

MINUTES OF THE NOVEMBER 24 2025 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING

24 NOVEMBER 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; Ryan Carle, Washington/Oregon Regional Representative; 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; Jerome Fort, EU/AF Representative; Angie Trumbo, Communications Committee Co; [13]

Absent: Dan Barton, Chair; Laura Bliss, Secretary (Parental leave); Jose Ramirez-Garafalo, OC Delegate; Marc Romano and Anna Vallery (WSU Delegates); Scott Pearson, Vice-Chair for Conservation; Julia Gulka, U.S. Non-Pacific regional rep; [5]

Others present: Alexis Will, Elections Committee [1]

AGENDA

PSG Executive Council Meeting

November 24, 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 10.27.25 action items	Don, Chair Elect & Allison, Secretary
1005	***Review and approve 10.27.25 notes - Report #1	Allison, Secretary
1010	Treasurer's Report - Report #2	Jule, Treasurer
1015	WSC-PSG Joint Hybrid Day Planning Updates	Anna & Marc, WSU delegates
1025	Elections Committee Updates	Alexis Will, Elections committee

1030	Annual Meeting Updates	Juliet and Don, Past-chair & Chair-elect
1035	Awards Updates	Juliet, Past-chair
1045	Representatives meeting	Juliet, Past-chair
1055	***Review action items and adjourn	Don, Chair Elect & Allison, Secretary

Agenda approved: (13 yes, # no, # abstain)

October 27, 2025, Action Items

- Treasurers and chairs will investigate the legal ramifications of changing the purpose of the publication’s endowment. **Keep - Julie has done a write-up about this, shared with Kirsten waiting to hear back**
- Julie will initiate a conversation about implementing the new document retention policies with Dan and the Communications Committee. **Keep - Treasurer met with Secretary about this, decided to wait for time**
- The chair will write a letter to affirm support for the Auckland 2028 conference. **Keep - Finishing up letter now**
- Julie will set up a side meeting with the Conservation Committee to follow up on funds matching. **Keep - combine with first item**
- Scott/Don to discuss funding matching/personal contribution to conservation grants. **Keep - combine with first item**
- Update conservation chair handbook and review protocol for sending letter updates to PSG listserv. **Keep - Scott not here**

AGENDA

10.27.2025 Meeting Details

10.27.2025 Meeting Minutes - Report #1

Treasurer’s Report - Report #2

Key Points & Updates

Restricted Fund Balances (as of October 31, 2025)

Endowment Committee – Trustee Recruitment

Upcoming or In-Progress Tasks

WSC-PSG Joint Hybrid Day Planning Updates

Elections Committee Updates

Annual meeting updates (Juliet and Don, ~5-10 min)

Awards updates (Juliet, ~5-10 min)

Representatives meeting (Juliet, ~10 min)

October 27, 2025, Action Items

11.24.2025 Meeting Details

Nov 24th, 2025 | 10:00 AM -11:00 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>

10.27.2025 Meeting Minutes - Report #1

See attached document:

- [MINUTES OF THE OCTOBER 27 2025 PACIFIC SEABIRD GROUP EXECUTIVE COUNCIL MEETING](#)

Approval of the minutes: (13 yes, 0 no, 0 abstain)

Treasurer's Report - Report #2

To: Pacific Seabird Group Executive Council

Prepared by: Julie Skoglund and Emily Penttila

Date: November 2025

Report: Treasurer's Update

Key Points & Updates

Account Balances (as of October 31, 2025):

- **Neuberger Berman:** \$478,134.59
- **Axos Checking:** \$206,264.24
- **Marine Ornithology Bank Account:** \$20,584.23
- **Total Assets:** \$704,983.06 — a year-over-year increase of \$14,687.87
(See attached Balance Sheet.)

Operating Revenue & Expenses (FY25 to date):

- **Total revenue:** \$2,755.00 (budgeted: \$4,331.13) – 63.61% of budget
- **Total expenditures:** \$234.09 (budgeted: \$5,445.08) – 4.30% of budget
- **Net Operating Revenue:** \$2,520.91
(See attached Budget vs. Actual report.)

While revenue and expenditures are both below budget year-to-date, PSG remains in a strong financial position with a positive net operating surplus. Many planned expenditures and restricted fund disbursements have not yet occurred and will appear in future reports.

Restricted Fund Balances (*as of October 31, 2025*)

- **Conservation Fund:** \$19,239.32
- **Former Chairs Fund:** \$20,892.07
- **Lifetime Membership Fund:** \$3,200.00
- **Access Fund (Travel & Membership):** \$5,115.10

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 pending implementation logistics.
- Endowment Withdrawal Plan
- Ongoing discussions:
 - Potential creation of a second endowment fund.
 - Legal and operational considerations for expanding the purpose of the current publication endowment.

Attached documents:

- [PSG Income Statement October 2025](#)
- [PSG Balance Sheet as of 10-31-2025](#)

Comments: Will draft a notice for list serve that PSG is seeking a new chair for the Endowment fund. This should be separate from elections notifications, because it is a different role from Exco. Julie will prepare a message and get input from chairs before sending it to the communications committee to put on the list serve.

WSC-PSG Joint Hybrid Day Planning Updates

[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.

Comment- Hybrid day is on the last day. WSC just added a note about how the hybrid day will work on their website. ExCo should review this and let delegates know if there are any issues.

Hybrid Day page for WSC: <https://worldseabirdunion.org/world-seabird-conference-home/wsc4-hybrid-day/>

Elections Committee Updates

The Elections Committee welcomes nominations for the following positions:

- **EXCO Officers**
 - Chair-Elect
 - Treasurer
- **Regional Representatives**
 - Asia / Oceania
 - Alaska / Russia
 - Europe / Africa
 - Northern California
 - Student Representative (must be a current student).

We aim to secure at least two candidates per position and a full ballot by early January. The ballot will be sent by Jan 18, voting lasts one month, and EXCO approves the results during the virtual annual meeting.

Question: Does student rep have to be a student for the entire duration of term?

Response: Is it ok for the student rep to graduate before their term as student rep is complete.

Question: Can the student rep come from any region?

Response: Yes

Annual meeting updates (Juliet and Don, ~5-10 min)

- Abstract deadline extended to 1 December
- Local committee is soliciting virtual field trips-- any ideas of people/groups to approach who might be doing fieldwork at the moment or have videos from prior field seasons?

- Student panel focusing on career transitions and/or careers with non-traditional employers (provide some optimism and concrete suggestions in a difficult hiring climate)

Comment: We are encouraging people to submit abstracts and register early to assist with planning.

Comment: Discussed having local gatherings during virtual meetings. Thinking of a call to organize this on a local level sent through the list serve and say that PSG could potentially assist with some organization and funding support.

Comment: There is a version of this in the works for the LAA. A group in Anchorage is planning to get together for the presentation and plenary address. PSG is offering support and facilitation for this event.

Awards updates (Juliet, ~5-10 min)

- **Student Research Grants:** The Former Chairs are working with ExCo to offer student research grants this year. 3-5 grants of up to \$3,000 will be available to support seabird-related research by undergraduate, Master's, or PhD students. Applications will open in early December and close at the beginning of February, and winners will be announced at the Annual Meeting. If you have a chance, please take a look at the draft [application form](#) and [scoring criteria](#) and let Juliet know **by 5 December** if you have any suggestions for changes to the application or the award criteria. And please make sure the students in your lives are aware of this opportunity!
- **Travel Awards (registration support):** We have funding available to offer full or partial registration waivers for this year's meeting. The [application](#) is open to student, early-career, and international attendees who have submitted abstracts. We have extended the award deadline to match the abstract submission deadline (1 December) and will notify recipients before the early bird deadline.
- **ExCo Registration Support:** Council members and committee chairs who don't have institutional funding to support their attendance can request a registration waiver. Students will receive a partial waiver, and professionals will be able to register at the student rate. Please let Juliet know **by 1 December** if you would like to request a waiver (just an e-mailed request is fine, no justification needed!)
- **Society Awards:** This year's LAA winner, Dave Irons, will be giving a plenary during the virtual meeting in February. The nominators are planning to host an in-person event in Anchorage to present Dave with his award and broadcast the plenary on the virtual platform. Details to come! Last year's LAA winner, Dave Anderson, will be giving a plenary on the virtual day of the World Seabird Conference (jointly hosted by PSG) on 11 September 2026. Dave A will give his talk either live in Tasmania or in front of a live audience at his home institution (Wake Forest University in NC).

Question: Is any support from ExCo needed for the Student Research Grant?

Response: ExCo can weigh in on criteria for evaluation, but a former chairs committee will assess applications.

Representatives meeting (Juliet, ~10 min)

- Regional reps & past-chair met on 7 November
- We discussed the need for better onboarding and communication with new regional reps (and new ExCo members in general). Holding an orientation/Q&A for new members should be a priority for next year.
- We discussed the challenges that regional representatives face in identifying and communicating with the people in their regions. Regional reps used to communicate mainly when they were soliciting information for annual reports, but that channel no longer exists. Reps feel somewhat detached from their regions. One helpful idea was to create regional e-mail lists (like the PSG-wide e-mail list) that

people could sign up to be part of. This could be a nice way for PSG members to share region-specific events and information and identify regional conservation issues that the regional reps could then elevate to ExCo.

- We discussed the idea of holding hub events/watch parties for the Annual Meeting. Some regions are more conducive than others to this type of event. It might be useful to create a form where people interested in hosting or attending an event could sign up, indicate their region and how far they'd be willing to travel, and suggest venues. PSG could set a budget and/or create a request process where people organizing regional events could get reimbursed for snacks or other costs.

Comment: Communications coordinate is looking into whether or not the idea of regional listservs is feasible through the existing PSG listserv system.

Comment: In the past regional reps received a mailing list for their regions to facilitate regional reporting. Support the idea of some tool for regions to communicate among themselves.

Comment: Likes the idea of an easier way to communicate on a smaller scale. I have tried doing this in other organizations with Slack, but there is a bit of a barrier to adoption because it is one more thing for people to check. Email is probably better as it is something people are using anyway.

Comment: Having some way to keep track of which region people are in would help to keep it together.

Comment: PSG regions vary in geographical scope, which impacts how an approach will work for regions. Might need to be flexible in finding solutions that work across regions.

Question: Is there a reason why Asia and Oceania are combined in one region?

Response: These areas may have been combined historically because of the smaller number of people involved from those areas

Comment: Having Latin America joined with SoCal is also not really sensible.

Comment: The East Asia Conservation Committee has an extensive email list that is used to communicate across a large regional community, this could be an example of how a regional email list could work.

Comment: We will continue to discuss options for engaging the regional reps more in PSG through email and meetings with regional reps. In the meantime, encourage regional reps to be active on the listserv to get community interaction.

Comment: As a regional rep, I appreciated having that conversation about the role of regional reps. I would do things to boost PSG events (reminders about abstracts, etc.), but I do not have a comprehensive list of members within my the region to do this.

Comment: Regional reps also serve as an entry point for members to get involved with governance of PSG, gaining experience before taking on officer roles. It would be nice to have responsibilities of regional representatives defined better.

November 24, 2025, Action Items

- Treasurer and chairs will investigate the legal ramifications of changing the purpose of the publication's endowment and up a side meeting with the Conservation Committee, Scott, and Don to follow up on funds matching and contributions to conservation grants.

- The treasurer will initiate a conversation about implementing the new document retention policies with Dan and the Communications Committee. Expect to renew this effort after the Virtual meeting.
- The chair will write a letter to affirm support for the Auckland 2027 conference.
- Update conservation chair handbook and review protocol for sending letter updates to PSG listserv.

Approved to adjourn: (13 yes, # no, # abstain)