairs fund and chairs discretionary fund. This is based on donations in the next year.

Those numbers could change. Total expenditures are \$245k, which is a net loss of \$19k. Most of that is because the annual meeting will operate at a \$30k loss.

Comment: The former chairs fund is the money we use for the conservation grants. It's usually awarded to three people (BS, MS, and PhD). If that's a good representation of what we've used in recent years, we should just go with that.

Comment: The \$1800 that's coming out from the former chairs fund is coming in from donations?

Comment: Yes, we spend what we get.

Comment: It looks like based on income on page 1, we could spend up to \$4k in former chairs fund awards?

Comment: Yes, it does look like that.

Comment: I suppose we don't always spend it all.

Comment: Excess money in that fund does not go to other purposes. It would wait until next year.

Comment: So it's not PSG's income. It's almost a standalone item outside of the overall operations budget.

Comment: We need to align the former chairs fund income with the former chairs fund expenditure, so it doesn't appear as a gain or loss tied to the operations budget. We probably should separate out the HELPS fund account amounts as well, so it doesn't look like a gain or loss of the operations budget.

Comment: Where is the Craig Harrison Fund?

Comment: He set up the endowment. Is that what you mean?

Comment: Isn't that the conservation grants?

Comment: Yes, it's not labeled Craig Harrison. It's the first line of the budget. I can adjust the income and expenditure for those two to the same amount. Any other questions?

Comment: I was curious about the conference website fees. I don't see a cost associated with that?

Comment: That's because we paid for it for two years, and that came out of this fiscal year. I'm not expecting any additional fees for that next year.

Comment: It sounds like you'll make some small edits Jenny, in this budget. If you hear back from the Elections Committee that they are not using the Survey Monkey, you'll zero out the \$600 expense?

Comment: Yes, I'd love to zero that out when we hear from them.

Comment: In that past, we've approved the budget with the agreed upon changes so we don't have to vote again in the future.

Comment: That sounds good, and then we don't need to watch each change being made in an Excel file.

Comment: I think the main change to recognize is that we've operated at a surplus in the past couple of years, and this year we'll be operating at a loss. We're coming out of covid, and we're trying to be conservative in our estimates for revenue. But PSG has a large buffer. \$160k in the bank account. In my view, we can afford a \$20k loss this year that is essentially covering the annual meeting loss. But we

need to be aware of that and not do it for too long. Any other thoughts? Or I could entertain a motion to approve the 2023 Operating Budget as amended?

Motion to approve the Annual Operations Budget: moved by Dick, seconded by Roberta and Peter.

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

Comment: We are looking good on the budget. Any other announcements or other items to share with the group?

Comment: This is maybe too nit picky. Roberta, we are talking about paying for travel for awardees. Is that all set?

Comment: As far as I know, the budget for paying for travel is what we decided on was about \$8k. I don't know actual cost until people book their flights. If we go over budget, some nominators have offered to help backfill those costs. Does that answer your question?

Comment: Yes.

Comment: In some cases we're going to have more cost, and in others we'll have less, so I'm hoping it will balance out.

Comment: I'm currently working on processing the donation from OSU. I should have that in soon.

Comment: The one flight that is booked so far was \$100-200 less than I had estimated so that helps.

Comment: We're working on quirks in the transfer from CVent to Wild Apricot, so that's in progress. Lifetime members didn't recognize as well as others. I've fixed a couple and Membership Committee has fixed a couple. We are going to have to rely on people checking their membership and letting us know. We may need to fix a bunch more as we get close to the meeting. I've been emailing a bunch with Justine about the website. We need to get that up and going. A lot of work this fall. If you're good at website, please come help us. It's not hard but it's a learning curve.

Comment: I want to send the call for abstracts soon.

Comment: I think there is a bit of work on the webpage before you do that.

Comment: Should we have a separate call on that in Zoom?

Comment: Yes, let's do that. We need to set up the abstract submission site online.

Comment: Did the LoCo find someone to help with troubleshooting registration?

Comment: I don't know. Let's ask that at the next LoCo meeting.

Comment: Let's do a quick run through of the action items and then adjourn.

Sadie rattles through the action items listed in red above. She encourages folks to add more but everyone thinks we are fine. 😊

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

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