

(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.

**Items in progress:**

- Last year, a large number of members (198) had no region associated with their accounts. Attempts were made to gather this data by sending out an email to inform members of their missing region and allowing members to manually enter their data into their profile or filling in a Google form. I'm happy to report that that number is down to 81 and there will be continued attempts to reduce this number in the new year.
- There has been an issue in the past with members with multiple accounts. Review of members is underway to determine if/how many duplicate accounts there may be and reaching out to members to merge the data.

**Issue encountered:**

- There have been a couple members who have completed paying off their Lifetime memberships who have received notifications of payments due after the transfer to Wild Apricot. All issues have been resolved as they come to our attention.

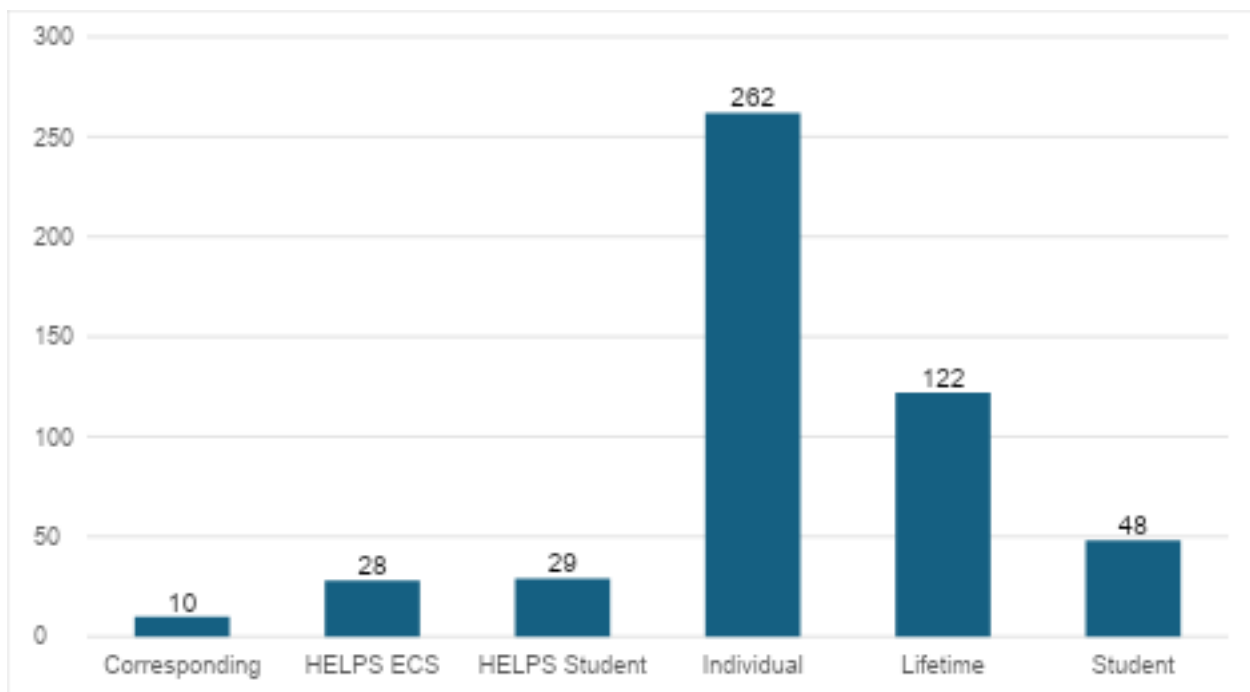


Figure 1. Current members by membership type as of December 20, 2024.

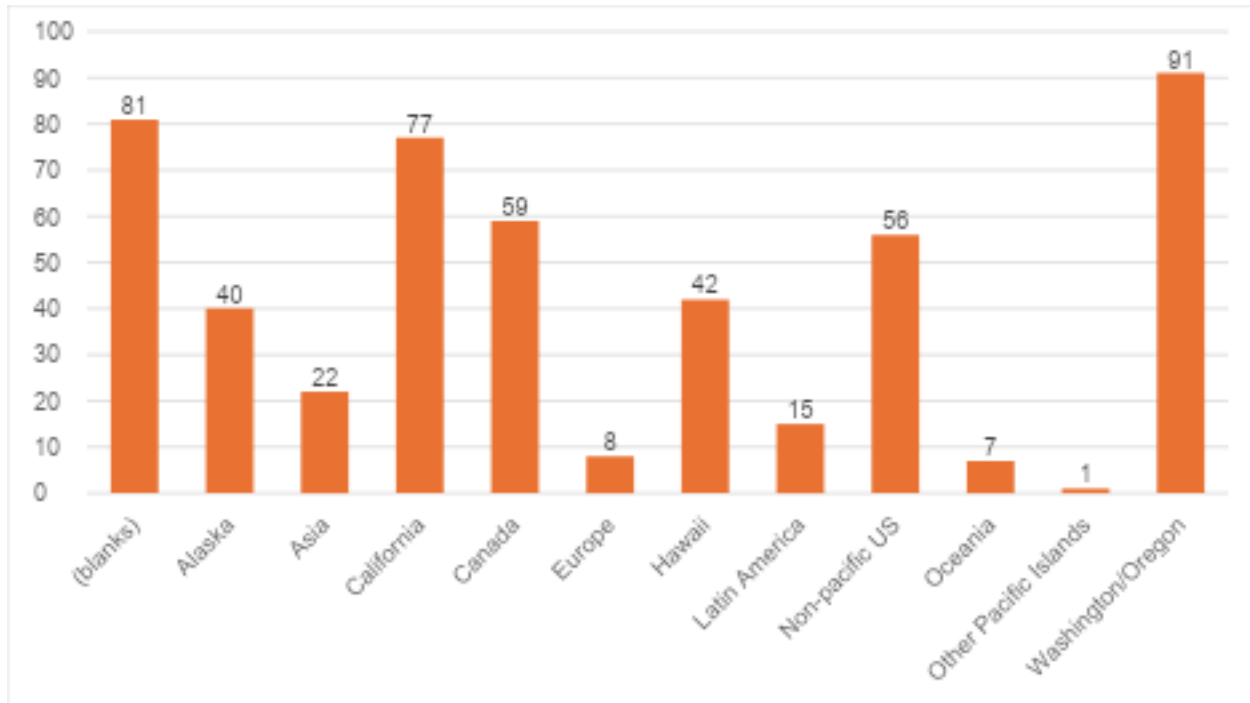


Figure 2. Current members by region affiliation as of December 20, 2024. 81 accounts did not have a region associated with them.

## Report #8. HELPS Committee Annual Report

### 2024 PSG HELPS Report

December 22<sup>nd</sup>, 2024

Sonya Pastran, Emily Runnells

#### Program Status

This has been a transitional year in two ways: Sonya Pastran and Emily Runnells have taken over as the HELPS coordinators, and funding allocation to HELPS has been centralized. This means we do not individually seek our own funding, but instead we are allocated a portion of the PSG Access Fund, which is shared between us and other PSG programs. Due to this transition, HELPS was paused for half of the year, but, after much communication and effort among PSG program coordinators and the treasurer, we have established new protocols for funding and offering sponsored memberships. We will continue to keep open communication with the treasurer to ensure that the new system is working.

#### Sponsored Annual Memberships

The primary focus of the program continues to be increasing engagement and accessibility through sponsored memberships. Since the last annual meeting, the program has sponsored the annual memberships of:

- **Fourteen** students