

**MINUTES FOR ANNUAL PSG EXCO MEETING**  
**Mid-year Conference Call**  
**Tuesday, 29 March 2011**  
**1030 - 1235 PDT**  
**Pat Jodice, Chair**

**ATTENDANCE** Patrick Jodice, Adrian Gall, Craig Harrison, Vivian Mendenhall, Heather Major, Hannah Nevins, Holly Freifeld, Julie Ellis, Ken Morgan, Don Lyons, Ron LeValley, Tom Good, Lindsay Young, Kim Rivera.

Confirmed we have quorum

Pat Jodice called the meeting to order at 1033h PDT.

**EXCO OLD BUSINESS**

Approval of minutes from Fall 2010 ExCo meeting:  
Approval moved to fall conference call.

*Action Item –Heather Major to summarize Long Beach meeting minutes and send to Vivian Mendenhall for publication in Pacific Seabirds.*

**REPORTS TO EXCO**

**Officer's Reports**

**1. Report from Treasurer (Ron LeValley)**

Our taxes were not filed for two years due to a bookkeeper error. Fines have been paid and Ron LeValley wrote a letter to the IRS which resulted in the fines from the second year being refunded to us. The bookkeeper paid the first year's fines.

Treasurer's report attached

- Membership is increasing right now, which seems to be consistent with other ornithological societies. This is good news for us. Membership renewal notices have not gone out yet but will next week. This notice will give us some money coming in.
- Our budget is different this year because we don't have a meeting in 2011. Hawaii 2012 is not included in our budget but some money will start going out for that meeting.
- We are now taking in money for Marine Ornithology with Paypal. We owe Marine Ornithology about \$4,000, which will be sent in the next month. Marine Ornithology has been successful enough in the past few years to not need the annual \$6,000 from PSG.
- We are holding and managing around \$30,000 for the World Seabird Union as a favour. This will increase to \$50,000 soon as money from Environment Canada and a GST (Goods and Services Tax) refund come through. At this point, it is easy to manage this money but we will likely want to get something in writing about our understanding with them. It is important that we remain transparent about what this money is for and where it comes from. If PSG is uncomfortable with this arrangement the money can be moved into a different account.

- We recently found out that we are still owed \$20,000 from the Long Beach meeting. We are being repaid in installments and not charging interest as long as payments continue to be made. If we switch to using a system like Paypal for our registration this type of thing would not happen.
- We do have an exact figure for how much money we lost from the Long Beach meeting with one tiny issue, a credit card payment that has gone missing. Everything from that meeting was gone over in January and we lost almost exactly \$40,000.

*Action Item: Ron LeValley will prepare a very brief write-up of what the losses were, to promote transparency and for future planning purposes. This will be sent around to the ExCo when it is completed.*

- Ron LeValley has been talking with Chase Bank about setting up a third party account with them. Right now, using Paypal costs about the same but if we increase our Paypal usage it will save us money to use Chase Bank. Right now we pay about \$1500 in Paypal fees. The Chase Bank system can also be used internationally.
- The treasurer job is really two jobs now –treasurer and membership, in the future we might want to separate membership chair.
- General consensus was to thank Charlene for her help with the membership work.

## **2. Approval of Treasurer's report and budget**

Craig Harrison moved and Ken Morgan seconded that we adopt Ron's proposed budget. Motion passed unanimously

## **3. Report from Chair (Pat Jodice)**

- **NAOC 2012:** Vancouver, August 2012. The NAOC (North American Ornithological Conference) is a conglomeration of ornithological societies that meet every five years. They have asked whether we would like to participate in the 2012 meeting. We will have just had our February meeting in Hawaii. But we could send a delegate, or help with sponsorship (symposium, evening or lunchtime event, etc.). Do we want some type of visible presence there? Deadline of symposium proposals in July 2011. Pat Jodice and Kim Rivera will forward information to the ExCo for a decision but the timing doesn't really work out for us to have our meeting there.

*Action Item: Pat Jodice and Kim Rivera to send information about participation at NAOC 2012 to ExCo.*

- **2013: Portland, Juneau:** Juneau came to us and asked if we would have a meeting there. Adrian Gall called back and said we were having a conference call and would discuss. Adrian will continue to pursue this as a possibility for a future meeting location.
- **Portland:** Holly Freifeld just moved to Portland. Portland is the 'heartland' of our membership and would be a good location. There are easy transportation options (both air and ground) and cheaper hotel options than many other locations.

*Action Item: Holly Freifeld will begin developing a proposal for a 2013 Portland meeting and begin putting a local committee together.*

*Action Item: Adrian Gall will look into Juneau options for a future meeting.*

- We are still in the search phase for a 2013 meeting location, Portland is the tentative location. A vote will occur during the fall ExCo conference call.
- **2014:** It would not hurt to pursue Juneau for 2014 or as an option for 2013. We are still looking for other proposals for our 2014 meeting.

#### **4. Report from Past Chair (Tom Good)**

- **Handbook update:** Tom Good is continuing to work on updating the handbook and would like a bit more time to continue this and clear a few things before finalizing. Something will be ready for the Hawaii meeting and will be sent around prior to that.

*Action Item: Tom Good to continue working on the handbook revisions and will distribute a draft once it is completed.*

- **Special Achievement Award:** Dan Roby nominated David Irons for the Hawaii meeting
- **Lifetime Achievement Award:** Moving forward to present to John Cooper, Alan Burger is spearheading the nomination for that.

- Is John Cooper an honorary member?

Yes, this was voted on in Victoria.

- Dan Roby and Alan Burger know they need to write something up for Pacific Seabirds

### **Reports from Committees**

#### **5. Local Committee (Lindsay Young)**

- **Hawaii 2012 venue update:** Makaha resort is about 45 minutes outside of Waikiki. It is a small hotel with 173 rooms, three large meeting rooms, and a location for the banquet, there would likely not be other guests during our meeting. Room rates are \$89/night. Contract is close to being finalized. Most people, even those who live in Hawaii will likely have to book rooms as the resort is out of the way. There are few other options for accommodations surrounding the resort. A 90-day release for rooms would be good as we should have a good idea concerning the number we need at that point.
- Field trips, there are a bunch of local operators have been contacted. During the last Hawaii meeting some of the participants arranged a trip to Midway, this is being considered but is dependant upon tsunami damage.
- Could be important to note that the tentative meeting days are Tuesday-Friday not the normal Wednesday-Saturday.
- The proposed budget shows the event will cost approximately \$60,000 and will generate approximately \$70,000 in revenue
- Registration can be done using Paypal and they will help create a link on the PSG website to help facilitate that. The money would then be deposited into the PSG Paypal account. Once this system is in place it will be available for use in future years.
- We need to keep in mind this could be a poorly attended meeting because of finances. Other societies are having the same issues/concerns. They too, are keeping a close eye on contracts. It is much less of an issue when more people show up than expected.

*Action Item: Lindsay Young will create a survey monkey to ask the membership about their intent to attend this meeting. This will be sent to the ExCo for comments prior to being sent out.*

- Might be possible to get discounts on airfare into Hawaii as other societies have done recently. Lindsay is looking into this.
- Sponsorships: Can the LoCo get \$10,000? At the Blaine meeting there were dedicated people responsible for sponsorships, this is likely a good way to go about it. By reviewing the scientific program you can identify organizations that could be approached. People who already have contacts with organizations should be contacted for advice. The conference committee should be asked to find someone to do this. Scott Schaffer and Bill Sydeman would also be good people to ask for advice.
- A buffer should be included in the budget for unexpected expenses.
- **Science program update (Kim Rivera):** An e-mail was sent in early February on the list-serve for proposals for symposium and special paper sessions. So far interest has been shown for management of predation on nesting seabirds, and rehab versus restoration. Some folks will be on Oahu for a tropical seabird workshop, and there might be some interest in a session that continues from that work. Kim Rivera will talk with those folks next week. Proposals are due May 15<sup>th</sup>, symposia proposals are more involved than those for special paper sessions. There are guidelines available. These sessions are designed to be published, ideally in Marine Ornithology. Special paper session proposals are less onerous. Another call for proposals will go out in April.
- Compiling a list of past plenary speakers, etc., would give us a clear plan of what has or hasn't been done. This is being worked on.
- A theme for the Hawaii meeting has not been identified at this point.

#### **6. Kittlitz's Murrelet Committee**

- **Update:** Michelle Kissling is willing to continue as chair through the Hawaii meeting. No one has stepped forward to take over that position.
- There is some internal dissention originating from the letter drafted by Craig Harrison regarding whether Kittlitz's Murrelets are endangered, there are strong feelings about this. There are a variety of ways this issue could be dealt with; we don't want it to become a timesink. The letter written by Craig Harrison is a good letter and leaves PSG in a position to write another letter when more data are available. The issue here is that if PSG takes a formal position about a controversial issue it really does need a vote by ExCo. As an organization the board has to decide on policy, if it will take a huge amount of time, a smaller group could distill the important parts for everyone else. One of the problems may be that there was some misunderstanding in the Kittlitz's Murrelet committee about how things are done by ExCo. Should our guidelines for policy positions be put in the handbook? We need some type of outreach so that everyone understands.

*Action Item: Craig Harrison to bring some guidelines or an idea of how the process works to the fall ExCo conference call or Hawaii meeting.*

#### **7. General Committees Update**

- It could be helpful to appoint or assign an assistant chair (or equivalent) for every committee as people are in the field, etc., and are not in contact. It would also be helpful for two people to tackle these roles.
- Discussion: Some committees already have a co-chair or assistant chair, should this be left up to the individual committees to decide? This would be helpful but we don't want to micromanage that position, the duties should be worked out between the two people. Perhaps it could be an option available on an as needed basis. The real problem is you need to find two people that are committed; people who are co-chairs only in name are not an asset. This should be encouraged as everyone disappears into the field or onto vacation at some point but we may not need to strictly define one for each group. Consensus to explore the idea and see if there is a place everyone is comfortable.

### **8. Communications Committee**

- **Need to replace Publications with Communications re: Symposia and SPS:** Guidelines for symposia and special paper sessions are voted on by the publications committee. How do we go about changing the language to reflect the Publications committee doesn't exist?
- This was formally changed and should be implied everywhere as we formally changed the committee's name. This is an issue of housekeeping.

*Action Item: Pat Jodice will make the appropriate changes.*

## **ONGOING BUSINESS**

### **9. Pacific Seabirds/Marine Ornithology and IACUC/permit statements**

- Pat Jodice sent an e-mail to Tony Gaston asking him how he deals with this for Marine Ornithology. This is an issue we need to stay on top of, but don't need to change anything immediately. We don't need to be the ones that are on top of the curve on this, we don't want to be the last ones in but we haven't had a lot of time to think about this. We need to give our editors time to converse with other editors.
- Regarding the e-mail message from the Ornithological Council, Vivian Mendenhall will communicate that we are undertaking to stay current with developments. Craig Harrison has already written Ellen Paul to this effect, too. We currently do not have a written policy in our publications. We need to find out what other publications are doing and revisit this during the fall conference call. The Ornithological Council is participating in an animal welfare conference in October, they are asking so that they know what journals are doing for the conference. In this context we should wait and find out what they have found from other journals.

### **10. Updates on Delegates to Councils (Pat Jodice)**

- **American Bird Conservancy (Melanie Steinkamp, Jennifer Wheeler)**
- **Ornithological Council (Doug Forsell, Pat Baird)**
- **Ornithological Exchange:** <http://ornithologyexchange.org/> - a forum that seabirds.net should tie into sometime.
- E-mail from the Seabird Group, their meeting is Sept 2-4 in Plymouth, England.

**Meeting Adjourned at 1235h PDT**