

Minutes PSG EXECUTIVE COUNCIL MEETING

18 November 2013 Conference Call: 1401-1640 (Pacific Standard Time)

Amended and Approved: 28 March 2013

Chair calls meeting to order.

Roll Call: Officers: Doug Forsell (DF) Chair, Pat Baird (PB) Secretary, Lindsay Young (LY) Treasurer, Jo Smith (JS) Chair-elect, **Regional Representatives:** Annette Henry (AH) Southern California, Peter Hodum (PH) Oregon/Washington, Adrian Gall (AG) Alaska, Hannah Nevins (HN) Northern California, Sarah Thomsen (ST) Student Rep, Iain Stenhouse (IS) U.S.A. Rep.

Quorum: Yes we have a quorum- PSG needs 8 voting members.

Non-voting ExCo members: Vivian Mendenhall (VM) and Verena Gill (VG) **Guest:** Mayumi Arimitsu Local Committee Juneau. **Absent ExCo members,** no proxy: Ken Morgan Canada, Yutaka Watanuki Asia/Oceania, Steffen Opiel Europe/Africa, Kim Rivera Past Chair, Stan Senner Vice-Chair Conservation.

Absent non-voting ExCo member: Michelle Hester, Membership Coordinator.

1. **Review and adopt Agenda-** (DF). Agenda approved as written.
2. **Approve Minutes** from June 2013 conference call (DF). Discussion on length of minutes and published vs. archival minutes.

Motion: Jo Smith "I move to approve minutes." Second: Annette Henry. Motion passes unanimously.

3. **Chair's Report:** DF reported on what business he has been working on as chair.
4. **Treasurer Report-** (LY): The budget and financial reports were discussed at the same time since they are linked to each other - loss in one report is reflected in the other. See # 10 "Budget" for details on operating expenses, *Marine Ornithology*, and insurance for Surety Bonding.
 - a. November 2013 PSG financial report. The change from the report presented in June is that the *savings accounts* for the *student travel award* and the *conservation fund* were added - PSG's new other donor-restricted categories.
 - b. The reports reflect a loss in 2011/2012 due to a combination of things. Decent growth in 2012/2013, e.g. \$44,000 increase, mainly from the endowment account.
 - c. *Allocated funds and restricted funds are for travel, conservation, endowment etc.* The *Conservation fund savings account* received a grant last year from National Fish and Wildlife Federation (NFWF) that was on a reimbursable basis. PSG has awarded about \$5,700 worth of that for Small Grants Projects. The total still available is about \$14.5 K (see footnote in Treasurer's report).
 - d. *Unallocated funds* - projected over the year. PSG will have funds in checking account and would not be touching the endowment account. The unallocated funds are profits from the Portland meeting (20-24 February 2013).
 - e. Treasurer suggested that it is a good practice to keep 3x the annual budget in PSG operating expenses account.
5. **Report for Pacific Seabirds** - (VM)
Progress of Pacific Seabirds and the search for an Assistant Editor- Working on Fall issue 2013 - Volume 40 # 2 *PS* – which will have two peer-reviewed articles. VM requested an Assistant Editor and had 7 responses after posting on the list server.

Editor - VM announced her resignation, effective at the end of Juneau PSG meeting. Search for new Editor begins. Discussion on finding new editor of PS and/or rethinking how PS is going to be published from here on in. DF asked for a committee of 4 or 5 people to discuss the issue and make a recommendation at the Juneau meeting (20-23 February 2014) of how to proceed. HN volunteers to head the committee and AH volunteers to be on it.

*Journal Exchanges- Because of declining interest in journal exchanges between societies, VM recommends that the journal exchange program cease because of cost. The Western Foundation of Vertebrate Zoology in Southern California has archived all hardcopies of PS, and stores extra print copies. Decision needed on whether to continue this practice. PSG will stop sending hard copies until we are in the black. PSG does not belong to an electronic library where we could place *Pacific Seabirds*. Discussion re getting PS into SORA (Searchable Ornithological Research Archive), or another free library.*

Motion: Vivian Mendenhall “In the light of declining interest in societies regarding journal exchanges, I move that we declare our journal exchange program finished.” Second: Jo Smith. Motion passes unanimously

Action Items

- Vivian Mendenhall will send a notice to all societies with whom we have journal exchanges and tell them how to get *Pacific Seabirds* now.
- Vivian Mendenhall will talk with a number of librarians to get their feedback on having PS completely electronic.
- Doug will investigate with help of the ExCo whether to have *Pacific Seabirds* be in an electronic library.
- Vivian Mendenhall will let Linnea Hall (Western Foundation) know about the decision of stopping journal exchanges.
- Hannah Nevins will head the committee to discuss the future of *Pacific Seabirds*. Annette Henry will be on it also. Need 3 more people-Chair & Hannah will get soon.
- Vivian Mendenhall will ask the seven people who replied to her advertisement for Assistant Editor of PS if they want to be on this committee. This issue will be further discussed at the annual meeting in Juneau.
- Hannah Nevins will put out on PSG’s list server that a new editor of *Pacific Seabirds* is needed.

6. Conservation Committee- (DF)

- a. The removal of mice from the south Farallon Islands and the delay of the EIS are summarized, with a notation that the EIS is now open for comments again.
- b. The Conservation Committee wrote a letter to the USFWS, inquiring what they were going to do about monitoring Brown Pelican populations post- de-listing. They responded with a generic letter.
- c. The Conservation Committee has also written to the President re: Marbled Murrelet habitat and the fact that there is logging in land around railroads, and that railroads are thinking of giving this land to local communities. The concern of the Conservation Committee was that these lands had been protected, and it is not known how local communities would manage them.

7. Grants Committee - (VG). Grants are doing well. Awarded some grants, some are in review, and

waiting to get full proposals from others. Discussion on how grants need to be completed in order to get the money from NFWF on time. They had a good outreach campaign and a number of inquiries. Verena will make spreadsheet of all inquiries and all proposals funded before Juneau. Clarification of how NFWF is billed and how matching funds can be in-kind services.

Note: No other reports or discussion from any of the other committees.

- 8. Communications (VG) List Server Issue.** PSG list server is a closed list (available to members only) and while hosted on a U.S. Government server needs to be an open list. The U.S. Federal government furlough created problems for PSG because the PSG list server administrator did not have access to list server. PSG has over 600 on the list and so does not qualify for free hosting (500 person maximum). AH found that PSG could have a website and list service for about \$15/month. Several options available for list server: **Option 1** - make an open list server and keep the site on the government list server, knowing that when furloughs happen, the manager can't access it. **Option 2** - buy an independent list server service for a monthly fee and a) run it out of their server, or b) try to attach it to our website or c) create a new website for it.

Discussion of the 2 options and the need to get PSG information out to the public in addition to Ornithology Exchange, Facebook, and Twitter. LY suggests doing a trial and keep the list server open for one year and see how that impacts our membership. Discussion about having a "members only" page on PSG website to log in, and that's where members would get information about the Society. The Board will make a final decision in Juneau re: a combo of a web revamping with setting up a members' page as well as list server communication and removal from a government office Discussion regarding the website so that more than one person would be capable of modifying it. Lisa Ballance wants to keep the website at NOAA (where she and AH both work). Suggestions of putting a folder of the raw files in the cloud –e.g. Dropbox. There were no more reports or updates.

Motion: Verena Gill "Make the list server open to non-PSG members and set up a members' page on the website in the process of revamping the web page and moving the list server to it."
Second: Pat Baird. Motion passes unanimously.

Action Item

- Doug Forsell, Annette Henry and Verena Gill will research options to move list server from the USFWS, update the web pages, and develop a members-only page.

9. Report on the upcoming meeting.

a) *Local Committee:* (YM). Everything is on track. Budget update sent to Treasurer. Will trim catering budget if target numbers of attendees not being reached. Discussion on volunteer rewards and what to do to make volunteerism at the meeting attractive. DF discusses a potential MMS/BOEM contribution of \$5,000. Yumi needs to be follow up to see if it is still available.

Action Items

- Yumi Arimitsu will follow up on the BOEM donation
- Yumi Arimitsu will figure out in-kind compensation for volunteers

[Iain Stenhouse leaves call]

b) *Scientific Portion of Meeting-* (JS): Abstract and travel awards deadlines have been extended. There are 61 abstracts oral and four posters to date. Discussion on changing length of concurrent sessions, depending on size of meeting. Discussion on structure of future meetings. Some Plenary speakers do not need travel assistance.

c) *Lifetime and Special Achievement Awards -* (JS). The committee, consisting of Kim Rivera (absent on call), Jo Smith, and Doug Forsell recommended Anthony J. Gaston for the 2014 Lifetime Achievement Award. The committee did not have a unanimous recommendation for a Special Achievement Award. Discussion of SAA nominees will be under new business # 15.

Motion Jo Smith: The Lifetime Achievement Award for 2014 will go to Anthony J. Gaston. Second: Hannah Nevins. Motion passes unanimously.

10. **Budget** –(LY). Summary presented of 2013/2014 operating expenses and budget. Operating expenses (OE) spreadsheet does not include the meeting budget (the majority of PSG’s income and expenses). Clarification of “miscellaneous” line items.
- a. *Marine Ornithology line item*- (DF) Budget includes \$10,000 for Marine Ornithology. Last year, the ExCo approved moving \$6,000 from the Endowment Fund to pay for MO in 2013. An automatic transfer of funds to MO is not in the Bylaws- each year a vote is needed.
- Motion:** *Vivian Mendenhall – “I so move that we move \$10,000 from the endowment fund to support Marine Ornithology.”* **Second:** *Pat Baird. Motion passes unanimously*
- Note: VM – From the bylaws (on use of the endowment fund) –Article 6: “...the expenditure should be recommended by the Communications Committee and decided by the ExCo.”
- b. *Insurance:* (DF) -New insurance needs in addition to the Board Liability and Meeting Insurance that PSG already has.
- Policy #1:** a surety (bonding) insurance policy. Cost for \$50,000 of insurance is \$200 a year if we buy 3 years (\$600 total), and the policy covers up to five people, including whoever is handling the money for annual meetings. Doug recommended buying a 3-year policy.
- Motion:** *Jo Smith: “PSG will purchase an employee honesty policy ‘bonding’ for \$600 for a three year period.”* **Second:** *Pat Baird. Motion passes unanimously*
- Policy #2:** This insurance is for the Marbled Murrelet tree-climbing training. It also would cover other training or activity that PSG might host. PSG will not offer the course without insurance and would not activate this insurance till the course starts. This training policy insurance would cost about \$900 a year and would be reimbursed by people taking the course; no cost to PSG.
- Motion:** *Jo Smith: “If the Marbled Murrelet Nest Identification Training for Tree Climbers is offered by PSG, PSG will purchase social service professional liability coverage with overall liability of \$2 million and \$1 million per incident for at least one year and as long as the course is offered. PSG will recover the cost of this insurance from the participants or from outside funding.”* **Second:** *Pat Baird. Motion passes unanimously.*
- c. *Ornithological Council* – (DF). DF presented information on the amount that each ornithological society gives to the Ornithological Council (OC). He summarized what the OC does to help ornithologists. He noted that the OC provides an enormous amount of support to individual biologists re: importing/exporting/permits. The PSG representatives to OC (Doug Forsell and Pat Baird) recommend raising our annual dues to the OC from \$1,000 to \$2,000. Discussion of putting in clause to raise dues each year. Suggestions of an annual 3% or cost of living increase. Inflation and cost of living increases discussed. Modification to original motion.
- Motion:** *Pat Baird “I move that PSG increase it dues to the Ornithological Council this year by \$1000 for a total of \$2,000, and to increase that every year by a Cost of Living increase.”* **Second:** *Jo Smith. Motion passes unanimously.*
- d. *Budget Expenditures (2013/2014).*
- Motion:** *Pat Baird “I move to approve the budget as amended.”* **Second:** *Annette Henry. Motion passes unanimously.*
11. **Meeting Futures**- (DF) -- No proposal for 2015. Suggestion to hold the next meeting in San Jose or nearby because it is close to major airports and central. PSG was invited to hold a joint meeting in La Paz Baja California Mexico with the Waterbird Society and CIPAMEX for 2015. Discussion of re holding meetings in remote places and impact on membership.

Action Items

- Doug Forsell will send out an email to list server about holding the 2015 meeting in San Jose as soon as/if Scott confirms he will be local committee chair.
- Doug Forsell will report to the ExCo by mid-December and relate what is resolved re venue.

12. Report of the Task Force on ideas for PSG—(DF) DF sent around ideas on how we might prioritize various points, and a few members of the ExCo sent him back comments. Discussion on wisdom of sending a survey around to the Former Chairs or to the membership. JS would like to ask long-time members especially.

Action Item: Doug Forsell will send out a poll to Former Chairs and to long-time members re: what direction they would like to see PSG going in the future, and then will summarize the feedback and present at the Juneau meeting.

13. Update of the Bylaws- (DF)--DF will form a committee to update the Bylaws. VM and PB will be part of this committee. DF wants 5 people total. Discussion on needing to revisit the position of a Communications Coordinator when we redo the Bylaws.

Action Items:

- Doug Forsell will find two to three more people (in addition to Vivian Mendenhall & Pat Baird) to be on the new Bylaws Update committee.
- Doug will write an advertisement for the communications coordinator and will pass on the description to the ExCo, David Ainley and Tony Gaston to make sure that this will work.

14. End of Agenda

[VM leaves call]

15. New Business, closed session. (DF). Nomination of Dr. Vivian Mendenhall for the 2014 Special Achievement Award. Eighteen Former Chairs have recommended Vivian for a Special Achievement Award for her work on *Pacific Seabirds*. Vivian is resigning as Editor of *PS* after the Juneau meeting.

Motion: Adrian Gall. *"I move that we approve Vivian Mendenhall for a Special Achievement Award for her service to Pacific Seabird Group, and that we pay her banquet, registration, and if she wants it, travel airfare to Juneau. Second: Hannah Nevins. Motion passes with a majority. One abstention.*

No other business.

16. Adjournment.

Motion: Pat Baird moves to adjourn. Second Peter Hodum. Motion passes unanimously.

Meeting adjourned 1640.

See next page for list of all Action Items

18 NOVEMBER 2013 CONFERENCE CALL – Action Items

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3. Doug Forsell will investigate with help of the ExCo whether to have *Pacific Seabirds* be in an electronic library.
4. Vivian Mendenhall will let Linnea Hall (Western Foundation) know about the Board's decision to stop journal exchanges.
5. Hannah Nevins will head the committee to discuss the future of *Pacific Seabirds*. Annette Henry will be on it also. Need 3 more people-Chair & Hannah will get soon.
6. Vivian Mendenhall will ask the seven people who replied to her advertisement for Assistant Editor of *PS* if they want to be on this committee. This issue will be further discussed at the annual meeting in Juneau.
7. Hannah Nevins will put out on PSG's list server that a new editor of *Pacific Seabirds* is needed.
8. Possible Action Item: if anybody wants to see the spread sheet of inquiries and proposals for Small Grants before Juneau meeting, ask Verena for it.
9. Doug Forsell, Annette Henry and Verena Gill will research options to move list server from the USFWS, update the web pages, and develop a members-only page.
10. Yumi Arimitsu will follow up on the BOEM donation for the Juneau meeting
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