

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

30 November 2022 Zoom Conference Call  
3:00pm-5:00pm (Pacific Standard Time – UTC-8)  
Amended and approved on 4 January 2023

**Present:** Rachel Sprague (Chair), Roberta Swift (Past Chair), Sadie Wright (Secretary), Jenny Howard McKee (Treasurer), Sarah Ann Thompson (Northern California Regional Representative), Peter Hodum (Vice Chair for Conservation), Kerry Woo (Canada Regional Representative) [7].

**Present (joined in report #9):** Alexis Will (Alaska/Russia Regional Representative) [1].

**Present (joined in report #3):** Dick Veit (Chair-Elect) [1].

**Absent:** Laura Koehn (Washington/ Oregon Regional Representative), José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative), Karen Lau Alarcon (Student Representative), Tegan Carpenter-Kling (Europe/Africa Regional Representative), JB Thiebot (Asia/Oceania Regional Representative), Cristián Suazo (S. California, Latin America, Hawaii Regional Representative) [6].

**Others present:** Wieteke Holthuijzen (Corresponding Members Committee Co-Coordinator and Communications Committee Co-Coordinator), Katie Stoner (EID Committee Co-Coordinator), Derek Harvey (EID Committee Co-Coordinator), Anna Vallery (Communications Committee Co-Coordinator), Kristina McOmber (Member and Presenter), Nacho Vilchis (Local Committee Chair), Katie O'Reilly (Elections Committee Chair) [7].

Review of participants/roll call. Discussion about lack of quorum. Decision to run through non-voting agenda items for discussion while waiting for quorum. Decision to start with reviewing past action items.

### REVIEW 31 OCTOBER ACTION ITEMS

1. Rachel/Sadie will touch base regarding adding an agenda item to discuss workshops between meetings. **Keep this.**
2. Rachel will draft language regarding the following three items for EID Committee review:
  - a. Develop language for monthly reminders 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. **Keep this item, but change to “review by Code of Conduct Committee”.**
3. Jenny will reach out to PSG membership to request recommendations for a new PSG Endowment Fund trustee. **Keep, but revise to “dues paying PSG membership, via Wild Apricot”.**
4. ExCo members should enter their volunteer hours at this shared spreadsheet: [https://docs.google.com/spreadsheets/d/1G39LiYCPvMzAi4P\\_v2r\\_JtFke3LudFH4/edit?usp=sharing&ouid=106904498621362809324&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1G39LiYCPvMzAi4P_v2r_JtFke3LudFH4/edit?usp=sharing&ouid=106904498621362809324&rtpof=true&sd=true) **Keep this, and add “Committee Chairs”.**
5. Sadie will add two voting items to the agenda for our next PSG ExCo meeting:
  - a. Consideration/approval of a \$2500 expense to update PSG website function. **Done.**
  - b. Discussion/consideration of \$900+ annual increase in PSG insurance coverage. **Done.**
6. Wieteke will check with Jenny to determine where the \$2500 website function update cost would come from the PSG budget. **Done.**

7. Roberta will check with the PSG Institutional Knowledge group to ask about legal resources available to review/evaluate PSG insurance coverage needs. **Done.**
8. Everyone should send suggestions for the new Managing Editor of Marine Ornithology to Rachel and Roberta. **Keep this.**
9. Form an ad-hoc Committee to develop a proposed SOP for PSG listserv moderation: Rachel will reach out to Derek/EID. Wieteke will coordinate support from the Communications Committee. Roberta will also assist. Anyone else interested in helping draft a proposed SOP should contact Rachel. **Keep this.**
10. Everyone should send ideas for a potential Treasurer to Rachel and Roberta. Someone with Quickbooks experience and budgeting is preferable. **Keep this.**

More discussion about lack of quorum. Expecting two people to join shortly. Discussion about moving non-voting items to earlier in the agenda. Agreement to consider report #6 first, followed by report #9 while waiting for quorum.

#### 6. LUANA EVENTS PROPOSAL: PSG ANNUAL MEETING SUPPORT

Overview: We have received a proposal from Luana Events to support hosting the 2024 PSG Annual Meeting. She sent this proposal and I sent it to Jackie Lindsey for next year's Local Committee to get her input. Jackie's immediate response was that if we thought having Justine (Luana Events) help with the meeting was a good idea, then she was all for that. I'll read through the proposal. Justine has been helping us since 2016, and her bid for next year is \$7950 plus the cost of travel to the meeting, plus exise tax. I should clarify with her the total cost. I think that is slightly more than we paid her last year, but I feel like every year she does more for us. She fills in the gaps, and helps us keep the ball rolling.

Comment: She's worth it! She's helped hugely this year.

Comment: I agree! She keeps our seaducks in a row.

Comment: That ends up being a cost for next year and gets rolled into the annual meeting budget for next year, but this is seeking ExCo's approval to commit to that cost.

Comment: The level of time commitment in which she wrangles contracts and hotel venues,,, It's a lot of time that she helps with. I think it's a good deal for what she does.

Comment: The consistency that she provides since our program chair changes every year, she helps with the consistency that we need.

Comment: Definitely. Okay, so we need to wait until the next meeting to vote on this, but if folks on ExCo could review the proposal so we can vote on it at the next meeting.

#### 9. COMMUNICATIONS COMMITTEE UPDATE

Overview: The last month Anna and I have been working on getting all of the information updated to Wild Apricot, which is the new website we are using for the annual meeting. Thanks Rachel for adding a lot of content. It's a big learning experience, but we're getting there. If you see any errors on that website, let us know ASAP, or if you hear of anyone having troubles with registration. Wild Apricot has been pretty quick to respond to us.

Comment: My registration questions can be routed to you?

Comment: Oh yeah, let us know if you have a problem and we can fix it fast. I think this is the first year that we are not duplicating meeting information on the PSG website. Let us know if you like that. We were wondering about if there is any information on the silent auction or mentoring workshop for us to put on our webpage? If not, that's fine. We have two other needs. One, we would like to get ExCo's thoughts on Pacific Seabirds. I know we haven't been able to get things out with Theo for awhile, and we had some discussions with him about next steps. But we haven't heard from Theo since about February and we've sent some emails.

Comment: Back in February we had the next issue of Pacific Seabirds ready to go, but it seems to have stalled out.

Comment: We also don't have access to the most current files for Pacific Seabirds.

Comment: Marc Romano was working closely with us last year and could get responses, so I don't know if we should loop him back in.

Comment: Maybe we should first try emailing Theo and suggest a conversation about Pacific Seabirds and see if we hear from him.

Comment: We tried that a couple of weeks ago.

Comment: But maybe coming from someone else.

**Rachel will assist in contacting Theo and organizing a conversation about next steps for publishing Pacific Seabirds.**

Comment: If that doesn't work, we'll try a different tact.

Comment: I'll email him, and cc you folks. But we are getting close to the end of the year.

Question: The regional updates didn't go out last year, are we holding off on regional updates this year? We don't want to create unneeded work.

Comment: That's a good question. My understanding is that for the Annual Meeting, I put together all of the reports for people who don't have regional reports in Pacific Seabirds, knowing that the other reports don't get published. But those regional reports are a useful record, so I wonder if we should gather them, they can be submitted to me, and I can add them to our overarching Annual Report so that they exist somewhere. That could be the backup plan.

Comment: I think it would be good for everyone to write them down because we could always retroactively publish them on the website.

Comment: The Annual Report that Sadie mentioned is also available to everyone, so the information would be accessible.

Comment: Pacific Seabirds also documents the budget and that's important for NGO rules.

Comment: Our tax records end up being the main publicly available information. I will draft an email and send it to a couple folks for review.

Comment: One last item, I'm wondering if we've written any conservation letters in the last year so I can get those posted on the website.

Question: Peter, do you have any conservation letters to send her way?

Comment: No.

Question: I thought you did a rockfish letter, or was that two years ago?

Comment: Yes, we did. But that's been awhile ago. Two or three years ago.

## WELCOME, INTRODUCTIONS, & REVIEW AGENDA

Comment: I think we have quorum, so let's go back to the agenda. I would propose that we move down through the agenda items in order, but move the Treasurer's report earlier.

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

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

## 1. APPROVE 31 OCTOBER 2022 MINUTES

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

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

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

## 8. TREASURER'S REPORT

Overview: I'm going to share my screen with the report. Key points for updating you all, is as mentioned in the last ExCo meeting, I am going to be stepping down as the Treasurer, so if you have suggestions for that, let me know. Also, we need to reach out to a Bookkeeping organizations. Our general fund balance (for misc. payments and meetings) is \$152k, so we're doing okay with that so far, but we're going to have more annual meeting expenses come out of that. Add your ExCo volunteer hours, that's really helpful. We have a tax accountant, and she let me know earlier this fall that we need to keep track of ExCo and Committee hours. I'm trying to send monthly reminders with links to the spreadsheets. I have upcoming tasks—that's this list. On page two of this report is our balance sheet. Our fiscal year is Oct 1 through Sept 30, and we have four quarters. As you can see on the left is our assets and liabilities. You can see how that compares to the previous fiscal year, and the change column. If anyone wants to review the details of that, let me know. Any questions? The 1007 Newberger Bueman line is restricted and supports things like Marine Ornithology. It can go up and down depending on the stock market. On page 3, we have profit and loss. This compares 2022 and 2021. This shows the income we are receiving and our expenditures. This top section is the revenue, like donations, meetings registration or membership fees. And then we have, further down, at the end of page 3, we have our expenditures. This includes travel awards for students, annual meetings costs, etc. Any questions? On page four, insurance, we've spent about \$1600 annually on that for the past few years. That hasn't changed. You can also see the cost for the tax accounting services. There is a lot of information here, but let me know if you have questions.

Comment: Thanks Jenny. Any questions?

Question: I had a question about Marine Ornithology. I've received a couple of emails from Louise saying there is an invoice that needs to be paid. I told her I'd ask you. Something about desktop publishing people.

Comment: I didn't know that there way anything past due. I'll look into that.

Comment: Any questions for Jenny? Let's move onto the next agenda item which is a voting item.

## 2. PROPOSED WEBSITE FUNCTION UPDATE

Overview: We discussed this at our last meeting, but as a brief reminder, this is in relation to the PSG website, not the annual meeting Wild Apricot stuff. We use Word Press for our website with various other packages loaded onto that. One of the packages that is used will no longer be maintained, so it will stop working. Same thing with Word Press. But it's more complicated in terms of coding. We have to keep changing the coding to keep it working. The service we use, Anne's web design, can do that service for us, but you can see from the proposal that it's kind of expensive. But if we don't do this update to our website, it may not work in the future. It will continue to get worse.

Comment: The consultant/developer has a proposal that you attached, so it's up to \$2500 to do all of the work that you are describing, so it's the same \$2500. This is an unbudgeted item, so we need to add this to the annual budget, or as an expense that isn't in the current budget, so we need an ExCo vote to approve this expense. I invite thoughts from folks.

Comment: I did look, and it does seem like it would be okay to support this for the next year, so I'll motion to support this unless anyone has any concerns.

Comment: Just a quick clarification. I see in the second report I see that the estimate is \$2550, so are we voting on that number?

Comment: For consistency, Jenny are you okay with a friendly revision to \$2550?

Comment: Yes, definitely. The full amount.

Motion to approve funding the proposed website update in the amount of \$2550: moved by Jenny, seconded by Sadie.

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

Comment: In theory, I don't know if those funds could come from the endowment, but the general fund is healthy and it's a relatively small amount of money, so I'd suggest taking it from the general fund.

Comment: Yes, I think general fund is the way to go. We raised the amount to Marine Ornithology from the endowment, so I'd want to check if we went that direction.

Comment: Let's stick with general fund. We can cover it either way. Any questions? Thanks Wieteke, I think this is a useful thing. It will be a fair amount of work, but we want the website to work well.

## 3. PROPOSAL TO RENEW/ADD TO PSG INSURANCE

Overview: We talked about this last time, but as a quick summary, as you saw in the Treasurer's report, we've been using the same insurance policy for years with the \$1600 annual fee. This covers two main things 1) the directors and officer's liability. This is covering that if things are done with the best intentions, this covers any mistakes that happen financial. The second is for event space, for up to 200 people, and we may want to update that because most of annual meetings exceed 200 people, and that is an important time when we gather together. These are two basic policies for non profits to have. I started to look into adding coverage for the treasurer for financial liability. My SSN is associated with all

the financial items for PSG, so this would cover that role for up to 1 million. The second addition that I would like to propose, is coverage for sexual harassment, to give people space if there is a claim. My understanding is that the sexual harassment policy would apply to meetings and our online activities like the listserv. Sexual harassment could be an issue. These additions would cost \$900 annually.

Question: Jenny can you remind me the logistic limit?

Comment: I went ahead and renewed our two current policies. The ones I'm proposing would be in addition to that. If we voted to do that today, I could get in touch with our broker and do that today and they would prorate the cost for the rest of the year. Did anyone get in touch with someone with a legal background to run this by, because I definitely don't have a legal background.

Comment: Yes, so Roberta email Craig Harrison and he was quick to say he is no longer a licensed lawyer so we need to remember that when considering his input. He thought it was surprising that there may be sexual harassment at a meeting, but I do think it is all worth considering and is not as far-fetched as he suggested. His question was about the coverage of the treasurer. Do we need the additional coverage beyond what we have? Is that a meaningful addition?

Comment: That's a fair question. It's not like we are spending more than 1 million for the meeting and our endowment fund doesn't exceed that, so it may not be needed at that this point. I worry about making a misstep as the Treasurer.

Question: Other questions?

Question: Does the sexual misconduct coverage cover everyone in an office, or everyone who attends the meeting? Is it something that is brought against the organization.

Comment: I'm looking at the policy to double check that.

Comment: I could try to summarize Craig's main points. He said it's a matter of managing risk. If the insurance we have covers the board members, it should cover the treasurer as well. He thought the additional coverage would make sense for a huge organization. As far as sexual misconduct, he doesn't necessarily think the sponsoring organization would have liability for that. As a business matter, he thinks that the risk would be minimal but welcomed other perspectives. Just depends on how much money we want we want to spend and how sure we want to be.

Question: Do we currently have coverage against sexual misconduct?

Comment: No, we don't have any.

Comment: Some could fall under the definitions of general liability.

Comment: Presumably ExCo is covered, but if members were accused of sexual misconduct, that individual would be liable and not PSG.

Comment: It would only be if someone holds the organization responsible. It's a risk.

Comment: We can add these any time. It's only \$1k, but that's a lot of money for a group like us. We could support another travel award with that.

Question: Jenny, do other organizations have that sexual misconduct coverage that we are lacking?

Comment: They do. It's part of a non profit organization recommended insurance package, but I don't know the size of the other organizations. We are on the smaller side. I'm looking up to see if this would cover everyone in the organization.

Comment: In the interest in keeping the meeting moving, is there a motion someone feels ready to make?

Comment: I would move that we keep this on our list of things to discuss, and would like to get a little more information. Another reference to speak on this.

Comment: I would agree. A little more information.

Comment: It's a valid concern. It's not that much money.

Comment: The sexual harassment coverage is separate and would not be covered by general liability. So we are not currently covered. And that would be at our annual meeting as well.

Comment: Was that \$700 Jenny?

Comment: Yes, \$700 annually.

Motion to continue to consider adding insurance coverage to PSG, including sexual harassment coverage, and gather more information from legal experts: moved by Roberta, seconded by Dick

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

Comment: Thanks, it's a good thing to consider, and a good discussion. Thanks for all the good questions.

Comment: Thanks, Jenny, for tracking this down, and looking to fill our insurance gaps. What action item can we add here to insure that we continue this discussion?

Question: Does anyone know a lawyer that we can ask about this? I know one at the National Wildlife Federal, but they have a huge budget.

Comment: I have the name a lawyer that you could ask, Rachel.

Rachel will follow up with the recommended lawyer with some questions about insurance coverage for PSG.

#### 4. EID COMMITTEE PROPOSED ACTION PLAN (IMPLEMENTATION AND POSTING PROPOSAL)

Overview: The EID Committee has put together an action plan for two main purposes. First, is to help to identify aims that PSG should pursue through the lens of EID, and the second is to guide our committee in putting forward actions to address those aims. We are asking today for ExCo to review and approve the action plan. Our goal is for this to be a living document, but the aims will remain fairly constant. The critical tasks will be changed and updated annually. And we would like approval to post this to the PSG website, likely under our committee page. Would you like more detail? I'll read the aims. The main aims are to demonstrate a public commitment to EID, partnering with the communications committee, to showcase our member diversity is aim 2, aim 3 is to improve access to PSG and remove barriers, and aim 4 is to promote member learning, through workshops etc, and the last one is to assess outcomes of these other aims, though surveys etc.

Comment: I want to say that you folks have done a huge amount of work and it's extremely well organized and clear. You made a thoughtful and organized plan. Thank you. The committee is seeking approval. Does anyone have questions, thoughts, concerns, motions? I would entertain a motion to approve and post the EID Action Plan.

Motion to approve the EID Committee Action Plan and post it on the PSG website: moved by Dick, seconded by Peter

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

Comment: Nacho, one quick question. Is there a classroom available for the Bayesian workshop? I know we discussed it over email.

Comment: I think we can find a room. The closest room might not have desks. Annette is looking for another room.

Comment: It can be anything, but they need a screen.

Comment: I think they can use the room without desks, if Annette doesn't find anything else. I'll ask a professor friend of mine. It's not available to the public.

Comment: Let's do the second of the EID items, and then discuss the annual meeting after that.

## 5. EID COMMITTEE JOB RE-POSTING GUIDELINES PROPOSAL

Overview: In the last few years, there has been a growing call to not post entry level career track job listings for tech positions if they don't have financial compensation or require the worker to contribute money. But seabird field work has a lot of unpaid positions for a variety of reasons, and even though the EID committee acknowledges the issues regarding unpaid work, if we recommend that we don't post these, the jobs are just going to be advertised elsewhere. I came up with a list of standardized job titles that different organizations could use voluntarily, and we recommend that PSG use these in re-posting these job postings. We think this will bring general awareness to the lack of funding for skilled labor and will bring more recognition to early career scientists.

Question: Are the job titles used when posted by PSG and also given to other organizations to use?

Comment: The definitions of the job titles could be posted on the PSG website. I could come up with a shorter infographic that could be easier to post, look at, and use.

Comment: If I get a job sent to me at the Communications Committee that someone would like posted, is the goal for me to use this document to categorize the job types?

Comment: Yes. It would add to your work load because you're reposting it and having to rename it to match with the recommended job title. And maybe you would need to ask the original job advertiser if they are okay with then new name.

Comment: Instead of renaming the job, couldn't you categorize it, or post it under the tab of the appropriate category? We could do that without offending anyone?

Comment: Like reorganizing like Ornithological Exchange, so we'd have subgroups?

Comment: Yeah, so I could select one category that I'm interested in.



Comment: We would want to loop in our other social media groups as well so we don't just retweet something. I love it. Thanks for putting this together Kristina.

Comment: I like the levels and categories, and the helpful notes of whether they are unpaid. One challenge might be the detailed titles. For instance, my program is working on applying consistent titles across our programs, and other companies have different titles. We are not going to get organizations to change their job titles, but these proposed categories are very valuable, and we could flag those. I'm not sure how detailed we could get. We could share these guidelines.

Comment: We can create a form where people can submit jobs to us that we post on the website, and they have to check where it falls, instead of us trying to categorize it.

Comment: Like a web form. Click here to submit your job.

Comment: Then they have to think about what they're asking, draws attention to unpaid positions. And reduces our workload in categorizing.

Comment: I like that idea a lot. We could use the new recommended categories of job titles when re-posting, and people could click on it and see the details provided by the hiring organization. I like this a lot. This will make job searching easier.

Comment: I think this is great. Are we going to move towards considering not posting any unpaid positions? Would we not post unpaid ones because that's taking advantage of people?

Comment: I could see a good reason why a retired person maybe couldn't accept payment who might want to apply to one of these jobs, and leave it to people to filter through. This guidance makes it more clear.

Comment: I agree with you Jenny, my initial reaction was "I thought we were trying to encourage hiring to be financially supported to give equal opportunity," but I see Alexis's point as well. It seems like these categories if they're identified and clarified when they are re-posted almost draws more attention to it, and maybe shines a spotlight on the organizations that are still asking people to work without financial compensation.

Comment: Maybe we could highlight that with red front to draw attention to it. There is a reckoning like this happening in other organizations. But this is a great place for us to start.

Comment: So reiterating what you're proposing, you're asking ExCo to approve the framework in general and the next steps would be. It seems like we need more implementation plan for the communications for how we're framing this. If we're telling other people how they have to use this, I may want to think about this more. But the identification of the categories and re-posting look reasonable and consistent.

Comment: What we are proposing, if a job is submitted, we will re-post it under one of these names, and if you don't want that, PSG will not re-post it. It will have the original title, but it will be tagged with the new category.

Comment: Is PSG okay having guidance at this job qualifications title level? If yes, this is helpful to categorize. So we're not going to get into paid positions above crew leader, right?

Comment: Yeah, the idea is entry level, temporary jobs that last less than a year.

Comment: Okay, that's helpful. Any further discussion, motions.

Question: Wieteke, do you think you have what you need to implement the re-posting plan?

Comment: Yes, Anna and I will talk about this. If someone uses a form and tells us where it fits, that would be helpful. Less of us pulling out the details. I think this will be great, and streamline the job posting process. I'll reach out to the EID Committee if we think of any other questions. We'll figure it out.

Question: I notice that you had a volunteer category and they are brought in from the local area. Is there a place for a volunteer whose food and lodging is supported?

Comment: At first we thought we would have so many different qualifiers, but it got out of control. We realized that when you are applying for a job, no one asks you if you had housing provided in the previous jobs. You are ranked on salary, not other support. There is no way to compare lodging or food support.

Question: Is there a motion to move forward with this framework? We can revisit if we run into questions about implementation.

Motion to approve the use of the EID Job Re-Posting Guidelines by PSG Committees: moved by Dick, seconded by Roberta

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

Comment: Because we moved some things around, we have the annual program meeting update up next.

## 7. 2023 ANNUAL MEETING PROGRAM UPDATE

Overview: We sent the call for abstracts in the first week of November, I checked it two days ago and we have 5 submissions. It seems like the submission portal is working well. For the meeting, the special things aside from the normal sections, are pretty much the same as October. I wanted to ask Nacho about the proposed workshop on Bayesian Analysis that sounds amazing, but we need a room. The one other thing is the special achievement award winners. Three of them are going to jointly receive the award, and each one will give a brief acceptance speech. I'd like to have this at the banquet, which has happened before. In the things in the planning process, those are the items that are up in the air. I've been slow about adding all of these in the Google docs version of the program. I've got a major field work. After December 6, I will get on the program full time. It's further along that the Google doc suggests.

Comment: I'll also say that the abstract deadline is December 9. Oxford abstracts is being tested and it is super easy and seems to work really well. I think that's a good route to use in the future. Dick and Nacho, if you have any details on workshops or other events, we should post those on the Wild Apricot site. We should get as much info online as soon as we can. People wait to see those things before they register.

Comment: We'll get those up before the registration deadline. Katie, I wanted to clarify the two plenary blocks.

Comment: The two hours will be an expert-led workshop, the one hour session idea is to have a committee lunch similar to other past committee lunches. A presentation by our committee over lunch.

Comment: There was talk also of showing this film about women in science. Is that still in the works?

Comment: Yes, we are still hoping to have that happen. One other question, in the interest in reaching out to folks to contribute talks to the indigenous knowledge session, can we extend the deadline?

Comment: I would say yes, but want to check with Rachel and Roberta.

Comment: I did that last year. A targeted extension, so you can keep it closed for everyone else.

Question: Regarding the program, that won't be ready until February, but we could put in the type of talks that we have blocked off.

Comment: I tried to have all the talks listed in the program before late-registration is over. So you need to have the talks accepted by Christmas.

Comment: By late December we'll have seen enough abstracts to know what proposed subheading will be filled. The individual talks we can put in after that.

Comment: So what's our deadline for knowing which talks will be accepted? Christmas?

Comment: Registration start is Jan 6, so a week before that?

Comment: Let's have a side conversation about that. It seems like we're close. Let's defer that to another meeting.

Comment: We are going to need time and space for our ExCo Meeting at the Annual Meeting. That has typically occurred on the Monday of the meeting week. Have you thought about where we are going to have that?

Comment: We have the whole venue from Tuesday to Friday, so we would need to add an extra room for Monday.

Comment: It's on the schedule now for Tuesday concurrent with workshops.

Comment: We have four rooms that are really nice, on the Tuesday.

Comment: I thought we had it on a Monday so ExCo could attend committee meetings.

Comment: For in person meetings, the ExCo meeting was on Tuesday, concurrent with committees. It's on the schedule that way so it may be too late to change it. Some folks, like myself, already have their travel ironed out.

Comment: Is everyone okay with having this on a Tuesday?

Comment: Yes, I would second what Roberta said. Tuesday is good, but folks may have to move between meetings and rooms.

Comment: Okay, so Tuesday. I need to find out what time it's scheduled for.

Comment: It's blocked off for most of the day, but recently we've been doing four hours.

Comment: Three to four hours should be plenty. Nacho, so all those rooms have wifi?

Comment: Yes, they all have wifi. Dick, when you work on the program, do it on the Google Drive.

Comment: Yes, I will do that full speed next week.

Comment: It's easier to update on the Google Drive.

Comment: Any other big picture program or meeting notes? It looks like 70 people are already registered.

Comment: So far so good. Thanks to Rachel, Wieteke, Anna and others. We have \$40k in sponsorships. On the other side, food is going to be more expensive, so we may have to come back to you to approve an increased budget. One other hiccup is that La Jolla shores didn't realize that's a holiday weekend, so with our room block, people can't stay through the weekend. The meeting rate is only good for Tues, Thursday and Friday, not Saturday and Sunday. If people want to stay through Monday, it's going to be more expensive. Those are the two bad news, everything else is going well.

Comment: If there is a major cost difference in terms of the bottom line, we are going to need at least a week notice prior to being able to vote on it.

Comment: I think we are going to make it okay.

Comment: If it's offset by sponsorships, that's great. It's the bottom line that's the concern for voting. Let's talk about report #10.

#### 10. COMMITTEE CHAIR REGISTRATION WAIVER PROPOSAL

Overview: We've brought this up in the past. As students and early career scientists and this meeting being more expensive, we wondered if there is any room in the budget to waive some of the meeting costs. We've already approved the budget, but we wanted to bring this up again, if not for this year, then next.

Comment: I think it's important to bring it up. The costs are expensive and I'm not comfortable sharing a hotel room with four people. People are donating a lot of time to PSG and that is valued.

Comment: It is a lot of volunteer time. Other groups will waive or reduce registration costs for ExCo and committee members. They plan and include that as a line in the meeting budget. We either need to do an ad-hoc supporting that from the general fund, but we need to be cognizant that we are giving that to ourselves. Or we need to come up with an action item to develop a policy for future ExCo to come up with a line item in future meeting budgets. We would be paying for those people to eat. I want to support them, and I want to make sure that we are accountable to our members and consistent into the future. I think a policy is important. But for this year, coming out of the pandemic, everything is happening late. Other thoughts?

Comment: I'm super late as well in the planning process. Two years back in 2020 when I went to PSG for the first time, I joined the Communications Committee because Jane Dolliver encouraged me. It's integral for committee leads to be at the meeting to be more familiar with the memberships. It's not in the bylaws, but I understand why it's encouraged for us to be at the meeting, but it's difficult. Costs add up fast. It's harder when you're further away. Next year, for sure, we need to add in a budget item, and start to work on a policy. That would be awesome. It would attract more people to the committees.

Comment: I like that. It would be awesome if we could afford to send all of us to the meeting. There is so much variation too. Where do we standardize or draw the line?

Comment: I just assumed registration, not travel.

Comment: Just having registration waved is a good incentive, and very helpful.

Comment: I really like the idea.

Comment: I am hearing that there is general support. PSG is doing well financially and this is our 50<sup>th</sup> meeting. We want to support ExCo and our co-chairs if they need the support to attend the meeting. We could motion to have folks pay the student rate, and cover the excess from the general fund.

Question: How many people are we talking about?

Comment: It depends on if we count ExCo and Committee Chairs.

Comment: The report suggests that 7 committee chairs are students or early career scientists.

Comment: Does it include the regional reps?

Comment: I did not include the regional reps in the report, but that would be good too.

Comment: Regional reps are expected to attend annual meetings.

Comment: It would be good incentive to get people to volunteer for those positions.

Comment: I'm nervous about waiving it completely because of past precedent, but reducing it to the student rate.

Comment: And there is the extra night that folks have to pay to attend ExCo or committee meetings, so maybe covering the hotel that night.

Comment: I'm thinking about the immediate need and what is reasonable support that we could commit to now. It would need to be simple and quick for ExCo and Committee co-chairs. And we could commit to working on a future policy. The mechanism for extra room nights at this point may be beyond what we can handle at this point. I'll say 9 regional reps and 7 committee co-chairs, and say it averages out to 10 ExCo members. So that's 17 people. Waiving registration would be \$7k. If we did it at the student rate, the difference of \$175, so that's \$2975. But some of those folks are students, so maybe theirs could be waived. Or waive up to \$3k total and take \$250 off each registration. That would cover most people who would need it?

Question: And the general fund could handle it?

Comment: I think we would need to look, especially as Nacho is saying food spending is higher than expected. We may need to revisit.

Question: Would it be a bad idea to put this on paper and vote in December?

Comment: I think that's a great idea. I could poll committee chairs and ExCo members to see who would need support. I will do a poll.

**Rachel will poll ExCo and Committee Chairs to see who needs registration support, and she and/or Roberta will put together a report on this waiver topic to the next ExCo Meeting.**

Comment: We need to have a future Ad Hoc committee to come up with a policy for consistency in waivers for future meetings. Okay, let's move to the last item for the day.

## 11. ELECTIONS COMMITTEE UPDATE

Overview: You are all here because Jane and I contacted you and begged you, and thank you! Please contact us if you want to run again. You can see from the report what positions are up. And we need your help identifying new people, particularly chair elect. That's the most difficult position to recruit. I am so grateful to our three chairs. You have all done so much work. I think people on the ExCo get a sense of how much work it is, and how much work the Chair positions are. If you are thinking about it, please talk to the Chairs and talk to them about it. It would be great to recruit someone from the ExCo to run for Chair. Or a Regional Rep. I didn't want to be Chair, but Dan Roby asked me because I'd been a regional rep for four years. And I did Chair and it was actually great. It's great to get to know people and it's a great learning opportunity and leadership experience. If you could think about getting names to us of people to ask, that would really help. Eventually we get somebody. Any questions? I do like this idea of reducing the rate for people who would be interested in running, to help remove one of the potential barriers. It's helpful to have people attend the meetings in person and be part of the life blood of PSG. Following Covid, it's tough to get people used to the idea of traveling again. Thanks you guys, for working on ExCo, and putting together a good meeting. That's probably it for me. We'll keep you posted on how things are going. This feels like a late start, but there's also a good sense of immediacy.

All: Send suggestions for ExCo nominees, particularly for the Chair Elect position, to Katie O'Reilly. [oreilly@up.edu](mailto:oreilly@up.edu) and [psg\\_elections@pacificseabirdgroup.org](mailto:psg_elections@pacificseabirdgroup.org)

Comment: All right, any other questions for Katie? Thank you for staying late, Katie. We got a late start. Sadie, can we go through the action items?

Sadie rattles through all the action items listed above in red.

Question: Katie, do you want people to contact you directly or use the PSG\_Elections email?

Comment: If you could cc my up address, that would be great. Sometimes the PSG Elections address doesn't work well. We are looking for suggestions for all the roles.

Question: Do you want us to solicit suggestions on the listserv and social media?

Comment: Social media stuff would be awesome. I'll do the listserv request shortly.

Comment: Okay, we'll take what you post to the listserv and use that on social media.

Comment: Thank you!

Comment: Anything else, or I'll entertain a motion to adjourn?

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

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