

Minutes PSG EXECUTIVE COUNCIL MEETING

2 July 2014 Conference Call: 1104-1300 (Pacific Standard Time; - 8 UTC)

Amended and Approved 23 September 2014

Chair calls meeting to order 1102 PDT.

Roll Call:

Officers: Doug Forsell (DF) Past Chair, Jo Smith (JS) Chair, Kathy Kuletz (KK) Chair-elect, Stan Senner (SS) Vice-Chair Conservation, Pat Baird (PB) Secretary, Christine Ogura (CO) Treasurer

Regional Representatives: Peter Hodum (PH) Oregon/Washington, Annette Henry (AH) Southern California, Iain Stenhouse (IS) U.S.A., Robb Kaler (RK) Alaska, Anna Weinstein (AW) Northern California, Ken Morgan (KM) Canada, Andrew Titmus (AT) Student Rep

Quorum: Yes, we have a quorum - (8 voting members)

PSG committee member: Michelle Hester (MH) Membership Coordinator

Absent Board members: Stefan Garthe (SG) Europe/Africa, Kuniko Otsuki (KO) Asia/Oceania

Absent PSG committee members: Verena Gill (VG) List Server Coordinator, Hannah Nevins (HN) Communications.

OLD BUSINESS

1. Approve 2014 Juneau minutes and action items (JS). Report #2a; #2b
MOTION- Moved PB, Seconded SS: "We approve the minutes from the 2014 annual meeting in Juneau, AK as amended. " Passes unanimously.
2. World Seabird Conference (WSC) - #2 update: venue deposit (DF) \$23,000 transferred directly to WSC conference centre for a deposit. PSG has a contract with the WSU that if the conference is a no-go, the money will be refunded to PSG.
3. Bylaws amendments (JS and DF). No report. Need to rewrite re proxies and ex-officio members and *Pacific Seabirds (PS)*. JS proposed: refer to Vivian Mendenhall's (VM) report. Bylaws committee: DF, PB, VM **Action Item: Bylaws Committee will meet and submit a report to define what an ex-officio member is, to list what positions are now called ex-officio, and whether they were to be appointed or elected.**
4. Marine Ornithology (MO) (JS). Report #5a---b. Tony Gaston (TG) and David Ainley (DA) report. HN mandated to do this with help of ExCo. Review 1) structure of journal (online/print), 2) Position of Business Manager (financial side of journal), and 3) editorial policy. Should subscription be included in membership and should PSG then raise membership fees? **Action Item: IS and KM will help HN till February 2014.**

NEW BUSINESS

5. Treasurer's report (CO) Report #6. Good shape: 1) Checking account, 2) Restricted funds travel & conservation, 3) Endowment fund. Projected expenditures: good shape (*MO, PS, 2015 conference's deposit*). **Action Item: JS and CO will go through items in budget. [+41.30 Scott Shafer (SSh) joins]**
6. **2015 annual meeting:** scientific program, venue, budget, (DF KK SS) Report #7a---f .

- A) **Scientific Program.** Call for symposia/special sessions already put out on the list server. Possibilities of symposia/special sessions: shearwater migration, forage fish in California Current, El Niño. Nariko Oka has volunteered to be a plenary speaker for the shearwater symposium. **Action Item: KK will put out requests monthly and prepare Report on meeting with a summary of symposia/special sessions.**
- B) **Summary of venue (DF).** No worries meeting minima on food (\$29K) or rooms (40). KM: discussion re other restaurants nearby and if we will be able to meet minima for food. SSh: other cafes available yet we will meet hotel's minima. SSh summarizes hotel ambiance. SS: clarification of room commitment- 60% of 525 rooms is 315 room nights. Rooms and food not necessary to commit to till 2 weeks before. Other hotels available nearby. AH questions the commitment to a non-chain hotel re financial risk, which is minimized re deposits and hotel's going out of business before we have meeting. IS: questions choice of venues and asks for an option of venues. JS/PB: officers explored other options on a separate conference call. SSh: no social venues selected yet- thus no budget for those.
- C) **Budget:** Refer to DF's report. JS: Need to have a break-even point in budget. Our major income is from Annual Meetings. DF: Local Committee spends from General Fund so Budget is purposely high based on a large number of attendees-it all can be adjusted down. SS wants assurance that registration fee will be at a reasonable level for the members and that it is also conservative for our cost-recovery. DF: \$300 average cost. Discussion on which budget of DF's to use-needs to be flexible and conservative financially. Discussion about the flexibility of the highest budget -keep average registration cost low yet high enough to cover expenses. JS asked to have a break-even point -(suggestions: JS 150 registrants; DF: 200 registrants). CO: budget does not yet reflect registration fees. JS needs budget to show no net loss/break-even point for the number of attendees, i.e. a balanced budget. DF: knock out various add-ons and fund-raise if it appears that costs are too high. KK concurs.
- KM moves. KK seconds: The ExCo approves the budget as presented with the proviso to keep the average registration fee at or below \$300 for the 2015 Annual Meeting. Motion Passes (8 yays, 1 nay, 1 abstention)*
- Action Item: DF will summarize suggested menus for Annual Meetings and reference these to the number of attendees.**
- Action Item: PB will send checklist for putting on annual meeting to SSh.**
7. **New Membership Coordinator (MH)** Report 8a--b. Jennifer Ma proposed (she has a background of doing this previously and manages databases for other groups). **Action Item: MH will update re leadership side of this position: how to increase membership/communication with members/length of commitment/ExCo member to report to. JS will be the point person on the ExCo.**
- Action Item: ExCo: define position of membership coordinator in Bylaws.**
- Motion: PB moves, AT seconds: "We elect Jennifer Ma for Membership Coordinator to replace Michelle Hester." Passes unanimously.*
8. **Radar survey protocol Marbled Murrelets and wind energy** development (JS). Report #9a---c Presented to ExCo in Juneau 2014. Most of the ExCo has not read it. DF: authors have asked PSG to vote to endorse the plan- we should not vote on something we have not read. Only DF and SS

have read it thoroughly. JS Kim Nelson wants ExCo to vote on protocol. SS: this is not from the Marbled Murrelet Technical Committee and not affiliated with PSG. It is from workshop in 2012 and not from PSG so motion tabled.

Action Item: Chair and Past-Chair will work with Kim Nelson on this to decide whether or not to endorse.

Motion: SS moves KK seconds: "Executive committee provisionally endorses this report subject to final approval by chair and past-chair." Passes (8 yays, 0 nays, 1 abstention).

9. **Lifetime Achievement Award 2015 meeting** (DF) Report #10. Dave Ainley proposed.
Motion: DF moves, AW seconds: "I move that we award Dave Ainley the Lifetime Achievement Award at the 2015 PSG meeting." Passes unanimously.
10. **Pacific Seabird editor**, format, layout and content (HN) Report #11. JS: Communication committee chaired by HN with VM, PB and Holly Freifeld (HF) to figure out future of *PS* and getting another editor. VM the former editor retired in 2014 and HF is now interim editor for Fall 2014 issue. Committee needs to determine format, editor, content, structure of *PS*, etc. Need approval up to \$2000 for technical layout of *PS* because HF may not have time to do this. Committee will put together a survey of members re opinions about articles and what future format should be. JS: *PS* is good for archiving previous discussions, issues. *PS* has updates, how PSG works, refereed articles, etc. CO they already have \$6,000 approved for budget. JS they can move funds from printing to go to hiring. **Action Item HN and committee will put out survey on list server.**
Motion: DF moves, KM seconds. "They [Pacific Seabirds] be allowed to use the printing funds for layout in order to be able to publish PS. Approve up to \$2,000 for technical layout of 2014 fall issue Pacific Seabirds. " Passes unanimously.
11. **Elections and nominations 2015** (JS) Report #12 [AW, IS, KK leave call; Members still on call: PB AT JS CO SS DF KM-no longer a quorum]. Committee Alan Burger, PB, KM. Need candidates for Chair-Elect and Secretary, who have previous Board experience. Alan Burger mentions (in email to JS) how many people the Committee has to talk to in order to get candidates.
12. Annual Meeting Survey (JS) Report #13. JS sent out a survey and compiled a list of what worked and did not work from the previous meetings (from survey by JS) and will give to local committee. **Action Item: JS will give the survey results to the local committee.**
13. Review of Action Items and Next Call (JS and PB). 50 Action Items from previous years-9 completed; 14 in progress. AT will take lead on developing PSG brochure/poster. **Action Items: 1) SS will follow up on his Action Items; 2) PB/JS will put together Action items from this call; 3) other lead people will follow up and give the results to PB and JS.**
14. Adjourn Pacific Seabird Group Summer ExCo conference call. **SS moves to adjourn PB seconds. Motion passes unanimously. Meeting adjourned.**

ACTION ITEMS FROM 2 JULY 2014 MEETING (Lead person in parentheses)

- Bylaws Committee will meet and submit a report to define what an ex-officio member is, to list what positions are now called ex-officio, and whether they were to be appointed or elected (**DF VM PB**)
Draft Bylaws Done.
- **IS** will help HN till February 2014.
- **JS** and **CO** will go through items in budget.
- **KK** will put out requests monthly and prepare Report on San Jose meeting with a summary of symposia/special sessions.
- **DF** will summarize suggested menus for Annual Meetings and reference these to the number of attendees.
- **PB** will send checklist for putting on annual meeting to SSh. **Done**
- **MH** will update re leadership side of this position: how to increase membership/communication with members/length of commitment. (**JS** will be the point person on the ExCo).
- Define position of membership coordinator in Bylaws (**DF VM PB**).
- Chair and Past-Chair will work with Kim Nelson on this to decide whether or not to endorse (**JS DF**).
- **HN** and committee will put out survey on list server.
- **JS** will give the survey results to the local committee.
- **PB** and **JS** will put together Action items from this call **Done**
- **Leads** will follow up (also see below) and give the results of their Action Item to PB and JS.

ACTION ITEMS TO BE COMPLETED LATER (Lead person in parentheses) TBD=to be determined

- Bylaws- finalize Draft (**DF VM PB**).
- Special Achievement Award 2015 (Awards Committee).
- Code of Conduct policy (**JS**).
- Conflict of Interest Statement (**SS**).
- Archivist committee position; non-voting (**PB**).
- New PSG website (**AH**).
- Strategic planning (**JS**).
- Review and status of action items from previous EXCO meetings (**JS**)
- Handbook revisions (**PB and TBD**).