

MINUTES OF THE PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

25 September 2023 Conference Call

2:00pm-3:00pm (Pacific Standard Time – UTC-8)

Not yet amended and approved



Present: Dick Veit (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), Pamela Michael (Treasurer), Alexis Will (Alaska/Russia Regional Representative), Julia Gulka (Non-Pacific U.S. States Regional Representative), Kerry Woo (Canada Regional Representative) [10].

Absent: Jaime Ojeda (S. California, Latin America, Hawaii Regional Representative), JB Thiebot (Asia/Oceania Regional Representative), Tegan Carpenter-Kling (Europe/Africa Regional Representative), Karen Lau Alarcon (Student Representative), Amelia DuVall (Washington/Oregon Regional Representative) [5]

Others present: Wieteke Holthuijzen (Communications Committee Co-Coordinator), Kirsten Bixler (Former Treasurer), Roberta Swift (Former Past Chair), Jenn Urmston (Membership Committee), Laney White (HELPS Committee), Sarah Guitart (EID Committee), Katie Stoner (EID Committee) [7].

REVIEW AUGUST 21, 2023, ACTION ITEMS

1. EID committee, HELPS committee, LoCo committee, Dick, and Rachel will work to identify indigenous speakers for annual meeting and identify routes to fund expansion of indigenous, student, and international participation in PSG. **Modify – see #7 and #8 below.**
2. Dick will reach out to encourage members to serve on membership committee. **A previous member found 2 volunteers to take her place. Done!**
3. Lindsey will check in with Bill McIver and Kim Nelson to make sure that the requested clarifications were made to the Marbled Murrelet survey protocols. **Done!**
4. Dick and Rachel will investigate conflict of interest policy and investment policy to determine whether and how they need to be updated. Dick will reach out to **Craig Harrison can't give legal advice but might be able to look into it**
5. The treasurers will begin the process of creating document retention policies and reimbursement policies. **Keep.**
6. Dick will reach out to the Ornithological Council to understand how the \$5000 budgeted in our ExCO budget to support them is used, whether it's still needed, and whether other organizations have returned to supporting OC. Dick will also see if a representative is available to present to

ExCo, while Roberta will track down previous ExCo discussions about the grant to OC. Dick will reach out to OC to let them know that we plan to cut back to \$2500 unless we receive further justification.

7. Add radio button to donate to support underrepresented groups to meeting registration – Juliet will get together to figure out how to allocate these funds.
8. Dick will lead a brainstorming discussion at the end of the next ExCo meeting

WELCOME, INTRODUCTIONS, & APPROVE AGENDA

Motion to approve the Agenda, moved and seconded.

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

1. APPROVE 21 AUGUST 2023 MINUTES – REPORT #1

- Minutes amended to correct a misspelling of Dick Veit's last name

Motion to approve the 21 August 2023 minutes, moved and seconded.

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

2. TREASURER'S REPORT – REPORT #2

- We had the first meeting with our new finance manager and it went well.
 - She has experience working with organizations of our size.
- Louise Blight submitted her final invoice for work done to assist the current Managing Editor of Marine Ornithology in the transition.
 - Total anticipated cost was \$8000 for this work and it ended up being \$650.80 over budget.
 - \$2500 was paid by MO and overage was paid by the General Fund.
 - Our budget does not include MO's income for page charges and expenses that they are paying for
 - QUESTION: Is that where this money should come from, or should it be paid by MO?
 - ANSWER: Ordinarily it would come out of MO, but presumably MO is over budget already.
 - They have about \$1500 now in their bank account.
 - We were a little bit nervous to take it out because they have expenses coming up, but that does seem fair.
 - They can ask for money if they need it later on and we can go to the general fund.
- Joanna Smith, previous chair, notified us that our conflict of interest policy and investment policy that are available online have not been updated in a while (since 2015)
 - She felt that it's a high priority for us to get that updated right away.
 - QUESTION: who's responsible for this?
 - ANSWER: Any duties that aren't already assigned go to the chair to either do or delegate.

- QUESTION: Did she have a specific comment about what she thought was outdated about it?
- ANSWER: No, just looking at the year and felt that that was unacceptable for it to have been updated so long ago.
- The chair and past chair will investigate and start the process of updating the Col and Investment Policy.
- COMMENT: Might be good to include the trustees on any updates to the investment policy. One of the trustees and past chairs, Doug Forcell, thought that the investment policy could be updated and that there may be some additional ways to use the endowment fund, since it has grown and may be able to fund additional activities by PSG.
- We still don't have a document retention policy and a reimbursement policy, which we should probably have every time we fill out taxes, we have to provide assurance that we have a series of policies.
- Treasurers and finance manager will work on preparing those two policies for PSG. hat's something that I can work on or something that the finance manager.

FY24 BUDGET – REPORT #3

- Updated some budget lines pertaining to the Seattle meeting because the meeting budget was changed a little bit. That's the only change since the last time we met.
- We also talked about reviewing our grant to the Ornithological Council and whether we wanted to pay \$5000 to them again this year.
 - QUESTION: Do we have to approve that amount of \$5000 right now when we approve next year's budget?
 - ANSWER: We can reduce it later if folks are uncomfortable with \$5000.
 - COMMENT: It's worth checking on exactly what the Ornithological Council is doing, but don't want to hold up the budget approval to find out.
 - COMMENT: For a little historical perspective, we used to pay, \$2500 - \$3000 to the OC, and then a number of other partners started reducing their input. In response we increased ours, but it was supposed to be a one year increase. The idea of giving them more was to try to entice other partners back into supporting the Ornithological Council, but I don't know if that's happened or not.
 - COMMENT: They do perform a useful service by keeping on track of latest legislation.
 - COMMENT: I suggest we approve the budget with the \$5000 amount and put this as an action item for the Chair to check on me.
 - QUESTION: By approving the budget, we're saying that we can spend all of these allocated categories up to the amount indicated. If there is a need for more than the amount indicated, we would vote on that in the future. But it's OK to spend less than the budget allocated. Is that how the process works?
 - ANSWER: Yes.
 - COMMENT: I'd be OK with approving as is, but maybe not committing that amount right away until we can get clarity on the history of this grant. It sounds like there was a prior amount that we should revert back to, but that discussion just hasn't been had yet. I think just to keep things moving, we can approve it, but not commit that amount to anyone outside this group.
 - QUESTION: Is this payment to OC due at a particular time?
 - ANSWER: This year we paid at the end of August or early September.
 - QUESTION: Did they request \$5000 again for this fiscal year?

- ANSWER: No.
- COMMENT: In that case my opinion is that they should make a new request or we should reduce the amount.
- COMMENT: We previously had been paying \$2460, and then during FY22 we increased the amount.

Motion to approve 2024 fiscal year budget as presented, moved and seconded.

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

PROPOSAL TO INCREASE MEMBERSHIP RATES – REPORT #4

- We discussed this again at length the last meeting, so no need to review it again.
- COMMENT: Both rates seem reasonable for a professional society.

Motion to increase PSG membership rates as specified in Report #4, moved and seconded.

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

REVIEW OF NEW ACTION ITEMS

1. Three action items from the last meeting are carried over:
 - a. EID committee, HELPS committee, LoCo committee, Dick, and Rachel will work to identify indigenous speakers for annual meeting and identify routes to fund expansion of indigenous, student, and international participation in PSG.
 - b. Dick will reach out to encourage members to serve on membership committee.
 - c. Lindsey will check in with Bill McIver and Kim Nelson to make sure that the requested clarifications were made to the Marbled Murrelet survey protocols.
2. New action items from this meeting:
 - a. Dick and Rachel will investigate conflict of interest policy and investment policy to determine whether and how they need to be updated.
 - b. The treasurers will begin the process of creating document retention policies and reimbursement policies.
 - c. Dick will reach out to the Ornithological Council to understand how the \$5000 budgeted in our ExCO budget to support them is used, whether it's still needed, and whether other organizations have returned to supporting OC. Dick will also see if a representative is available to present to ExCo, while Roberta will track down previous ExCo discussions about the grant to OC.

MEETING ADJOURNED

Motion to adjourn: moved and seconded.

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