

## Minutes PSG EXECUTIVE COUNCIL MEETING

24 September 2014 Conference Call: 1604-1856 (Pacific Daylight Time)

Amended and Approved: 17 December 2014

### Chair calls meeting to order 1604 PDT.

**Secretary: Roll Call: Officers:** Chair Jo Smith (JS), Secretary Pat Baird (PB), Treasurer Christine Ogura (CO), Vice-Chair Conservation Stan Senner (SS), Past Chair Doug Forsell (DF), Chair-elect Kathy Kuletz (KK), **Regional Representatives:** Asia/Oceania Kuniko Otsuki (KO), Canada Ken Morgan (KM), Northern California Anna Weinstein (AW), Oregon/Washington Peter Hodum (PH).

**Quorum:** We have a quorum- (8).

**Members present:** Tony Gaston (TG, Editor of *Marine Ornithology* [MO]) for discussion of MO 1700-1742.

**Absent Board members:** Alaska Robb Kaler (RK), Europe/Africa Stefan Garthe (SG), Southern California Annette Henry (AH), Student Rep Andrew Titmus (AT), U.S.A. Iain Stenhouse (IS)

**Absent PSG members (listed as “Ex-Officio” at present):** List Server Coordinator Verena Gill (VG), Membership Coordinator Jennifer Ma

(note: initials of members in **bold** refer to when that person commented)

## OLD BUSINESS

**I. Approve minutes of July 2014- *PH moves KK seconds. Unanimous. Minutes approved.***

**II. Work plan- (JS).** Jobs on work plan are getting done- 19/50 listed have been completed since 2013. Let JS know if you think an item on the plan should move from medium to high priority. The main things that need to be completed by February 2015 are 1) Bylaws, 2) Conflict of Interest Statement, 3) Elections, 4) List Server move and Website Maintenance, 5) Marine Ornithology (MO), 6) format and future of Pacific Seabirds (PS), and 7) Venue for 2016 meeting. Largest concerns are: website maintenance-keeping it up to date, and finding a business manager for Marine Ornithology.

**III. Website and Listserver- (JS)** Federal Government’s Server is on Blue Host. Need backup plan for managing website because we have a maintenance problem for updates. We can’t rely on one person to update site- major problem is that all files are on AH’s computer- not remotely stored. On-call webmaster costs ~\$70/hr. Need to get further costs from AH (webmaster). Consensus-go outside PSG to find this on-call computer person(s). Not necessarily a volunteer. **JS:** By February we need to have a plan for helping with the website- VG and AH will research this. Also need to update website- looks outdated. **SS:** Ask for volunteer to maintain website- ask Rob at Axiom to get a cost- estimate. **Action Items: 1) By February, the problem with finding a website maintenance person will be fixed after VG and AH research IT person(s) to be on-call. 2) JS will post to community on PSG Listserver and PSG Chat Room for volunteers to help with website. 3) KK will check with Rob at Axiom for costs for an “as-needed/on-call” web person to maintain website. 4) JS will work with VG and AH to monitor progress of finding an “on-call” webmaster and to have all files needed for the website be available and not residing just on AH’s computer, 5) PB will post requests for volunteer help with Website to PSG’s official Facebook page and Twitter Feed once she gets a job description for the web person(s).**

**IV. Annual Meeting 2015-(DF/KK)** Scheduled five special sessions proposed and some plenaries. Speakers suggested: 1) D. Ainley (Lifetime Achievement Award [LAA] recipient) - confirmed. 2) V. Friesen interested but needs travel funds to speak. **DF:** \$3,000 approved for costs for speakers. PSG usually pays for banquet/hotel for invited speakers but could offer some help with travel (\$1000/pp available for all of this). (D. Ainley's expenses separate from the \$3000 allocated since he is receiving the LAA). 3) Noriko Oka was suggested last conference call, but unavailable now. **KO:** Spoke with Noriko yesterday and confirmed that she cannot attend. KO will search out other people. All meeting info is on PSG's Facebook Page and Twitter accounts. Theme of meeting discussed.

Miscellaneous points for meeting: **DF:** Field trips organized now but meeting information not yet on hotel's website. **DF:** We will save ~\$4,000 on AV expenses –cost depends on number of concurrent sessions. Food costs down to \$28,000 (usually \$50,000). For every 50 rooms we get one room comped. **JS:** Need about 10-12 volunteers. Scott Shaffer organizing this, including AV volunteer- might compensate student for AV work (room/registration). Need to find someone-ask Tim Lawes (from Juneau meeting has a list of people who can do this). **AW:** Need help with fundraising. No money raised so far-federal and state budgets tighter than last year so asking private foundations. Working on fundraising- so far we have no sponsors. Asks ExCo to use networks to advertise and reach out to private organizations – this time last year PSG had raised \$25,000. **KK:** Holdup is that meeting is not advertised on PSG website. **Action Item: AW will send ExCo the template letters requesting sponsorship for 2015 meeting.** **JS:** AT is working on silent auction and requested ideas of which private companies to ask for donations. Asks ExCo to help. **Action Item: ExCo requested to send suggestions of donors to AT.** **KM** has suggested that it would be good for PSG to have a display/stand-alone poster that we can use at meetings to advertise PSG, generate interest and linkages between other organizations and PSG, and to get new members. KM does not have time to make it. AT said he would do take on this task. **Action Item: JS will send KM a request to write up a description of the poster and what he should be doing.** **KM:** should be vetted through the ExCo. **Action Item: AT will spearhead helping to make stand-alone poster for PSG.** **DF:** Money in budget for this: \$1,000 -need to find graphic artist. **PH** knows a graphic artist at the University of Puget Sound whom he will ask and he also will ask the art department for names for someone to design poster. **Action Item: PH will find a graphic artist to design poster.**  
**1656 PH leaves call.**

**V. Election-(JS)** Some positions have no nominees. Need help to fill them: Secretary, Chair-Elect. Elections Committee has exhausted all of their leads (Alan Burger **AB, PB, KM**, Mark Rauzon). Send ideas to **AB**.

**VI. Marine Ornithology- (JS)** Editor of *MO*, Tony Gaston (TG), has been working on improving the management of *MO*. His main need is to find a part-time business manager to run finances, do mailings, raise additional funds and connect with other organizations.(**TG joins call at 1706**). **JS:** spending more money than we are taking in. We need to find a part-time business manager to help with this.

In June 2013, TG sent ExCo report of work to date on *MO* and summary of his plans for it, but the ExCo has not acted on his requests. TG raised questions on hiring a business manager, subscriptions, page charges, sponsorship, and what to do about hard copies. **TG's** four main points were:

1. *MO* needs a part-time business manager to: 1) run finances, 2) raise additional funds from advertisers and sponsors (e.g. from telescope manufacturers, oil industry), 3) invoice page charges, and bill the other joint seabird groups, 5) connect the journal with other like-minded organizations, 6) do the mailings, 7) have ideas of how to move *MO* forward. Should also do outreach. Other seabird groups have sponsorship for their journals (e.g. *The Seabird Group Journal* and *Birding Asia* are helped by the UK oil industry, as well as helped by advertising and sponsorship). Duties: one day/wk and probably 20 hours/month. Would replace much of TG's pro-bono functions.
2. Funding: Income from subscriptions pays for half of costs; the other half is from the other sponsoring seabird groups (PSG puts in the largest part). Annual cost is about \$12,000. *MO* pays for copy editor (\$1000/issue), professional layout, printing, and postage. The pro-bono part is the editing from David Ainley (co-editor) and TG are. On the average for the past ten years, PSG has donated \$3,000 a year over the past ten years which is the shortfall. (PSG in 2000 approved support up to \$6,000 for *MO* annually).TG would like individual hard copy subscriptions to cease, but to continue to send hard copy to institutions for archival reasons as well as generation of money. There will still be an option of hard copies for special publications. Need to find sponsorship/advertising to defray costs.
3. Get incorporated into SORA for wider distribution.
4. Switch to automated submission process that tracks documents to streamline process.

**Discussion:** Consensus by ExCo to eliminate hard copies except for institutions. **TG:** Need to start using automated submission process for papers. **TG:** Software available for automation that we could use from other journals e.g. Avian Conservation and Ecology for a small cost. **TG:** would prefer having *MO* online only. Discussion re: cost and RegOnline. **For #1 [Business Manager]. JS:** TG requests PSG to sponsor *MO* to pay a business manager. **JS:** thinks that 1) PSG needs a more active involvement to chart the future direction of *MO* and to have it start paying for itself. 2) TG needs a lead assistant to spearhead effort to write job description of, find, and hire a business manager. **TG:** No suitable person to help. Hannah Nevins had volunteered to do this but she cannot. **JS:** No one on ExCo can be the lead. **Action Item: JS will contact members via the PSG List Server to ask for a lead volunteer to work with and to help TG and/or JS/PB to advertise and hire a business manager.** **TG:** Business manager position would be only about one day a week (~20 hours a month) and would not replace anybody who is getting paid. Manager would have ideas of his/her own to help move *MO* forward **IS:** Can help on the search committee but cannot lead because leaves the ExCo in February 2015. **AW:** Can't commit now because of fundraising for the 2015 meeting, but after that she could. Heather Major is suggested to fill in when needed because she helped on *PS* recently. **JS:** Ask broader membership and those outside PSG for help. PSG will help subsidize the position. **TG:** Asks PSG to subsidize *MO* to the extent that they can to hire business manager. (Other option is to look for a pro-bono managing editor to replace TG).**PB:** We do have allocated funding for this. In 2000, PSG approved \$6,000 annually for support of *MO* [\$6,000 from 2000 is much more today]. **DF:** In 2013, \$10,000 was approved, and that can help. **SS:** Very

supportive of *MO* but wants to look at the various plans put forth today (e.g. hiring a business manager, hiring a web manager, etc.) and to consider that there might be other positions we want to hire in the future, and he is uncomfortable about not having an overall game plan that states what our priorities are and where are we willing to invest. *SS* wants a business plan to make *MO* a break even proposition. [See below at #2]. **ExCo** agrees that PSG does not have a Strategic Plan and that ExCo needs to list PSG's priorities and communication tools and determine where we are willing to invest. A Strategic Plan would dictate how to proceed. Ideas to make *MO* break even: 1) more institutional subscriptions, 2) more advertising, 3) sponsorships, 4) perhaps raising dues.

**For #2 [Funding of *MO*].** **JS:** have to find out how much PSG can afford next year for *MO*. **SS:** Feels that there is merit here but that the ExCo is being "a little ad-hoc" about how we are moving forward regarding spending money. **TG:** Regarding making *MO* a break-even proposition, all bird journals produced by societies are subsidized from memberships and the way that PSG membership funds *MO* is just different [a line-item from allocated funds-not a hard copy to members. PSG is contributing to *MO* and TG would like to make it as independent <financially> as possible (resulting in more resources that PSG has for doing other things). Aiming for break-even on the journal is not a particularly useful way to look at it. **DF:** These ideas about funding *MO* are linked to other PSG publications- ExCo needs to review all publications (*MO* and *PS*) and what work tasks can be combined. PSG's List Server software might work for *MO*. **SS:** Suggests creating process for autorenewal submissions with *MO* and sending *PS* electronically, and suggests that PSG needs a larger game plan to outline spending priorities and communications tools. Discussion on how to proceed. **JS:** *MO* and *PS* are priorities for PSG- they both have line items in the budget. The two main identities of PSG are annual meetings, and publications (and donations to other societies). *PS* is part of PSG's identity - important to keep for archival purposes, but could be online only. *MO* important for members. Agreement among ExCo that PSG needs a larger vision. Emphasizes that PSG needs a Strategic Plan which should be an important goal to begin by the 2015 meeting- it will answer questions about what our game plan is and what can we afford. **SS:** All the sponsoring groups of *MO* need to decide the future format and how to sustain the cost- not just PSG. Proposes that TG move ahead and find a business manager who will formulate the best long term business management plan. Suggests adding duties to *MO* business manager to help PSG in general.

**CO:** Agrees with larger vision and that revenue needs to be increased but reminds ExCo that Endowment Fund is dedicated to publications. Need to determine how much can be taken out to support *MO* and that the principal continues to generate dividends to sustain it. **DF:** *PS* and *MO* come out of the interest of the Endowment Fund. Ensure that the principal continues to generate interest and dividends to continue funding publications. **JS:** Notes that funding for *MO* was from a line item in the General Fund's 2014 budget, not the Endowment. **DF:** *MO* has been allocated \$10,000 from the Endowment Fund's budget, and *PS* has been a line item from the General Fund. If we did not spend money on *MO* before, we can spend it now. **SS:** Clarifies that this should be from investment income from Endowment Fund, not the principal. **DF:** We cannot let principal fall below \$100,000. **PB:** Keep inflation in mind and how that has affected \$100,000 limit [proposed in 2000]-what is it worth now? **JS:** Endowment Fund now at \$200,000. TG first thing is to identify a suitable business manager and then determine how to fund *MO*. **JS:** Strategic Planning is important to prioritize spending for next year. It would address what PSG's

priorities are and what PSG can afford. The bottom line now is that we need to identify person for business manager and how much that would cost. **TG**: manager would generate sponsorships that would pay for salary. PSG's contribution will be temporary until manager generates income. Page charges don't pay for it. **SS**: Find a manager for a year. **Action Item: TG to move ahead and advertise for and find a business manager for MO who will formulate the best long term business management plan with help from KK as the lead to draft a scope of work. She will work with JS and TG to put out a call for a business manager and then help identify a suitable business manager. IS will help until February. Business manager will be on a trial basis for a year and some of his/her jobs will be to generate income for MO, to track page charges, and to help TG and DA as needed [DA helping edit for one more year only]. DF will look for software for online manuscript submission and tracking of manuscripts. TG leaves call 1742.**

**KM**: Notes that *MO* has other sponsoring societies and asks if PSG is able to make unilateral decisions about *MO* without consulting with them. PSG is main sponsor. Further discussion about *MO* and amounts of contributions. **SS**: PSG needs to have a conversation with the other sponsoring groups regarding a business plan that includes them and that has shared decision making and financial responsibility, e.g. re: format, etc. Other societies probably will not contribute much financially but need to be involved in the business plan. Further discussion about *MO*. Priority now is to find a part-time business manager for the short-term to help TG but then produce a longer-term business plan about the best way to manage funding of *MO* over the longer haul. **JS**: Questions how Board will be able to develop a Strategic Plan [nobody has extra time]. **PB**: Notes that the Waterbird Society has a Strategic Plan and they had a committee to draw it up and that PSG could mirror that.

**For #3 [Getting MO onto SORA]. PB**: Contacted SORA editor and discussed how to get *MO* into that database. To date, **TG** and **PB** helped get recent issues of *MO* onto SORA 's database and are putting the table of contents of all old issues onto excel files for SORA.

**For #4 [Automated submission process].** Not addressed.

**VII. Treasurer. (CO)**: Suggests that PSG could benefit from the *MO* business manager and the one we find could help PSG besides determining PSG's role in *MO* –can be addressed through a Strategic Plan. Turning to budget (Excel file): budget spread sheet clarified to show what PSG's core operating costs are: income and expenses to keep PSG running. Need to know what are spending priorities beyond operating costs and what can we afford. Some years have been at a deficit and we need to find out where items need to be cut. FY14 not closed out yet and is running at a deficit because of costs approved last February but we have funds to cover it from previous years' cushion. Will move \$10,000 for *MO* off the FY14 budget for General Funds. **CO**: Proposed FY 15 budget is displayed differently from prior budgets. The core budget shown is only for operating costs:, what it takes to run PSG's services (Administrative operation expenses): e.g. fees for: Blue Host (webpage), List Server (L-soft), PayPal, RegOnline, PO Box rental, bookkeeper, ExCo meetings [TurboBridge phone costs], Survey Monkey. Annual meetings and travel not included in the core budget- these are voted on separately. Conservation and Endowment Funds are separate from the operating budget And are managed by committees. Expenses or income are not included in the operating budget but are tracked on the

spreadsheet. Taking the cost for *MO* from the operating expenses [putting into Endowment Fund] makes the FY15 budget “barely in the red.” **JS:** We need \$9,000 just to keep running, not including publications. Budget does not include income from San Jose- we are assuming that costs will equal income. **CO:** Summarized spending patterns in the past to help with current discussions on the current Budget. **JS:** ExCo needs to tell CO about potential expenses for FY15 that CO and JS have not put on spreadsheet and also expenses that anyone will propose to be approved at the San Jose meeting. If 2015 meeting makes \$9000, PSG will break even. **CO:** Can’t vote to close out FY 14 fiscal report yet- waiting for invoices. **DF:** Once they are in, ExCo can approve FY14 report by email and then post report to website. There is a timeline of when this has to be reported publicly. **Action Item: JS and PB will organize a Board conference call in October to close out the FY 14 budget and approve CO’s report, and to vote on the FY 15 budget.**

**CO/DF:** Clarification regarding membership vs. FY dates. Suggestion to align FY with membership dates to have a more accurate budget (voting on the budget in October too early) vs. finances closed out by October and adding meeting to budget might be confusing. Starting budget in March might be better. Changed membership terms to calendar year in last Bylaws amendments (2013).

**VIII. Pacific Seabirds. (JS):** HN also meant to be leading *PS* but cannot. Need lead person now. **CO/DF:** Discussion of combining management of *MO* and *PS*. Ask some of volunteers who helped Holly Freifeld [interim editor of *PS*] with fall 2014 issue to help coordinate this effort (Heather Major suggested). **DF:** Save money by having *PS* online only. Also need survey of members for future directions of *PS*. **PB:** If PSG wants *PS* as an archive of PSG’s history, they could instigate an official Archives and Archives Committee. PSG could archive all hard copies of *PS* (and *MO*). **JS:** Skip the rest of discussion about *PS* – too much to discuss and no time. Continue this on October conference call.

**IX. 2016 Annual Meeting. (JS):** Need to have process more organized than 2015 was. Can’t start voting on venues in June the year before the meeting as we did this year. Need to plan ahead not only for 2016 meeting but also other venues discussed for future PSG meetings (e.g. Seattle, San Diego 2017). **DF/PB/JS** have been researching this. The 2016 PSG meeting follows the WSC2 in South Africa and she does not want to repeat some of the chaos and splintering that happened within PSG after difficulties that occurred after the Long Beach meeting. Need to plan well for this meeting or else not have it. Assume the 2016 meeting will go. **KM:** 2016 meeting could be anytime in 2016. Discussion of other societies’ meeting dates and venues. **JS:** Bylaws state that annual meeting to be held approximately once a year. Could hold it late in 2016 or skip 2016 and hold in 2017. (See Jo’s meeting dates summary last year). **KM:** International Ornithological Congress (IOC) will be in Vancouver in 2018-do we want joint meetings every two or three years? **DF:** Options- meet in core area every other year and then meet with another society elsewhere the next year. We could meet with Waterbird Society- at 2015 meeting in Maine August 11-15. Assumes that most members will attend WSC2 and that the 2016 meeting will have a low turnout and a loss like in Long Beach. **JS:** too late to plan joint meeting with any society for end of 2015 (e.g. Waterbirds in 2015 and World Seabird Union in South Africa 26-30 October 2015). Only one third PSG members plan to go to WSC2 October 2015. Proposes meeting in core area 2016 e.g. Seattle or California. **KM:** meeting in January/February 2016 would be too close to WSC2-proposes meeting late in 2016. **PB:** Suggests joint meeting with Waterbirds in September 2016 in North Carolina.

**DF:** Concurr meeting with another society in 2016 since in our core in 2015. Wants 2017 back in PSG's core area (e.g. San Diego). **JS:** Risk of losing money after the WSC2. **Further discussion on dates.** **KM:** January/February 2016 only five months after WSC2. PSG might be impacted by this, so we should meet in fall 2016 or skip 2016 meeting. **KK:** Concurr and suggests March as the earliest time to meet in 2016 but not later: conflicts with start of field season. **JS:** Need to clarify invitation by the IOC 2018 - a joint meeting or just to attend? **SS:** Favors a *pro forma* meeting to satisfy Bylaws requirement (i.e. adding a day onto someone else's meeting). Don't pass on a meeting in 2016, but if put off till late 2016, we run into a problem in getting out of synch in 2017. Either have meeting in March 2016 at a core location or elsewhere with another meeting or add a one-day meeting (e.g. with AOU), recognizing that it would not be well-attended (but also our financial requirements would be limited). Great opportunity for PSG in August 16-21 2016: the next North American Ornithological Conference (NOAC)-Washington DC August 16-21 (add a few scientific papers for a one-day PSG meeting). **Background:** **KO:** Asked about dates of WSC1 and PSG meetings in 2010/2011. **JS:** PSG skipped the calendar year 2011 for a meeting after WSC1 [PSG's 2011 meeting held in 2010 at WSC1]. Next PSG meeting was 2012. **KK:** Proposes only a business and ExCo meeting but not a scientific program in 2016 in a core area (e.g. Seattle) and then plan for the full-blown 2017 meeting during this meeting. **JS:** Summarizes discussion on annual meetings: Have the February 2015 in San Jose, and in 2015, some members might go to WSC2 October or Waterbirds in August in Maine. In 2016 we might go to the east coast at NOAC (August) or Waterbirds (September) instead of having a full-blown PSG meeting., The next PSG full scientific meeting would be 2017 back in our the core, and then in 2018/2019, PSG could meet with the IOC 2018 or go to Mexico 2019, etc. (somewhere out of the core). **DF:** If PSG meets in February 2017, it is within 6 months of the 2016 NOAC meeting in DC. **PB:** In the past, we have met with Waterbirds in the fall and then have had our annual meeting the next January or February. Need to get information of former meetings and their attendance before we decide.

**CO:** If we have a one-day *pro forma* meeting, the Bylaws state that annual meeting needs to have all the committees meet and scientific papers and posters presented. Proposes to skip 2016 and go to 2017.

**DF:** Will send results of the first members' survey on attendance at WSC2 and now will send out a second survey with same questions. People might have a better idea now of whether or not they will go. He will have three or four other choices of possible venues (e.g. Maine or Washington DC) and also query members on opinions of a one- or two-day meeting.

**JS:** Summary of ideas: Skip 2016 entirely or have a joint meeting late in August with Waterbirds or North American Ornithological Conference, and in 2017 we hold a normal meeting but no venue chosen. **KK:** need a spread sheet with options of whether we should be holding a meeting in a certain year with choice of months and if so, where and with whom would PSG have it. **Action Item: DF will create spread sheet for meetings and send to ExCo the various date options with summary of different possible venues for 2016, and whether ExCo wants a full-blown or smaller meeting in 2016. Action Item: JS will send around her table of dates and venues of all of the prior meetings of PSG.** **JS:** We need to decide this before San Jose meeting where we have to vote on the 2016 venue to allow a local committee to start preparing. We cannot wait till after the San Jose meeting. **PB:** We will have to alter the Bylaws if we skip a meeting since elections are tied to dates of the annual meeting. May have to alter to a calendar year. **DF:** Clarifies that PSG meets in a year's time- not necessary a calendar year. Have had meetings in

January and December of same year. **Action Item: ExCo will send ideas for meeting options up through 2017 to DF.**

**X. Wrap-up and what to finish before annual meeting February 2015. (JS):** Get work plans done by then: Conflict of Interest statement (SS and JS), and follow up on existing action items. **Action Item: Bylaws Committee will send materials for proposed changes to ExCo before next conference call.** Next conference call will be in November. At San Jose meeting, ExCo needs to be prepared and move quickly through agenda and to have completed many things on this work plan so ExCo can move on to other things like Strategic Planning and publications. finalize amended Bylaws, Elections slate, Listserver and Website issues, management of *MO* and *PS*, and determine the 2016 Meeting venue. Will need several more ExCo conference calls before then. In San Jose we need to be ready to decide issues -not just discuss. Have a conference call before 17 October and another in November. After the San Jose meeting KK will be able to start working on the Strategic Plan and Publications.

**XI. October Conference Call-(JS):** Topics: 1) vote on budget, 2) discuss proposed amended Bylaws (Committee: **DF**, Vivian Mendenhall (**VM**), **PB**, **SS**), 3) make decision about the next meeting. **Action Items to do by October conference call: 1. Bylaws Committee will have a list of proposed amendments to discuss. 2. Update on Elections by AB. 3. Report on Website maintenance and Listserver move by AH. 4. Final decision on Business Manager MO - ExCo discussion. 5. Future of PS by VM. 6. Meeting venues by JS/DF**

**Adjournment 1856. DF moves and KK seconds to adjourn. Unanimous.**

**DF asks people to stay on the call to get a sense of the Board and discuss Bylaws change regarding having ex-officio members on the board (e.g. communications coordinator, publisher of pacific seabirds, coordinator for listserver, membership coordinator, web coordinator). DF SS PB KM KK JS stay on call. After discussion: consensus is to eliminate these positions and change their name to Organizational Coordinators.**

#### Action Items from 24 September 2014 Conference Call meeting of the ExCo

1. By February, the problem with finding a website maintenance person will be fixed after VG and AH research IT person(s) to be on-call.
2. JS will post to community (Listserver & Chat Room) for volunteers to help with website.
3. KK will check with Rob at Axiom for costs for an "as-needed/on-call" web person to maintain website.
4. JS will work with VG and AH to monitor progress of finding an "on-call" webmaster and to have all files needed for the website available and not residing just on AH's computer.
5. PB will post requests for volunteer help with Website to PSG's official Facebook Page and Twitter Feed, once she gets a job description for the web person(s).
6. AW will send ExCo template letters for requesting sponsorship for 2015 meeting.
7. ExCo requested to send suggestions of donors to AT.
8. JS will send KM a request to write up a description of the poster and what he should be doing.
9. AT will spearhead making stand-alone poster for PSG.
10. PH will find a graphic artist to design poster.
11. Action Item: JS will contact members via the PSG List Server to ask for a lead volunteer to work with and to help TG and/or JS/PB to advertise and hire a business manager.
12. TG to move ahead and advertise for and find a business manager for *MO* who will formulate the best long term business management plan with help from KK as the lead to draft a scope of work. She will work with JS and TG to put out a call for a business manager and then help identify a suitable business manager. JS will help until February. Business manager will be on a trial basis for a year and some of his/her jobs will be to generate income for *MO*, to track page charges, and to help TG and DA as needed [DA helping edit for one year only].
13. DF will look for software for online manuscript submission and tracking of manuscripts.
14. JS and PB will organize a Board conference call in October to close out the FY 14 budget and approve the report, and to vote on the FY 15 budget.
15. DF will create spread sheet for meetings and send to ExCo the various date options with summary of different possible venues for 2016, and a check box for whether ExCo wants a full-blown or smaller meeting in 2016.
16. JS will send around her table of dates and venues of all of the prior meetings of PSG.
17. ExCo will send ideas for meeting options through 2017 to DF.
18. Bylaws Committee will send materials for proposed changes to ExCo before next conference call.
19. By February website maintenance issue will be fixed-finding an on-call webmaster - VG and AH will research this.

#### Action Items to do before October Conference Call

1. Bylaws Committee will have a list of proposed amendments for discussion.
2. Update on Elections by Alan Burger
3. Report on Website maintenance and Listserver move –AH, VG.
4. Final decision on Business Manager *MO*- ExCo discussion.
5. Future of *PS*- VM.
6. Meeting venues 2016 and beyond-JS/DF