

## MINUTES OF THE SEPTEMBER 12 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

12 September 2024 Conference Call

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



**Present:** Juliet Lamb (Chair), Dan Barton (Chair-Elect), Lara Brenner (Secretary), Lindsay Adrean (Vice Chair for Conservation), Sarah Ann Thompson (Northern California Regional Representative), Julie Skoglund (Treasurer), Julia Gulka (Non-Pacific U.S. States Regional Representative), Anne Schaefer (AK/RU Representative), Amelia DuVall (Washington/Oregon Regional Representative), Ariel-Micaiah Heswall (Asia/Oceania Representative), Kerry Woo (Canada Regional Representative) [11].

**Absent:** Jerome Fort (EU/AF Representative), Jaime Ojeda (S. California, Latin America, Hawaii Regional Representative), Alyssa Eby (Student Representative) [3]

**Others present:** Anna Vallery (Communications Committee Co-Chair), Emily Runnells (HELPS Committee Co-Coordinator), Kyra Mills (Local Committee Co-Chair), Wieteke Holthuijzen (Communications Committee Co-Chair), Rachel Sprague (Former Chair), Lauren Lescure (Membership Committee Co-Chair) [6].

### REVIEW JUNE 18th, 2024 ACTION ITEMS

- Communications and membership will investigate ways to get members to update/add their region to their profile – **Keep**
- ALL: Review HPAI statement distribution list and provide input on target organizations to Lindsay and Juliet - **Done**
- ALL: recruit more volunteers for the elections committee. **Keep**
- Treasurers will begin the process of creating document retention and reimbursement policies. **Done**
- 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. **Keep**

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

## TREASURER'S REPORT – REPORT #2

- Pam and Kirsten have both heavily stepped back from their support roles and the treasurer transition is basically complete
- 2023 taxes are complete
- Want to discuss officially raising financial manager's rate of pay.
  - The overall budget amount for her was \$9100 for last year
  - It was a partial year and she came under that.
  - We're looking to increase her hourly without increasing that as a line item on the budget.
  - That would also include her professional liability insurance
  - Need to renew her contract for the year.
- Reminder for everybody to fill out their volunteer hours.
- Working to transition all of the treasurer accounts into the new treasurer's name.

## DRAFT DOCUMENT RETENTION POLICY – REPORT #4

- This policy outlines the role of ExCoo, the chair, the Treasurer, the secretary, and each different committee in retaining documents
- All standard as far as retention years for certain types of documents
- There may be some questions about the proper ways to destroy documents.
  - Can limit that by using Google Drive
- Be aware that you must destroy documents even if they live on your personal computer.
- QUESTION: How would old membership rolls be categorized as far as retention? And do you have to destroy after 7 years or do you have the option to destroy after 7 years?
  - ANSWER: I can definitely add membership information to this list. And they should be destroyed.
- If you have paper records and you're able to create like electronic versions of them, unless they're original signatures, you can do away with the physical documents.
  - Then it's just a matter of keeping the electronic versions up to date.
- There are some historical records that might be nice to keep.
- COMMENT: Before we vote to make this official, it might be good to create a smaller group that could think through the logistics of document retention and transitioning materials to the cloud.
- COMMENT: The policy should separate clearly what PSG as a nonprofit is retaining in shared storage vs the materials we are all individually responsible for on our own computers/cloud storage.
  - Should also include that after people in PSG leadership leave their positions, they are individually responsible for deleting their local copies.

## DRAFT GROUP REIMBURSEMENT POLICY – REPORT #5

- This policy describes what is reimbursable and what isn't, and what the process would be for getting reimbursement.
- QUESTION: Given that the meeting is coming up in Costa Rica, should we include language about purchases that aren't in U.S. dollars and how the translation between different currencies should happen?
  - Answer: yes, good idea

#### DRAFT WHISTLEBLOWER POLICY – REPORT #6

- This document explains why it's important for nonprofits to have a whistleblower policy, and details the process for becoming a whistleblower.
- If you have institutional experience with these kinds of policies and have ideas about what works and what doesn't, that would be really helpful.

#### VOTE TO APPROVE FY2025 PSG ANNUAL BUDGET – REPORT #3

- The meeting is one of PSG's big expenses. Those numbers came directly from the meeting budget.
  - Can also see what the percentage of the overall budget each of these items are.
- Most items are five year averages of what we've spent in the past.
  - When it was appropriate, we took into account what actual costs are, what projected costs are going to be.
- Meeting income and expenses are reduced because of the joint meeting
- The Participation fund is a condensed fund to help with student travel, corresponding members, etc.
- Confirmed balances for the restricted funds.
- Insurance isn't going up very much
- We will save a lot on Wild Apricot. We had been paying for the network level, which allows for 5000 contacts, but we actually are just under the threshold for the 2000 level, even with the upcoming meeting. If we go above that amount, they'll do a prorated amount for the rest of the term of that contract.
- It was in the budget to provide ornithological Council with a \$5000 grant. There has been a question about whether or not to continue that. May need to contact a rep (Doug Forsell or Laura Bies) from OC for more info.
- There was some additional discussion on the Marine Ornithology honorarium. Natasha wanted to discuss whether or not there was some potential for increases in those honorariums to \$8000.
  - I told her she would need to do a write up and present it here
- Overall the budget is at a deficit of about \$6000, which actually is pretty good. We have a deficit of just over \$12,000 in the unrestricted and then a little surplus in the restricted budget.

Motion to approve the FY25 PSG Annual Budget as written, moved and seconded (11 in favor, no opposed, no abstentions).

#### PROPOSAL TO HOST A FUTURE PSG MEETING IN AUCKLAND - Report #7

- I've spoken with some of the University of Auckland staff and the Events Bureau, and from what I understand, the University of Auckland seems to be a feasible place to host the event.
  - It's close to a lot of hotels, they can offer student accommodation, and they can also offer rooms
  - They can offer other services including a cultural welcoming, places to host banquets, etc.
  - They can make financial reports if we need it, and help advertise the event with tourism New Zealand.

- They have openings available from 2026 until 2029, especially in February.
- COMMENT: FYI, there's a proposal that is coming for potential joint meeting with PSG at the next World Seabird Union meeting in Tasmania, which would be 2026. Lindsay Young is putting together that proposal with their executive committee.
- QUESTION: Since you would be on the LoCo for this meeting, when would be an ideal timing for you?
  - ANSWER: I've got contracts with the University until late 2026, but will likely be applying for more research fellow positions for the following years as well. So 2026 – 2029 is fine with me, depending on what happens with Hobart.
- COMMENT: Former chairs tend to talk about future meeting locations a fair amount, and usually we look to the post meeting survey for guidance. There has been discussion about hosting virtual meetings periodically, maybe in 2026 coming off the joint meeting in Costa Rica. A US based meeting in 2027 might be good with Tasmania or Auckland in 2028.
- QUESTION: What would be an estimate of the number of attendees?
  - In 2023 we had 325 attendees register, in 2024 we had 289 register. I'm assuming if we did it in NZ, numbers of US and Canada attendance would be lower. Could start at around 200.
- QUESTION: Do you think there are local folks that wouldn't ordinarily come to this meeting who would attend in Auckland?
  - A: Yes, especially from Australia and New Zealand.
- COMMENT: In the survey we asked who would be interested in a Tasmania meeting, and 40% said they would definitely and 10% said they would go if they could get funding.

#### COMMUNICATIONS COMMITTEE REPORT – REPORT #8

- We finished updating the PSG website following our 2024 annual meeting.
- We published Pacific seabirds in the spring.
  - We did a big revamp of the regional reports, so you can now search for them in a table with filters, and there's also an interactive map.
- We're now in the process of getting ready for the fall volume of Pacific seabirds.
  - We'll start compiling and editing articles later this month and probably it published in mid-october
- We've been trying to make the joint meeting as bilingual as possible. If you go to the annual meeting website, you'll see that almost all content related to the meeting is in both English and Spanish.
- We have a call for Pacific seabirds submissions - try to get things in before the 15th if you want them included.
- We're still searching for new leads for the committee because Anna and I will be finishing up our terms after the joint meeting.
- QUESTION: Who is responsible for recruitment? Is that the sole responsibility of the elections committee?
  - A: The chair is supposed to help find people as well, and the committees are largely appointed by the chair. Elections committee helps with ExCo positions.
- QUESTION: Would it be beneficial for us to stagger the communications chair positions?
  - ANSWER: Probably. This is the first time the chair has been held by two people, but it's definitely a two person job. We're both happy to stay on for a few months afterwards and get everybody onboarded.

