

**MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING**  
18 May Conference Call 1500-1630 (Pacific Daylight Time)  
Amended and approved 24 June 2016

**Present:** Jane Dolliver (Secretary), Kathy Kuletz (Past Chair), Chris Tyson (Student Representative), Peter Hodum (Washington/Oregon Representative), Robb Kaler (Alaska/Russia Regional Representative), Kyra Mills-Parker (Chair Elect), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Nina Karnovsky (Chair), Martin Renner (Treasurer), Stephanie Avery-Gomm (Canada Representative), Kuniko Otsuki (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [12].

**Absent:** Stan Senner (Vice Chair for Conservation), Anna Weinstein (Northern California Representative), Samantha Richman (E Coast Us Regional Representative) [3].

**Committee Coordinators Present:** Joanna Smith (Communications Committee Coordinator) [1].

1. ROLL CALL AND REVIEW AGENDA

Strike agenda item 7, "Marine Ornithology, online searchability and access"

2. APPROVE MEETING MINUTES 22 APRIL 2016

Motion to approve the 22 April 2016 minutes moved by Robb, Peter seconds.

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously.

3. APPROVE 2017 MEETING BUDGET

Motion to approve the 2017 PSG Annual meeting budget moved by Kathy, Peter seconds

Comment: The Local Committee does not expect ExCo to approve budget as is; this is where the budget was as of 11 May 2016. Since the budget was sent, negotiations with the venue (via conference organizer) have continued. The purpose of this call is to find items that are negotiable.

Comment: Music for banquet night – dropped to \$2K (conservative, for DJ)

Comment: Student funds and foreign travel costs are high, taken from HI, PSG 2016 budget

Comment: Last year, for student travel we used \$2K from general fund, \$2K from student Auction. Note Student Auction profits cannot go towards meeting profit.

Question: Could we reduce foreign travel costs? Ans: Keep this amount; foreign travel costs are in-line with previous years; we could offset this with sponsorships.

Question: Could the cost of program printing could be reduced, to ~\$700? Ans: We could use university or agency print center?

Peter will investigate other program printing options

Comment: AV rental cost more than twice Hawaii. Ans: Local Committee is working with venue to bring cost down.

Question: Could we change from live band to DJ? Ans: Change already made.

Question: Could we negotiate the service fee? Ans: The Local Committee will re-visit this, if this fee is not fixed.

Question: What is the service fee? Ans: A tip/gratuity?

Question: Can we take out the opening reception? Ans: Yes, consider, per PSG 2016.

Question: Can we negotiate Conservation Committee Meeting for bag lunch? Ans: Local Committee has done this, has a revised estimate.

Question: Where is Members' Meeting lunch? Ans: put in Members' Meeting Lunch as placeholder.

Comment: Conference organizer is talking with representative from venue regarding food and beverage minimum, and looking at moving a boardroom from Wednesday to Saturday to save costs.

Question: Will attendance be more than 300? Ans: Add third column w/ 330 attendees.

Comment: Welcome reception nice start to the conference.

Comment: Plenary speakers cost are a little high (they are based on travel to HI)

Comment: Foreign scientists should be reduced from \$2500 to \$2000 (from the PSG Handbook)

Question: How much was made on the student auction 2016? Ans: \$1521

Question: Foreign scientist and student travel funds are paid out of the general operating budget? Ans: Depends on the year: some years the Local Committee commits to raising the funds, in other years ExCo relieves the Local Committee from raising the funds.

Comment: \$2900 in student travel funds in the PSG general budget (as of Feb 2016), \$3882 made in San Jose, CA.

Question: On conference schwag line item – the LOCO anticipates breaking even? Ans: LOCO could adjust this to assume some profit.

Comment: Hotel Murano has a government rate; Marriott is not nearly as flexible.

Question: Should we wait for a revised budget? (with 330 attendees, projected registration costs update, and then have a quick budget call?) Ans: Yes

Question: Remove student travel line item (\$2500) from meeting costs? Ans: Yes.

Question: Leave in foreign scientist line item (\$2000) as a meeting cost? Ans: Yes.

Comment: On field trip line item – assume some profit (per Long Beach).

Question: Is there a date from the conference organizer to wrap up negotiations with the hotels? Ans: goal is this week.

**Peter will contact the conference organizer and put together a revised budget with a goal of 26 May 2016.**

**Motion to table the vote on approving the 2017 PSG Annual Meeting budget moved by Kathy, Nina seconds.**

**Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously.**

#### 4. APPROVE SOCIAL MEDIA POLICY

**Motion to approve the PSG Social Media Policy version 1.1 moved by Stephanie, Kathy seconds.**

The policy ensures they are clear about purpose and scope and how/what information should be posted to represent PSG as an organization. Helps to protect those who volunteer to manage the Facebook, Twitter and Instagram accounts. The account information sits with the Communications Coordinator and PSG Secretary. Note this does not include the listserve; there is a separate, 5-page document for “Terms of Use as a listserve member” and this is not to address that.

Question: Guiding Principles, page 2, #6 – do all the potential policy posts need to go through the Vice Chair for Conservation? Ans: PSG is not an advocacy group; need direction from Vice Chair for Conservation.

Comment: Is posting information about causes/policies/petitions/issues acceptable? Ans: It is easy to make the assumption that the organization endorses it. Want to avoid backlash directed at volunteers speaking on behalf of organization.

**Jo will get Stan to approve the language of bullet #6, page 2.**

Question: Are daily posts onerous for the volunteers? Ans: These are goals for updates.

Comment: #16 “be sensitive to presenters’ wishes and draft results” needs clarification. Ans:

**Jo will make this bullet #16, page 2, more clear.**

**Approve PSG Social Media Policy Version 1.1 with changes discussed and approval from the Vice Chair for Conservation, page 2, bullet #6 moved by Jane, Stephanie seconds.**

**Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously.**

## 5. SPONSORSHIP OF ALASKA BIRD CONFERENCE

Motion that PSG help sponsor the Alaska Bird Conference for up to \$1000, moved by Robb, Peter seconds.

This is a regional conference, held every 2 years, with a lot of federal and state agency scientists in attendance (incl. those from the private sector) and members of the general public. Globally Alaska is an important area for seabirds. This is a great opportunity for PSG to support a regional conference. The conference organizers really active with getting young people involved in seabirds (plans to get good high school attendance at the conference). Support from PSG would help defray venue costs and help get students to the conference. Up to \$1000 is the lowest category; even if PSG only contributes \$300-500, PSG would still be recognized.

Question: Does a commitment set precedent w/ regards to other regional conferences in other states?

Ans: This conference is more science-oriented than other local conferences elsewhere.

Comment: I am concerned about the PSG budget.

Question: Didn't we just decline to support another conference? Ans: Yes, Albatross and Petrel Conference – Spain.

Question: Are Alaska residents biased in their support? Ans: Robb should abstain from

Comment: Petrel conference is a lot more seabird-centric. PSG should use funds to support student travel to PSG.

Comment: PSG has limited funds, we should prioritize funds toward foreign scientists and student travel to PSG. The precedent may result in PSG needing to dedicate 1-5K/year for support for other conferences.

Abstentions: 1, Nays: 11, Yays: 0, motion declined.

## 6. PACIFIC SEABIRDS POSTED TO BIODIVERSITY HERITAGE LIBRARY

Motion: Include Pacific Seabirds (the primary PSG publication) in the Biodiversity Heritage Library moved by Jane, Kathy seconds.

Comment: There is a clause that allows the biodiversity heritage library to make reproductions in digital form, including displays (giving credit to PSG, of course).

Comment: Biodiversity Heritage Library will add it to their searchable database

Comment: It would be great to have Pacific Seabirds reach a broader audience.

Comments: PSG needs to warrant to the best of our knowledge that we have permission to disseminate the content.

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously.

## 8. UPDATES

a) Jane will be sending out emails regarding the PSG Handbook Revision – separate sections to members of the ExCo.

b) 2 symposia proposed from PSG that have been proposed to the International Ornithological Congress

c) Kathy goal is to send out the announcement for awards before mid-June; end-date to submit might be moved up to end July/Aug 1.

d) 2015 Workplan items are finished

e) 2016 Workplan items are all underway

Jane will schedule meeting with the Chairs regarding an update and creation of the 2016-2017 PSG Workplan

Jane will contact a Past Chair regarding information he wanted to include in the PSG Handbook, updates to the Annual Meeting section.

## 9. REVIEW ACTION ITEMS

See red text sections above.

## 10. ADJOURN

Motion to adjourn by Robb, Stephanie seconds.

Abstentions: 0, Nays: 0, Yays: 12, motion passed unanimously.

## AGENDA

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|------|---|
| 3:00 | 1. Roll call & review agenda                                |
| 3:05 | 2. Minutes 22 April 2016                                    |
| 3:10 | 3. 2017 Annual Meeting Budget and update on progress        |
| 3:45 | 4. PSG Social Media Policy                                  |
| 3:55 | 5. Sponsorship of Alaska Bird Conference                    |
| 4:05 | 6. Pacific Seabirds posted to Biodiversity Heritage Library |
| 4:10 | 7. Current business/project updates                         |
|      | -Workplan update  |
|      | -IOC update   |
|      | -Website update   |
|      | -Announcements for awards, future meetings                  |
|      | -Handbook update  |
| 4:25 | 9. Review of action item                                    |
| 4:30 | 10. Adjourn   |