

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING
22 April Conference Call 1100-1145 (Pacific Daylight Time)
Approved 18 May 2016

Present: Jane Dolliver (Secretary), Kathy Kuletz (Past Chair), Peter Hodum (Washington/Oregon Representative), Robb Kaler (Alaska/Russia Regional Representative), Kyra Mills-Parker (Chair Elect), Stan Senner (Vice Chair for Conservation), Anna Weinstein (Northern California Representative), Nina Karnovsky (Chair), Martin Renner (Treasurer), Stephanie Avery-Gomm [10]

Not present: Chris Tyson (Student Representative), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Samantha Richman (E Coast Us Regional Representative), Kuniko Otsuki (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative) [5].

1. APPROVE AGENDA

Motion to approve the agenda as is, moved by Peter, Stephanie seconds.
Abstentions: 0, nays: 0, passed unanimously.

2. APPROVE MINUTES

Motion to approve the 24 March 2016 meeting minutes as is, moved by Jane, Kathy seconds.
Abstentions: 0, nays: 0, passed unanimously.

3. APPROVE FULL CONTRACT FOR LUANA EVENTS

Motion to approve the Justine Miller/Luana Events contract, payment up to \$7500 (\$1500 max for travel, \$500 for fees) moved by Peter, Robb seconds
Abstentions: 0, nays: 0, passed unanimously.

4. APPROVE 2017 ANNUAL MEETING VENUE

Motion to approve the Tacoma Convention Center as the 2017 PSG Annual Meeting venue and submit a down payment of \$10,245 moved by Kathy, Martin seconds.

Approve the venue and down payment – min to secure that is \$10,245.

For a variety of reasons, TCC is the preferred venue.

\$10,245 deposit for room fee secures venue for the preferred dates.

Q: Is additional space available – there is a high demand on first day for committee meeting space, add two more rooms? The committee list is: KIMU, ALTE, NPAWG, STAL working group, Japanese, Seabird Monitoring. Ans: Yes, add two rooms the first day (Wed)

Jane to contact Committee Chairs re: time and room requirements (later - in summer 2016)

Q: Is the space for posters bigger than last year? Ans: Yes

Q: How many posters should we budget for? Ans: 50

Comment: Posters need to stay up longer for judges – at least until lunch of the last day.

Q: Is there a need for a meeting room throughout the meeting? (i.e., NE Asian Seabird Committee doesn't meet on Wed before the meeting or for other roundtable discussions?). Ans: Useful to have another meeting room throughout the conference. Alternatively to use part of the ballroom for ad-hoc meetings or meetings that cannot occur on the Wednesday before the meeting.

Q: Is there typically a drink coupon for the pre-meeting party? Ans: No, but this is a local committee decision. For the 2016 meeting, there was just an announcement to “meet at the Surfer bar” since many attendees were local and not coming early

Q: Could/should the local committee contact local breweries for help? Ans: Yes, many options in Tacoma.

Q: Could/should more lunches be included? Ans: lots of opportunities to get food within walking distance of the venue. The reason we provided lunches at Turtle Bay (2016) was because there weren't local options within walking distance.

Q: Do we need to offer lunch at conservation meeting? Ans: Lunch sponsorship aside, if we don't offer lunch, the Conservation Meeting is not well attended.

Comment: Providing lunch brings in a lot of students, makes people more relaxed and less rushed.

Abstentions: 0, nays: 0, passed unanimously.

Motion to adjourn moved by Peter, Kyra seconds.

AGENDA

- 11:00 1. Roll call & review agenda (Jane)
- 11:05 2. Approve minutes 24 March 2016* (Jane) Report #1
- 11:10 3. Approve entire Justine Miller/Luana Events contract* (Peter/Kathy) Report #2
- 11:15 4. Approve 2017 PSG Annual Meeting venue and down payment* (Peter/Kathy) Report #3
- 11:40 5. Review of action items (Jane)
- 11:45 6. Adjourn