

MINUTES OF THE OCTOBER 27 2025 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

27 OCTOBER 2025 Conference Call

10:00-11:00 PT (Pacific Time)



Present: Juliet Lamb, Past Chair; Don Lyons, Chair Elect; Allison Patterson, Secretary (Interim); Julie Skoglund, Treasurer; Kerry Woo, Canada Rep; Scott Pearson, Vice-Chair for Conservation; Julia Gulka, U.S. Non-Pacific regional rep; Kim Lato, Communications Committee Co; Ryan Carle, Washington/Oregon Regional Representative;-Coordinator; Alyssa Eby, Student Representative; Anne Schaefer, AK and Russia Regional Rep; Ariel-Micaiah Heswall - Asia/Oceania Rep; Jim Howard, S. California/Latin America/Hawaii Regional Representative; Sarah Ann Thompson, Northern CA regional representative; [14]

Absent: Dan Barton, Chair; Laura Bliss, Secretary (Parental leave); Jose Ramirez-Garafalo, Asia/Oceania Regional Rep; Jerome Fort, EU/AF Representative; Marc Romano and Anna Vallery (WSU Delegates); [5]

Others present: Emily Pentilla, Financial Manager; Sonya Pastran, PSG Helps [2]

AGENDA

PSG Executive Council Meeting

October 27, 2025 | 10:00 AM -11:00 AM PT

ExCo Officers, Committee Leads, and other interested PSG members

***Indicates the need for a vote

Time (PT)	Item	Owner
1000	***Roll call, approve agenda, and review 9.23.25 action items	Dan, PSG Chair
1005	Review and approve 9.23.25 notes - Report #1	Allison, Secretary
1010	Treasurer's Report - Report #2	Jule, Treasurer
1020	Lifetime Achievement Award Approved in E-vote - Report #3	Dan, Don, and Juliet
1025	Introduce new communications coordinator - Carrie Kovalik	Juliet, Past chair, and Comms Committee

1030	Option for local hubs for the PSG virtual meeting	Ariel, Asia-Oceania Rep
1035	WSC-PSG Joint Hybrid Day Planning Updates - Report #4 - Post-poned to Nov	Anna & Marc, WSU delegates
1035	Update about PSG 2026 virtual meeting	Don, Juliet, and Julie
1045	Reviewing PSG committees/working groups/task forces	Juliet, Past chair
1055	***Review action items and adjourn	Dan, PSG Chair & Allison, Secretary

Agenda approved: (14 yes, 0 no, 0 abstain)

Updates on virtual meeting from Don added to Agenda

September 23, 2025, Action Items

- Treasurers and chairs will investigate the legal ramifications of changing the purpose of the publication’s endowment. **Keep**
- Julie will initiate a conversation about implementing the new document retention policies with Dan and the Communications Committee. **Keep**
- Juliet/Dan will meet with regional reps to brainstorm on how to engage them more with PSG ExCo. For example, more side meetings with regional reps. **Remove**
- The chair will write a letter to affirm support for the Auckland 2027 conference. **Keep**
- Julie will set up a side meeting with the Conservation Committee to follow up on funds matching. **Keep**
- Scott/Don to discuss funding matching/personal contribution to conservation grants. **Keep**
- Update conservation chair handbook and review protocol for sending letter updates to PSG listserv. **Keep - a draft has been created but would like input from chairs, communications committee, and ExCo**

AGENDA

10.27.2025 Meeting Details

Ornithological Council - Report #2

Final report from the search committee for the Communications Coordinator - Report #3

Treasurer’s Report - Report #4

Additional Agenda Item: Letter Updates - Report #5

10.27.2025 Meeting Details

October 27, 2025 |9:00 AM -10:00 AM PT

Pacific Seabird Group is inviting you to a scheduled Zoom meeting.

Topic: Pacific Seabird Group's Personal Meeting Room

Join Zoom Meeting

<https://us06web.zoom.us/j/2216867094?pwd=ArEd1ZqAqUKCKMz5bIFFL09x9eecgD.1> is

Meeting ID: 221 686 7094

Passcode: PSG2025

One tap mobile

+12532050468,,2216867094#,,,,*8345420# US

+12532158782,,2216867094#,,,,*8345420# US (Tacoma)

Dial by your location

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

• +1 646 558 8656 US (New York)

Meeting ID: 221 686 7094

Passcode: 8345420

Find your local number: <https://us06web.zoom.us/j/kfC4WuVVz>

9.23.2025 Approve Meeting Minutes - Report #1

Approval of the minutes: (14 yes, 0 no, 0 abstain)

Treasurer's Report - Report #2

To: Pacific Seabird Group Executive Council
Prepared by: Julie Skoglund and Emily Penttila
Date: October 2025
Report: Treasurer's Update

Key Points & Updates

- **Account Balances (as of September 30, 2025):**
 - Neuberger Berman: \$478,134.59
 - Axos Checking: \$204,581.43
 - Marine Ornithology Bank Account: \$19,746.13
 - **Total Assets:** \$702,462.15 — an increase of \$53,889.58 from the same period last year.
(See attached Balance Sheet.)
- **Operating Revenue & Expenses (FY25 to date):**
 - **Total revenue:** \$195,183.16 (budgeted: \$153,252.87) – 127% of budget
 - **Total expenditures:** \$122,356.35 (budgeted: \$171,225.21) – 71% of budget
 - **Net Operating Revenue:** \$72,826.81
(See attached Budget vs. Actual report.)

The increase in total assets reflects continued investment gains and lower-than-anticipated expenses, particularly from meeting-related costs and contracted services. Revenue exceeded projections largely due to strong investment performance and higher-than-budgeted income from the Access Fund and Marine Ornithology page charges.

- **PSG Independent Contractors**

We'd like to take a moment to acknowledge the independent contractor currently supporting PSG's financial operations:

- **Emily Penttila** has been serving as PSG’s Financial Manager for the past two years. She handles day-to-day bookkeeping, payments, and invoicing, and has been instrumental in organizing our financial records and streamlining our accounting systems. We’re grateful for her steady support and expertise, and you’ll begin seeing her more regularly at ExCo meetings moving forward.
- Juliet will also be sharing an update about **Carrie Kovalick**, PSG’s new Communications Coordinator, during the meeting.
- **Restricted Fund Balances (as of Sept 30, 2025):**
 - **Conservation Fund: \$19,239**
 - **Former Chairs Fund: \$20,892**
 - **Lifetime Membership Fund: \$3,200**
 - **Access Fund (Travel & Membership): \$5,115**
- **Endowment Committee – Trustee Recruitment**

Gary Collar has announced that he will step down from the Endowment Committee at the end of the calendar year.

Per the PSG Bylaws, the Chair is responsible for identifying and proposing a new trustee, subject to Executive Council approval by vote.

The ideal candidate should have experience in investment management, finance, or nonprofit fund oversight, and a strong interest in supporting the long-term growth and stability of PSG’s endowment funds.

We are actively seeking recommendations.

If you or someone you know might be a good fit for this important role, please contact the Chair or me directly.

Upcoming or In-Progress Tasks

- Continue monthly bookkeeping, payments, and invoicing.
- **Document Retention Policy:** Postponed to a future meeting once additional implementation logistics are in place.
- Begun discussion of: (1) second endowment fund; and (2) current publication endowment expansion.
- Entering FY26 budget in QuickBooks.

[Treasurer's Report October 2025](#)

[PSG Balance Sheet as of 20250930](#)

[PSG Income Statement Oct 24 to Sept 25](#)

Question: What is the former chair’s fund for?

Response: Discretionary fund, there is some indication that this is usually applied to student travel awards, managed by a group of past chairs

Question: Why is the final number of 71% of projected funds lower than expected?

Response: Not uncommon to end up with a surplus, multiple things ended up coming in under budget. Layout and design services for MO recently sent in a 3-year bill, determining how we would deal with this payment (eg. all this year or going back for three years).

Lifetime Achievement Award - Report #3

The Chairs selected David Irons to receive the 2026 Lifetime Achievement Award. An e-vote with Ex-co was held between October 6th, 2026 and October 13th, 2026.

E-vote Approval: (11 yes, 0 no, 0 abstain)

Approved David Irons for LAA. Invited to do plenary at Virtual PSG in 2025.

Residual LAA for David Anderson from 2024, who could not attend in Costa Rica. Will be invited to do plenary at WSU PSG day.

Comment: Are there better ways to celebrate awardees that receive their award at a virtual meeting? I would like PSG to do more to celebrate their achievement.

Comment: Like the idea of a local group meeting among members who live nearby to awardee where possible.

Introduce new communications coordinator - Carrie Kovalik

Carrie Kovalik has begun working as the new PSG communications coordinator. She can be reached at communicationscoordinator@pacificseabirdgroup.org. She is also assisting with the organization of the 2026 virtual meeting and currently handling correspondence under the local committee email.

Option for local hubs for the PSG virtual meeting

Would PSG consider having virtual hubs for the meeting so that people in regions could watch meetings in person and have local social events?

Response: The organizing committee has not considered this. I think this is a great idea, but the existing capacity for the local committee is allocated. If regional reps or other members wanted to organize an initiative like, that would be welcome. Existing planning capacity is probably stretched. There is a local committee meeting on Friday, I can extend an invitation to anyone interested in discussing this idea.

Comment: We are planning student travel awards to cover registration costs. Since this will be lower than the costs of regular travel awards, there could be additional funds available for supporting local initiatives.

Comment: Perhaps there could be regional fund raising appeals to help support that within regions where a hub might occur.

WSC-PSG Joint Hybrid Day Planning Updates - Report #4

[102725 PSG ExCo Report from WSU Delegates](#)

Planning for the 2026 World Seabird Conference is well underway! PSG's Delegates to the World Seabird Union have been working closely with WSC and the conference planning team to support the development of the joint hybrid day. Below is an overview of the hybrid day, though specifics are still being finalized. These details have also been posted on the WSC website at <https://worldseabirdunion.org/world-seabird-conference-home/wsc4-hybrid-day/>.

Abstract submission is now open (through January 15th, 2026).

WSC4 Hybrid Day Overview:

The World Seabird Conference (WSC 4) will feature a dedicated hybrid day on Friday, September 11, 2026 (local time in Hobart, Tasmania; Thursday, September 10 in UTC, North America, and Europe). This day is designed to connect researchers unable to travel with those attending in person, broadening participation and ensuring voices from across the globe are included in the scientific program.

The hybrid day will welcome both live and pre-recorded virtual presentations. Presenters may choose to deliver their talk live through the conference platform or provide a pre-recorded version, and all presentations will be recorded and made available for asynchronous viewing. These talks will be streamed in Hobart, allowing both virtual and in-person attendees to participate fully. Posters will be hosted in a virtual poster session within the conference app. At the in-person poster session in Hobart, QR codes linking directly to posters in the app will be displayed, providing a bridge between the physical and virtual spaces and enabling attendees to engage with authors digitally.

Networking opportunities will also be offered through the conference app, creating space for global participants to meet, exchange ideas, and build collaborations. While details of the networking format will be finalized closer to the event, the hybrid day will ensure meaningful interaction between seabird researchers worldwide. In addition, WSC 4 will recognize excellence among early-career researchers by presenting separate student awards for virtual presenters, ensuring that outstanding contributions are acknowledged both in person and online.

All sessions on the hybrid day will follow Hobart, Tasmania time (AEST). For many international participants, this will correspond to Thursday, September 10, 2026 in UTC, North America, and Europe. By aligning virtual and in-person participation, the hybrid day aims to maximize global accessibility and provide meaningful opportunities for seabird researchers everywhere to share their work and engage with the international community.

Internal Notes:

Form of the In-Person Talks – In-person talks will be both live streamed and recorded, with recordings made available for asynchronous viewing.

Time Zone for the Hybrid Day – Sessions will follow Hobart, Tasmania local time (AEST), corresponding to Thursday, September 10 in UTC, North America, and Europe.

Abstract Submission & Hybrid Format – Presenters will have the option to deliver either a live or pre-recorded presentation, with all talks recorded and made available afterward.

Posters – Posters will be hosted in the conference app, with QR codes linking to them displayed at the in-person poster session in Hobart.

Virtual Conference Design – The hybrid day will include streamed sessions, asynchronous access to recordings, and opportunities for virtual networking through the conference app.

Student Awards – There will be separate recognition for student awards in the hybrid format, ensuring virtual presenters are acknowledged alongside in-person participants.

WSU delegates were unable to attend the October meeting due to an unforeseen conflict. Will move this item to the Nov meeting.

Update about PSG 2026 virtual meeting

From: Program Chair, Don Lyons
Past Chair, Juliet Lamb
Treasurer, Julie Skoglund

A summary of progress to date:

- Meeting dates: February 23-27, 2026
- Theme: *Seabirds: Connecting Oceans, Islands, and People*
- Meeting logo:



- Justine is again serving as event planner
- Conference budget approved
- Links to registration, abstract submission, and travel awards are open and have been distributed to the Listserv.
- Fundraising has begun. Application is in to the Packard Foundation for combined support for 2026 annual meeting, PSG's role in the 2026 World Seabird Conference, and 2027 annual meeting.

- David Irons will receive PSG's Lifetime Achievement Award during the meeting and will give a plenary. Suggestions welcome for other plenary speakers (programchair@pacificseabirdgroup.org)
- Local Committee could use additional members! Please volunteer your time and experience if possible (programchair@pacificseabirdgroup.org). Next meeting is Friday, October 31st at 10am PST.

Comment: Need to get word out that abstract submission is open and closes Nov 20. Please advertise within regions.

Comment: Will build the scientific program earlier than most years, because the online platform is quite structured. There is less flexibility than in most in-person meetings. Will have to set the program earlier than typical.

Comment: The organizing committee is looking for ideas for local or virtual social events. Local committee is looking for ideas

Question: Will ExCo meet remotely for the meeting and will it be a full meeting (like at in-person meeting)?

Response: Expect a full set of ExCo meetings. Expect to have the ExCo meeting during the first part of the day before the general program begins.

Comment: ExCo voted to have a 2027 in-person meeting, but have not determined a meeting location yet. Options for something in the core area (North American Pacific Northwest). If there is anyone interested in taking on organization of this meeting. Canada might be a good option to encourage international attendance. Also, haven't met in NO CA for a while...

Comment: There have been some discussions about this within the Canadian seabird community, not certain there is an clear option for local chair. Continuing discussions.

Comment: If anyone wants to discuss potential options for a meeting can contact chairs directly.

Comment: Would be good to know where people are from when they are submitting abstracts to 2026 Virtual Meeting, to assist with scheduling talks.

Reviewing PSG committees/working groups/task forces - Chairs

Comment: In conjunction with the virtual meeting, we would like to review the state of all the working groups and technical committees. We want to determine who is the point person for each group and to confirm which groups are active or inactive. If you are involved with any of these groups please contact the past chair with updates.

October 27, 2025, Action Items

- Treasurers and chairs will investigate the legal ramifications of changing the purpose of the publication's endowment.
- Julie will initiate a conversation about implementing the new document retention policies with Dan and the Communications Committee.
- The chair will write a letter to affirm support for the Auckland 2027 conference.

- Julie will set up a side meeting with the Conservation Committee to follow up on funds matching.
- Scott/Don to discuss funding matching/personal contribution to conservation grants.
- Update conservation chair handbook and review protocol for sending letter updates to PSG listserv.

Approved to adjourn: (14 yes, 0 no, 0 abstain)