

Report #6. PSG Code of Conduct Committee Annual Report

2024 ANNUAL REPORT

TO: PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL

FROM: CODE OF CONDUCT COMMITTEE

DATE SUBMITTED: 23 DECEMBER 2024

The Code of Conduct Committee (hereafter Committee) reviews and recommends action for complaints as to potential violation of the Pacific Seabird Group (PSG) Code of Conduct. The Committee was formed in 2020, and was fully seated with eight members after the approval of the Terms of Reference in 2022. The current Committee is trained and focused much of this year on revising our guiding documents and training materials in anticipation of receiving future cases.

During 2024, the CoCC accomplished the following:

(1) We revised our case numbering system for improved tracking and referencing by future committees. Now the case system is identified by a four number code: the first two digits refer to the calendar year (e.g. “24” representing the year “2024”) and the last two numbers are the case received by the Executive Council (EXCO) in a given calendar year (“01” would be the first case received that year, “02” the second case received that year, etc).

Our Committee received two cases during 2024, both of which were reviewable by the Committee under the Terms of Reference. Case #2302 (legacy number #4) on 1/9/24 and submitted our findings to the EXCO on 2/9/24 to before the 2024 annual meeting. We received Case #2401 (legacy number #5) on 1/14/24 and submitted our findings to the EXCO on 4/5/24.

(2) We continue working through our three committee task groups, each with 2–3 members. One group has been focused on revising the Terms of Reference (Tom Good, Scott Pearson, Marc Romano), another has been tasked with training development (Emma Kelsey, Julia Parrish), and a third group has been responsible for setting up a recordkeeping process (Derek Harvey, Tom Good). During this reporting period, the task groups accomplished the following:

(a) *Terms of Reference revision needs* – This task group dedicated numerous hours to rewording, clarifying, and discussing revisions to the Terms of Reference (TOR), particularly the language describing the limits of authority. In previous versions, the limits of authority were constraining our ability to operate and made it difficult to move forward on certain cases. Additional full discussion on the TOR occurred during our semiannual full Committee meetings. We discussed our suggested TOR revisions with the EXCO in November 2024, and they voted to accept the revisions in December 2024.

(b) *Training needs* – This task group provided key training for onboarding new Committee members. The task group additionally developed training for EXCO members about implementing the Code of Conduct and the complaint process. These trainings were presented to EXCO members in October 2024. We fully expect that both new Committee and EXCO members will be trained in 2025.

(c) *Recordkeeping needs* – This task group made use of our Google Drive for organizing and retaining committee records, files, meeting notes, annual reports, and key correspondence emails. The whole Committee has access to the COCC Google Drive. For security reasons, we will continue to change the Google Drive password annually. This task group (which currently includes the Committee Coordinator) will continue to monitor the email account. All communications with the Committee should be sent to the dedicated email address (codeofconduct@pacificseabirdgroup.org).

(3) The Committee is currently composed of seven members: Tom Good (Coordinator), Emma Kelsey, Scott Pearson, Laney White, Marc Romano, Derek Harvey, and Ilana Nimz. Two members (Brunk, Kissling) stepped down from the Committee at the 2024 Annual Meeting. The EXCO selected two members (White, Dutcher) to fill the initial vacancies. One member (Dutcher) was not able to stay on the Committee, so she was recently replaced by a new member (Nimz). After several years on the Committee, one member (Parrish) stepped down in October 2024, so there remains one vacancy on the Committee that needs to be filled in 2025. Tom Good continues to serve dutifully and diligently as the Committee Coordinator.

(4) The Committee reported out to the Executive Council and the Members Meeting at the Annual Meeting in Seattle, Washington, in 2024; if the ExCo wishes, we can report out to members at the Members Meeting during the 2025 Annual Meeting.

Report #7. PSG Membership Committee Annual Report

2024 PSG Membership Report

December 20, 2024

Lauren Lescure, Membership Coordinator

Summary

By December 20, there were 499 active members. This is a 2% decrease from last year with 511 memberships by the beginning of last February. Individual and student memberships have decreased (Fig. 1). HELPS memberships have increased for both students and early career scientists (Fig. 1), with PSG supporting 29 students and 28 early career scientists through the HELPS program. Most members have a California (77) and Washington/Oregon (91) affiliation (Fig. 2). Followed by Canada (59) and Non-pacific US (56).

Action items completed:

- Training of new membership coordinator to take over the role is completed.
- Updating the PSG Membership Coordinator Handbook.