

# MINUTES OF THE SEPTEMBER 23 2025 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

23 SEPTEMBER 2025 Conference Call

09:00-10:00 PT (Pacific Time)



**Present:** Juliet Lamb, Past Chair; Don Lyons, Chair Elect; Laura Bliss, Secretary; 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; [10]

**Absent:** Dan Barton, Chair; Jose Ramirez-Garafalo, Asia/Oceania Regional Rep; Jerome Fort, EU/AF Representative; Jim Howard, S. California/Latin America/Hawaii Regional Representative; Ariel-Micaiah Heswall - Asia/Oceania Rep; Sarah Ann Thompson, Northern CA regional representative [6]

**Others present:** Allison Patterson, incoming interim secretary; Emily Runnells, PSG HELPS co-chair; Amelia DuVall, OC Delegate; Natasha Gillies, Marine Ornithology managing editor; [4]

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## AGENDA

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PSG Executive Council Meeting

September 23, 2025 | 9:00 AM -10:00 AM PT

ExCo Officers, Committee Leads, and other interested PSG members

\*\*\*Indicates the need for a vote

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Time (PT)	Item	Owner
1200	***Roll call, approve agenda, and review 8.25.25 action items	Dan, PSG Chair
1205	**Review and approve 8.25.25 notes - Report #1	Laura, Secretary
1210	**Ornithological Council Contribution - Report #2	Amelia DuVal, OC Delegate

1230	Final report from the search committee for the Communications Coordinator - Report #3	Juliet and Comms Committee
1240	Treasurer's Report - Report #4	Julie Skoglund
1255	***Review action items and adjourn	Dan, PSG Chair & Laura, Secretary

Agenda approved: (9 yes, 0 no, 0 abstain)

#### August 25, 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. **Keep**
- The chair will write a letter to affirm support for the Auckland 2028 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 (revisit when budget is proposed; Sept). **Keep**
- Julie, Scott, and Dan will start a bird banding support letter. **Keep**
- Update PSG membership on support letters. **Keep**
- In September, vote on the budget and make the OC contribution an annual expense. **Remove**

## AGENDA

### 9.23.2025 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

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### 9.23.2025 Meeting Details

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September 23, 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

Meeting ID: 221 686 7094

Passcode: PSG2025

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One tap mobile

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

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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>

### 8.25.2025 Meeting Minutes - Report #1

Approval of the minutes: (9 yes, 0 no, 0 abstain)

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### Ornithological Council - Report #2

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The Ornithological Council is a consortium of scientific ornithological societies, with the mission to:

- Ensure that the best ornithological science is incorporated into policy, research, and management decisions that affect birds and the study of birds;
- Safeguard and enhance the ability of ornithologists to pursue professional activities; and
- Serve as the collective voice of the ornithological community in amplifying the influence of ornithological knowledge in public affairs

The societies provide support for the Ornithological Council.

- Association of Field Ornithologists
- BirdsCaribbean
- CIPAMEX: Sociedad para el Estudio y Conservación de las Aves en México
- Neotropical Ornithological Society
- North American Crane Working Group
- Pacific Seabird Group
- Raptor Research Foundation
- Waterbird Society
- Wilson Ornithological Society

PSG has been a supporting member since at least 2017, and has contributed 5K annually since FY 2021. As per March 2025 meeting notes, ExCo is in favor of continuing contributions to the Ornithological Council and has committed to 5K in FY2025. ExCo voted to postpone the vote to permanently continue contributions until April 2025 until the budget was known. In 2025, OC requested a 10% increase to contributions, which would amount to 5.5K. I request a vote from ExCo to approve permanently contributing to the OC (so that it does not

have to be discussed and voted and annually) and to approve the 10% increase in contributions, starting in FY2026.

Calling for a vote to make the annual OC contribution permanent.

COMMENT: Vote to make contribution permanent, but decide on annual amount based on budget.

Approval: (10 yes, 0 no, 0 abstain)

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

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## **PSG Communications Coordinator Search Committee Final Recommendation to ExCo**

### Top Candidate: Carrie Kovalick

The committee felt that Carrie brought the greatest breadth and depth of relevant experience to this role. Her current work with the World Seabird Union is very similar to the work required for this position, so the committee is confident that she could hit the ground running and contribute to PSG's operations from day one. She was the only candidate with strong experience across grantwriting, conference organization, graphic design, branding, web design and management, communications campaigns, and all the other categories that PSG envisions for this position. Carrie was also ranked as the top candidate by 2 of 3 ExCo survey respondents and as the second-choice candidate by the third respondent.

### Alternate Candidate: Agustina Torretta

The committee felt that Agustina was also an extremely strong candidate, with a very professional and organized approach and experience in a similar role with AFO. Agustina could also bring unique and valuable skills to the position, including translation experience and integration with various birding and scientific communities in Latin America and internationally. Compared with the top candidate, Agustina had less direct experience in grant writing and conference organization, which is why she did not rank quite as highly. However, the committee felt that her unique strengths would make her an excellent alternative if the top-choice candidate decided not to accept the position. Agustina was also the top choice of one of three ExCo survey respondents.

### Conclusion

The Search Committee plans to offer the Communications Coordinator position to Carrie Kovalick. In the event that Carrie does not accept, the Committee would then offer the position to Agustina Torretta. The Committee also identified the need to reinforce to the four other finalists (who were all earlier in their careers compared to the top two candidates) that PSG values their skills and

engagement and would like to find opportunities to work with them in the future to help strengthen our communications.

[Communications Coordinator Search Committee Recommendation.docx](#)

This candidate needs to be able to work independently. Seeking ExCo feedback on top two candidates and a vote.

COMMENT: How quickly would this position start?

PRESENTER: Things are in place to move quickly with hiring.

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#### Treasurer's Report - Report #4

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\*Approved budget to be added to the meeting notes

[Draft PSG FY26 Budget 5 years.xlsx - FY2026.pdf](#)

#### **Summary:**

The FY26 budget projects approximately \$160,900 in revenue and \$168,400 in expenses, resulting in a projected unrestricted shortfall of around \$7,483. This deficit reflects conservative income estimates, a smaller surplus anticipated from the virtual meeting, and an increased annual contribution to the Ornithological Council. It also reflects continued investment in core operations, including our two paid staff positions: a part-time Financial Manager and our Communications Coordinator.

Restricted funds are projected to run a small surplus overall, with minor planned deficits in the Access and Conservation Funds covered by existing carryover balances.

To: Pacific Seabird Group Executive Council

Prepared by: Julie Skoglund and Emily Penttila

Date: September 2025

Report: Treasurer's Update

Key Points & Updates

● Account Balances (as of Aug 31, 2025):

○ Neuberger Berman: \$452,672.30

○ Axos Checking: \$208,223.28

○ Marine Ornithology Bank Account: \$24,811.29

o Total Assets: \$685,706.87 — a year-over-year increase of \$86,402.21.

(See attached Balance Sheet.)

● Operating Revenue & Expenses (FY25 to date):

o Total revenue: \$169,356.69 (budgeted: \$147,807.03) – 115% of budget

o Total expenditures: \$112,705.16 (budgeted: \$165,621.42) – 68% of budget

o Net Operating Revenue: \$56,651.53

(See attached Budget vs. Actual report.)

● Approval of FY2026 budget (to be emailed prior to the meeting; pending resolution of a few final details with Marine Ornithology Managing Editor Natasha).

Upcoming or In-Progress Tasks

- Continue monthly bookkeeping, payments, and invoicing.
- Complete the Document Retention Policy.
- Coordinate meeting to begin discussion of a second endowment fund.
- Finalize and enter FY26 budget in QuickBooks after approval.

PRESENTER: New communications coordinator position is driving a projected deficit but many accounts including the general account are at a surplus.

COMMENT: More donations to the ACCESS fund would be most helpful from PSG members.

Vote to increase annual contribution to OC to \$5,500 starting in FY26

Approval: (9 yes, 0 no, 0 abstain)

Vote to approve FY26 PSG budget

Approval: (10 yes, 0 no, 0 abstain)

Presenter, Scott Pearson Washington Department of Fish & Wildlife  
PSG supports that MAMU continues to be considered endangered in the state of Washington.

NOAA received EO to review fishing in Marine Protected Areas. Ryan Carle will spearhead letter writing.

There are coalition letters that PSG sign on to.

COMMENT: Send letters for review to all PSG ExCo, even if it's only the chairs that review.

COMMENT: The OC can provide additional support to these letters with PSG.

September 23, 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.
- 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.
- The chair will write a letter to affirm support for the Auckland 2028 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: (10 yes, 0 no, 0 abstain)