

Minutes PSG EXECUTIVE COUNCIL MEETING
18 June 2013 Conference Call: 1500-1745 (Pacific Daylight Time)
Approved: date 18 November 2013
Amended and Approved: 28 March 2014

Chair calls meeting to order

Roll call: Officers: Doug Forsell (DF) Chair, Stan Senner (SS) Vice-chair Conservation, Lindsay Young (LY) Treasurer, Pat Baird (PB) Secretary, Kim Rivera (KR) Past Chair, Jo Smith (JS) Chair-elect. **Regional Representatives:** Adrian Gall (AG) Alaska, Ken Morgan (KM) Canada, Hannah Nevins (HN) Northern California, Peter Hodum (PH) Oregon/Washington, Annette Henry (AH) Southern California.

Quorum: Yes. Note: PSG needs 8 voting members.

Non-voting ExCo members: Vivian Mendenhall (VM) Editor *Pacific Seabirds*. **Absent ExCo members:** Iain Stenhouse IS United States (KM proxy), PH leaves call after 1 hour (HN proxy), Yutaka Watanuki Asia, Stafen Ooppel Europe/Africa, Sarah Thomsen Student Representative. **Absent non-voting members:** Verena Gill List Server Coordinator. **Guest:** Sadie Wright (SW).

1. Review and adopt agenda (DF). Comments on need to discuss Items #16 and #19. Now #16 divided into two parts: #16 = special Conflict of Interest (COI) statement re: travel awards to 2nd World Seabird Conference (WSC2) + a new #20 = re: general COI statement. #19 kept on agenda.

Motion: Pat Baird: "We vote to approve the amended agenda." Second: Annette Henry. Motion passes unanimously.

2. Approve minutes From Portland February 2013 Meeting (DF).

Motion: Pat Baird "We approve Feb 2013 minutes." Second: Annette Henry. Motion passes unanimously.

3. Chair's Report: Bylaws, Handbook, Voting, Logo, PSG "special agent of process (DF). Need to review Bylaws and Handbook to ensure consistency. Survey Monkey was used for recent vote on Bylaws changes. Consider Survey Monkey for sending out ballot for the Board elections. Update member lists by region and send to Regional Reps. Need to designate a new 'Special Agent of Process' with a physical address. Next meeting: discuss any action to pursue refund of PSG's deposit to Makaha hotel, Hawaii, 2012. Need good copy of PSG logo.

Action Items:

1. ExCo will appoint a Bylaws committee at fall conference call to review the Bylaws.
2. ExCo will appoint a Handbook committee, after the Juneau meeting, to review and update the Handbook and make it consistent with the Bylaws if Bylaws changes accepted.
3. Michelle Hester will update the membership list and forward relevant names to the Regional representatives.
4. Doug Forsell designated as Special Agent of Process, and will have contact information updated.
5. Chair to follow up on refund from Makaha hotel.

5. Treasurer's update (LY): No issues with PSG accounts. The PSG account balance sheet reflects the separation of the savings accounts for student travel and the conservation fund. The National Fish and Wildlife Foundation (NFWF) grant is noted on the sheet. The Conservation Fund balance is \$20,000. Student travel award funds from Hawaii (2012) were not used in Portland (2013 because this was donated by USGS). For Juneau (2014), \$5,500 is available for student travel awards to Juneau mtg.

Profit from Portland (2013) meeting is \$33,000. A bookkeeper (pd. hourly) and a different accountant (taxes and audits) hired.

6. Secretary's Report (PB). *Report on the recent Bylaws vote:* The membership vote to accept the most recent amendments to the Bylaws passed by approx. 100%. PB posts to Facebook and Twitter accounts (re: conservation, jobs, grants, PSG business); conservation postings are reviewed by SS.

7. Vote to approve Membership Coordinator position (DF). A position created by amended Bylaws vote-needs to be ratified by ExCo.

Motion: Pat Baird: "We move to appoint Michelle Hester as membership coordinator to the PSG." Second: Adrian Gall. Motion passes unanimously.

Discussion: Non-voting member of the ExCo; reflect in the next update of the Bylaws and the Handbook.

Action Item: Michelle Hester will write an article for *Pacific Seabirds* re: the role of membership coordinator.

8. Elections Committee Coordinator Report (PB). *Nominations Process and Coordinator.* PB stepping down as Coordinator after 19 years and all current committee members have resigned. Alan Burger (AB) suggested as new Elections Committee Coordinator. List of nominees for every position on the ballots for the next two elections, 2014 and 2015 given to AB. PB will remain on Elections Committee, (per Bylaws), and help with transition.

Motion: Jo Smith: "To appoint Alan Burger as the new elections committee coordinator." Second: Ken Morgan. Motion passes unanimously.

9. Report of the Editor of *Pacific Seabirds* (VM). The Spring 2013 issue of *Pacific Seabirds* (PS) is at the printer. PB (Assoc. Editor) will receive the PDF, sign off, and send to AH to post on PSG's website. Need an Associate Editor; PB leaving this position. Need assistants, such as copy editors, to help proof and edit PS. Three people were approached, no response as yet. The two criteria for Associate Editor: excellent command of the English language, and familiarity with the regional reports.

Action Item: Vivian Mendenhall will post a request for Associate Editor for PS and at least for one copy editor on the PSG list server.

10. Japanese Seabird Conservation Committee (JSCC -DF) . *Mission Statement:* DF appointed the new co-coordinators: Kuniko Otsuki and Kim Nelson. ExCo asked to approve new mission statement:

Old mission statement: "Monitor the status of listing petitions, research findings, and conservation issues for seabirds nesting in Japan, and to provide information to interested parties."

New mission statement: "Summarize and follow progress of seabird conservation issues in Japan, encourage international collaboration between scientists on certain projects, and provide information to PSG and other parties."

Motion: Annette Henry "To support the new mission statement of the Japanese Seabird Conservation Committee." Second: Ken Morgan. Motion passes unanimously.

Support to IOC: The International Ornithological Congress (IOC) will be in Tokyo Japan 18-24 August 2014, and the JSCC plans to hold a workshop on rat eradication there, focusing on Okinoshima Island.

The JSCC would like the prestige of the PSG name and requests that PSG co-host this workshop with the JSCC. The JSCC is not asking for financial support.

Motion: Vivian Mendenhall: "PSG will lend its name to the JSCC meeting at the rat eradication workshop at the IOC meeting in Tokyo 18-24 August 2014." Second: Hannah Nevins. Motion passes unanimously.

11. Progress Report of committee formed after board retreat (Portland meeting) to review PSG operations (AG and SS). Consult ExCo and general membership about the future direction of PSG and address any concerns. Prioritize the ideas, and note whether short- or long-term to develop or implement. Changes should be considered in an integrated way since they are not wholly unrelated.

Action Items:

1. ExCo will follow up in a month by email regarding ideas that each person wants to consider on Task Force (Gall) report.

2. PSG officers will decide ideas, if any, to prioritize from this report and ExCo will revisit at fall conference call or Juneau meeting.

SS cautioned that all ideas regarding any changes should be considered together and not separately because they are inter-related.

12. Vote on the Conservation Fund (DF). The additional reporting requirements that the committee added as part of the funding, per the NFWF requirements, may have resulted in fewer applications. DF suggested increasing the amount that can be given per each grant up to \$4000, without the Conservation Fund Committee's having approval from the ExCo. DF and SS emphasized that PSG needs to use the current NFWF funding wisely over the next 18 months, and give grants to three or four good projects. This increase to \$4,000 may attract such projects.

Motion: Stan Senner "That the Small Grants Committee be authorized to allocate up to \$4,000 per project without coming back to the ExCo for approval." Second: Jo Smith. Motion passes unanimously.

13. 2014 Annual meeting update (SW). Local Co-Chair report: Budget presented. No issues of concern.

Motion: Kim Rivera: "Accept this draft meeting budget and approve it and I believe we have an understanding from Sadie and Yumi that they are doing their utmost to reduce any of these numbers where possible." Second: Adrian Gall. Motion passes unanimously.

Scientific Program Report (JS). Abstract submission due dates proposed for early December to allow for publishing abstracts. Agreement from the Board.

2014 Awards (KR). Nominations for Lifetime and Special Achievement Awards were announced on the PSG list server in mid-June, as well as in *Pacific Seabirds*. Nominations due by 15 August. Nominations have been sent by former chairs from Portland meeting; one nomination from membership.

14. 2015 Monterey Meeting (DF). 2015 Meeting. Need to choose location and appoint Local Committee. No meeting proposal or dates from Scott Shaffer. Volunteer support may be an issue in Monterey; hold in San Jose, near where Shaffer works. If no venue is chosen soon, investigate PSG's meeting jointly with

the Waterbird Society (VM). Invitation to PSG via PB to meet in La Paz in late 2014 (this would be PSG's 2015 meeting). No decision reached on the 2015 meeting location.

Action Items:

1. ExCo should send Doug Forsell ideas regarding other scientific groups to meet with.
2. ExCo will decide 2015 annual meeting's location at next ExCo meeting (fall conference call).

15. Marbled Murrelet Technical Committee (MMTC). *Endorsement of Marbled Murrelet Nest Identification Course and Certification Protocol for Tree Climbers (DF).* Liability and insurance reviewed (DF, with input from SS and Craig Harrison). Most issues addressed and endorsed by the Marbled Murrelet Technical Committee. The MMTC invites discussion of liability and feedback and comments. Anyone familiar with murrelets review the two or three main points of the protocol. No decision reached on insurance coverage needed for PSG.

Action Items:

1. Doug Forsell will send out the protocol for tree-climbing to everybody who is interested and will discuss with attorneys and PSG's insurance company.
2. Those familiar with Marbled Murrelet should contact Doug Forsell with comments.
3. Doug Forsell will investigate insurance coverage options.
4. ExCo will discuss the climbing protocol and insurance at next meeting.

16. Proposal for board members to sign a conflict of interest statement (DF). PSG member Craig Harrison (CH) sent suggestion to PSG Chair for ExCo members to sign a conflict of interest statement regarding non-acceptance of travel awards to the World Seabird Conference 2 (WSC2) for those who vote in favor of donating money to the WSC2. Craig suggested there could be the appearance of a conflict of interest. Discussion of how travel awards are given. No action taken on this.

17. Proposal for seed money for 2nd World Seabird Conference (WSC2) (DF). World Seabird Union (WSU) Chair Dave Irons submitted a proposal to ExCo for \$23,000 as seed money for the WSC2 as a deposit for the venue. [note: At least \$12K was approved by ExCo for WSU at the 2012 meeting (Hawaii); \$23K Canadian Goods and Services Tax, GST, was refunded to PSG after the 1st World Seabird Conference (WSC1) in 2010]. Discussion on whether this could be a loan. DF: loan can be < \$23K if deposit for venue is less. Unknown if other seabird groups asked to contribute seed money. *Wording in proposal needs to include a clause that money will be returned if the WSC2 does not happen.* PB suggested friendly amendment to the DI proposal to display PSG's name and logo as one of the contributors to the WSC2; decision to not include friendly amendment. AH disclosed she is on WSU Transition Team and asked if this was a conflict. ExCo decided it is not. KM disclosed that he is on the WSC2 Travel Awards committee.

Motion: AG: "PSG will contribute up to \$23,000 to the WSU, and this would be a deposit to the venue at the WSC2, in accordance with the proposal and cover letter submitted to the PSG ExCo on 11 June 2013."
Second: KM. Passed Yes 11/11, No 0, 1 abstention.

18. Marine Ornithology and paid staff (DF): *Paid staff and communications coordinator: Marine Ornithology (MO) may need a paid staff (from Tony Gaston [TG]). Follow up by DF to ask AB, David Ainley (DA),*

and TG to get together and give the ExCo a proposal if it is needed. Discussion tabled until fall conference call.

Action Items:

1. Doug Forsell will follow up with Alan Burger, David Ainley, and Tony Gaston to ask for a proposal for paid staff for *MO*.
2. ExCo will discuss proposal for a paid staff at *MO* at next meeting (fall conference call).

19. Proposal by some former chairs for a PSG Members Code of Conduct (DF). Suggestion from a group of Former Chairs in April. Very brief discussion. Tabled until next meeting.

Action Item: Doug Forsell will follow up with this group of former chairs who sent him a letter re: a Code of Conduct.

20. General Conflict of Interest Statement (COIS) (DF). PSG is incorporated in California and CA non-profit law "Best Practices" state that all Board members sign a COIS.

Action Item: ExCo will discuss a General COIS at next meeting (fall conference call).

21. Adjourn, Chair (DF).

Motion: Pat Baird: "I move to adjourn the meeting." Second: Hannah Nevins. Motion passes unanimously.

Meeting adjourned at 17:45 (2:48 mins).

See next page for list of all action items

18 JUNE 2013 CONFERENCE CALL - Action Items

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10. ExCo should send Doug Forsell ideas regarding other scientific groups to meet with.
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15. ExCo will discuss the climbing protocol and insurance at next meeting.
16. Doug Forsell will follow up with Alan Burger, David Ainley, and Tony Gaston to ask for a proposal for paid staff.
17. ExCo will discuss this proposal for a paid staff at *MO* at next meeting (fall conference call).
18. Doug Forsell will follow up with a group of former chairs who sent him a letter re a Code of Conduct.
19. ExCo will discuss a General a Conflict of Interest Statement at next meeting (fall conference call).