

SEB-ESA Executive Committee

June 7, 2019

Participants: Yasmin Cardoza, Oscar Liburd, Becky Anthony, Jason Oliver, JC Chong, Ryan Kurtz, John Adamczyk, Karla Adesso, Amanda Hodges

1. Meeting Planning for 2020

Generally, the executive committee concurred that we need to have members of the Eastern Branch available for meeting planning discussions. Do we want separate executive and planning meeting? Yes, it was recommended that we have separate executive and planning meetings. Becky Anthony suggested routine executive committee meetings and then separate monthly meeting with the Eastern Branch in order to plan the 2020 meeting in Atlanta. Becky specifically recommended June or July for a Zoom meeting. Oscar Liburd also agreed.

Key people with the Eastern Branch (EB) included the program chair, local arrangements, president, past-president, president-elect, and EB Secretary-Treasurer. Becky Anthony indicated that she had already begun working in a draft schedule. Karla Adesso agreed that the communication should continue to flow closer to the date. A discussion occurred regarding the budget. It was suggested that Visa gift cards be provided to students in 2020 instead of a check. If a check is provided, students should be informed that it will be void after 6 months. A decision for checks versus Visa gift cards was not finalized, but the Executive Committee did decide to discontinue the issuance of student volunteer checks. Student volunteer checks were not issued in 2019 due to the recommendation of local arrangements chair David Held.

2. Financial Report

Amanda Hodges provided a brief financial report, based on the governing board report, to Executive Committee members. In general, it seems that we may have avoided a financial deficit for 2019, but the 2019 meeting report has not yet been finalized. Amanda Hodges will organize the ad-hoc financial meeting in 2020 in order to review the 2019 meeting report and determine best practices in order to avoid a deficit meeting in 2020.

3. Proposal-Diversity and Inclusion

The diversity and inclusion report requested \$2500 for a diversity and inclusion breakfast. The proposed request would include costs for the meals and facility service costs. It is anticipated that 40 early professionals and student members would attend the diversity and inclusion breakfast, and the diversity and inclusion committee wanted this to be a standard assumed meeting cost for all future SEB-ESA meeting. During the meeting week, Tuesday seems to be the best time for the Diversity and Inclusion Breakfast.

Karla Adesso asked if the diversity and inclusion committee was pursuing corporate sponsors. Becky Anthony indicated that the committee was circulating the proposal to all branches and seeking branch sponsorship.

Jason Oliver suggested that the topic may need to periodically change as it could be difficult to recruit speakers for the same topic every year.

In general, the Executive Committee thought that a diversity and inclusion topic would work perhaps periodically-for example, every 3-5 years.

Yasmin Cardoza suggested that the diversity and inclusion committee should check back with next year's Executive Committee due to the frequent meeting deficit that the branches have experienced.

Becky Anthony suggested that it would be helpful to have both the SEB and EB D&I representative involved in the planning meeting.

It was also suggested that the cost should be shared with the EB this year as it is a joint meeting.

Yasmin Cardoza indicated that she would share the Executive Committee discussion outcomes with the SEB D&I representative, Faith Oi.

4. Plenary Speaker

Jessica Ware will be our plenary speaker for 2020. Diversity and inclusion will be our theme. Becky Anthony commented that Jessica is an excellent speaker.

Yasmin Cardoza Commented that a different speaker will be needed for the D&I breakfast.

5. Alejandro-recruited Kevin Chase for Bartlett, and they will meet in July to discuss the approach for sponsors to next year's meeting. Becky-can also connect them with sponsorship chair for EB. Alejandro and Brian Nault already in contact (Yasmin Cardoza).

6. Member Award Nomination-David Buntin informed us that he submitted a nomination for Daniel Carrillo from UF for the ESA Excellence in IPM Award.

7. Oscar Liburd and 2021 meeting plan.

Plans to hold the 2021 meeting in San Juan at the Sheraton Puerto Rico Hotel and Casino. Guest rooms will have a rate of \$209. Meeting will be March 12-17, with check-in on Friday and check-out on Tuesday. In the contract, there should be a day for 'fun'. Check-in as early as March 10th. From Alvin Simmons-APS (American Phytopathological Society) Caribbean Division has decided to join. We need to let us know if we are ok with the current hotel proposal. Alvin talked to various members of the Executive Committee.

Becky Anthony-how many people does APS expect? The hotel may not be able to do 80% attrition. Normally, we contact around 90%. Consider having APS share the financial burden. In case we don't fill the room block, then APS is also sharing the

financial burden. Is APS part of the financial burden? We need a written agreement, and we are budgeting for profit.

8. Becky Anthony presented a draft budget.

JC Chong-is this your suggested registration or agreed upon? This is just a draft, but the numbers are consistent with the 2011 meeting.

Becky Anthony-increase the non-member rate to cost more in order to drive membership.

Yasmin Cardoza-this is very thorough. Can we share with the committee? As hard estimates come in, then you can have a copy with actual numbers.

Amanda Hodges-will University of Puerto Rico have the projectors? or will we need to rent?

Tour costs and pricing needs to be included.

Becky Anthony will reach out to Alvin and create a separate scenario.

Meeting Duration was from 3:00pm-4:10pm ET on Friday, June 7, 2019