

MINUTES OF THE JUNE 18 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

18 June 2024 Conference Call

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



Present: Juliet Lamb (Chair), Dick Veit (Past-Chair), Dan Barton (Chair-Elect), Lara Brenner (Secretary), Lindsay Adrean (Vice Chair for Conservation), Sarah Ann Thompson (Northern California Regional Representative), Julie Skoglund (Treasurer), Jaime Ojeda (S. California, Latin America, Hawaii Regional Representative), Julia Gulka (Non-Pacific U.S. States Regional Representative), Anne Schaefer (AK/RU Representative), Amelia DuVall (Washington/Oregon Regional Representative) [11].

Absent: Kerry Woo (Canada Regional Representative), Jerome Fort (EU/AF Representative), Ariel-Micaiah Heswall (Asia/Oceania Representative) [3]

Others present: Wieteke Holthuijzen (Communications Committee Co-Chair), Justine Miller (Luana Events), Laney White (HELPS Committee Co-Coordinator), Rachel Sprague (Former Chair), Pamela Michael (Former Treasurer), Peter Hodum (Conservation Fund Committee Co-Chair), Emily Runnells (HELPS Committee Co-Coordinator), Sonya Pastran (HELPS Committee Co-Coordinator)[10].

REVIEW MAY 13th, 2024 ACTION ITEMS

1. Communications will share membership lists with regional reps and student email list with Alyssa – Done
2. Communications will investigate ways to get members to update/add their region to their profile – Keep
3. Juliet will meet with Justine to clarify 2025 annual meeting budget before June meeting – Done
4. ALL: Review HPAI statement distribution list and provide input on target organizations to Lindsay and Juliet – Keep
5. ALL: recruit more volunteers for the elections committee. – Keep
6. Treasurers will begin the process of creating document retention and reimbursement policies. – Keep
7. Treasurers and chairs will investigate legal ramifications of changing purpose of the publication's endowment. – Keep
8. ALL: Recruit volunteers to help the Communications Committee with Twitter and other social platforms, as well as new co-leads for the committee. - Keep

Motion to approve the agenda – moved, seconded, and carried [11]

VOTE TO APPROVE 2025 ANNUAL MEETING BUDGET & REGISTRATION RATES - REPORT #1

- Justine, Chair, and Treasurer met and updated the early rates for the student cost.
 - For members, the full conference at the early rate would be \$550
 - For student members, the full conference at the early rate would be \$300
 - Trying to encourage early sign ups
 - Because the conference was moved into the first week of January, timeline for submitting final numbers for catering and conference space is earlier than it normally would be and over a holiday period.
- Also lowered the count of possible one day attendees with it being in Costa Rica
- Early registration would close on October 31st.
 - Regular registration would be during November.
- QUESTION: Is there a special discount for attendees from Latin America?
 - Yes - the goal of the local committee was to increase Latin American participation as much as possible
 - Numbers here will be capped based on how much sponsorship we're able to bring in to help cover the difference between regular registration cost and the discounted rate.
 - Right now we have capped it at 60 Latin America registration rates – as sponsorships come in we may have to change that number.
- QUESTION: Do these numbers of registrants line up with what we've seen in Hawaii and La Paz and other international PSG meetings?
 - This is a little bit higher than what we typically would have for a PSG meeting because it's joint with the Waterbird Society.
 - Typically for a PSG meeting, we plan around 275 to 300 participants, and we have increased that 340 registrations.
 - This is conservative - we could potentially get more registrants (up to 400), but our numbers for last year's registration were slightly lower than what we had anticipated.
- QUESTION: For early bird registration, it seems like federal employees always have trouble receiving permission to travel internationally. Have you incorporated that into your estimates?
 - That's another way that this budget is conservative – it assumes that the majority of people are registering early, whereas they may actually register late and end up paying a higher amount.
 - This year we will be have a no refund policy stated everywhere.
 - Goal is to alleviate some of the struggles we had last year with people requesting refunds at the last minute because their travel or their work changed their mind.
- After meeting with Waterbirds and PSG, we made some additional changes to this budget, so the expenses are slightly lower than we had originally anticipated.
- We also lowered the sponsorship income - they didn't get one of the grants that they were hoping to, but they have already secured two grants for \$3000.
- There are some line items in here that we are trying to figure out how best to provide, for example translation services.
 - We've budgeted translation services for just the main plenary room
 - If we want to add on additional translation services to the other two breakout rooms, this line item will increase significantly as it would be another \$10,000 to fully translate the other two rooms.
- We took out things that were PSG specific and Waterbirds specific.

- All the Student Travel Awards will come from each organization directly.
- The Student Paper Awards will all be dispersed directly from each organization and not included in the overall conference budget.
- The local committee and fundraising committee is also working toward fundraising to support travel awards that will be split between the two societies.
- QUESTION: Would full translation for all three rooms be around \$17,500?
 - Yes, we budgeted the \$7500 for the single room based on an early proposal I received from the translation company.
 - We can fundraise for translation services, but the sponsorship committee could use some additional help.
- QUESTION: Are these professional translators or could their be PSG or Waterbirds members who could do this for a discounted rate?
 - The contracted translation would include headsets and a technician to work those all on site.
 - They are planning to have at least certain workshops or certain papers translated by volunteers and then have those available in multiple languages, but it will depend on how many volunteers they they're able to find.
- QUESTION: What is the timeline on making a decision about translations?
 - Would like to move as quickly as possible with at least securing the one room. Then we could potentially add on more later if funding materializes.
- QUESTION: In terms of AV cost, do you have any proposals to give a sense of how different that's going to be from Seattle?
 - I did increase the budget amount slightly to \$27,500 at PSG 2024. We spent just under \$25,000.
 - Right now if we want full AV in all the rooms all week, including the committee rooms on Monday, we're looking at about \$29,000.
 - I don't think we're going to come in much lower than \$27,000.
 - This being a joint meeting and a little bit larger than what we've had in the past, having additional speakers and additional microphones for questions from the audience are going to be really important, even in the breakout rooms.
- QUESTION: Could you go over what meals are included in the registration?
 - We are hoping to include at least two lunches in the registration cost.
 - It would be best if we could include all three lunches because the hotel does not have enough restaurants to accommodate 400 people all going to lunch at the same time.
 - We'll have our regular mid morning break and afternoon break both with some sort of snack as well as coffee, tea, water services.
 - This is also including the poster session, the welcome night, and the cultural night.
- QUESTION: Are there restaurants near the venue?
 - There's a hotel about a quarter mile from the venue that also has restaurants, but there's not a ton of freestanding restaurants in the area.
 - You could easily take a taxi into downtown San Jose to grab food, but it's not a fast, convenient Seattle type of situation.

Motion to approve the 2025 annual meeting budget & registration rates – moved, seconded, and carried
[11]

VOTE TO APPROVE PSG LISTSERV DRAFT GUIDELINES (REPORT #2) AND VOTE TO APPROVE PSG EMAIL LIST MODERATION PROCEDURE (REPORT #3)

- Two meetings ago we discussed the final text for the email list guidelines and the email moderation procedure.
- I incorporated the few changes the group raised and have shared the text of the final version.
- QUESTION: Now that we've had a little more time with the new email platform and the new processes, does the moderation procedure still seem manageable to the communications team and the people who are handling it?
 - Yes, it has been very manageable. So far we haven't had any issues with messages that clearly aren't related to seabirds or would otherwise cause concern and lead to debate about whether it should be posted.
 - In the previous system, there apparently were a ton of spam messages that had to be moderated and it was really overwhelming. But I haven't seen anything that was obviously spam or a fake person trying to join. I usually check to make sure if their email is legit.
- QUESTION: Did a lot of people drop off the list during the transition?
 - No, the numbers are really stable and if anything it probably went up by about 50 after we switched over.

Motion to approve the draft email list guidelines and moderation procedure – moved, seconded, and carried [11]

- Communications will investigate ways to get members to update/add their region to their profile - **Keep**
- Juliet will meet with Justine to clarify 2025 annual meeting budget before June meeting - **Done**
- ALL: Review HPAI statement distribution list and provide input on target organizations to Lindsay and Juliet - **Keep**
- ALL: recruit more volunteers for the elections committee. - **Keep**
- Treasurers will begin the process of creating document retention and reimbursement policies. - **Keep**
- Treasurers and chairs will investigate legal ramifications of changing purpose of the publication's endowment. - **Keep**
- ALL: Recruit volunteers to help the Communications Committee with Twitter and other social platforms, as well as new co-leads for the committee. - **Keep**
- Reach out to Juliet with any speakers or groups that can speak on TEK with applications to seabirds at the 2025 conference.

Motion to adjourn – moved, seconded, and carried [11]