

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

4 January 2023 Zoom Conference Call

10:00am-12:00pm (Pacific Standard Time – UTC-8)

Amended and approved on 1 February 2023

**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), Laura Koehn (Washington/Oregon Regional Representative), Kerry Woo (Canada Regional Representative) [8].

**Present (exited in report #4):** Peter Hodum (Vice Chair for Conservation) [1].

**Present (joined during review of action items):** José Ramirez-Garofalo (Non-Pacific U.S. States Regional Representative) [1].

**Present (joined in report #2):** Alexis Will (Alaska/Russia Regional Representative) [1].

**Absent:** 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) [4].

**Others present:** Wieteke Holthuijzen (Corresponding Members Committee Co-Coordinator and Communications Committee Co-Coordinator), Nacho Vilchis (Local Committee Chair), Laney White (HELPS Program Coordinator), Fernando Medrano (HELPS Program) [4].

Review of participants/roll call.

### WELCOME, INTRODUCTIONS, & REVIEW AGENDA

Comment: The first thing we need to do is approve the agenda. Has everyone had a chance to look at it? Are there any items we need to add?

Comment: I just realized that if there is time at the end of the call, we could talk about the Marine Ornithology transfer of leadership that we're hoping for.

Comment: That sounds good. Do you want a new business item, or interested folks can stay on?

Comment: It doesn't hurt to have everyone on the call, the more ideas the better.

Comment: Okay, then we can add it as a business item before we adjourn. With the addition of that item, is there a motion to approve the agenda as amended?

Motion to approve the Agenda with addition: moved by Peter, seconded by Dick.

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

### 1. APPROVE 30 NOVEMBER 2022 MINUTES

Questions: The next item is to approve the minutes from our last 30 November 2022 ExCo Meeting. Are there any questions or additions or notes from anyone about our last meeting's minutes? All right, hearing none, is there a motion to approve the November 30<sup>th</sup> minutes?

Motion to approve the 30 November 2022 minutes; moved by Roberta, seconded by Dick.

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

#### REVIEW 30 NOVEMBER ACTION ITEMS

1. Rachel/Sadie will touch base regarding adding an agenda item to discuss workshops between meetings. **Keep this.** It will need to wait until next year. There have been so many vacancies to try to fill.
2. Rachel will draft language regarding **1) monthly listserv emails from ExCo email, 2) responses to potential Code of Conduct violation incidents, and 3) guidance for appropriate listserv content for the Code of Conduct Committee to review. Keep this pared down summary.**
3. Jenny will reach out to dues-paying PSG membership via Wild Apricot to request recommendations for a new PSG Endowment Fund trustee. **Keep this.**
4. ExCo members and Committee Co-Chairs 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.**
5. Everyone should send suggestions for the new Managing Editor of Marine Ornithology to Rachel and Roberta. **Done.**
6. 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.**
7. Everyone should send ideas for a potential Treasurer to Rachel and Roberta. Someone with Quickbooks experience and budgeting is preferable. **Done.**
8. Rachel will assist in contacting Theo and organizing a conversation about next steps for publishing Pacific Seabirds. **Revise this to reach out to Marc Romano to ask for his help in reaching out to Theo.**
9. Rachel will follow up with the recommended lawyer with some questions about insurance coverage for PSG. **Keep this.**
10. 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. **Done.**
11. 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) **Done.**

#### 2. TREASURER'S REPORT

Overview: The current state of PSG finances. We have some good news from the Endowment Fund Trustees. They reviewed the request to increase the amount with withdraw for Marine Ornithology and they felt like we have enough. That stipend for MO would increase from \$2k to \$3k annually. The general fund balance is \$197k which is great. Major kudos to LoCo for their fundraising that have really helped that. The number looks big, but we're going to have a bunch of payments to vendors so don't get too excited. And then the quarterly report through Dec. 31<sup>st</sup>, 2022, and that's attached. I wanted to mention that you need to update your volunteer hours. We have a tax return coming up, due Feb. 18<sup>th</sup>, and if you have any hours, please report those in the spreadsheet. Even if it's not exact numbers. Upcoming tasks: one thing I would like to do is to draft a document retention policy which would be good to do before I hand things to the next Treasurer. We have documents that go back many many years, and it would be good to know if we need to keep them all. I'll share what I learn from other non-profit organizations. Next, is the balance sheet. Where are we? You can see in this report all of our assets and bank accounts, compared to where we were a year ago. You can see that we have more in

our checking account, which is great, because we are going to be having some funds coming out for the Annual Meeting. Student travel hasn't changed, but we will have student awardees, which is great. The Conservation account is good and unchanged. The Chair's account is a bit higher. Our total bank account, which includes the Endowment fund (which can only be used for publication expenses), looks like a huge number, but most is not touchable by us.

Question: Because of the transition in MO, do we have \$6k for that?

Comment: \$3600.

Comment: Oh, I see. And the endowment account is how much?

Comment: That's \$404k. Each year we withdraw funds from that account to pay publication costs. \$8500 a year will be withdrawing, and another \$1k to support the increase in the stipend. I'll submit a plan to ExCo to vote on that during the Annual Meeting.

Comment: Louise said she is going to invoice you for the past year's time.

Comment: Yes, I've talked to her and I'm going to work on getting that payment out. Let's move onto pages 3 and 4. This is a bit of a deeper dive into PSG finances. You can see what money we have coming in and what we're spending money on. And I've provided last year's numbers so you can see how that compares to last year. The first page is mostly the revenue. Some things that might be of interest, we have a lot of annual meeting revenue because of registrations, \$51k so far, and \$20k in sponsorship so far, and expecting more. We've received donations for student travel including the Former Chairs fund. We're doing great there. So our total revenue for this quarter is \$86k. Our expenditures lately have mostly been to vendors for the Annual Meeting. Hotel, venue, catering.

Question: The student travel amount of 265, is that supposed to be applied to this year? Can I use that now, or do we keep it for next year?

Comment: That came in recently, so I don't know how much of that has been spent. It's probably good to leave some amount in that account for next year. We could talk after about how much has been allotted.

Comment: Okay, thanks.

Comment: The fourth page: you can see some of our fees, Wild Apricot. For every sale we make through WA, they keep a small fee, including for each registration. It looks like a lot, but that's because we've had a lot of registration lately. We paid for our annual insurance during this quarter. We're paying for Zoom. Any questions?

Comment: Thank you Jenny. It's great to see what Nacho, Dick, Wieteke, and other for collecting donations and registrations. I know that a lot of that funding will be heading out shortly, but it's nice to see we're on a positive for now. Any other questions? Okay, thank you. That's all helpful. Moving to the next item.

### 3. FINANCIAL SUPPORT FOR EXCO MEMBERS AND COMMITTEE CO-CHAIRS PROPOSAL

Overview: This one is from me and regarding ongoing conversations about providing financial support for ExCo and other PSG volunteers to be able to attend the PSG meeting. Largely in the form of registration support. Especially because a lot of our volunteers may not have financial support or the means to pay for registration. We wanted to talk about the level of support that might be needed. I've come up with two scenarios. These were not including in the annual budget, so this would be an additional request for funding. I polled the ExCo and committee chairs to ask essentially do you need

financial support, and is that student or regular registration. I got responses back from about 19 people and heard back from 8 people who need support. Scenario 1 would be to cover full registration for all of those folks, which is at the early bird rate. Scenario 2 would be PSG providing a \$250 waiver to each person for registration, which would cover all of a student rate registration, and drop regular registration to \$175. So I wanted to put those forward. Two things I want to note: 1) in each year's annual budget there is a \$2k discretionary amount for the Chair, and nothing else imminent has come up and I think this is important, so I would put \$2k toward this if ExCo support is. And 2), whatever motion and scenario we put forward, I think we need to caveat it with an action item for ExCo to come up with a formal policy to include in the Annual Budget funding to reduce registration for ExCo and committee chairs that need the support. We need a consistent policy that we can apply and include in the Annual Meeting budget instead of last minute budget requests.

Question: You probably already said it, but how many people are we talking about here?

Comment: There were 8 people who said they would need support but that was only  $\frac{1}{2}$  of the people who responded, which is only  $\frac{1}{2}$  of the people who could be eligible for this waiver. So if we fully waived registration for the 8 people who requested it, that would be a little over \$2800, or if we gave a \$250 waiver to those 8 people, that would be \$2k. If there were other ExCo and committee co-chairs who didn't respond to the original poll but now said they could use those funds, that could be an additional \$2k.

Comment: I was wondering if most of those people are students? I like the idea of having a hierarchy of need for the people who did not respond. If they are all students then it's a moot point. But if some are in a more secure financial situation, perhaps we give them a less amount.

Comment: Yes, I think we can think about that.

Question: We did the poll this time, and you have a sense of how many people need support. But considering this as a more permanent change, is the intention to poll people each year, or allocate a proportion?

Comment: I agree. The immediate need is this year, but like you said, there are questions about how it could go a variety of ways if ExCo puts together a policy to cover registration every year. Is that a poll every year, or assume the same amount each year? This year we had 8 out of 31 people replied that they needed assistance. But  $\frac{1}{2}$  of the people did not reply. So I don't know if it's same to assume that only a  $\frac{1}{4}$  of people need assistance in the future.

Comment: Scenario 2 in your report seems to get at what Dick was saying about students being fully covered with a \$250 waiver, and non-students would get the waiver for \$250 which would reduce their registration costs, but they would still need to pay a smaller amount. I like and support that Scenario 2 option for the short term for this year.

Comment: Thanks, what are other thoughts?

Comment: It seems like you could use whatever policy you come up with to incentivize the job.

Comment: It's always hard to find people. We've been struggling.

Comment: I'll throw my support behind Scenario 2. I didn't respond to your poll Rachel, and at the time I expected my organization to support my attendance at the PSG meeting, but just learned that my organization will not be supporting it. I fall into the regular category. There is a lot going on.

Comment: Some people may not be able to accept this award. Federal employees for example.

Comment: Right. Though theoretically you could if you were attending on your personal time with your personal funds. But as a federally employee you couldn't accept the waiver. If we went with Scenario 2, that would be offering a full waiver to students, and the amount of the student waiver to non-students, bringing regular registration down to the \$175. That would currently cost \$2k, but could be higher if other need is identified. I think we need to put a cap on it, with the understanding that \$2k would be coming from the Chair's discretionary. Anything over that would be coming from our general fund reserve. I think the motion would need to include a cap. And I would recommend a condition that a more formal policy be put together and approved before next year, and that would be applied within the annual meeting budget.

Question: Was this offer extended to the managing editor of MO?

Comment: It was, I believe I polled MO and the listserv folks. There were a lot of duplicates. We have amazing people in multiple roles. In some years we may have more than 31 people. So we'll want to think about how to calculate that.

Comment: I just want to make sure we gave everyone a chance, but it sounds like you covered everyone.

Comment: I may not have included MO, but the listserv folks.

Comment: Some of the MO people are paid. If we do this, we may want to offer it to them as well.

Comment: Anyone have a motion they would like to extend? Including a cap amount?

Comment: Can we afford it? We have a lot in the general fund. The \$2k for sure. But an additional \$1k?

Question: Is the motion just about this year, or continuously into the future?

Comment: We are on a short timeline, early bird registration ends on Friday, so I didn't think we had enough time for future planning. So this is a decision for this year but with a condition for an action item for future policy planning to have a policy in place by next year. We don't want to do this ad hoc each year.

Comment: I had one thing. In terms of the cap. The most conservative thing to do would be to keep it at \$2k and would make it seem less like a permanent thing. Based on this pilot we can see what the responses are, and then we could see how far the \$2k goes. Maybe we need to budget more in the future and structure more as far as prioritizing students. That would be a justifiable amount.

Comment: I was going to add, that \$2k is fine. I see how \$3250 is fine as well based on Scenario 2 with more interest from others.

Comment: We have already heard that there is additional need, so I would opt for going a little bit higher than \$2k, so perhaps a cap of \$3k or \$3250, but I want to hear what Jenny has to say about whether we can afford that.

Comment: I think we can afford that. We were already going to go a little bit in the red because this is an expensive meeting. I think we could afford up to \$3k. I was wondering about the students who would like support for registration. Are they eligible for student travel awards?

Comment: They are still eligible, and we had a couple of committee leads apply.

Comment: It seems like the student travel award is a good place for the student volunteers to get help, and registration assistance could come next.

Comment: Yes, we had 3 committee leads apply for student travel, but the student travel awards are so small. We only had \$14k available to award for interest/need of over \$50k. It's an opportunity, but doesn't completely cover the need.

Comment: Thanks for explaining. That helps. That was a lot of money requested. A lot of need.

Comment: Yes, thanks for that. In the interest of keep us moving and relatively on time I think we need a motion.

Comment: I will try. I move that we use the Chair's Discretionary Fund of \$2k to pay for registration waivers up to \$250 per person for ExCo members and PSG Committee co-chairs, volunteers, plus up to \$1k from PSG's general fund, with the caveat that ExCo comes up with a formal policy for registration waivers for those roles in the future.

Motion to approve the use of \$2k Chair's Discretionary Fund, plus up to \$1k from PSG's general fund to cover registration waivers of up to \$250 per person for the 2023 Annual Meeting for ExCo members and committee coordinators/co-chairs and organizers: moved by Roberta, seconded by Dick.

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

PSG ExCo need to develop a formal policy on ExCo/Committee lead registration waivers for consistent application in future years prior to the 2024 Annual Meeting.

Comment: Any further discussion about that motion? It's got a lot of caveats but that's good. We want to make sure we're keeping ourselves accountable. I guess this will be something that we need to figure out how to administer. We will figure out with Wild Apricot how to make that work before Friday. We didn't include a time limit. I will send out an action item to ask ExCo and committee leads if there is any additional need.

Rachel will email ExCo and Committee leads to solicit interest in additional registration waivers for the 2023 Annual Meeting.

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

Overview: We discussed this in our last meeting in November and we need to vote on whether to approve it today. Thinking about this year's annual meeting isn't enough, we are also thinking about 2024. Is there anything else we want to add about this one, Roberta?

Comment: This is Laney and I wanted to jump on quick to introduce Fernando. He's in Spain and it's getting late there. He's on the HELPS Committee and was able to attend the ExCo meeting today. I wanted to introduce him.

Comment: Thank you for joining Fernando.

Comment: Thanks. It's been nice to listen in.

Comment: He's been helping with the HELPS Program to translate and make our materials more accessible. It's great to have him on the committee.

Comment: Thank you Fernando! I did have a bit more to say about this report. I was looking at it this morning and realized it didn't have a total. It provides an estimate of \$7950 for her time and \$2500 for travel, plus state general excise tax. Justine is coming from Hawaii so this estimate for travel is from Hawaii to Seattle. The total would be \$10942 for everything. I would just say that I don't think we can do

it with Justine. She keeps the ball rolling and has a lot of institutional knowledge. The chairs pass through, but she is doing this every year. It seems like a lot of money, but she could be charging us more.

Comment: She does a great job.

Comment: As part of the 2024 LoCo planning group, we would really appreciate her help moving forward. We had a meeting yesterday and talked about how we could really use her help. And let me know if I shouldn't vote.

Comment: No, you can. That's really helpful knowing that. We are voting on this amount now because we need to engage her now to start the pre-planning, but this amount gets folded into the Annual Meeting budget. So it's helpful to know, Laura, that the Local Committee is planning to use this support and that it's valuable. The LoCo will bring their budget to the ExCo in the middle of summer. I agree, she's great, and she knows what to ask for in a contract with the event space and hotel, and meeting space. She knows what to look for in poster space.

Comment: I was just going to suggest that we say up to \$11k because the total number is awkward.

Motion to approve the proposal from Luana Events to support the 2024 PSG Annual Meeting in Seattle for up to \$11k: moved by Roberta, seconded by Kerry.

Abstentions, 0: Nays, 0: Yays, 10, motion passed unanimously

Comment: All right, we'll support the LoCo in planning for the 2024 meeting by signing a contract with Luana Events. The next report is from the Communications Committee.

## 5. COMMUNICATIONS COMMITTEE UPDATE

Overview: A summary of our activities for the last month which has mainly been annual meeting work and the website. Registration right now we have 163 people registered for the meeting and 140 who have paid their invoices. A lot people are interested. Early registration ends January 6. Wild Apricot website is up to date with the agenda. We have a Slack channel dedicated to helping attendees coordinate their lodging at the Annual Meeting, which otherwise could be tricky because there are limited hotel rooms. Kristen Brunk, Karen Lau, and Madeline Munro are all working on the Silent Auction. That's going to be entirely online this year as it was last year, but we really need items donated, so you have anything, please fill out the donation form. We're looking for items. We're working on the Mentor/Mentee mixer. The first half will be like a speed dating thing where they have 15 minutes to chat, and the second half will be an hour for the groups to mix. We are working on finding panelists for the Early Career Scientist panel. Let us know if you see anything that off on the website. We're trying to stay on top of update and notifications on the listserv and website. Any questions or comments?

Question: On the website are there portions of the meeting being streamed this year?

Comment: We are going to record some talks, but we are not live streaming. It was too expensive. Over \$40k. The hope is to record some and put it on our Vimeo account.

Comment: Okay, I looked online and didn't see anything. Our funding just got pulled back so we're looking for other options.

Comment: We've had about 10 requests from our colleagues in Russia and Alaska, and we couldn't afford it.

Comment: Ok, fair enough. Thanks.

Comment: It is going to be an issue for the future, but \$40k was too much.

Comment: Any other questions about the annual meeting or website stuff.

Question: On Oxford abstracts, I sent out acceptance notifications a week ago and last night, and on Oxford you go to the decision part of it and you can choose accept or reject. A date pops up when you select accept, so does that mean the email has been sent?

Comment: I was trying to help set up Oxford abstracts and I think we need to go in and look at the emails tabs to see if those get sent automatically or if you need to do it manually. I don't know how it was set.

Comment: Okay, I'll double check it.

Comment: I didn't get an email about abstract acceptance or denial.

Comment: Yours is accepted. I might not have sent the email until last night. Have you checked your email since last night?

Comment: Yes, I've checked and haven't received anything.

Comment: Good to know. I'll go back into the settings and check that.

Comment: I'm chiming in with Sara, I haven't received notification on my abstract either.

Comment: Dick, I think if you go to the dashboard and click on the tab that says emails, there is a list of automatic ones and manually send emails. You can click on any one of those, it will show you the template that you can edit. You can review and send at the top, I think.

Comment: Ok, thank you.

Comment: Thank you. We have a bunch of new systems this year, so let me know how I can help.

Comment: Everyone has been super helpful with all of this. It's been a good year of learning. I'm also working on the PSG website updates. It may be operating a little slower for a bit, but we're doing backend work on it. In response to our last ExCo meeting where the EID committee shared their job posting guidance recommendations, we revamped the job posting web board page so there is now two buttons—one to submit a job and the other to go view the job postings. We have a new Google doc form so people can submit their jobs. This should streamline the process and make it more consistent, and support the work of the EID committee to categorize the jobs. Hopefully the new job titles and categories will provide more transparency in what those are. I've posted an example. Tell me what you think of the new Google form. I can edit it. This is a more organized system for accepting and reviewing job postings. There are already folks who have filled out the form. We're moving towards a better system. Any questions about the website? My last point of discussion is about Pacific Seabirds. I know Rachel worked out to Theo, the editor, because we wanted an update from him, but we haven't heard back from him.

Comment: Yeah, I sent that on the first, and we haven't heard back. If there is someone else who is interested in picking this up, I think we can let him know, but the challenge is that he has a lot of the previous existing information. I don't know if anyone knows him.

Comment: He's been very responsive to Marc Romano. This may also be a good opportunity to revisit "what is Pacific Seabirds" but we don't have any of his files.



Comment: Marc is on the Elections Committee now, so it might be time to pass it to them and ask him to contact Theo.

Comment: If they could try to help recruit someone for that, that would be great. It's not really something someone from the Communications Committee could take on now.

Comment: You're doing a lot already, Wieteke. It seems like we need a new person to take that on.

Comment: We need new Membership Committee Coordinators as well, so this may be something we can contact the Elections Committee and see if there are folks who ran for a position, maybe we can encourage them to help with a committee. We have other needs beyond elected roles. Any other questions for Wieteke? Thanks so much.

## 6. HELPS PROGRAM UPDATE

Overview: A few quick things. We decided to move ahead with annual meeting support, we had a Google form people could apply to. We modeled that off of the process for accepting student travel award applications. We received 8 applications, and we chose one person to sponsor for registration as an early career scientist. Wieteke, Fernando, and I reviewed those applications. Since the last annual meeting, HELPS program has sponsored annual memberships for 7 students and 9 ECS. We usually get a push before the annual meeting so we're expecting more as people get in and continue to register. Which is great, but because of all those great acts we are in the red right now. We have put out a bunch of donation requests via the listserv and social media and we've received some donations, but I think we're still in the red by \$500. The funds haven't been transferred yet, but will soon. If anyone has fundraising ideas, I would love to hear those.

Comment: Peter was going to be working on PSG swag that could be sold outside of the annual meeting, I wonder if we could talk about some of that going to HELPS? I wonder if we could make a decision about some portion of donations that are unspecified could go to HELPS? Right now they might go entirely to the meeting.

Comment: There are so many great things that donations can help pay for. We do receive a lot of great feedback from recipients about how much this HELPS funding makes it possible for them to engage in PSG.

Comment: And we always need an influx of new people into PSG and the HELPS funds go a long way towards supporting that.

Comment: With your suggestion, Roberta, is that something that we could follow up on? Or vote on? Or does anyone have other fundraising ideas?

Comment: Maybe we could talk about it at the next ExCo meeting, do some brainstorming to commit a portion of unspecified donations. Maybe we could get an idea of what that amount is?

Comment: That sounds great. I'll get something together and put it on the agenda. The other thing we are working on, my co-worker Kelsey and I were thinking a USAJobs training for folks would be helpful to people in navigating that system to apply for Federal jobs. We've hit a bit of a speed bump because we needed to get manager approval, so I'm waiting to hear back from that. I want to make sure that is okay to move forward with. We'll ask someone from OPM provide highlights, and have a couple of USGS and USFWS panelists provide insight on what they've experienced with hiring through that system. This one

is going to be pretty simple, but hopefully it's something we can continue to do moving forward. We'd also like to tie that into other efforts with PSG mentoring. It would be great to connect PSG members who attend that USAJobs training with someone in the federal government who can share their CVs. I was going to put out a request to the listserv for help with that.

Laney will submit a report for an agenda item at a near future PSG ExCo meeting to brainstorm committing a portion of unspecified PSG donations to the HELPS Program.

Comment: I volunteer!

Comment: Thanks Roberta! I think this is a great way to increase mentorship at PSG.

Comment: There have been recent opportunities for paid internships that turn into non-competitive appointments. Do you know about those?

Comment: Is that Pathways program?

Comment: Yes, and also manors program and DMT program. I could put some information together and send it to you. It always seems like it changes and is rushed each year.

Comment: That would be helpful. I need this webinar as well, in spite of working for the federal government. I'm hoping the OPM person can touch on a lot of those. We got going a little late, but next year we could do this in early winter, so people would have this skill in their tool box earlier for the seasonal positions. The downside with the OPM person presenting is that we can't record it. But we can share the tools, and repeat it again next year.

Comment: That's a great idea. Thanks Laney. Let's move onto a couple of Annual Meeting updates.

## 7. 2023 ANNUAL MEETING PROGRAM UPDATE

Overview: We have some issues that mostly between LoCo and the program. ExCo may want to weigh in. I asked Nacho about poster space. There is space for 68 posters. We've had more abstract submissions than I expected. A very strong collection of papers submitted. I've accepted 69 posters and 99 talks. There are still 15 in the lurch. I don't think I can accept all of them, but want to meet with LoCo again to see if there is any wiggle room. Can we squeeze in more posters? Let's pay the extra cost if that's what it takes. Or can we use the special events room that we could shift some of the meetings into. I've got an EID meeting room, and a separate "history of PSG" meeting that could be moved into the special events room. The Bayesian Analysis workshop appears to be wildly successful with 30 registrants so far, and that's going to be fit in on Tuesday. The last thing is that Mike Scott and David Duffy and others want to talk about the Origin of PSG. That will be Wednesday or Thursday in two of the talk slots running right through lunch. And the lunch room has a Conservation Committee meeting. So we need the Special Events room to support more talks.

Comment: We should meet with Justine on Friday to touch on that. If anyone is interested, you can see the layout for the meeting rooms online. I'll put the website in the chat so you can see the description of the rooms.

Comment: Meeting with Justine on Friday sounds great, I just saw that.

Comment: Most of the room questions are going to be for Justine. Sometimes the venue will require time buffers between events as they need to reset it for the next meeting. But Justine will have the details.

Comment: We have the big auditorium, and two rooms below it, which are the two largest rooms. Those 3 all have talks. There is an extra room, it's smaller, and it has special sessions. I think that's what Dick is talking about. It could have breakout meetings, or we can completely change that.

Comment: Okay, sounds good.

Comment: Let's touch base with Justine. I think what you're describing would fit perfectly. There are some talks that don't fit, but let's look at that together.

Comment: In the past we've tried to have the EID workshop and Conservation Committee not competing with other things, but if there is a lot going on, that may be how it needs to be this year.

Comment: That's where the ExCo meeting will be on Tuesday.

Comment: Okay, thanks. That makes sense.

Comment: Let's have a Loco meeting on Friday, and I can help.

Comment: One other thing of concern is there was talk of the Chumash and proposed protected area in the Channel Islands. From my perspective, it's turning into a bit of a mess. And this is coming from discussions with EID and others. There was supposed to be a plenary lecture summarizing all of this, but they've said they can't give us the talk, but sent us a 20 minute ppt that has nothing to do with seabirds or indigenous people. It seems very bureaucratic. I'm not sure where to fit this in, maybe as an EID talk.

Comment: A session or a talk?

Comment: A 20 minute talk. But it may be a conflict. I'll meet again with the EID folks to see if we can figure it out. That being said, we had at least four or five EID talks that are involving local indigenous people and seabirds and science that I think will be a strong session and program. We've got lots of EID stuff.

Comment: Great! We can talk more at the meeting on Friday if that's good.

Comment: It's good for ExCo to know that for posters, we only have room for 68. If we want to have more posters, we're going to get more poster boards.

Comment: We only have 69.

Comment: Maybe we can find a tripod and have a lone poster somewhere.

Comment: Sounds good. I think that's all I've got.

Comment: I know it's a lot to get all of this going for the first time virtually. Fitting poster boards is not something we needed to do virtually. Nacho, you're up next on the agenda. Did you have any additional items or a report for the LoCo Update?

## 8. 2023 ANNUAL MEETING LOCAL COMMITTEE UPDATE

Overview: Everything is going well. Big kudos to Justine. We stand on her shoulders. Just to justify her contract. Big thanks to Wieteke and the Communications Committee. There have been a lot of

registration questions. We still have a couple of refunds to do. They have been a big help. We are up to 165 registrations, and \$40k in sponsorships, and hopefully a little more. Maybe up to \$50k. Logistics are going well. The only issue was the room block that we talked about last time. The hotel fell down on the room block. They were going to give us the lesser room rate over the weekend, but they dropped that and lowered the number of rooms in our room block. But I think we're okay.

Question: Can people rent a car, stay elsewhere, and park at the venue?

Comment: Yes, just get there early. A lot of people park there to go surfing. Some surf before they go to work so you can get their parking spots when they leave.

Comment: I'm going to surf before the meeting.

Comment: There have been huge waves. I think that's been okay. Everything is fine. Catering is good. Banquet is good. Poster session, mentoring session. Nothing bad.

Comment: Laura it's a good reminder for the LoCo to have someone dedicated to registration next year. Nacho has been doing a lot of that this year.

Comment: Earlier this season we talked about contributions focused on Latin American or Mexican students. Have you seen that?

Comment: No. I've reached out to two labs that could have independently supported student travel, but I haven't heard back from them. They haven't been registering. The Sonoran Joint Venture had about \$4k allocated for travel, but I haven't heard back about that.

Comment: The reason I asked is that we have one travel award applicant that just missed getting an award. If there was any money available, it would be great to get that to her.

Comment: Do you know what lab they are in?

Comment: I don't know. I think they were from South America.

Comment: It depends how much we go into the red if you want to tap our donation funds.

Comment: I have a question for Sadie about the next topic, and I need to run.

Comment: Is that okay, Nacho? We'll move to the next topic.

## 9. 2023 ANNUAL MEETING PSG EXCO REPORTS

Question: In the report I'm looking at the topic for the regional reps and trying to match up with what I need to do for the annual report vs Pacific Seabirds.

Comment: Yes, this is different than in typical years. In past years, the editor for Pacific Seabirds would compile all of the regional reports and publish them in Pacific Seabirds, but because we are unsure of the status of Pacific Seabirds in the near term, I was going to propose that regional reps compile their respective regional reports and send them to me. I will add them to the PSG ExCo Annual Report so that we capture those updates somewhere.

Comment: I had a question too. I haven't sent out a formal request to any members yet. I thought we were waiting to see what was going on. I know we still have last year's reports sitting in the can so I wasn't sure. Being that it's already early January, I don't know how many folks we will actually hear back

from if we ask for reports now. I don't know if we'll get it turned around. We usually give folks a month or so. I need to get the updated membership list.

Comment: It's not perfect, Kerry, that's for sure. It's last minute, and it's us trying to adapt to not being able to publish these in Pacific Seabirds. I'd say do the best you can on this short notice. For me to have the annual report together I need everything by Feb. 6<sup>th</sup> by the latest, so whatever you can send to me by that day, I'll include in our annual report. And maybe anything you receive after that day we can save and hope that Pacific Seabirds can publish those later.

Comment: I wondered that with this short timeline for reports. Would it help if we set up a Google form that people could enter it in? And/or we could provide a Google Drive link in spreadsheet format if folks want to access certain reports.

Comment: Thanks, that's a good idea. Collecting the reports is not a big deal, I can collect the reports. It's just the turn around time. Getting them by the 6<sup>th</sup> may not be feasible. I suspect we should publish last year's reports as well or before the 2022 reports. I expect I'll get some response but not a lot.

Comment: Is there a reason that we can't include last year's reports Sadie? It's digital. It could be an appendix or adjacent document?

Comment: I'm up for that if regional reps send me those reports by Feb. 6<sup>th</sup> I can organize them into appendices to the annual report.

Comment: I agree Kerry, it would be good to have the 2021 reports in the record. It's hard when we're giving zero response. It's a triage at this point. I don't want to bank on Pacific Seabirds, so having those reports as an addendum to the Annual Report makes them available to membership. People like to read those. It could be a standalone. If folks have them in the next month to share. That would be great. What do you think about a Google form?

Comment: I have the email that I sent last year, so that's fine and easy. We usually send out the email with requested formatting. I don't mind compiling them, but I just don't know how many I'll get in. I'll get late ones for sure.

Comment: I'm also fine sending the same email I sent last year and putting them in a Word doc. I'm worried about any new reps that I haven't solicited the reports before and don't have the email addresses for all the members in their regions.

Comment: I agree. We've been around for awhile so it's easier. We should see if we can find those emails. We can share that with all the regional reps. Or we can change the format. It's up to you. I need an updated membership lists from the Membership Committee.

Comment: The membership list should be pretty easy.

Comment: I'll check. There is a spreadsheet that I usually get every year.

Comment: Would it be most efficient if I reach out to the Membership Committee and cc all the regional reps and ask the Membership Committee to provide all the regional reps with their respective lists of email address for PSG members?

Comment: Yes. I think that would be great.

Comment: That would help. Thanks.

Sadie will email the Membership Committee and cc the Regional Reps and ask them to send the reps the email address for all PSG members in their respective regions.

Comment: And Kerry, will you provide the email that you used last year to request regional reports to all regional reps for them to use as a template?

Comment: Yeah, I can do that. I can send that to you.

Kerry will send Sadie the email he used last year to solicit reports from PSG members in his region to share with the other regional reps.

Comment: Yes, the email that you or Laura used last year would be super helpful to share with other regional reps.

Comment: I'm sure I have it somewhere.

Comment: Thank you. I know it's a little tough. Hoping there might be other options, but this seems to be the best one for right now.

Comment: Let's give that a try, and we can talk about it the annual meeting about the regional reports that we receive beyond the Feb. 6<sup>th</sup> deadline. And the other thing we need to discuss is that I need annual reports from each of you, detailing what you did in your ExCo or committee chair role for PSG in the last year. This can be a page or a bit longer. Some have been much longer, such as the Treasurer's report. Let me know if you want to see the reports from last year. I would love to receive those from you by Jan. 30<sup>th</sup>, but I need them by Feb. 6<sup>th</sup> in order for them to be part of the formal record for PSG. This is a solid deadline.

Comment: Are those annual reports saved anywhere on the Google Drive?

Comment: I could put the pdf on the Google Drive.

Comment: Whatever is easier. I would love to see what Rob wrote last year.

Comment: The other thing I need to do is provide Rachel with an email to send to everyone who needs to submit a report. The email will detail what the report needs are, and will be sent to everyone who needs to submit a report. I wonder if Rachel, you want to include the pdf of the reports that were submitted last year, so everyone can see what that looked like?

Comment: Yeah, I can do that. Are the pdfs on the website?

Comment: We usually reference them back to Pacific Seabirds for regional reports.

Comment: I know the minutes are on the website but not sure about the entire package. I don't know that we generally share the whole thing.

Comment: I don't think we have the package on the web. I see the detailed minutes from the PSG ExCo Annual Meeting.

Comment: I did find the pdf from last year. I will send that out along with the email.

Comment: In the past the package wasn't distributed widely, but maybe at the annual meeting we can talk about what portions of the annual package we want to post to the website.

Comment: Okay, so aim for the 30<sup>th</sup>, and then you'll be getting pesky emails.

Comment: Please!

Comment: Okay, so we were going to add one agenda item. Roberta, we were going to talk about all the openings.

#### ADDED ITEM: LOTS OF PSG VOLUNTEER OPENINGS

Overview: There are a whole bunch of openings, everything from the Committee Chair for the Craig Harrison Conservation Fund to the co-chairs of the Membership Committee to a coordinator for Pacific Seabirds, to the Managing Editor of Marine Ornithology. We wanted to give you an update on that because that's the main publication of the PSG. We have reached out to a number of people pursuing different leads and opportunities but have not gotten far thus far. Roberta had a conversation with Louise who is the current Managing Editor of MO, and do you want to give an update on that?

Comment: Yes, really I just want to give an overview. Since we were not able to find anyone before Louise's term is over, she has offered to continue working as Managing Editor until the next issue of MO is released, but at her hourly rate of \$135/hour. So my estimate was that if she's doing the minimum of 12 hours a month, that's over \$6k. We do have the money, but we would rather spend that,,, It's going to need an ExCo vote. It would be good to find someone earlier than April. Louise can pass those duties to a new person, but she'll be charging for the time it takes her to do that. In the bigger picture, I think the way MO has been operating is not sustainable. It's hard to find someone, we have raised the honorarium to \$3k, but even then it's hard to find someone. They've been trying keep pages charges low to give people publishing experience, but I think the framework will need to change if we are going to keep MO. Just wanting to broach this topic now. There is a lot of pressure to find someone, and there will be a lot of blowback if we drop MO. We've contacted over a dozen people and everyone has said no. The Managing Editor is more the business role, not so much a science positions. It does logistics and working with authors.

Comment: What is David Ainley's role?

Comment: He's staying on, but he'll leave if we don't find an editor. He said his organization could run the journal but that would be expensive.

Comment: Louise was going to give us help writing a position description to post to the listserv to solicit applications. Our ad hoc recruitment did not work.

Comment: I was going to offer to her that I put together a Google Form so people could apply via Google and send the forms to us.

Comment: Yes, I think the applications should go to us, and Louise could be involved if she wants.

Comment: I was going to ask her to draft the email and I would send it out.

**Roberta will coordinate with Louise on drafting an email soliciting a Managing Editor for Marine Ornithology to post on the listserv.**

Comment: Yes, that sounds good. If folks have agenda items for the next two meetings please let Sadie or I know. If you know folks who may be interested in taking on roles, please let us know. Lot's of openings. I'll contact the elections committee and see if we could have the names of some of the folks for other roles depending on how elections go. Anything else that people have?

Sadie rattles through all the Action Items (highlighted above in the minutes in red).

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

Abstentions, 0: Nays, 0: Yays, 10, motion passed unanimously