

## MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

5 April 2023 Conference Call

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

Approved



**Present:** Dick Viet (Chair), Roberta Swift (Former Chair), Juliet Lamb (Chair-Elect), Rachel Sprague (Past Chair), Lara Brenner (Secretary), Lindsay Adrean (Vice Chair for Conservation), Sarah Ann Thompson (Northern California Regional Representative), Karen Lau Alarcon (Student Representative), Amelia DuVall (Washington/Oregon Regional Representative), Kerry Woo (Canada Regional Representative), Pamela Michael (Treasurer), Julia Gulka (Non-Pacific U.S. States Regional Representative) [12].

**Absent:** Jaime Ojeda (S. California, Latin America, Hawaii Regional Representative), JB Thiebot (Asia/Oceania Regional Representative), Tegan Carpenter-Kling (Europe/Africa Regional Representative), Alexis Will (Alaska/Russia Regional Representative) [4]

**Others present:** Anna Vallery (Communications Committee Co-Coordinator), Wieteke Holthuijzen (Communications Committee Co-Coordinator), Katie Stoner (EID Committee Co-Chair) [3].

### REVIEW FEBRUARY 14 2023 ACTION ITEMS

1. Laney and Rachel will work with the Student Rep (Karen) and others to develop a proposal to create a more consistent funding stream for the HELPS Program, including unspecified general fund donations, and bring this to an upcoming PSG ExCo meeting for approval. The proposal may also consider other revenue needs (e.g., student travel, etc) and streamline for clarity. **Keep this.**
2. Everyone should review the section in the Communications Committee report (#14) regarding website revisions needed in the next year, and help contribute to new sections for which you have expertise. Contact the Communications Committee email address. **Keep this.**
  - a. COMMENT: If you notice errors on the website, please let us know! For now, our priorities include updating the committee pages, building out the history page, and reviewing/updating any of the Annual Meeting - related pages.
3. Everyone should encourage PSG friends to serve on open delegate or committee lead positions; if you have suggestions or your friends are interested in learning more, they can email the chair or past chair PSG email addresses. **Keep this.**
  - a. QUESTION: Are open positions listed somewhere currently?
    - i. Answer: Full list is in the chair email. ExCo page on PSG website also lists most of the vacancies.

- ii. COMMENT: The only parts of the website that I haven't updated yet are the committees/delegates/working groups. So, if we have new contacts for that, let me know!
- 4. Secretary will email all Regional Reps (incoming and outgoing, at personal and PSG email addresses) with the new Regional Report submission plan to enable including more reports in a pdf to be made available on our PSG webpage. **Done.**
- 5. Rachel will prepare a report for an agenda item for the next monthly ExCo meeting to review roles and responsibilities of ExCo officers and regional reps. **Done.**
- 6. Lara will email everyone on ExCo with the fillable conflict of interest form for them to sign and send back prior to our next meeting. **Done.**

#### WELCOME, INTRODUCTIONS, & APPROVE AGENDA

Motion to approve the Agenda, moved and seconded.

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

#### 1. APPROVE 14 FEBRUARY 2023 MINUTES

No corrections

Motion to approve the 14 February 2023 minutes, moved and seconded.

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

#### 2. EXCO RESPONSIBILITIES REMINDER

- a. In previous years has been helpful for the past chair to do a brief intro on roles as we always have shifting responsibilities.
- b. First I wanted to thank all of you for agreeing to serve and being part of this society.
- c. For my benefit, as well as those other new Members, we should do an introduction of each person, what your current position/role on the ExCo or committees, what is your current favorite seabird and what you're looking forward to in the next year.
  - i. Rachel Sprague, past chair of ExCo, favorite seabird band-rumped storm petrels, looking forward to getting ready for another in person meeting in in Seattle.
  - ii. Sarah Guitart, new co-chair for the PSG EID Committee as Derek Harvey has stepped down, favorite seabird is a black skimmer.
  - iii. Sarah Ann Thompson, work for the Farallon Institute, representative for Northern California on ExCo, favorite seabird is the common murre.
  - iv. Julia Gulka, at the Biodiversity Research Institute in Maine, just took over the position of the non-Pacific US Rep, favorite seabird is the razorbill, looking forward to getting involved again in PSG.
  - v. Amelia Duvall, graduate student at the University of Washington, new regional representative for Oregon/Washington, favorite seabird is ashy storm petrel, excited to learn more about the inside of PSG and how the regional representative fits in.

- vi. Anna Vallery, just started a new position with Fish and Wildlife Service working in the Pacific remote islands, favorite seabird brown noddies, co-run the Communications committee with Wieteke. We're also helping get Pacific Seabirds back up and running.
- vii. Pam Michael, treasurer, research on seabirds in the northern Gulf of Mexico, but currently working remotely from Washington state, favorite seabird is the black tern, looking forward to supporting the conferences. Roles are managing financial accounts, including merchandise and awards, working with the endowment fund, making sure that we get our taxes right, and making sure that we're all insured.
- viii. Lara Brenner, secretary, works with The Nature Conservancy in the California Channel Islands, favorite seabird is rhinoceros auklets, looking forward to meeting people and getting to know Pacific Seabird Group better through this role.
- ix. Roberta Swift, former chair, favorite seabird Hawaiian petrel, works for USWFS and seabird coordinator for regional office in Portland. Former chair duties are reduced, but here to provide historical continuity if needed. Will also set up meetings with all past chairs at annual meeting and act as liaison.
- x. Juliet Lamb, chair-elect, favorite seabird is northern gannet, looking forward to organizing the scientific program next year, main role now is organizing the scientific program, then will become the chair and run the meetings, then will become the past chair and run the awards.
- xi. Kerry Woo, regional rep for Canada, works for Environment Canada, Canadian Wildlife Service, favorite seabird tufted puffin, looking forward to continuing to contribute.
- xii. Lindsay Adrean, vice chair for conservation, with American bird Conservancy, favorite sea bird is the marbled murrelet, looking forward to supporting the connection between the work that PSG members do and conservation efforts.
- xiii. Wieteke Holthuijzen, PhD student at the University of Tennessee, co-coordinate the Communications Committee with Anna, mainly work on the website and the Annual Meeting website, favorite seabird Atlantic yellow-nosed albatross
- xiv. Katie Stoner, PhD student at Oregon State University, one of the co-chairs of the Equity Inclusion and Diversity Committee for PSG.
- xv. Karen Lau Alarcon, student representative, second year Masters student in Chile, favorite seabird Peruvian Pelican.
- xvi. Dick Viet, Chair, professor at the City University of New York. I teach ecology and animal behavior, favorite seabird lesser black back gull, looking forward to the coming meeting in Seattle to the joint one in Costa Rica with the Waterbird Society.
- d. Recommend everyone look at the handbook on the PSG website, which is under organizational records.
  - i. Handbook has timelines, checklists, and months for thinking about the annual meeting and tasks.
  - ii. Justine is great at keeping the local committee, the ExCo and the chair elect all on track for the meeting. But the handbook is another great resource.
  - iii. Juliet as the chair elect is going to be focusing on the annual meeting and the scientific program for the annual meeting.
  - iv. Dick as the chair facilitates the meetings and acts as the point of contact
  - v. Rachel as the past chair is mainly in a supporting institutional knowledge role, but also the chair of the awards committee.
  - vi. Lara as secretary will be helping to schedule the meetings.

1. If you have agenda items, especially if voting item, our practice per the bylaws is that the proposal has to go to the ExCO a week before the meeting.
2. Items have to come up as a voting item if it is more than \$2000 or it is not already part of the PSG budget.
- vii. Pam as treasurer will help us get through the budget cycle.
  1. Federal fiscal year ends September 30th and starts October 1<sup>st</sup>
  2. Usually end up with a couple meetings later in the summer to review the budget, comment, and vote on it.
  3. PSG doesn't have any staff, so fiscal oversight of this organization and thinking about its long-term prospects is one of the primary responsibilities of ExCo
- viii. Regional representatives are vital connections to the committees and your regions – elevating conservation issues to Vice Chair for Conservation.
- ix. Lindsay, as the vice Chair for Conservation will make sure that the ExCo is aware of any big conservation issues going on or organizational issues that that we can help with.

### 3. TREASURER'S REPORT

- a. Have attached the profits and losses
  - i. Don't read it too carefully because it's not quite up to date. We're still balancing out a few things
  - ii. Let me know if you have any quick questions or feel free to shoot me an email.

### 4. EID COMMITTEE FUNDING PRPOSAL

- a. I submitted a proposal on behalf of the EID committee that's a funding request
  - i. On the agenda as a voting item, but imagine there's going to be further discussion before a vote actually occurs, so I don't necessarily expect to vote on this today.
- b. Would like to request that for the next annual meeting, ExCo allocate \$15,000 to the Indigenous Speakers special session.
  - i. Indigenous knowledge special session was first established in 2019
  - ii. The last two years, the EID committee has put forward an effort to continue the session.
  - iii. For the next annual meeting in Seattle, we want to continue to expand and provide funding for 6 to 8 speakers to participate in the session.
- c. QUESTION: How many speakers did we have at this last year's meeting?
  - i. ANSWER: In 2020 the EID committee put in a dedicated effort to recruit speakers, and a draft honorarium policy was developed that year when the meeting was virtual. This last year, we had folks submit abstracts to the Indigenous Speakers Special session without us soliciting those submissions. We had three speakers, although one person was not able to attend because funding was an issue. For this next meeting, we would like to go back to our

model in 2020, reach out to folks and try to get a larger contingent of speakers.

- d. COMMENT: I am very strongly supportive of this, got a lot of strong positive input from various attendees at the meeting in San Diego about the Indigenous speakers.
  - i. Would like to add for discussion at the next EXCO meeting that I'm very concerned about making sure people from other countries can attend PSG meetings. This strengthens the organization and is something that's very desirable, as well as something that might overlap with the EID request.
  - ii. We had a lot of lot of people who backed out of the meeting in San Diego at the last minute because they couldn't scrape the money together. If someone wants to come from another country to a PSG meeting, we ought to make a big effort to make that possible.
  - iii. In addition to or maybe in conjunction with the EID request, I'd like to think about other ways to either allocate or raise money to support travel of people from foreign countries that may or may not represent Indigenous peoples' efforts. Even if they don't, I still think it's valuable to invite them. I'd like to bring that up for a more serious discussion at the next meeting.
- e. COMMENT: My understanding is the honorarium policy that was developed is still in a draft form. I could be wrong, but there were guidelines established to provide for speakers virtually to waive registration fees, and for an in person meeting travel, lodging and registration would be covered.
  - i. It was unclear to me when reading the document if there would also be an honorarium provided.
  - ii. Want to revive the discussion around finalizing that honorarium policy leading up to the next annual meeting.
  - iii. My understanding is that there's not a line item currently in the ExCo budget, but potentially it can be incorporated into the annual meeting budget offset through fundraising, but don't know if there's other potential mechanisms besides that.
- f. COMMENT: The honorarium policy for offering for invited speakers in the Indigenous session started during the virtual meetings, so the PSG local committee budgets have never included enough travel for six to eight people.
  - i. Budget has included travel for the lifetime and special achievement awardees, of which there's normally around 2.
  - ii. QUESTION: when you would need to have an answer by?.
  - iii. From a financial side, I would like to see this either wrapped into the PSG annual budget or the local committee meeting budget.
    - 1. In past years we've needed to approve the local committee budget just prior to the ExCo annual budget, because the local committee budget ends up as a line item with profit and loss.
    - 2. For instance, this last year we approved an annual ExCo budget with a loss of \$20,000. That was entirely due to a loss that the annual

meeting was projecting, but that loss came out of the ExCo general fund, or out of reserves.

3. If we're talking about a significant amount of money, I would like to see it sort of codified somewhere because a lot of requests keep coming up.
4. There's have also been requests for additional student and early career travel.
5. If we include them all in the annual meeting, they just they bring up a larger fundraising component.

g. COMMENT: Two thoughts related to those topics:

- i. In terms of timeline, sooner is better for contacting people. But would be good to know whether we have funding by mid fall, like October or September, because we'll need time to reach out to folks and then time for those folks to submit abstracts before the abstract deadline.
- ii. In terms of the funding, I know the HELPS program request donations from PSG members. We don't want to draw away from other programs, so I don't know if there are other ideas for ways to fundraise for these programs that anyone might have.
- iii. But we think that this is important and we've would really want to continue to grow it and make it happen at the next annual meeting.

h. COMMENT: I would think we might be able to raise money just from the PSG membership. I think we can make a big deal about this.

i. COMMENT:

- i. There's been talk of selling some more swag to raise money for things like this, but then just as a caveat, remember the discussion about not buying more stuff because it exacerbates climate change.
- ii. Nacho couldn't attend this meeting, but he wanted to report that the meeting budget actually came out even due to Justine reducing costs for the meeting and his fundraising. So that \$20,000 loss that we expected, we actually did not have.
  1. He wanted me to remind that we talked about giving Justine a bonus this year and we actually already voted on that and approved it in January. Think it was around \$2000 because that was what the chair could approve without a vote, but we'd have to look back at the notes. He wanted to get that process going so we could reward Justine for all of her efforts.

j. COMMENT:

- i. I definitely agree with keeping & expanding the Indigenous speaker session and dedicating funding to it as quickly as possible because visa timelines can be really long and that process is very uncertain.
- ii. On the other hand. I agree with Rachel. I think we need a really clear picture of where this fits in with other financial asks and the current financial situation.

- iii. It would be good to see a draft compensation policy, so we could try to get stuff together in time to look over before the next meeting - does that seem like a reasonable timeline?
- iv. I mentioned thinking about meeting theme ideas for next year. I would really like to center the theme around human dimensions and local collaborations. I think that that could integrate really well with having an extended Indigenous knowledge session and also some creative outreach sessions and workshop ideas.
- k. COMMENT: Honorarium policy draft was something I produced, then passed it on to Derek. Might be good to check in with him – draft is in the shared Google Drive.
- l. COMMENT: My understanding is that there hasn't been an update, but I can send you the version that I have and we can compare.
  - i. **Going forward I'll work on putting together some clearer directions in terms of the current honorarium policy maybe we can move forward the discussion a little further at the next meeting.**

#### 5. COMMUNICATIONS COMMITTEE REPORT

- a. We brought one new person on to the communications team - Caitlin Gully.
- b. I have the post meeting survey results and I've sent them to the people that I think wanted to review.
  - i. **If you want to see those answers or the results of that survey, just shoot us an e-mail at the communications account**
  - ii. We had 105 responses in total, which is pretty good.
- c. We are putting together an ad hoc committee to revive Pacific seabirds. It has not been published in two years. It needs to be published annually with budget information.
  - i. We worked with Theo and got all of his files for the back issues for the last two years.
    - 1. There's not a lot there, so Kerry has agreed to help work on some of those back issues.
  - ii. Committee meeting on April 10th at 7:00 AM Hawaii Time, 10:00 AM Pacific Time.
    - 1. **If you would like to join that committee, please e-mail me.** We have a very small group.
    - 2. The more folks involved in this early process, the easier it'll be.
    - 3. Would be a low commitment thing right now, and if you feel so drawn after these first few ad hoc committee meetings to step into the role of co-editor or assistant editor.
  - iii. Important to build some teamwork on this publication, to avoid what happened this last couple of years from happening again in the future.
- d. COMMENT: I have a meeting with Theo next week after our meeting on Monday.

- e. COMMENT: Wieteke and I met with Theo last week, he gave us all the files and said he would contact you directly if you have any questions.
- f. COMMENT: If he's already talked to you guys, I'm sure it's fine. He sent me a link to all those files, we'll chat on Monday anyway.

6. WA/OR REGION-SPECIFIC LIST-SERV

Postponed to next meeting due to time constraints.

7. SECRETARY'S REPORT

- a. Sadie, the former secretary let me know that we have been hosting these meetings on a monthly basis. I just wanted to check in before I schedule the next one - does that cadence still work for people, or would increasing the length of time between meetings be of interest.
  - i. COMMENT: I think a month is a very good amount of time for the next one. Over the summer they don't have to be that frequent. I defer to others, but I do think we should meet a month from now.
  - ii. COMMENT: During the summer, it slows down, but I think quarterly would be too much of a gap between meetings. The schedule seems to have worked so far.
- b. Sadie had been taking notes that are verbatim what everyone's saying during the meeting. Is that helpful for people, or is it easier to read a summarized version of it? I know sometimes during certain discussions we do want to get down people's exact wording. But is that how we want to proceed?
  - i. COMMENT: I don't have a strong feeling - a summary can be quite helpful, unless someone specifies that we really ought to get this verbatim.
  - ii. COMMENT: I'm seeing slightly more leaning towards summary in the comments and or not strong opinions.
- c. COMMENT: We're working on renewing our status as a corporation in the California with their Secretary of State and we have a document that needs to be in pretty soon.
  - i. We need an agent for service of process so there is no financial or legal culpability here. That person would need to have an office in the state of California, so it can't be a home address, which they are occasionally at. They essentially need to be present and receive documents. **If anyone here knows someone else who might be willing to do that, then send them my way.**
- d. COMMENT: I could potentially be that person – let's get in touch.
- e. COMMENT: I believe in the past that role has been Craig Harrison.

REVIEW OF NEW ACTION ITEMS

- 1. First three action items from this meeting are carrying over the next one:
  - a. Laney, Rachel, Karen and Pam will chat about the HELPS committee
  - b. Communications Committee still needs updates from people for the website



- c. E-mail Dick if you know anyone who can serve in some of the open positions
- 2. New action items from this meeting:
  - a. The EID committee will work with Pam to get some financial info and clear direction about current honorarium policy before the next meeting and send that out as a report and then.
  - b. If you want to see results of the post-meeting survey survey, e-mail the Communications Committee
  - c. Also e-mail them about meeting to revive Pacific seabirds.
- 3. Is there anything missing that I didn't get here?
- 4. COMMENT: we need to identify who's going to follow through or what we need from Nacho in order to pay Justine her bonus. Does Nacho just need to contact Pam?
- 5. COMMENT: We can look back at the minutes to confirm the amount, then Nacho just needs to provide Pam with that information so she can do it. Does that sound right?
- 6. COMMENT: It needs to be categorized or coded under the local committee's annual meeting budget.
- 7. COMMENT: Do we want to include a virtual thank you note or something like that?
- 8. COMMENT: the EID Committee holds monthly meetings and anyone is invited to attend!  
We will send out the meeting invites to the EXCO email addresses.

#### MEETING ADJOURNED

Motion to adjourn: moved by Dick, seconded by Juliet.

Abstentions, 0: Nays, 0: Yays, 12, motion passed unanimously