

NOTES FROM JUNE 30 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

30 June 2023 Conference Call

11:00am-12:00pm (Pacific Standard Time – UTC-8)



Present: Juliet Lamb (Chair-Elect), Rachel Sprague (Past Chair), Lara Brenner (Secretary), Lindsay Adrean (Vice Chair for Conservation), Sarah Ann Thompson (Northern California Regional Representative), Pamela Michael (Treasurer), Julia Gulka (Non-Pacific U.S. States Regional Representative) [7].

Absent: Jaime Ojeda (S. California, Latin America, Hawaii Regional Representative), JB Thiebot (Asia/Oceania Regional Representative), Tegan Carpenter-Kling (Europe/Africa Regional Representative), Dick Viet (Chair), Karen Lau Alarcon (Student Representative), Amelia DuVall (Washington/Oregon Regional Representative), Kerry Woo (Canada Regional Representative), Alexis Will (Alaska/Russia Regional Representative) [8]

Others present: Kirsten Bixler (Former Treasurer) [1].

***QUORUM NOT ACHIEVED – NO VOTING ITEMS BROUGHT FORWARD**

Intro:

- only two agenda items, the treasurers update and the annual meeting budget.
- But if we don't have quorum, we might need to do the voting over e-mail or schedule another meeting before the end of July, although it may be hard to achieve quorum this time of year
- Approval of local committee budget is important
- Unsure if voting via emails is in the organization by-laws; however we may need to formalize that given how many people are not available

Annual Meeting Budget:

- We've included \$4000 for plenary and awarded travel. Looking for local speakers to both reduce travel costs & bring in more people, and also highlight scientists and indigenous communities from around the place of the meeting
- There will also be the lifetime achievement award and Special Achievement Award winners.
- Is there a separate student travel fund? It usually comes from the silent auction.
 - Doing a thorough review of QuickBooks for the last year, and unfortunately I just haven't completed the review of Student Travel Awards, but I can wrap that up this weekend and get it to you guys ASAP.
 - Last year's auction may not actually have made a whole lot of money. It might have been ~ \$1600

- For student travel as well as the international scientists and non-us Canada students, travel normally just comes from the local committee budget
- Justine said we might be able to reduce the costs by \$15,000 by removing a recorded room. A lot of people have asked for hybrid, but folks don't want to spend a lot on the registration, and that would make it pretty expensive.
- Already planning on doing the welcome night as a no-host bar.
- Assuming that we get \$30,000 in sponsorships, and we don't have other offsets in cost, we're looking at a \$37,000 loss with the meeting.
 - This would be assuming that we covered the banquet.
- A registration of early member rate would be \$500, early non-member would be \$575, student member rate at \$275 and student non-member at \$350.
- Included 10 waived registrations. The actual cost of waiving registration is not the \$575 that we would be charging for, but that it would be around \$275 since we would be paying for food and beverage for each person.
 - Would prefer to be able to say we'll just waive some number of registrations for potentially, student travel grant awardees. Sometimes we give around \$600 to a student for travel, but if we don't waive their registration, they're spending half of that just in registration.
 - We were trying to figure out ways that we could waive a couple of registration costs for the plenary speakers, student travel awardees and potentially student volunteers or people who are helping to organize parts of the meeting but whose work won't pay for their registration.
- At the last meeting we had discussed taking out that recorded presentation \$15,000 line item and replacing that with some other alternative, and possibly taking out one of the lunches, which would be \$11,000 of the \$22,000 they're allocated for two days
 - Those two together take care of about 2/3 of the loss.
- We don't have information on how much pre-recorded material has been accessed when it's been offered
- Amelia had that idea to pre-record talks if people wanted to make them available.
 - We might lose some people that didn't want to record ahead of time, but we might also get some that wouldn't have been in the recorded room.
- Could we do it more low tech and just have a student volunteer in each room recording the talks on a phone or something really basic and just uploading them to YouTube afterwards?
 - Justine had indicated that if we were going to do recordings, they would have to go through the venue because that's the way the venues make a lot of their money.
- We can provide a platform to host those pre-recorded talks and give people access to them.
- Could we even have a room somewhere with a laptop where folks could record their talks at the meeting?
 - There would need to be some kind of IT support for them if they weren't just doing it on their own.
- We do have an \$80,000 food and beverage minimum. But even if we cut it down to one day of lunch, that is still well over \$100,000 in food.
- They were estimating 150 guests at \$200.00 a head for the banquet.
 - They weren't including an income for the banquet because they were hoping to include it in the registration costs.
- Even if we did cover the banquet at \$200.00 a person, removing the 15K and only providing one lunch puts us down to a total projected loss of \$11,000, which is super reasonable.

- Last year, we were projecting a loss of 20K and ended up not losing money because they got more in sponsorships.
- If everybody's buying tickets to go to the banquet, then why is the banquet a line item in the budget?
 - We would be paying for 150 guests at \$200.00 a head. The idea that the local had was to not make people buy banquet tickets separately and have it be part of registration. But they were assuming also that not everybody would show up.
 - They were looking at the aquarium for the banquet as someone on the local committee works at the aquarium, but there's no place where everyone can all be in the same place at one time. It can certainly fit 300 people spread through the venue, but there's not anywhere that even 150 people can sit in one part of the aquarium all at the same time.
- In past years PSG has sometimes only provided lunch on one day, either for the members meeting or a conservation meeting to try to get people to stay. Then on the third day it's lunch on your own or for two of the three days it's lunch on your own. Last year in La Jolla, there was lunch every day because there was no other food around it. It has varied over the years with PSG - like up at Turtle Bay, where there's nowhere else to go. But then in places where you could just walk 5 minutes and have some food options, PSG tended to cover less because people like to pay less in registration and be able to make their own food choices.
- We're moving the conservation meeting to the end of the scientific program on Day 2, so there wouldn't be anything during one of the lunch hours. So it would just be providing lunch on the day of the members meeting.
- **Need to talk to Justine and Roberta to figure out the Travel Awards.** Last year there was a grant from Oregon State that helped to fund some of the student or international travel. So that is both an expense and an income. Need to figure out if there is any money from our existing funds that PSG would be putting into that, or money from other grants or donations?
- Would we be OK with losing a little bit more money if it meant being able to offer a couple thousand more in student travel grants? It would come out of the PSG general funds.
- We're trying to do a roundup of all the EID speakers, international scientists, non-us, Canada student travel with one of our endowment trustees on where funding is currently coming from. for students and all of these, and right now it's like student travel comes from the auction. The trustee did say that as the endowment fund has grown, it's it has been there to support communications, which has been largely Pacific Seabirds, but there may be able the ability to take more from the general fund as PSG has been growing. We're a nonprofit, so we shouldn't necessarily be sitting on \$150,000 in cash.
- This wouldn't affect the budget now, but in past years we have been pretty successful at funding drives for Student travel awards. Maybe around September once people are starting to think about the meeting more.
- If we can figure out a way to equitably distribute funds between the various competing but related causes but fundraise as a whole, that might help.
- Will send out this new budget with notes to Justine and vote via e-mail.

Treasurer's Report

- We missed the last meeting in terms of providing an update
- Kirsten is providing a lot of assistance in terms of the treasurer's tasks.
- We've successfully moved the PO Box from Oregon to Washington state and filled out a critical form called the SI 100 with the California Secretary of State to retain PSG's nonprofit status. Kirsten has a good understanding of nonprofit insurance policy and how to make sure everyone's covered.

- We've renewed the registration system for award management
- Identified another member to serve as a temporary California agent for service of Process. Someone who will be available to receive legal papers
- Received and activated debit cards from the bank. Juliet and Pam have those, and we're in the process of updating a lot of our different accounts to include that credit card information.
- Kirsten still doing a proofing of Quickbook entries from the last fiscal year, and she's mentioned that's super close to being completed
- Paid all outstanding invoices and reimbursement.
- Received a refund from Quick QuickBooks for some overcharges.
- We've advertised a financial manager position and Kirsten at her last count said that we have over 60 applicants. Applications close on July 20. Kirsten and I are already starting a matrix about how to assess those.
- Upcoming tasks: we're going to file the tax return soon. It's due in August.
- Preparing the draft budget for 2024.
- The first meeting would be presenting the budget and then we discussed, and then the next meeting would be actually approving it.
- Ideally we would have this budget approved by or during the September meeting, because our fiscal year ends on September 30th. In August, we would provide the draft budget for review.