

## Minutes PSG EXECUTIVE COUNCIL MEETING

17 December 2014 Conference Call:

Approved: 30 January 2015 0917

**Chair calls meeting to order** 0857 PDT

**Secretary: Roll Call:**

**Officers:** Chair Jo Smith (JS), Secretary Pat Baird (PB), Treasurer Christine Ogura (CO), Vice-Chair Conservation Stan Senner (SS), Past Chair Doug Forsell (DF), Chair-elect Kathy Kuletz (KK)

**Regional Representatives:** Canada Ken Morgan (KM), U.S.A. Iain Stenhouse (IS)

**Quorum:** we have a quorum- (8)

**Late Board members:** 13:26 Oregon/Washington Peter Hodum (PH), 32:53 Alaska Robb Kaler (RK)

**Absent Board members:** Asia/Oceania Kuniko Otsuki (KO), Europe/Africa Stefan Garthe (SG), Northern California Anna Weinstein (AW), Southern California Hawaii/Latin America, Annette Henry (AH), Student Rep Andrew Titmus (AT)

**Absent PSG members:** List Server Coordinator Verena Gill, Membership Coordinator Jennifer Ma, Bylaws Committee Vivian Mendenhall (VM)

### Old Business

**I. Approve Minutes 24 September 2014.** *PH moves KM seconds to approve the minutes of 24 September 2014. Passes unanimously.*

**II. Approve Minutes 17 October 2014** *SS moves PH seconds to approve the minutes of 17 October 2014. Passes unanimously. Action Item: PB & JS to instruct new Board members how to access the archived minutes.*

**III. FY15 Budget approval (CO).** Budget is in the black now that the membership income and the IUCN donation have been readjusted. Jennifer Ma (Membership Chair) had not detected the error in non-collection of membership payments via RegOnline at the beginning of 2014 when membership renewal occurred. New requests for payment have been sent again to members who had renewed but not paid, and CO expects \$11,000 in membership dues for FY 2015. Further discussion about budget. Clarification that the money for meeting registration collected via RegOnline now goes into the general fund instead of into the Local Committee's bank account as it used to. The 2015 meeting's budget has already been approved- no need to re-approve. Travel funds discussed. The donation to IUCN has been reduced to zero based on CO's and Lindsay's thoughts. **DF:** IUCN representative should be consulted on that. **JS:** this should have been brought to a Board vote. Discussion on the role of PSG and the IUCN- the line item for them for 2015 is now \$0. **DF:** ask the former Vice-Chair for Conservation, Craig Harrison (CH), what the reasoning was to donate to the IUCN and if PSG needs to be represented on the IUCN. **SS:** we can later renew IUCN membership at the February meeting if we have the extra \$500 and if the Board thinks it is necessary. No one knows who is our representative in IUCN and CH did not explain PSG's role in the IUCN when SS took over as Vice-Chair. **Action Item: JS will investigate the PSG-IUCN connection and report back to the ExCo. 46:32 JS:** \$1500 of the Chair's Discretionary Fund is going to the Stand-Alone poster. *KM moves PB seconds to approve the FY 2015 budget. Passes unanimously.*

**0910 PH on call and 0930 RK on call**

## SS leaves 0944

**FY14 Work plan update and preparation for ExCo meeting Feb 2015: essential Action Items to be completed by 2015 (JS).** (see Essential 2014 Work plan Items on the Agenda)

**IV. Update on Marine Ornithology - Business Manager (JS).** There were two candidates for the position of the *MO* business manager, Gary Kaiser (GK) and Fiona Kilborn (FK). In his former job from which he has just retired, GK worked with seabirds and understands their ecology as well as the conservation issues concerning them, and he has experience in scientific publications. However, he has never been a business manager. FK works in marine planning and is a good manager but is not very knowledgeable about seabirds, their ecology, or the issues surrounding them. The two applicants were essentially tied for the position – the strengths of each candidate were the weaknesses of the other. The final decision was made by Tony Gaston (TG), the *MO* editor who will work with the new manager. He chose GK, who will get \$500/month honorarium. There is a six month probationary period for him to deliver the tasks that TG outlined. At the end of this time, TG and JS will review his work and if he has not been able to complete the tasks, a new manager will be found. He starts in January. **Action Item: JS will see if Fiona is still available if GK leaves.** Discussion: **KM:** should ExCo have reviewed the candidates instead of just TG and JS reviewing them. **JS:** asked other ExCo members for input (e.g. KK) and if no reply, she and TG moved on with the review by themselves because a manager needed to be found as soon as possible. Final consensus is that because *MO* is independent of PSG and the goal is for it to be self-sustaining after 18 months, TG needed a manager whom he liked and in whom he had confidence. The self-sustenance goal of *MO* will be that PSG will stop donating \$6,000 per year to *MO* after 18 months. The PSG Board can still serve in an advisement capacity, and TG has confidence that GK that will be able to raise funds to sustain *MO* without the help of PSG. TG believes that GK can complete successfully the following tasks needed by Tony: 1) run finances, 2) raise additional funds from advertisers and sponsors (e.g. from telescope manufacturers, oil industry), 3) invoice page charges, and bill the other joint seabird groups, 5) connect the journal with other like-minded organizations, 6) do the mailings, 7) have ideas of how to move *MO* forward, 8) do outreach.

**V.. Bylaws amendments (DF).** DF sent to the Endowment Trustees the wording of the proposed amendment which would add a second account to the Endowment Fund, the purpose of which would be for donations other than for publications. Trustees are meeting Monday 22 December and will review/edit the Bylaws Committee's suggested amendments. The Bylaws Committee (DF PB SS VM) will rewrite the amendment if needed. **Action Item: By mid-January the Bylaws Committee will send to the Board a final edited copy of the amended Bylaws. Action Item: JS will give DF any edits she has for the amended Bylaws.** At the San Jose meeting in February 2015, the discussion of the amended Bylaws is scheduled for an hour. The best way for the Board to discuss their ideas about the Bylaws is on the Ornithology Exchange Forum, set up a year ago by PB. Four ExCo members are currently on the PSG forum: PB, DF, SS, KK. **Action Item: PB will send to the board the steps to sign up for the PSG Forum that is hosted via Ornithology Exchange. JS-**hopes that KK will set up a Forum link on the PSG website next year for ExCo discussions. We might be able to use this Forum method for any ExCo or member discussions via a "one-click" link on the new website which will be updated next year. **DF:** If any of the

ExCo have any questions or edits for the amendments that were sent to them earlier, please get back to him as soon as possible.

**VI. Conflict of Interest Statement for the Board (SS and JS).** No progress yet, but they have ideas. The COI statement that the Board signs is required by the IRS because of the Board's fiduciary responsibilities. The Board Source website has a template of this. **Action Item: SS and JS will send around a draft COI statement by mid-January.**

**VII. Elections** – the Survey Monkey that PB put in place when she was Elections Coordinator has been updated and improved by Stephanie Avery-Gomm for all future elections. Alan Burger (AB) sent all members the biographies of candidates for the 2015 elections and a link to the ballot itself so members could vote via Survey Monkey. The election results will be announced ahead of time so that new ExCo members will know to attend the meeting on the 18<sup>th</sup> of February. AB will not be at the PSG meeting in San Jose.

**VIII. PSG Website and Listserver(JS).** JS: List Server move has not happened yet- VG ready to go but waiting for AH to do the move to Bluehost. JS has not been able to talk with AH but was able to talk with her boss Lisa Ballance and wants to know if AH can keep being the webmaster since she is overstretched with her work and her job as webmaster. We need a better web updating system in place and a way for people other than AH to access and edit the website. CO now has the passcode for access. **Action Item: JS will have a 3-way call with AH and LB to get a decision on management of the website.** The website itself needs to have an overhaul in appearance and functionality, with an added "members page." Website and List Server will be linked via Blue Host. However the website needs updating and revising with a members-only login link and the Board could login via the web for Board discussions (see above re: Forums). FTP sites and Dropbox does not need to be used then. **Action Item: JS and AH will begin the process of revamping the website. Action Item: KK will ask Rob at Axiom this week about fees and availability as an on-call webmaster. Action Items: JS will get a job description for a web person after she talks with AH, and PB will then post on Facebook and on Twitter.** [PB has walked Jane Dolliver (the incoming Secretary) through how and what to post on social media].

**IX. Pacific Seabirds (JS).** The interim editor of *PS*, Holly Freifeld and eight volunteers have put together *PS* 41 that combines the spring and fall issues (*PS* 41 (1,2)). It is now in layout. For 2015, *PS* has a \$10,000 budget from the Endowment Fund, and it has not been decided yet whether it will be one or two issues (budgeted for two issues as well as for printing). The budget includes a small honorarium for a business manager. A new business manager is needed, and JS thinks that Fiona Kilborn (FK) would be good for this position. She was the business manager for the Vancouver 2010 Olympics Committee and has experience. JS wants *PS* to be funded via subscriptions and thinks that FK can help with that. She suggested that we need a survey sent to all PSG members to determine what they envision for *PS* in addition to just being an archive, as well. *PS* is an important archival mechanism for PSG and we cannot get rid of it. It is a good summary of what PSG has done in the past and how PSG runs. JS cannot take this on and needs a board member to get out this survey to the membership before the February meeting so we can have a discussion about this in San Jose ExCo meeting. **DF:** publications committee

was supposed to report on *PS* and what kind of changes to make. **JS:** Hannah Nevins was to do this but did not. JS put out a call on the list server for a volunteer to lead this but no one replied. Therefore the Board needs to take this on. Need to address this before February-put together a Survey Monkey for the membership re what is the future of *PS*, and for the volunteer to find another editor. **KM:** ask Stephanie Avery-Gomm if she will create a survey since she did one for the Elections Committee. [This won't be in the final minutes...bribes of coffee, chocolate and a favourite beverage were offered to any board member who would be the point person]. RK will be the point person on the Board to ensure that this survey occurs and is sent around. **Action Item: JS will ask Stephanie Avery-Gomm to create a survey, with RK as the contact person on the ExCo for the survey. She will get back to RK about this.** **JS:** As a Board we need to be responsible and to tell the membership what is happening with *PS* by the February meeting.

**X. Discussion on future meetings (JS).** DF compiled survey results and talked with people who had volunteered to head the Local Committees for future meetings. Two venues were out of the country [Mexico and Galapagos] and one was in San Diego. If the Bylaws Amendments are passed, we would not be committed to having a full scientific meeting in 2016. **DF:** need to send out another survey asking how many members would attend a meeting in various places and then decide if we need a meeting if a lot of people are going to the World Seabird conference. DF's proposal is that there are three choices for the 2016 meeting:

1. Hold a regular meeting in January/February 2016
2. No regular meeting in 2016 and a regular meeting in 2017 in our core area (e.g. San Diego). The changeover of the Board would be in January 2016 (assuming we change the Bylaws).
3. Hold a meeting in addition with another group in 2016 and have an ExCo meeting there with call-in access. A variety of other groups have been suggested (AOU, Waterbirds).

**KM:** Suggests we hold a conference call meeting of the Board in 2016 (per the Bylaws requirement to meet annually) if few members want to meet in 2016. **PB:** Minutes from October state that annual meetings need to have all of the committees meet and scientific papers and posters presented. **DF:** If this part of the current Bylaws is not accepted, then we would have to do this but we hope this clause will be changed. Under California law, Boards are required to meet once a year and, annual membership meetings are required to elect new Board members- however we do not elect Board members that way (at our meetings). Current Bylaws state that we do not need to have a membership meeting. If Bylaws are amended so that we do not need to have a full scientific meeting every year, or a full member meeting, we are relieved of that. **JS:** In San Jose, we need to be able to tell members where the next meeting is. **Action Item: JS and DF will create a survey for the membership on which of these three choices they would prefer. We will have the discussion of this on our Forum page and have this decided by February.** KM wants to be cc-ed on emails regarding the survey. Discussion of when to meet – 2015 or 2016. Choice for the 2017 meeting is San Diego and thus the 2018 the meeting could be out of the core area.

**XI. Tax Returns for Investment Fund (JS).** **JS:** CO has been working with the other Endowment Fund Trustees (Trustees are: PSG Treasurer, Ken Briggs, and Jim Kushlan) have to report on this to the IRS .

Trustees and Jo will have a conference call on Monday 22 December about the revision on the Investment Policy that will bring us into compliance with the nonprofit IRS . We will now have a policy of how to deal with our investments. DF has communicated with Ken Briggs on the proposed Bylaws changes so that the Bylaws Committee and the Trustees can work together to change the proposed new wording in the amendments. By February we will have a vote. A packet with drafts will go out mid-January and then a revised version will be sent right before the San Jose meeting. They will have a draft report for Monday on how we manage our investment, address risk, etc. DF and Trustees will work together to write the new clauses in the amended Bylaws regarding the Investment Policy. By February we will vote on this. **Action Item: JS will talk with Trustees and will get out a draft of the investment policy for the Board. She will keep in close communication with DF and the Bylaws Committee to ensure that there are no discrepancies between the amended Bylaws and the investment policy.** DF will be on the conference call with JS and the other trustees on Monday.

**PH leaves 1100**

### **New Business**

**XII. Discussion on putting out a request for donations to the Ornithological Council (PB).** Apparently there was a line for donations to the Ornithological Council omitted in renewals for other Ornithological Societies, and there is a shortfall of funding. The request on the listserver would be a one-time request and would not be obligatory. Discussion on not wanting to set a precedent of requesting money on the PSG List Server. JS requests that PB make a motion on this. *PB moves KK seconds that PSG's representatives to the OC would post a voluntary request for a one-time donation to the Ornithological Council be put on PSG's listserver by the. 2 yeas, 5 nays, 1 abstention. Motion fails.* JS stated that she would be happy to discuss other ways of donating to the OC with the OC director.

**XII. Handbook Revisions (DF).** DF will revise the Handbook next summer.

**XIV. San Jose meeting (KK).** The U.S. Geological Survey in Alaska withdrew financial support for members who had submitted papers and posters for the 2015 meeting. There are 215 people registered as of today. The U.S. Fish and Wildlife Service approved all 54 applicants to attend.

**XV. Adjournment.** *PB moves KK seconds to adjourn meeting. Unanimous. 1121 time (2:24:00 minutes)*

DF requests PB to remain on the call to discuss Bylaws. This discussion is on the archived recording but is not reproduced for these minutes.