MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING
24 April 2015 conference call: 0900-1030 (Pacific Daylight Time)
Amended and approved: 16 June 2015

Present: Kathy Kuletz (Chair), Jane Dolliver (Secretary), Jennifer Ma (Membership Coordinator), Christine Ogura (Treasurer), Yuri Albores Barajas (California, Hawaii, Mexico Representative), Peter Hodum (WA/OR/CA), Robb Kaler (AK), Nina Karnovsky (Chair Elect), Andrew Titmus (Student Representative), Stephanie Avery-Gomm (Canada).

Absent: Jo Smith (Past Chair), Stan Senner (Vice Chair for Conservation), Anna Weinstein (northern California), Samantha Richman (US East Coast), Kuniko Otsuki (Asia and Oceana), Stefan Garthe (Europe/Africa).

AGENDA
Motion: Adopt Agenda (Kathy Kuletz), Jane Dolliver Seconds
Agenda adopted

MEETING MINUTES
Motion: Approve minutes on June conference call (Robb Kaler), Peter Hodum seconds
Any comments or corrections be sent to Jane; she will circulate another draft before the June call

FEEDBACK ON ANNUAL MEETING 2015
Overall feedback was good; could improve coordination of volunteers and offer better training for session chairs. There is usually volunteer coordinator position associated with meetings. (miscommunication w/ RegOnline registration - there was no follow through when people signed up to volunteer)
The mentor session was very well attended (by students); students stayed until midnight. We could encourage more people to consider themselves as mentors. The San Jose meeting made money for PSG (final numbers coming from Doug Forsell).

2016 ANNUAL MEETING PROPOSALS
Two proposals.
#1 – Turtle Bay - 1.5 hours from Honolulu (same location as 2012). Large meeting facility, restaurants, small café, lots of local activities, golfing, birding trips to Laysan Albatross colony.
Pros: Experience from 2012, seabirds, marine mammals, affordable to US, Canada, Asia. Cons: Difficult because of continental US-only travel. For Canada, it is international travel. $177/night per room. Expensive for East Coast.
Proposal request meeting planner: $6-7000. Profit $7,000 with attendance estimate of 300.
#2 – Ensenada, Mexico – 1 hour from San Diego (100km south of border) – 400,000 people live here, borders Bahia Todos Santos (migrating Gray Whales in Feb).
Many visit to tour wineries. Venue is Hotel Coral (largest in Ensenada – 150 rooms). Conference set up is 3 rooms, largest room holds 500 (could be split 250/250)
Budget: Hotel will charge on people attending - $12 per person for coffee service and rooms.
Meals are $33/person – heavy hors d’oeuvres- $14 per person
Profit is $2,000, if we provide meals; if we provide limited food $7,000 with estimate of 250

Motion: Vote on Annual meeting (Nina Karnovsky), Peter Hodum seconds
Pros: members want meeting in Mexico, inexpensive for west coast US, Asia/Pacific/Russia. Cons: international travel approval

Question: Is there an airport near Ensenada? Answer: No. Fly in to San Diego, or Tijuana.

Planning to arrange for 3-4 buses to take members from San Diego to Ensenada. Driving takes 1.5 hours, public transportation takes up to 4 hours.

There is interest in having conference in Mexico; but we don’t want to waste the opportunity; sounds like attendance is not huge, given many people are going to the World Seabird Conference (WSC). Forty people are attending from the US; registration ends at end of May. Hawaii is of interest to those who want to host a Japanese/Korean Murrelet session. Both are great options – able to secure the other for the following year? Answer: Yes

Could Yuri Albores Barajas serve as local chair for 2017? Answer: not sure about local chair – we have contacts, so it can be done; 2017 in La Paz is another option.

Motion: Vote on 2016 Annual Meeting Location (Peter Hodum), Robb Kaler seconds.
Abstaining: 1, Mexico: 6, Hawaii: 2

Motion: Approve Mexico to as 2016 meeting location (Robb Kaler), Peter Hodum seconds
Abstaining: 1, Nays: 2, Ayes: 6

Action Item: Kathy Kuletz to get annual meeting process going for Yuri Albores Barajas and Nina Karnovsky; thinking about theme/slogan open to suggestions; ways to make ExCo meet.
Action Item: Kathy Kuletz and Nina Karnovsky will make announcement about the 2016 meeting on the PSG listserv and website

TREASURER’s REPORT
1) training new bookkeeper – some of RegOnline fees higher; on paper we will go over budget; will need vote/approval to go over approved budget – a few things contribute to this:
a) Ben Haase – website domain up for renewal
b) RegOnline – bookkeeping translation?
c) assurity for board $800
d) listserve to move to Bluehost
e) buying a banner $1500 (out of chair’s 2K)
f) conf calls, paypal, bank fees (operating cost)
Projected we will need $5000 for rest of the fiscal year
Accounting does not have 2015 meeting profit. Operating budget could be increased by $1-3000.

Motion: Extend budget another 5K (Nina Karnovsky), Stephanie Avery Gomm seconds
Ayes: 8
Nays: 0
Let’s make sure Doug Forsell is on the next call to finalize the 2015 meeting report and arrange a special call to answer any specific questions

PUBLICATIONS COMMITTEE REPORT
Research articles and translations should be taken out; translations shortened to abstracts. Research articles sent to Marine Ornithology. Keep as complete doc; content should be put on website or other format on a more frequent time frame – quarterly. Need to pay someone to put together publication and manage web content.
Question: isn’t it challenging to get submissions in a timely fashion? Answer: Not everything in every issue; whatever is available is rolled up.

Question: do we need to be gracious and delicate about people committed to making translations? Answer: we looked at number of translation published over last 18 years; not a section that we include all that often (4 translations).

Question: is it possible to offer this as an option on website? Answer: with google translate, translations easier

**Action Item:** Andrew Titmus and Jane Dolliver will create proposal for paid publications manager in time for June budget; Kathy Kuletz and Jo Smith will work with Andrew Titmus and Jane Dolliver

Question: the annual regional reports need to have consistent formatting – how are we going to move forward with regional reports? Answer: make fillable form to send out, people fill in

**Action Item:** Robb Kaler and Peter Hodum will work up prototype for regional reports

**WEB REPLACEMENT**
There has been conversation with Rob from Axiom in Anchorage about a new web guru

**Action Item:** Jane Dolliver will post job description (when complete) to listserv

**Action Item:** Kathy Kuletz will create proposal and budget for webmaster replacement

Annette Henry and Lisa Balance could work up job description

Question: is allocating funds on annual basis feasible? Or would require additional fundraising?

Answer: if we assume surplus from annual meeting. We could potentially take funds from extra services, dues to the IUCN or Ornithological Council.

**Action Item:** Kathy Kuletz, Christine Ogura and Jenn Ma will look for ways to raise additional revenue.

**WORKPLAN**
Kathy Kuletz: if you have comments or things to be added, please contact Jane or Kathy

**Action Item:** Kathy Kuletz will contact Pat Jodice to make sure he wants to serve

One comment: Pacific Seabirds Monitoring database items needs to be changed

**Action Item:** Robb Kaler will revise workplan, send to Kathy Kuletz as WSU liason

**Motion:** To adjourn (Kathy Kuletz), Nina Karnovsky seconds.