

**MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING**  
25 February 2016 Conference Call 1600-1700 (Pacific Standard Time)  
Amended and approved 24 March 2016.

Present: Nina Karnovsky (Chair), Jane Dolliver (Secretary), Kyra Mills-Parker (Chair Elect), Martin Renner (Treasurer), Yuri Albores-Barajas (S California/Latin America/Hawaii Regional Representative), Kuniko Otsuki (Asia/Oceania Regional Representative), Anna Weinstein (Northern California Representative), Kathy Kuletz (Past Chair), Stephanie Avery-Gomm (Canada Representative), Stan Senner (Vice Chair for Conservation), Ross Wanless (Europe/Africa Regional Representative), Chris Tyson (Student Representative)

Not present: Peter Hodum (Washington/Oregon Representative), Robb Kaler (Alaska/Russia Regional Representative), Samantha Richman (E Coast Us Regional Representative)

Coordinators present: Jennifer Lang (Membership Coordinator), Verena Gill (Listserve Coordinator), Joanna Smith (Communications Committee interim Coordinator), Alan Burger (Elections Coordinator)

**1. APPROVE AGENDA**

[Motion to approve the agenda as is moved by Jane, seconded by Stan.](#)

Add under item 5: change to Communication committee update (includes website) (Jo)

Add under item 5: add Pacific Seabirds update (Kathy)

[Motion to approve the agenda with 2 minor changes moved by Nina, seconded by Jane.](#)

Abstentions: 0, Nays: 0, passed unanimously

**2. APPROVE MINUTES FROM 10 FEB 2016**

[Motion to approve the 25 February 2016 minutes moved by Kathy, seconded by Kyra.](#)

Page 1: add Martin Renner PSG member present

Top of page 3: note this is a comment from a PSG member

Page 3: need to name someone who will "review budgetary guidelines and feasibility"

Page 5: fiscal year audit for 2016 only? Ans: yes.

Page 7: change "hold meeting between January and Dec" to "Jan-Feb"

Page 9: change banquet costs to \$75, \$55 for students

Page 10: Kathy's name, change to K

[Motion to pass the minutes with edits as suggested moved by Nina, seconded by Stephanie.](#)

Abstentions: 0, nays: 0 passed unanimously.

**3. DISCUSS FILE SHARING**

The FTP server for EXCO documents is no longer in use (last used 2 years ago). The 2011 audit recommended PSG store all files in a secure, shared folder where all EXCO has access. Options include: 1) revive FTP server 2) create new file sharing system (e.g., Dropbox)

Q: How easy is it to share/unshared members? Ans: unknown – will need to explore.

Comment: FTP sites are open to being hacked (not convenient compared to Google drive)

Comment: If PSG emails are used, this will solve the share/subscribe issue.

Comment: Google docs is a system people are comfortable and familiar with

Q: What is the volume of stored files? Ans: backup files (~50mb)

Comment: PSG asked for a bid on a password-protected link on the PSG site for file storage

Q: Is Dropbox easier? Does the owner for the Google Drive need to have a Google account? Ans: No, and PSG has 2 Gmail accounts.

Martin will figure out pros/cons of Google Drive vs Dropbox and propose a plan in Mar.

#### 4. DISCUSS EXCO EMAIL COMMUNICATION

Q: How often are these used? Ans: Chair emails are very active.

EXCO members will let Nina know if they have difficulties logging into their PSG email accounts  
Jo will ask Anne Francis will send out email passwords to new EXCO members

Q: Lots of spam on the Bluehost account? Ans: Yes.

Q: Does Alan want a PSG election email? Ans: No, there's already one.

Comment: To protect people serving on the EXCO, we removed identifiers from the website.

Comment: Government employees cannot access the Bluehost site from some laptops.

#### 5. OTHER BUSINESS – 2016 MEETING

Latest figures show 2016 annual meeting is in the black, net income = \$2824.00. 264 confirmed registrants: 132 oral presentations, 44 poster presentations.

Lindsay and Nina will prepare a report for Kyra of what went well and what could be improved.  
Jane will send out meeting survey to members next week

#### 5. OTHER BUSINESS - 2017 MEETING

Estimate of space at the Greater Tacoma Convention and Trade Center is \$16,000. With \$20,000 in food and beverage catering costs, then the rental costs is \$9,000. This does not include negotiating room block at hotel Murano. The meeting would occur the week of 22 Feb 2017.

The Western Society of Naturalists met here in 2014. Tacoma local committee will host, unless negotiation with the venue breaks down. They will need a part-time conference organizer.

Q: can Justine Miller (Luana Events – 2015 conference organizer) help out with this meeting?

Ans: yes, 2015 local committee asked about her interest for future events; she helped negotiate the hotel contract, paid for herself many times over.

Q: Is \$9,000 reasonable for the venue rental? Ans: Yes, Juneau was \$9,300.

Motion to approve Tacoma as 2017 meeting location moved by Nina, seconded by Martin.

Abstentions: 0, Nays: 0, approved unanimously.

Jo will send all 2017 annual meeting documents to Kathy, Kathy will take over organization of the 2017 annual meeting

#### 5. OTHER BUSINESS - BYLAWS

Jane will send out final bylaws document with changes and comments before the next call

#### 5. OTHER BUSINESS – PACIFIC SEABIRDS

The Pacific Seabirds (PS) publication is a year behind. Laura Bliss is willing to put everything into Wordpress so it can go online; also interested in helping out for 2016 issue. Kathy has 1) write ups from the LAA from the program (she sent to Craig Strong for any revisions) 2) summary reports from the 2015 meeting 3) PS templates from Holly Freifeld. Dan Anderson wanted to contribute – that would be the only new item.

Kathy's goal will be to finish putting together Pacific Seabirds by 31 Mar 2016.

Q: Can PSG pay for Wordpress Premium (\$100/yr) – would be a link w/in the website or imbedded in the PSG site? Ans: No, goal for this issue is short, pdf.

Q: Can one of the regional reps to take on the Editor in Chief of the 2016 issue? Ans: No.

Comment: PS format deserves a longer discussion (and revisiting the future of PS reports): blog format okay for news portions, need printable annual report of society business.

#### 5. OTHER BUSINESS – COMMUNICATIONS COMMITTEE

For the website refresh, the communications committee coordinator has been detailing content on all the pages of the PSG website; help is needed from Chris Tyson to create content for the early career scientists page.

Jo will be in contact with Chris Tyson

Jo and Kathy will talk about how the PS 2015 publication and website will be integrated

Comment: I like the pdf version – it maintains old look and feel of Pacific Seabirds. We don't want to lose the Pacific Seabirds bulletin that started in the 1970s.

Comment: Consider PS as two items 1) tangible report with fiscal records and decisions that were made (could still be a pdf) – this is PSG's annual report 2) Society news (LAA/SAA, regional reports, etc)

Motion to adjourn moved by Kathy, seconded by Kyra.

<b>TIME</b>	<b>AGENDA ITEM, with lead for discussion (* indicates need for a vote)</b>
16:00	1. Roll call & review Agenda (Jane)
16:05	2. Approve Minutes 10 February 2016* (Jane)
16:10	3. Discuss EXCO file sharing (Martin)
16:25	4. Discuss EXCO email communication (Martin)
16:35	5. Other EXCO business/updates
	-2016 meeting update and follow-up survey (Nina)
	-2017 meeting update (Jo)
	-Bylaws (Jane)
	-Pacific Seabirds (Kathy)
	-Communications Committee Update (Jo)
17:00	6. Adjourn