

**Pacific Seabird Group Executive Council Meeting
Santa Barbara
Feb 20, 2002**

9:30A.M.

Chair	Bill Sydeman	present
Chair elect	Lisa Ballance	present
Vice Chair Conservation	Craig Harrison	present
Past chair	Julia Parrish	present
Secretary	Lora Leschner	present
Treasurer	Breck Tyler	present
Editor	Vivian Mendenhall	present

Regional representatives

Canada	Ken Morgan	present
Wa. & Or.	Jan Hodder	present
Northern Ca.	Kyra Mills	present
Southern Ca.	Pat Mock	present
Non-Pacific U.S.	Malcolm Coulter	present
Alaska	Rob Suryan	present
Pacific Rim	Elizabeth flint	no
Old world	Mark Tasker	Lisa Balance has proxy
Student representative	Louise Blight	no

Also present Ben Sims, Meredith Elliot of PRBO. Bill Everitt joined group.

Called to order 9:35
Role call and introductions
Review agenda

Note– change votes to reflect that Lisa has proxy and voted with her.

The Secretary reviewed the Executive Council minutes from 2001 meeting.
Jan Hodder moved to approve minutes. Julia Parrish seconded, unanimous approval.

Report from Chair

Xantus murrelet petition – Chair worked on getting petition in final preparation. Incoming chair, Lisa Balance will draft a cover letter and submit to USFWS and California Department of Fish and Wildlife in next 2 or 3 weeks.

The other issues that the Chair worked on included the future of the Marine Ornithology journal, future meetings, and the PSG website. Bill Sydeman asked the Webmaster, Ben Sims to give an update on the web site.

Ben Sims said that the web site is basic, but additional features can be added.
Web site maintenance is not a problem now. The address is Pacificseabird.org.
There is a link from the old website.

Ben explained that updates do not take long. There is more work for the annual meeting program. Approximately 1 day's work for meeting material, about 2 –3 hours per week, about a day per month. Entries for the web should be in a PDF file, but Ben can translate documents. Officers and other contributors need guidelines from Ben on how to send material. The protocol should be added to the PSG handbook.

Abstracts in *Pacific Seabirds* could be put on web. The publications committee will discuss the options.

The local committee for the Santa Barbara meeting put information on the web and then sent postcard to the members. Executive Council members supported this method of registration and received no complaints from members.

Links page- Members should submit ideas for additional links. Ben can be reached at the Web comments e-mail address. The Executive Council and members can send additional comments.

It was suggested to add to the regional representative duties in the by-laws the action that they update information on the web and keep web master informed of regional activities. The Seabird gallery takes time to update. PSG needs to be clear on copyrights. Ken Morgan will contact current contributors and ask if it is OK to use the photos. Ben, Bill and Ken will work on a policy statement.

The policy statement should include language that the photos may be used for teaching, individual presentations, with acknowledgement of the contributor. There could be a link to the contributor's web page.

Solicit additional photos- Ben could send out e-mail asking members for electronic art. There is no high-resolution art of PSG's logo – There is a photo ready copy. Vivian will try to find original art. She will contact Craig Strong.

Ben will look into list server or provider that allows PSG to send mass e-mail.

Lisa suggested Secretary or treasurer keep a word document on e-mail, but depends on provider – Ben will investigate.

Ben will look into the option of a secure site for meeting registration and membership.

Lisa Balance commented that the membership directory could be available on the web site with password protection. The by-laws and handbook should be included on the web page.

Breck can send excel file to Ben, send membership password to members.

Breck will send membership list to regional representatives 2 months before *Pacific Seabirds* deadline.

Lisa Ballance provided an update on the Santa Barbara meeting: 100 verbal presentations, 40 posters, 35 students presenting. Registration was 220 on Monday. The Symposia should be well attended. Many people coming to PSG for just the white pelican symposium.

Julia passed on comments from a student – no students were asked to be session chair. Could use students as session chairs. Also – could have a paragraph asking for volunteers. The council agreed that session chairs are the responsibility of the scientific chair. Latest budget forecast had profit projected. Should be OK.

Xantus Murrelet committee

10th anniversary of xantus murrelet committee, which represents 10 years of pondering what to do about this rare species.

Bill Everitt stated that the xantus murrelet committee goal of producing the petition has been met. Since the goal is completed, he recommends that the Executive Council consider eliminating the committee. Committees are a burden to PSG. By-laws say that committees need to have direction in writing. There could be a “focus group” instead of the committee.

PSG provided funding to complete and prepare report. The committee is ready to move forward. The weakness in the report is the huge gaps in information. The latest version is now closer to the facts versus advocacy. The council has power to revise and send it out. However, this is just a petition and the agencies have to do the remaining work. PSG needs to put petition on the web site. **PSG needs to Thank Gerry and Scott.** This document is not to be circulated or distributed or cited until the Chair distributes the final version.

Vivian moved to accept the revision and submit petition. Seconded by Ken Morgan.

Chair called for discussion. No discussion.

11 for, 1 abstention.

The Chair will submit the petition and the committee should remain in place to help answer questions that may come in. Any statement comes from Elected Officers of PSG.

A discussion on PSG committees followed. Any statement from organizations should come through the Executive Council. The Chair needs to give instructions to all committees. Written direction every year – The committees provide answers to specific questions from the Executive council.

Bill will write a letter of thanks; Bill Sydeman will work with Breck to insure that authors are compensated. Lisa will submit petition and give direction to the committee.

Jan Hodder moved that the Executive Council direct the Xantus Murrelet Technical Committee to remain intact for at least 1 year with the purpose to provide information to specific questions from the EXCO.

Seconded by Julia. All in favor – unanimous.

Past chair report – Julia Parrish

Confirm that are giving the Ashmoles an award.

Lisa Balance moved that The PSG lifetime achievement award to Phillip and Mrytle Ashmole. Seconded by Vivian Mendenhall.

Discussion on differences of awards: Lifetime – for entire body of work – multiple activities, special achievement for specific things.

Published number of papers, cited widely, spoken to many people, put seabirds in evolutionary context.

Special achievement – recognizes someone who has contributed to PSG – service award, or 1 thing for seabirds.

Called for vote: unanimous.

Nomination process:

Suggestion that past chair submit advertisement to Pacific Seabirds. Mention at opening, business meeting, Jan will put announcement for website, Past- chair will solicit ideas from Council and members.

June will be deadline.

Nomination process should proceed.

Nominations should then be sent to EXCO by mail or fax and e-mail.

Handbook says that person who nominates should contact the person if the EXCO accepts and ask if it is OK to nominate. *The person who nominates should write a paragraph and pictures.*

For Handbook:

If you nominate someone, write a 1 page nomination, then you are responsible for planning the introduction at annual meeting, and to writing a brief article (photos included) for Pacific Seabirds.

Student awards – put on website

Lunch 12-1

Treasurer's report

Policy – Need to have hard copies for all EXCO at meeting.

Report delayed until Copies made.

Referred to report in Pacific Seabirds, fall 2001 issue. Vol 28 number 2.

Accounts – Canadian account is almost exclusively used by Canadians.

Publications account -Wells Fargo account – need to sign that Officer has passed away – Composed by Breck, signed by Chair and Secretary.

Endowment fund - went down due to stock market. Decided in the past that endowment fund could be used for publications. In the past, had enough in operating money and has not been an issue.

If EXCO does not specify, then the money comes out of general fund.
Will call liabilities “encumbrances.”

Tabled discussion on monitoring budget to the monitoring committee – was discussed that the committee Mandate should be: Monitoring committee will prepare a written report on the status of all PSG sub-contracts including a description of the final product and outcome.

Question about operating income. Answer was that it looks like operating income has dropped, but actually operating income is pretty stable. Made some profit due to meetings and expended that income with 1 time expenditures.
Question on why annual meeting in Hawaii not accounted for. Problem in reporting.
Treasurer has submitted request to local committees many times.
Has bottom line for previous meetings, but not details.

Julia made suggestion that need to formalize process. Need to have a report from local committee chair at the EXCO meeting that includes a financial report and the next local committee chair.

Fiscal year – operate without a budget for 4 months without a budget – Decided it was OK due to there were few changes.

Discussion on 2001-2002 budget.
Number of pages and cost per page.
Dues are 25 for regular and 15 for student. Costs are close.

Jan motioned and Julia seconded that exco adopt the proposed budget of 10,600
Discussion followed. Chair called for vote. 13 yes (includes Tasker).

Need to recruit a new Treasurer.

Discussion on OSNA and relief that it would provide treasurer.

Conservation
6 letters – first draft authored by others. Envir. Assessment on Caspian Tern removal, cormorant assessment maybe. Submitted report to Pacific Seabirds.
Note (need to make sure letters are in file)

Editor report Vivian Mendenhall

Address service requested - USPS will send on to new address, return mail. Provide corrected address if they have it. Foreign mailing is about ¼ of mailing.
Regular contributors – if use an acronym, please define it.

Encourage people to submit short articles and notes. Should try to expand regional reports. Chair referred discussion to publications section.

Malcom motioned and Julia seconded to accept conservation report and editors report. Unanimous approval.

Election GET REPORT FROM LISA
30% voted. Alaska and Russia voted the highest.
Elected
David Irons
Leschner
Verena gill –alaska
n. Ca. Meredith Elliot
Mark tasker
Beth flint

Julia moved and rob seconded to accept the elections report. Unanimous approval.

Thank you to Pat Baird for running elections and to out-going representatives.

Marbled Murrelet committee report

Rewrite inland survey protocol.

1. Inland survey protocol –Re-writing survey protocol. 2000 protocol was approved by EXCO. Will give to EXCO to review after peer review. Exco needs to finalize and published by November, 2002. Will put on web. Statistical analysis is very complicated. Statistical analysis goes out to peer-reviewed journal.
2. At –sea surveys. Were going to write, but decided to wait due to groups testing marine survey methods.
 3. Disturbance – are going to discuss disturbance of mamu at this meeting. Noise and trails near mamu nest sites. What can you do around an occupied stand.
 - 4.
 5. Tree climbing – deciding if tree climbing is appropriate tool for surveys for management decisions. Timber companies feel that tree climbing will be less expensive, but no information on technique.

Discussed EXCO to have a designated rep., or have regular contact with chair.

Written report was requested. Should go in the spring issue.

Will keep Lisa Ballance informed at least quarterly.

Have 4 sub-committees.

Last revision was 2000. 2001 PSG sent out letter saying “no changes”/

2002 – want to have PSG send letter saying 2000 protocol. Expect new protocol. Here is the web site with the statistics.

Statistical Website – should it be linked to PSG.

Mandate.

Lora made a motion. The chair of the marbled murrelet committee will provide exco with quarterly reports of activities and the committee will continue to serve as repository of technical advice. Need latest ready to publish version of inland survey protocol to EXCO with highlighted changes and executive summary of comments. Here is the issue and here is our recommendation. By Oct. 15, 2002. Exco will have a two-week review period that includes a conference call or e-mail. Malcom Seconded. Unanimous.

Japanese seabird committee

John Fries

Last year, Japanese seabird conservation session at PSG meeting in Kauai. Will be published in Japanese journal.

Learn about seabirds curriculum. Hokkaido seabird center, took materials from USFWS on N. Am. Seabird conservation and will work to distribute to schools.

Database – colony catalog database – Verifying data in the source documents. Trying to assess accuracy. Put together a species database and atlas. Generating interest from Government and groups.

Migratory bird treaty – talks between US and Japanese agencies to conduct work on seabirds. Informal talks will occur regularly. In Kauai, decided to have a seabird symposium in Hokkaido, Japan. Cancelled due to Sept. 11. Will look at international agreements and projects. N. Pacific seabird conservation strategy – look at E/ Asia seabird conservation. Ideas for seabird conservation locally.

Improve work domestic work and role in N. Pacific seabird conservation with other countries.

John will prepare written report for Pacific Seabirds.

Pat Mock moved and Malcolm seconded to accept report. Unanimous. 13 yes.

Links PSG with seabirds in Japan. Mandate should be to provide the link between PSG and Japanese seabird research community. Jan first, Breck seconded. 13 yes.

Seabird monitoring committee – Scott Hatch

Main product was to have a programmer write a program for data entry into seabird monitoring database. \$16,000 contract. Prepared a data entry program on the web. USFWS unplugged – no opportunity to test. Review data already in system. Need peer review in place. PSG sponsored project- current web page has USGS logo, but will have

a unique logo eventually. NGO and agency sponsored, so probably appropriate for .org domain name, then may need to go to web hosting company.

3 things necessary 1) consolidated and served on some machine, 2) continued arrangement with web database developer to update; 3) data administer position – administer this monitoring database, pelagic database and colony catalog and seabird diet database.

Scott sees need to fund the position for the future.

Chair told the Committee Chair, Scott Hatch, to prepare a written report from committee.

Could the server be hosted on PSG website? Ben said that could put a front end on PSG website and keep the server on the USFWS server.

Looking for suggestions on funding position.

Move to approve monitoring committee report. Second by Jan. Approved unanimous.

Mandate: Lora made a motion that the committee chair prepare a written report and provide recommendation to Exco. The recommendation should include a proposal and cost analysis for PSG to maintain the existing monitoring database. Pat Mock seconded. 12 yes. 0 no.

Elections report

Regional reps send ideas in this spring.

Get the vote out.

Canada, S. Ca, Ore& WA. Non-Pacific US, Chair elect, Treasurer.

Future meetings

2003 meeting

Doug Bertram, Mark Hivfner, Ron Eidenberg, Bob, Sheilia Bucknow

Parksville, Tina Marna lodge - all 1 location – variable rates by accommodation – 19 Feb – Feb 22. Accessibility – fly to Vancouver or Victoria and then Nanaimo, Drive from Victoria is about 2.5 hr. Accommodates 250.

Will prepare a flyer for Pacific Seabirds.

La Paz 2004 Dan Anderson, Palo, and others

PSG Handbook

Need to make by-laws vague so that don't have to change. Past meetings should be listed – past registration fees, missing attendance.

Handbook was passed to Secretary to maintain.

Checklist of items to update every year.

Add to Secretary duties that maintain handbook.

Sec. Send by-laws and handbook to new members

Investigate need to rewrite by-laws

Check the amended version (electronic)

Update the handbook and add changes suggested.

Date the bylaws.

Date on every page of handbook.

Desired meeting results

Do we need to make a profit? Don't want to lose money. Engineer conservatism into meeting budget.

Good deal on meeting facility.

Need to work out details of meeting ahead of time.

Have to amend the handbook to include table of student and meeting attendees

Waivers going to speakers, invited guests,

This year – plenary speakers, Mexicans given waiver,

Need to keep funds separate – committee puts on raffle, etc. and fund raising.

Have a meeting questionnaire. Needs to be included in the handbook.

Suggestion to develop Standing committee on annual meeting.

Registration fees:

Fee waivers

Local committee will have flexibility in setting fee waivers.

Expectation that have x number of fee waivers. If need more, then have some sort of deal. Suggestion that don't want to have fixed rates.

Handbook Procedures require a submission of a budget - Break even or profit.

Project number of registration. Median of past 5 years. All agree that want to have a 10% profit cushion. Believe that local committee keep registration as low as possible.

Early, late, student, and on site registration. If not member, charge more.

Committee needs to negotiate – hotel, museum, invited guests – ask the invited speakers to look for funding. Scientific program chair invites plenary, Exco asks award recipient.

This year, supporting 2 speakers.

Exco have to be willing to support travel for award recipients.

Lisa – Motion that request local committee develop a budget based on median of last 5 years of attendance based separate on students versus full member. Second by Jan. 13 yes,

10 % contingency - /Craig, second by Lisa

Lisa made a motion - Discretionary ability to local committee to have registration fee waivers limited to no more than 10 without approval of Chair. Second by Craig. Vote:13 yes.

Malcolm – recommend that leave the frills. Required list versus optional.

Motion by Craig that local committee submit a draft budget to the Chair according to the schedule in the PSG handbook. Second by Rob Suryan. 13 approved.

Discussion on additional support to students.
Student rep to have duty of looking for ways to provide additional support.

Outside funds for student travel then funding agency and local can distribute. PSG Funded student awards go through awards committee and executive committee. Committee may refer funding agency to awards chair if PSG is to distribute the money.

Publications committee
Delayed , Friday night at Fish House at 8:00.
Agreed to support for 3 years,
Sub-committee formed –

Hard copy of membership in pacific seabirds.

Adjourned at 5:30.