

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

25 January 2016 conference call: 1500-1630 (Pacific Daylight Time)

Amended and approved 10 February 2016

Present (9): Kuniko Otsuki (Japan/Oceania Representative), Jane Dolliver (Secretary), Kathy Kuletz (Chair), Stephanie Avery-Gomm (Canada Representative), Nina Karnovsky (Chair Elect), Jo Smith (Past Chair), Yuri Albores (Hawaii/Latin America Representative), Samantha Richman (E Coast US Representative), Christine Ogura (Treasurer).

Absent (4): Peter Hodum (Washington/Oregon Representative), Stefan Garthe (Europe/Africa Representative), Andrew Titmus (Student Representative), Anna Weinstein (Northern California Representative), Robb Kaler (Alaska/Russia).

APPROVE MINUTES

Motion to approve the minutes from 13 October, 7 December, 11 December by Nina (Jo seconds)

Jane will add standard header to these notes, agenda at the bottom of all the notes

Abstentions: 0, Nays: 0, passed unanimously.

CODE OF CONDUCT

Draft Code of Conduct (CoC) presented (report 3). Please do not circulate to anyone outside the ExCo. This draft is the third produced by the committee. Yellow highlights in the document show all changes/corrections put forward by Jo, Stan or the committee. The last few pages of the document have details about corrections and decisions made by the committee..

ExCo needs to review this document before 10 Feb.

Please send Jo comments/suggestions on the CoC AND how the CoC process should work (how members sign the CoC, what to do about lifetime members, etc) by next Thursday 4 Feb, she will compile in preparation for longer discussion 10 Feb.

Importantly, Jo would like advice on what to do next year: ExCo will approve the document, then it will go out to the membership. The Code of Conduct Committee has a draft implementation plan:

1. Form a standing CoC Committee to review complaints
2. Create a final CoC
3. Send the final CoC out to members; keep accurate records of agreement to the CoC by all members.

BUDGET

For the FY16, the bookkeeper fees were estimated at \$4,000 more than budgeted. This includes both taxes and bookkeeping. Every January, PSG signs an engagement letter to engage the accounting firm to a given amount. This is the first year the firm has done both taxes and bookkeeping.

There are two options for the EXCO to consider:

- 1) Engage the firm for taxes and bookkeeping (\$4000: \$2000 for taxes, retainer fee for \$500/month for 12 months for bookkeeping = \$2000). This is a set fee, no matter how much consulting happens within the month. In terms of efficiency this is the best option, especially with a new Treasurer coming on board.

2) Pay \$2000 for tax assistance, pay by hour for bookkeeping. One good thing about this option is that it leaves open the option of finding another bookkeeper that is cheaper, but this might be too much to put on the new Treasurer?

Bookkeeping and taxes is budget in FY16 as \$2500, but should be closer to \$6000.

We have 3 years worth of operational funds in our checking account. We could probably absorb this cost and still have 3 years of operating funds in the checking account.

Q: What are the tasks that the bookkeeper performs?

Ans: Paypal and regonline do not import directly into Quickbooks. (e.g., RegOnline reports a total of \$440 paid, does not separate this into \$300 meeting registration, \$100 annual dues, \$20 to the Student Travel Fund, \$20 to the Conservation Fund etc). All of this processing is done manually by the bookkeeper.

Q: Does PSG need to use a new software system?

Ans: We have moved all credit card transactions to RegOnline and away from PayPal. RegOnline has a lot of benefits, conversely paypal has non-profit pay fee: \$30/month, 3% per transaction (Paypal), 4.95% for all transactions (RegOnline).

Christine will send FY16 engagement letter for the bookkeeper/tax accountant to the EXCO officers

Christine will prepare FY16 updated figures before 10 Feb

Christine will put together a list of tasks performed by the bookkeeper

Q: Won't the new treasurer want to be physically near the bookkeeper?

Ans: Maybe.

We need to ask them to wait until after 10 Feb, go month-to-month until then and bill (invoice) for services already rendered until this point.

2016 ANNUAL MEETING

The meeting at Turtle Bay (2016) is shaping up to be about as big as San Jose (2015): 239 people are registered, 7 filled special paper sessions. Two plenary speakers have been chosen: William Sydeman and Lisa Balance. John Piatt sends his regrets. There will be 3 concurrent sessions every morning; 2 concurrent sessions each afternoon. We saved PSG funds by printing program at Pomona College.

There has been a change to the banquet/awards presentation structure: the banquet is outdoors (presentation of the award and crystal), the presentation of accomplishments is Saturday morning.

The award winners are:

Lifetime achievement award: John Piatt (cannot attend, and presentation of award will not happen via Skype)

EXCO will let Nina know if they have a spot for Bill Sydeman in a non-student room

ELECTIONS

51% of members voted. Election results: Chair Elect: Kyra Mills; Treasurer: Martin Renner; Student Representative: Chris Tyson; Alaska/Russia Representative: Robb Kaler; Asia/Oceania Representative: Kuniko Otsuki; Europe/Africa Representative: Ross Wanless; Northern California Representative: Anna Weinstein.

Jane will check with re-elected individuals to make sure they are still able to serve.

BYLAWS

Abandoned getting final bylaws document.

Jane will finalize bylaws document and send out to members for a vote by end Feb.

2017 MEETING

Continuing conversation with potential local committee in Tacoma (they are finding a venue, etc). The backup for 2017 is Portland. We will have the 2017 location decided ahead of the Hawaii meeting. La Paz and Portland are still a good options for 2018, 2019.

Q: Will there be a general request sent out to the listserve to identify additional future meetings locations and local committees?

Ans: Kathy will put out an announcement on the PSG listserve for annual meetings 2018-2020

WORKPLAN

Kathy will update and revise the workplan by 10 Feb

For workplan item #6 – new webmaster and website maintenance. Watch for a proposal later this week for the PSG website overhaul (up to \$5000). Anything asking for a vote that is asking for over \$2000 needs to be sent by 27 January.

Motion to adjourn by Kathy, Stephanie seconds.

AGENDA

- 15:00 1. Roll call & review agenda (Kathy, Jane) – Report #1
- 15:05 2. Approve minutes from Oct & Dec 20 2015* (Jane) – Report #2
- 15:15 3. Code of Conduct (Jo) – Report #3
- 15:30 4. Budget (Christine) – Report #4
 - Closeout of 2015 meeting account
 - FY16 budget with proposed amendments*
 - Proposed change of fiscal year
- 15:50 5. Update on 2016 Annual Meeting (Nina)
- 15:55 5. Other updates
 - Elections (Jane)
 - Bylaws (Kathy)
 - 2017 Annual Meeting & proposal for 2018 (Jo)
- 16: 15 6. FY15 workplan review (Kathy) – Report #5
 - See essential 2015 workplan items below
- 16:25 8. Review of action items from today's call (Jane)
- 16:30 8. Adjourn (Kathy)