

MINUTES OF THE PSG EXECUTIVE COUNCIL MEETING

30 September 2015 conference call: 1700-1830 (Pacific Daylight Time)

Amended and approved: 13 October 2015

Present: Samantha Richman, Kathy Kuletz, Jane Dolliver, Yuri Albores, Andrew Titmus, Nina Karnovsky, Anna Weinstein, Kuniko Otsuki, Christine Ogura (9).

Absent: Peter Hodum, Joanna Smith, Stan Senner, Robb Kaler, Stephanie Avery-Gomm, Stefan Garthe (6).

2016 ANNUAL MEETING

-Quite a few special paper sessions:

-One symposium

-Will be a really exciting meeting with high attendance. Need to encourage people to submit their abstracts

-Would like to have an event of artists, "Conservation of Seabirds through Art" and develop a special travel award fund to bring artists in.

Nina will send out the 2016 Annual Meeting update in an email

Change "and board" on page 3 to "board size"

Change "convo" to conversation

Motion to pass minutes with minor editorial changes (Nina), second (Andrew)

Opposed: 0, Abstentions: 0

Passed unanimously.

FISCAL YEAR 2016

Excel document circulated to the ExCo has 3 tabs: 1) draft FY16 2) Year-to-date spending 3) pros and cons of changing the fiscal year

Two new items:

1) line 20, Quickbooks (\$10.36/ month)

- Following up with concerns about banking information online: every time the treasurer accesses banking account, it asks for the password. Christine called Quickbooks: there are three levels of encryption. They are very confident it will not be hacked. If people do try to hack the account, the system recognizes and closes down entire account, even to people who have access. Bank codes are not in Quickbooks, it just shows deposits, checks cleared, etc.

2) line 21, \$1,360 website transition services for Anne Francis (new expense b/c we have the Chair's discretionary fund to make the banner next year)

3) line 28, FY16 additional charge for account if the fiscal year changes and we file another return (proposed Mar-Feb)

FY16 budget does have a surplus \$5,772.05 (caveat: budget for Turtle Bay has profit, per Lindsay's 2016 annual meeting surplus)

Q: What are general funds donations? This is from donors that give to general fund (as opposed to student travel fund, or conservation fund). This is one of categories donors can chose during registration.

Q: Does the unresolved surplus from the 2015 annual meeting impact the FY16 budget? The FY15 meeting surplus is almost resolved; the treasurer is positive the FY15 meeting will be a surplus.

Q: Year-to-date spending is low on Pacific Seabirds – does that mean we can spend those funds through FY16? On the last call, where the Pacific Seabirds (PS) budget was presented, there was a recommendation to increase the proposed budget to \$3K.

Ans: We don't take \$\$ out of the endowment until we need it (this year we did not spend what we thought was needed and was approved). So there is no money to physically rollover from FY15, it's just there on paper (just because we did not spend out the \$10K does not mean it is coming into FY16).

Q: Budget for PS was reduced from \$10K to \$3K because it is not going to be printed on paper? Yes.

Q: If we need more money for PS or Marine Ornithology, the council would need to be called? Yes, for an amendment to the budget

There were some questions about the OC contribution (report 3b-1 and 3b-2) The fact that the PSG contribution is on-par with Waterbirds makes it appropriate. For FY17, the ExCo needs to re-vote for the cost of inflation to continue at 3%.

Changing fiscal year currently: Oct-Sept, change to: Mar-Feb. Stan asked for a pro-con list (tab 3). ExCo would discuss budget at February meeting and pass budget in Mar (assuming annual meeting is not changed from February) Allows for general membership to review the budget before its finalized. Provides accurate number (membership due Jan 1). Helps to make an easier transition for the treasurer to discuss the budget during the February meeting.

Motion: To change fiscal year from October-September to March-February (Nina), second (Andrew)

Q: is there a problem with the PSG fiscal year to aligning with other institutions (Jan-Dec or Oct-Sept)? Checked with tax accountant, just need to make sure paperwork to IRS is aligned with the organization's fiscal year.

Q: does this hinder accepting year-end funds from other institutions? no, just set date for tracking income and expenses, does not impact ability to accept funds.

Q: If you go from Mar-Feb, you have a huge income in one year and expenditures in the next?

Q: Instead of approving budgets in the fury of ExCo meeting, it can now be done in the "slow" time of year, Aug/Sept/Oct? Could it realistically be passed in Mar? We could make the fiscal year Apr-Mar to give the ExCo and the annual meeting local committee more time to reconcile. The annual meeting does not usually take months to resolve.

Q: Could the membership be changed to coincide w/ fiscal year? Operationally, this can not work.

Comments from the ExCo: Pro: if the treasurer finds it onerous, the ExCo should trust that the change could make things easier. Pro: Christine floated the idea of changing the fiscal year to Mar-February to Lindsay – she agreed, understood and was supportive.

Christine will provide some more background info (esp from Jo and Lindsay re: membership and the fiscal year)

ExCo will vote on the fiscal year meeting on the November call

Discussion tabled

Motion: Approve the FY16 with the addition of \$0.36 and removal of \$1000 for the account charges associated with changing the fiscal year (Nina), second (Jane)

Nays: 0 Abstentions: 0

Passed unanimously

MARINE ORNITHOLOGY MANAGING EDITOR

Job description (report 4) distributed. Tony Gaston has requested to step down. Tony has been working with Jo to put together the position description. Chairs put together a short list (8). So far, there have been two rejections. If nobody is willing, we will start advertising more widely. Tony will help w/ the transition period, but needs to bow out.

ExCo will let Kathy know of additional good candidates.

PACIFIC SEABIRDS

Report 5a, 5b, 5c. The revisions were based on those received during the June August PSG call.

ExCo will send additional comments re: the letter to members not receiving hard copies to Andrew

Andrew and Jane received input from Stan on all three reports

5b is a report on the proposed changes to PS (blue) and items that are already part of PS (black)
Comments: emphasis on shortening sections and including bullets; one column design is awkward.

Send changes and comments on PS proposal to Jane and Andrew

Kathy has list of 16 vols to contact

Kathy will make Pacific Seabirds publication a priority over the next couple of weeks

Yuri and Jane agree to help with the 2015 publication of Pacific Seabirds

ExCo needs to vote next meeting on changes to Pacific Seabirds (or make no changes until after the 2015 publication).

FUTURE MEETINGS

Jo is working on future meetings; Nina, Kathy and Jo will have a meeting to discuss these. The 2017 Annual meeting in San Diego (Ken Briggs) fell through. We are looking at possibly joining the Ornithological Congress in Aug 2018. February 2017 is the International Seaduck Conference in San Francisco – Sam Richman is part of the local committee for that meeting. She could propose that it happens in combination with PSG. They are trying to cap the International Seaduck meeting at 200-250 (to keep it at Kuala Point Lodge). Also try to keep it in one room (no concurrent sessions). There is some membership overlap between PSG and the International Seaduck meeting (particularly for Alaska).

Sam to contact Jo regarding the 2017 PSG annual meeting

Yuri to contact Jo about a 2017 meeting in La Paz

BYLAWS

Kathy has been harassing Doug about the bylaws. He has to get it done before he goes to the World Seabird Union in October.

TRAVELING POSTER

The poster will not be ready before the World Seabird Conference: content, design, approval cannot happen that fast.

WORKPLAN

There is a list at the bottom of the agenda.

ExCo will send comments on the workplan to Kathy

Motion to Adjourn (Kathy) Anna (second)