

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

10 February 2016 Annual Meeting in Kahuku, HI 0830-1730 (Hawaii Standard Time)

Amended and approved 25 February 2016

Present: Kathy Kuletz (Chair), Jane Dolliver (Secretary), Nina Karnovsky (Chair Elect), Andrew Titmus (Student Rep), Joanna Smith (Past Chair), Robb Kaler (Alaska/Russia), Kuniko Otsuki (Asia/Oceania Representative), Christine Ogura (Treasurer), Stephanie Avery-Gomm (Canada Representative – PM only), Stan Senner (10).

Absent: Peter Hodum (WA, OR), Stefan Garthe (Europe, Africa), Yuri Albores (S CA, Latin America, HI), Anna Weinstein (Northern California) (4).

Other members present: Ross Wanless (Europe/Africa Representative), Ken Briggs (PSG member, investing trustee for the endowment), Kyra Mills-Parker (Chair Elect), Doug Forsell (former Chair), Vivian Mendenhall (PSG member, former editor of Pacific Seabirds), Martin Renner (Treasurer Elect) (6).

Motion to approve the agenda with the addition of Bookkeeping and Taxes Accounting Proposal at 10:15am. Moved by Robb, Nina seconds.

Abstentions: 0, Nays: 0, passed unanimously

Motion to approve the minutes as recorded for 15 Jan 2016. Moved by Jo, Nina seconds.

Under bylaws – remove Doug’s name from the top of 66. Remove Robb’s name from present.

Motion to accept the 25 Jan 2016 meeting minutes with the two amendments above. Moved by Jo, Nina seconds.

Abstentions: 0, Nays: 0, passed unanimously

CHAIR - OVERVIEW OF ACTIVITIES

The Past Chair contributed to the following: a) upgrades to PSG website b) migration to a new listserve c) management of the awards committee d) assignment of travel awards e) organization of student presentation judging. The Chair-Elect organized the entire scientific program for the 43rd Annual Meeting, in addition to work on the awards committee. The Vice-Chair for Conservation submitted five Conservation Letters to US federal agencies and the Minister of the Environment in Japan.

There are 639 current, former or lapsed PSG members, including 69 active student members (42 lapsed) and 16 corresponding members.

Q: Who are corresponding members? Ans: These members received a free PSG membership in exchange for sending research activities of what is happening in their countries (originally founded when there was no email, or mail to some foreign countries).

Q: Corresponding members do not correspond though their regional representative? Does this serve a purpose? Ans: This may still serve those unable to pay for a PSG membership.

Tasks unfinished in 2015-2016: a) publication of Pacific Seabirds b) establish annual meetings 2017-2020 c) Handbook refresh d) 5 or 10-year strategic plan e) archivist position f) discussing board size and duties g) seabird monitoring database online again

TREASURER'S REPORT

Motion to approve the FY15 closeout budget as amended. Moved by Nina, Robb seconds.

Income: \$119,055.00

Expenses: \$84,821.56

Profit: \$34,233.44

Abstentions: 0, Nays: 0, passed unanimously

Christine will re-send the FY15 budget with updated numbers from the annual meeting

FY16 Budget

FY16 budget, section by section (A-C):

A – Income. Biggest source of revenue for PSG is membership and profits from annual meeting

B – Expenses. RegOnline fees are for processing transactions. Government registration fees are for operating as a non-profit in the State of California. This section reflects our core/operating costs, \$11,521.

Martin will decide whether the PSG bank account will remain at First Hawaiian Bank.

Christine will update the website/email hosting and listserv estimates in the FY16 budget

C: Society services. The membership to the Ornithological Council is a significant portion of the budget (\$2120.00).

Q: PSG members have until April to pay for their membership? Ans: PSG is a friendly organization, so there is leeway. Not all members attend the annual meeting. Membership is on annual basis. We could move up the deadline for membership to 28 February instead of 30 April.

Jo will send an example 5-year (current year + 4 years prior) financial statement to Martin.

Christine will provide the PSG treasurer reports as found online in the PS Bulletins (all past years) to Martin.

Motion: change fiscal year (Oct-Sept) to (Apr-Mar) starting in FY18. Moved by Christine, Andrew seconds.

Reasons to change the fiscal year: a) a majority of income comes in Jan/Feb. The current fiscal year is mis-aligned with when PSG receives a majority of its income b) expenses from meetings are generated at the last minute c) the current year discourages participation in formation of the budget by the PSG general membership at the annual meeting – by Feb, the budget is already approved.

Reasons to not change the fiscal year: a) the transition year is difficult, need to make a new budget to cover gap year b) tax person has to prepare 2 tax reports (an additional expense).

Q: There are three standard calendar years, (Jul 1-Jun 30, Oct 1-Sept 30, Jan 1-Dec31). Could we realize the same benefit by going with Jul 1-Jun 30 fiscal year? Ans: No.

Q: Will this degrade ability to compare budgets between years (and do financial back-casting)?

Ans: Maybe

Q: Maybe the issue is not about the fiscal year, but how we do budgeting and include costs? (e.g., now we pass budget on income from past year and project future income from future annual meetings. Maybe we just need better rules about decisions and budget items)

Q: With the Apr-Mar fiscal year, are we creating a gap so the annual meeting income is not part of the next fiscal year? Ans: No.

Comment: The guideline of having 3 years of operating costs is to prevent PSG from balancing a budget on meetings alone.

Q: The previous fiscal year was January 1-December 31? The fiscal year was changed from end of calendar year because it fell during the annual meeting? Ans: No, the fiscal year has always been Oct-Sept.

Q: Don't understand the major benefit – main income still comes in the first quarter of the fiscal year.

To questions/points above: still trying to project what income might be in Jan/Feb in September. The membership is majority of the income, and the Annual Meeting supplements this income.

Q: All the seabird meetings were established in winter because of the field season. Seems that the fiscal year should turnover in the spring/summer when annual meeting finances are finalized? Ans: hard to get quorum in the summer.

Q: Can we change the behavior of the board? When we make the budget, we don't create it with uncertain potential income. Income from annual meeting and membership should be known 30 April and used to populate FY17. Budgets are being passed to late – being passed in November. We should pass a budget based on cash in-hand.

[Amended motion: Pursue actions to change the fiscal year from current \(Oct-Sept\) to new \(Apr-Mar\), pending review of budgetary guidelines and the feasibility. Moved by Jo, Nina seconds. Abstentions: 0, Nays: 0, passed unanimously.](#)

[Motion to approve the membership-elected candidates as prepared in the 11 Jan 2016 elections report. Moved by Jo, Robb seconds.](#)

The 2016-2017 PSG Executive Council is:

Chair: Nina Karnovsky

Chair-elect: Kyra Mills-Parker

Past Chair: Kathy Kuletz

Vice Chair for Conservation: Stan Senner

Treasurer: Martin Renner

Secretary: Jane Dolliver

Alaska and Russia Regional Representative: Robb Kaler

Washington and Oregon Regional Representative: Peter Hodum

S California, Latin America and Hawaii Regional Representative: Yuri Albores-Barajas

E Coast of the US Regional Representative: Samantha Richman

Canada Regional Representative: Stephanie Avery-Gomm

Asia and Oceania Regional Representative: Kuniko Otsuki

Europe and Africa Regional Representative: Ross Wanless

Student Representative: Chris Tyson

Note: one regional representative did not confirm their willingness to stand

[Abstentions: 0, Nays: 0, passed unanimously.](#)

[Jane will re-contact the one regional representative before elections results are announced](#)

[Nina will follow up with all candidates who were not elected to thank them for running and encourage them to run again](#)

[Nina will thank all the out-going EXCO members for their service](#)

Jo will send Nina the PSG letterhead and an example rejection letter

WEBSITE REFRESH PROPOSAL

Lisa Balance and Annette Henry were previous PSG webmasters. This position was offered out to the membership (Jo is interim webmaster). As a volunteer, Jo cannot maintain the website – this work is contracted to Anne Francis. The Communications Committee Coordinator (Jo is interim Coordinator) makes sure Pacific Seabirds is published, communicates with Marine Ornithology Business Manager.

Martin will drop PSG down to basic hosting, \$6.99/month

Jo will double check that the Bluehost pro-account upgrade that PSG pays for is not for the listserve

Current and future website needs: 1) the ability maintained by volunteer (html, wordpress) 2) Google Analytics installed 3) improved layout, modernize, catchy, fresh 4) the ability to archive materials 5) beautiful photos 6) improved profile of donations 7) student member features

Q: Is there currently a back-end for the website? Ans: No, EXCO-only material is on FTP site.

Statement: From the Seabird Monitoring Committee perspective the ability to share protocols would be a great function for the new website. Could link to the World Seabird Union sharing site (if they have some of the materials).

Jo to add this to the policies and procedures document retention strategy – does web archiving count as archiving? What are the IRS rules?

Website proposal: Estimated cost is about \$4400. All current PSG topics would be under 3-4 headers: who we are, what we do, why it matters in an editable Wordpress format.

Motion: Approve the website proposal as presented. Moved by Nina, Andrew seconds.

Q: Is there support from the EXCO to refresh the website with this design? (approval of template at another meeting). No new content – all content would be moved from the current site.

Revised motion: to approve the website refresh pending budgetary approval based on the proposal submitted to EXCO. Moved by Jo, Robb seconds.

Abstentions: 0, Nays: 0, passed unanimously.

Q: Will the new website include links to Facebook, Twitter, etc? Ans: Yes.

BOOKKEEPING AND TAXES

PayPal credit card payment only shows the total credit card payment made. For example, \$285. If this was for the annual meeting, this total could be made up of \$200 registration, \$60 donation, and \$25 t-shirt. We need to translate these breakdowns separately into our QuickBooks (QB) software. All these expenses need to be reconciled. This is a lot of time: learning RegOnline, compare PayPal to RegOnline, reconciliation with Quickbooks. The Smith and Archibald firm underestimated the time, so the engagement letter estimate is a lot higher. PSG can either do a la carte services OR do a retainer fee (\$500/mo irrespective of how many hours). PSG has not received or paid invoices since October 2015. The amount in the current budget for taxes and bookkeeping is too small: \$2500/taxes and bookkeeping. The estimate for bookkeeping over the last 4 months is: \$700 (about \$175/mo).

Martin will decide whether to stay with the Smith and Archibald accounting firm.

The treasurer proposes to amend budget by \$2,500; continue to use a la carte services until the new Treasurer can decide what to do. The FY15 close out total was \$2,720 (bookkeeper + taxes)

Statement: In general, PSG should go by billable hours unless we are certain that we would go over (and thus PSG would gain hours that it would otherwise have to pay for). Having in-person accounting services is excellent (urge this for the new treasurer). PSG needs to add 3% increase for inflation for all services in PSG operating budget.

Statement: One of the recommendations from the last audit is an independent audit every 3-5 years. It is \$4000. The last audit was in 2013. One of the main recommendations from 2013 was that two people review all transactions.

Martin will prepare for audit of FY16 in FY17.

Q: Can we get rid of PayPal? Ans: Yes, but use PayPal to process credit card transactions from the student auction. Can't do this with RegOnline (no swipe feature). But, Quickbooks offers a swipe option and credit card processing online.

Q: If the PayPal account was limited to merchandise would it be easier to reconcile? Ans: No.

Q: Is there still a link between Marine Ornithology and PayPal? Ans: Marine Ornithology has their own PayPal account now.

Motion: Approve an increase in account and bookkeeper fees up to \$2500 pending other budgetary discussions, moved by Jo, seconded by Nina.

Notes on amendments to the budget 1) we need to pay the January invoice for Smith and Archibald 2) we need about \$1200 for website maintenance.

Abstentions: 0, Nays: 0, motion passes.

2017 ANNUAL MEETING

Two solid options 1) Tacoma, WA (local committee formed) 2) Portland, OR (local committee agreed, but only as a plan B). The Tacoma convention Center has opening 22 Feb 2017 (4th week of February); Olympia is not an option Jan/Feb – no venue large enough

Q: Do you have to rent the entire Tacoma Convention Center? Ans: No, just enough for PSG needs.

Jo will contact Tacoma local committee members to ask what other information is needed to make a decision.

Q: Do we need to have a budget approved before the membership is notified of the location? Ans: Need to have a good idea of venue costs and a local committee that says yes.

CODE OF CONDUCT

Code of Conduct (CoC) first met during the PSG 2015 meeting on 22 Feb. The purpose of this conversation is to: 1) choose a preamble (3 provided) 2) define a process for ExCo approval of

the CoC 3) define a process for membership review. The purpose does not include a) word-smith of the CoC b) EXCO motion to pass the CoC.

EXCO to consider: What might a committee look like that is responsible for the CoC? What happens when someone launches a complaint? Do we need to figure out and detail the process or not?

Reasons for the CoC 1) if/when unprofessional behavior occurs, the CoC provides a backbone to address member 2) the IRS has a series of suggested policies and procedures, the CoC is part. Many professional societies (e.g., GSA - Geological Society of America) have a code of conduct for members, even a code of conduct for meetings, to limit distribution of unpublished data.

The CoC has five members who produced two drafts that the Past Chair and Vice Chair for Conservation commented on. The Past Chair also reviewed comments on draft 2 by the EXCO, did not see any red flags.

Comment from a CoC committee member: The committee wanted to keep the policy part of the document short/concise (so people would read it), and in as commonsense and plain language as possible. The document should not come off as punitive, instead in an instructive or engaging tone.

Selecting the preamble. Preamble #1: 2 votes Preamble #2: 3 votes. Propose option 3 – put paragraph 2 from option 1 at the bottom of the preamble. Propose option 4 - “in the unlikely event...” at the bottom of the entire document

Jo will create a new preamble, option 4, with paragraph 2 from option 1 at the bottom and lead that paragraph with “in the unlikely event..”

Comment from a CoC committee member: paragraph 1 of preamble 1 is a combined mission statement from the bylaws, website, and PSG handbook. Comment from EXCO: this cannot be a combination – use the mission statement from the website.

Jo to adjust paragraph 1 of option 4 to include the mission statement from the PSG website.

The process: 1) CoC goes out for membership input and review 2) those comments get compiled by the committee w/ their recommendation 3) EXCO reviews, votes and adopts the CoC 4) CoC sent to membership with agree/disagree vote (like bylaws vote by membership).

Specifics on step 1 - above) For each section, members select “approve as is, or approve with comments...” or “Agree, disagree, comments” Members see the draft CoC once, comment (but don’t vote).

Regional representatives need to be talking to their members, letting them know the CoC is in the works.

Q: We are not going through, making changes line by line? Ans: No.

Q: Is the question of who will address complaints one that needs to answer a) names of people b) the positions of those people (e.g., Chair + 4 members). Ans: who and how many, but not names.

Q: Do individual members sign the Conflict of Interest statement? Ans: Individual members do not. A conflict of interest would be if a member brought something EXCO for a vote and they would stand to financially benefit from that vote.

The committee expects an additional 9-10 months of time to ratify the final CoC.

BYLAWS

An outstanding question from the bylaws revision, fiscal management clause A: change “unanimous” to “75%”. The local committee needs EXCO approval to make decisions about the annual meeting that cause the budget to go into the red, but the vote need not be unanimous.

Motion: Bylaws doc Article 7, section 2, clause D: replace the word “unanimous” with 75% (Jo, second by Nina)

Abstentions: 1, Nays: 0, passed unanimously.

Motion: Make changes to the bylaws doc: Article 7, Clause A: “It likewise does not apply to those expenditures necessary to accommodate changes in attendance at meeting above the number in the approved meeting budget, unless the changes result in a meeting budget with losses; those expenditures to the annual meeting must be approved by the Chair, Chair Elect and Treasurer” moved by Jo, Nina seconds.

Abstaining: 1, Nays: 0, passed unanimously.

Motion: Make changes to the bylaws doc: Section 2, “Adoption”: at least 30 days before the close of the ballot, “and members can return ballots electronically or by mail.” Moved by Jo, seconded by Jane.

Abstaining: 1, Nays: 0, passed unanimously.

Jane will send out to the EXCO clean copy by the next conference call.

Motion: Make changes to the bylaws doc: Article 2, “membership”, Section 2, “dues”: ...paid by the “30 of April” to “28 February” AND ... “shall be paid moved by Jo, seconded by Jane.

Abstaining: 0, Nays: 0, motion passes.

APPLICATION/PROPOSAL PROCESS FOR DETERMINING/SELECTING LOCAL COMMITTEES

PSG needs a submission form, similar to a grant process that includes: 1) Name, 2) Proposed location, 3) Why would location be a good venue? 4) Qualification of tem to host meeting, 5) Specific time frame to host meeting, 6) Have you explored options, what hotels/meeting space is available? Field trips? 7) What transportation options are available? 8) Is there anything else you want to add?

Q: How much interest does PSG get in soliciting local committees? Ans: Generally difficult to get people to commit to hosting.

If there is an identified process for how to propose being a local committee (e.g., on the PSG website a checklist/form to submit, including 9) can you hold a meeting between Jan and Feb?

Q: Can PSG use Survey Monkey to accept applications? Ans: Yes, good idea to accept and archive applications.

Jennifer will send EXCO 10 most important points by 15 Apr (for Apr 24 conf. call)
Stephanie will enter the EXCO-approved local committee survey into Survey Monkey

FUTURE MEETING LOCATIONS, 2018-2020

If Tacoma commits to 2017, Portland is open to 2018. Alfonso Aguirre-Muñoz expressed interest in Mexico 2018 and beyond. PSG could also be part of the International Ornithological Congress (IOC 2018, Vancouver, British Columbia). We would need to make sure that there is an MOU and put down a deposit to become a sponsor

Q: When would we need to commit by? Ans: Early, 2016

The scientific program would be set by the IOC. PSG members need to submit symposia just like other organization. The schedule is: Tues, Wed, Thurs, (Fri field trip), Sat, Sun

Comments (con): 1) timing of the IOC is not ideal, given the field season 2) not strictly a seabird meetings, therefore not a true PSG meeting 3) IOC has a more competitive process for talk selection 4) IOC has higher registration fees (fewer students able to attend)

Comments (pro): 1) if PSG held a meeting in August 2018 (skip Feb 2018, Feb 2019) it allows the EXCO to spend time on strategic planning 2) any IOC profits are shared amongst the sponsors equitably (by sponsorship level) 3) the IOC can accommodate meeting space, committee rooms, etc 4) it would be beneficial to join an international forum, bring PSG into the broader conservation of birds community 4) the last IOC was in Tokyo – local organizations organized their symposia and probably had a choice on which day their symposia occurred 5) IOC-Tokyo was well-attended, a strong meeting 6) lots of interest in the IOC on behalf of Asia colleagues – good networking opportunities

Q: Could we combine (instead) with an oceanography meeting? Ans: Yes, standing offer from PICES to do a collaborative meeting.

Q: What other groups have been asked to join the IOC? Ans: AOU (likely not interested), Canadian Society of Ornithologists, Waterbirds, Pacific Seabird Group

Q: Is another option to have a PSG meeting and still be a sponsor? Ans: Yes

Q: If PSG is a sponsor, can we attract more membership? Ans: Maybe

Q: Is the sponsorship a true deposit, will PST get the funds back? Ans: budget the IOC sponsorship as a loss

The board appears to be about 50/50 in support of the IOC meeting

Jo will talk to the former Chairs about the IOC meeting

Motion: Commit \$1000 to IOC meeting in Vancouver, Canada in 2018 pending IOC approval.

Moved by Jane, Nina seconds.

Abstentions: 1, Nays: 0, motion passes.

ALEUTIAN TERN TECHNICAL COMMITTEE PROPOSAL

Basic history: an informal working group was established which first met in 2007, again in 2014 in Juneau. The species is suspected to be in decline, some tracking work was initiated. There's a strong need for a network to lay out priorities, strategies and goals for the species, for this reason, PSG members decided to formally establish a technical committee.

In consultation with the PSG handbook, to establish a new committee, the EXCO must designate the purpose, size, and powers of the committee. The committee coordinator has the responsibility to 1) oversee all activities 2) schedule meetings 3) report accomplishments. The coordinator can be removed by a majority vote of the EXCO.

Q: Who is the coordinator? Ans: Susan Oehlers and Michael Goldstein

Q: Would it be okay if the EXCO approved the committee for the next 5 years? Ans: Yes (committees are not typically formed in perpetuity)

Q: Size? Ans: 30 people

Q: Powers? Ans: Convene meetings at PSG annual meeting, use the PSG label when interacting with agencies or other funding organizations (i.e., they've been endorsed)

Motion: Approve the formation of the Pacific Seabird Group Aleutian Tern Technical Committee
Jo moves, Nina seconds.

Abstentions: 0, Nays: 0, passed unanimously

2016 ANNUAL MEETING AND BUDGET

Registration: 255 final registrants, 27 cancellations. There was a much higher than usual late cancellation rate. Suggestion for next year: require people to submit payment at least two weeks previous.

Budget: 1) Expenses ~\$100,000 2) Income at \$99,500. If a pending donation does not come in, the annual meeting budget is about -\$5,000. If we get 10-12 walk registrants, it would make up for that. Some expenses that we decided on: 1) provide lunch for 3 days (\$13,000) 2) subsidize banquet cost - \$100/person, but charged people \$75 (\$55 for students) 3) hiring a meeting coordinator (\$6,000) but she saved PSG way more money than she cost.

Field trips: a few open spaces. The banquet was moved inside to accommodate a later end time.

FY16 BUDGET

\$46,000 in bank account right now (for reference, 36,000 is 3 years of operating budgets) so ~\$10,000 is available.

Proposals during this call: \$4400 website proposal, \$2500 bookkeeping and accounting, \$1000 IOC sponsorship = \$7900 TOTAL request
=\$2100 remaining of the \$10,000 available

Annual meeting loss may be -\$5500, so we would dip into operating funds by \$3400. But without a final figure for membership income until April 30, we may be okay.

Jennifer Lang, PSG membership coordinator, will catch up with those with lagging membership

Additionally, website updates (not included in FY16 budget) are, based on current workload, \$360/mo (\$4300/year)

Motion: approve expenditures in the FY16 budget for the three prior motions previously passed: website refresh proposal, bookkeeping and accounting, and IOC sponsorship. Moved by Jo, Robb seconds.

Abstentions: 0 Nays: 0, passed unanimously.

PACIFIC SEABIRDS

The Future of Pacific Seabirds (PS) Committee met and suggested PS should be 1) readable on mobile devices 2) available as a downloadable pdf. Regional reports are ready to go for 2015's PS.

Nina will send out the announcement re: the vote to cease printing copies of Pacific Seabirds to all members.

Comment: Very urgent to get out the 2015 issue – the minimum: Financial Statement, Chair's Report, Regional Reports. Suggest a deadline of 30 March, otherwise information will start to get lost.

Nina will put out a call for an editor to Pacific Seabirds.

Q: Can the regional representatives serve as a head of communication committee? Ans: Yes. Perhaps serving on a committee should be a requirement of all regional representatives.

Q: What does the Pacific Seabirds editor get in return for their work? Ans: To put them on their website

Q: What is the communications committee? Ans: the Pacific Seabirds Editor, the Website Editor, the Listserve Coordinator.

GOVERNANCE

Jo will talk about governance with the former chairs

Comment: being on a board does have responsibility: 1) fiscal responsibility 2) board members need to stay informed, know what is going on.

Comment: There are a lot of things to accomplish in the first quarter 1) annual meetings 2) bylaws 3) Pacific Seabirds. How much can be contracted out? How much can we do with volunteers?

Comment: 2020 will be a good time to roll out a new governance structure, right now PSG is 100% operational (as opposed to strategic).

Nina will send out letter welcoming new EXCO and outlining responsibilities.

OTHER BUSINESS

IUCN sponsorship: World Conservation Congress is in Honolulu, HI, Sept 2016. Would PSG like to co-sponsor the IUCN proposal? Deadline was 10 Feb 2016.

Nina will get back to the IUCN on sponsorship of the WCC

Nina will try to pull support from people in the debris, contaminants and disease session.

Jane will put action items at the top of all the minutes.

Motion to adjourn. Moved by Kathy, Nina seconds.

AGENDA, 10 Feb 2016

Time	Agenda Item	Lead(s)	Page(s)
8:00AM	ARRIVAL AND SOCIALIZING		
8:30AM	INTRODUCTION		
10	Welcome, introductions, roll call, quorum	Kathy, Jane	NA
5	Review and adopt agenda	Kathy	1-2*
5	Approve minutes (January)	Jane	64-66*
8:50AM	REVIEW OF REPORTS		
15	Overview of 2015-2016 activities & workplan	Kathy	
10	Discussion and questions of 2015-2016 reports	ExCo	1-169
10	Treasurer's report and updated FY16 budget	Christine	13-26
9:25AM	ON-GOING BUSINESS		
25	Changing the fiscal year	Christine	29*
10	2015 Elections results	Jane	73-74*
10:00AM	TEA AND COFFEE BREAK		
10:15AM	ON-GOING BUSINESS		
30	Website Proposal	Jo	77-85*
30	2017 Annual Meeting Location	Jo	Handout*
12:00PM	LUNCH		
1:00PM	ON-GOING BUSINESS		
50	Code of conduct policy for PSG members*	Jo	149-169*
15	Bylaws	Kathy	96-116
35	Pacific Seabirds	Kathy	70-71
20	Future Meeting Locations 2018-2020	Jo, Kathy	95, Handout*
3:00PM	COFFEE BREAK		
3:15PM	ON-GOING & NEW BUSINESS		
15	2016 Annual Meeting Update & Budget Status	Lindsay	117
10	Roles and responsibilities of ExCo members	Kathy	Handbook
60	PSG Governance and Operations	Chairs	Handout
10	Other business / Roundtable	ExCo	N/A
4:50PM	ACTION ITEMS		
10	Review of action items	Jane	N/A
5	2015 Chair closing remarks	Kathy	N/A
5	Welcome 2016-2017 ExCo by new Chair	Nina	N/A

5:15PM	ADJOURN		
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