

**MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING**  
24 June Conference Call 0900-1030 (Pacific Daylight Time)  
Amended and approved 4 August 2016

**Present:** Jane Dolliver (Secretary), Kyra Mills-Parker (Chair Elect), Martin Renner (Treasurer), Nina Karnovsky (Chair), Kathy Kuletz (Past Chair), Stan Senner (Vice Chair for Conservation), Robb Kaler (Alaska/Russia Regional Representative), Chris Tyson (Student Representative) [8].

**Absent:** Peter Hodum (Washington/Oregon Representative), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Kuniko Otsuki (Asia/Oceania Regional Representative), Ross Wanless (Europe/Africa Regional Representative), Anna Weinstein (Northern California Representative), Samantha Richman (E Coast Us Regional Representative), Stephanie Avery-Gomm (Canada Representative) [7].

**Committee Coordinators Present:** Jennifer Lang (Membership Coordinator)

**Others Present:** Nathalie Hamel (2017 Local Committee), Louise Blight (Marine Ornithology Managing Editor)

1. ROLL CALL AND REVIEW AGENDA

Motion to accept the agenda as-is moved by Jane, Nina seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

2. MEETING MINUTES 18 MAY 2016

Motion to approve the 18 May 2016 minutes moved by Kathy, Jane seconds.

Item 5: change to motion declined

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

3. MARINE ORNITHOLOGY IMPROVED SEARCHABILITY ONLINE PROPOSAL

Motion to approve the Marine Ornithology proposal (11 May 2016) to increase web searchability in the amount of \$4000, moved by Robb, Martin seconds.

The proposal to the ExCo is from all of Marine Ornithology's volunteers. The request is for additional funds to address the fact that the current posting method does not sync with how Google Scholar indexes papers.

Question: what do we get for the \$4000, is this a one-off cost? Ans: the cost is nominal, it allows for work to be contracted to be completed faster. The website will receive minor website updates (has not been updated for more than a decade). This is a one-time cost. Item 5 of the proposal is especially important – documentation of the “back-side” of Marine Ornithology website, to facilitate updates and repairs in the absence of Ben.

Question: What other seabird groups contribute to Marine Ornithology? Are they also contributing to this proposal? Ans: African Seabird Group (no funds annually), Australasian Seabird Group, Dutch Seabird Group, Japan Seabird Group all pay fee to journal to be considered a supporters, no other group is contributing to this proposal.

Question: how large is the PSG endowment? Ans: approximately \$167,000.

Comment: the PSG Handbook suggests spending no more than 6% in any year on publications (\$10,560) and this proposal is within that amount.

Comment: this proposal is timely, with the re-do of the website occurring in 2016.

Motion to accept the Marine Ornithology proposal to increase web searchability in the amount of \$4000 moved by Kathy, Nina seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

#### 4. 2017 PSG ANNUAL MEETING

Motion to approve the 2017 PSG Annual Meeting budget moved by Kyra, Stan seconds.

Updates from the Local Committee: 1) secured the venue (signed contract with Tacoma Convention Center - TCC); 2) secured rooms with Hotel Murano at government rate; 3) announcement for meeting was put on website, sent to PSG listserve, member listserve; 4) one local committee meeting held; 5) in process of negotiating (with Justine's assistance) audio-visual and poster boards; 6) in communication with Lindsay Young re: RegOnline.

Local Committee and Kyra will send out an announcement re: hotel rooms, conference theme to the listserve and members approximately 15 July 2016.

Local Committee and Kathy will send link for room registration to ExCo, Local Committee will put the link on the PSG website.

Need to cut costs or increase registration fees; as more people attend, gap goes down.

Question: how do sponsorships work? Ans: some sponsors request to sponsor a specific portion of the meeting, some sponsorships go to the general fund.

Question: is the registration rate for 2017 the same as 2016? Ans: currently, yes.

Comment: posters are budgeted to be up until Sat (\$300 savings for taking down posters on Fri)

Comment: \$5000 savings to contract A/V offsite; contractor may be less familiar with the space, and more logistics help and equipment may be needed from PSG.

Question: is there a central server to load talks that can be accessed by multiple computers?

Ans: no central computer, need to load talks room-by-room.

Comment: \$9000 A/V quote includes practice computer for presenters.

Question: the food budget includes the Conservation Meeting and Members' mtg. lunch? Ans: yes, \$2100-2500 each.

Comment: we signed on for \$48,000 of food and beverages.

Question: when does the decision of paying for the Conservation Committee mtg. lunch and the Members' mtg. lunch need to be made? Ans: it can wait until the early registration deadline.

Comment: It's worth the extra \$320 to keep posters up until Saturday; small cost but big benefit.

Comment: increase early registration by no more than \$10.

Comment: advertise extra space for posters to increase the number of poster presenters.

Comment: increase early registration rate, make it non-refundable (after certain date), increase late fee substantially.

Question: should there be a cut-off date for a refund of paid registration? Ans: yes.

Question: how did Turtle Bay meeting set up registration and refunds? Ans: see website.

Comment: I am nervous about using an outside A/V vendor.

Question: has the outside vendor ever done event at the TCC? Ans: don't know, but will check.

Question: does the ExCo mtg need phone and projector? Ans: yes (both are in the AV budget).

Question: how are student travel awards paid? Ans: silent auction (\$1K), PSG gen. fund (\$2K).

Question: what is the \$200 for student awards? Ans: books and award certificate printing.

Question: where did funds for the LAA and SAA crystal awards come from? Ans: unknown.

Kathy will ask Jo about where and how the LAA and SAA crystal awards were paid for.

Comment: the LAA is plenary speaker as well (budget shows \$1000 + \$500 travel; some could be used for lodging).

Question: does PSG usually supply lunch for Conservation and Members' Meeting? Ans: yes.

Motion to pass 2017 Annual Budget with an increased registration fee of up to \$20, with an increased late registration fee of up to \$50 to balance the budget, moved by Nina, Kathy seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.

## 5. UPDATES

### A. Website update

-Setting up a call next week with officers re: PSG logo update.

PSG Past Chair, Chair Elect, Treasurer, and Conservation Chair need to respond to Doodle Poll.

-Old website content will be migrated next week.

-Website navigation menu is being developed.

-2-3 Wordpress templates will be sent out for website refresh committee for selection.

-Downgrade BlueHost subscription to stop paying for SSL.

### B. Workplan update

Nina will find out status of Code of Conduct project (membership review was slated for Apr/May).

### C. 2018 Meeting

Kathy will start looking at possibilities, including 2 Mexico groups.

### D. Feedback on themes

Kyra, Kathy and Nina will set up a call to talk about the theme for 2017.

### E. Pacific Seabirds

Jenn and Nina will set up time to talk about editor role.

### F. Replace Elections Committee Coordinator

Need to start thinking about an Elections Committee Coordinator replacement and nominations.

Question: which positions are open next year? Ans: Chair-Elect, Vice Chair for Conservation, Secretary, Washington and Oregon Representative, Southern California, Latin America and Hawaii Representative, East Coast US Representative, Canada Representative.

### G. Handbook update

Jane will send out handbook sections to ExCo and Past Chairs for review before the next call.

## 6. REVIEW ACTION ITEMS

See red text above.

## 7. ADJOURN

Motion to adjourn moved by Robb, Kyra seconds.

Abstentions: 0, Nays: 0, Yays: 8, motion passed unanimously.