

**ESA Eastern Branch Summer Planning Meeting**  
**June 19, 2018**  
**Minutes**

Present: Tom Kuhar, Brian Nault, Daniel Frank, Nick Larson, Brenna Traver, Doug Pfeiffer, Don Weber, Carlyle Brewster, Faith Kuhen, Anne Nielsen, Aditi Dubey, John Cambridge, Erin Hitchner, James Wilson

Call to order: 9:04 am

**2018 Meeting:** The meeting location in Annapolis, MD was easily accessible and well attended (222 people attended). Highlights of the meeting included the reception at ESA HQ, Bug's World collaboration with Bates Middle School, lunch banquet, lunch and learn session, and robust program/symposia submissions that included many posters and papers (particularly undergrad submissions). Unfortunately, few members participated from the New England states, and there were no Canadians that attended. In the future, we need to make sure there are ample vegetarian options available (a complaint by many). Two days for the meeting felt rushed, 2.5 days should be optimal in the future.

### **Committee Reports**

**Governing Board (Paula Shrewsbury):** The Governing Board Meeting is also scheduled for today (June 19), so Paula Shrewsbury was not able to participate in the planning meeting. Tracy Leskey has volunteered to replace Paula at the end of her term this year.

**Secretary (Daniel Frank):** Several committee vacancies are coming up this year (e.g. Eastern Branch Representative to the Certification Board, Committee on Diversity and Inclusion, Education and Outreach, Student Affairs, Nominations Committee, President-Elect).

After a vote at the final business meeting the Executive Committee decided to remove the Site Selection Committee, Public Information Committee, and Rules Committee from the list of current Eastern Branch standing committees. Two of these committees (Site Selection and Rules) will be designated as Eastern Branch ad hoc committees to be convened as required and composed as follows:

- Site Selection Committee – the current President, President elect, Secretary, and Treasurer with guidance from Conference Direct and/or the national office as needed.
- Rules – members to be appointed by the current president as needed.

In the future, the Education and Outreach Committee (under the ESA standing committees) will carry on the responsibilities of the Public Information Committee.

The Eastern Branch Early Career Professional Committee was created and Nick Larson was appointed as Chair. James Wilson is a second member of the committee and a third member is currently being sought.

**Treasurer (Erin Hitchner):** Erin received a financial report from Mark Taylor, which has been included as an attachment to the Summer Planning Meeting minutes. She is in the process of transitioning things over from Mark. Currently, we have a little over \$27,000 available in the checking account

**Member-at-Large (Brenna Traver):** No report.

**Awards Committee (Don Weber):** It is often confusing to understand what is a national, branch, or section award, and what committee is responsible for selecting awardees. Currently, we need better conduits for our awards information, so that we can obtain an adequate pool of nominees to select from. We also need to communicate better with representatives from each of the major land grant universities to solicit nominations (email database of department heads or representatives). The chair of the Awards Committee should follow up with these representatives.

**IDEP Committee (Eric Day):** There is interest from the committee to have a spotted lanternfly symposium.

**Program Committee (Anne Nielsen and Art Agnello):** The committee plans on using Confex again, and creating program booklets like at the 2018 meeting. The program would likely be printed by Virginia Tech. Meeting participation from Cornell University has been low the past few years. Maybe this will change in 2019 with Art Agnello and Brian Nault participating in the 2019 meeting planning.

**Student Affairs (Aditi Dubey):** Currently, there are 9 university representatives (no one from Penn State). There are no representatives from universities without an entomology department, which includes many of the universities in the New England states.

**Local Arrangements (James Wilson):** James Wilson is enthusiastic to help with arrangements. Anne, Art, Tom and James will be getting together soon as decisions for the 2019 meeting near.

**Education and Outreach (John Cambridge):** There will not be a Bug's World this year because Virginia Tech provides a similar event during the year. John is interested in working with Blacksburg Middle School to conduct a project that will be showcased at the meeting; similar to what was done at the 2018 meeting with Bates Middle School. He is working on a foundation grant to obtain funds for the project. He would like the participating children to be included in the meeting for recognition.

**Student Competition (Brenna Traver):** There were 19 student poster (2 PhD, 17 M.S./undergraduate) and 22 student oral presentation (13 PhD, 9 M.S./undergraduate) submissions during the 2018 meeting. Awards for 1<sup>st</sup> and 2<sup>nd</sup> were provided for the student oral presentation competition, and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> for the student poster competition. Score cards were sent to presenters.

There was discussion about including 3-minute lightning presentations to the student competition in 2019. It is unclear how many people would want to do these presentations. A Branch poll would likely need to be conducted to gauge member's interest.

**Linnaean Games (Doug Pfeiffer):** There is preference for holding an evening Linnaean Games because we wouldn't need to worry about conflicts with other sessions.

**New Business:** The 2019 meeting contract with the hotel has been drawn up, but is still changing as plans are coming into focus. The plan is to have a 2.5 day meeting. There is a restaurant with breakfast buffet at the hotel. The hotel will provide refreshments around the clock for 200 people. There will be all day coffee, breakfast snacks in the morning, and additional snack foods in the afternoon. The meeting will start Sunday morning with a 7 am Executive Committee Meeting. Three rooms have been reserved for meeting space. Two rooms have a 75 person capacity and 1 has a 135 person capacity. Symposia will be planned for Sunday, Monday, and a half day Tuesday. There will be two catered lunches provided. One lunch can be reserved for ESA business and awards. Tom would also like to recognize Rod Youngman and introduce the entomology department at Virginia Tech. Instead of a banquet lunch speaker there was discussion about having something similar to a Founder's Memorial Lecture and invite former students to take part. Other than the Linnaean Games, evenings will be free. There may be interest in having a student mixer that would take place in the evening somewhere in downtown Blacksburg.

Something fun/interesting should be planned for the second night of the meeting to encourage people to stay for the last day. Tom and Tim Kring are encouraging faculty at Virginia Tech to organize a tick vector and aquatic entomology symposium for the last day. There are many tick researchers in the region, and it would be good to draw people from outside entomology departments (vet schools, etc.). One day registration could be provided for outside speakers.

A theme for the meeting is up in the air, and Tom is leaning toward not having one. Tom would like to see good representation of all our members when developing and recruiting symposia; diversity across age and career stage (e.g. students, ECP). Advertising to 1890 land grant institutions should also be considered. The Diversity and Inclusion Chair should be thinking about developing symposia guidelines or activities to increase diversity and inclusion in the society. Last year, a networking session and booth at the convention hall were included at the national meeting. This year, changes to name tags, symposia, and workshops are planned.

**Old Business:** There was continuing discussion about creating an Eastern Branch travel award. Suggestions were made for an additional travel award specifically for 1890 land grant institutions and other under-represented schools. Tom will follow up on this topic.

Nick Larson, James Wilson, and Rob Morrison added changes to the Eastern Branch bylaws for inclusion of an ECP Member-at-Large. The Early Career Committee will be composed of the chair, co-chair, national rep, and ECP member-at-large. The co-chair will take up the position of chair the following year. The Executive Committee appoints a co-chair based on the ECP committee recommendations.

Adjourn: 10:30 am

**SOCIETY OF AMERICA  
EASTERN BRANCH  
FINANCIAL STATEMENT,  
June 19,2018**

**June 29, 2017**

**Fund Location**

**Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings) \$ 2,111.27**

**Wells Fargo Bank, Annapolis, MD (Checking) \$ 2,871.52**

**The Bank of Delmarva, Salisbury, MD (Reserve) \$44,020.95**

**Total \$49,003.74**

**Total Funds Available**

**\$49,003.74**

**March 13, 2018**

**Fund Location**

**Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings) \$ 111.56**

**Wells Fargo Bank, Annapolis, MD (Checking) \$56,812.65**

**The Bank of Delmarva, Salisbury, MD (Reserve) \$ 0**

**Total \$56,924.21**

**Total Funds Available**

**\$56,924.21**

**Note: Funds were transferred from savings to checking (\$2,000.00). CD was cashed in and deposited in checking (\$44,271.11)**

**May 29, 2018**

**Fund Location**

**Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings) \$ 111.56**

**Wells Fargo Bank, Annapolis, MD (Checking) \$27,258.65**

**\$27,370.21**

**Total Funds Available**

**\$27,370.21**

**Financial Breakdown:****Payments**

Kim Todd: Speaker honorarium and expenses and book sales.	\$	1,026.35
Bugs world (Face painter & Env. Center & butterfly Center		447.93
Awards: 1 <sup>st</sup> and 2 <sup>nd</sup> Ph d. Oral		500.00
Awards: 1 <sup>st</sup> and 2 <sup>nd</sup> Masters Oral		500.00
Awards: 1 <sup>st</sup> and 2 <sup>nd</sup> Poster		500.00
Awards not cashed from 2017 meeting		400.00
President expenses:		598.81
Va Tech: Program Printing		951.75
Secretary Expenses		893.05
Faith Kuehn: Bugs World expenses and Guest refund		244.27
Student Volunteers (15) @ \$157.07 each		2,356.05
University of Maryland (easel rental)		552.86
Award: Asa Fitch		250.00
Awards: Linnaean Games (1 <sup>st</sup> and 2 <sup>nd</sup> )		3,000.00
Award: Comstock.		250.00
Award: Early Career Prof + registration refund		650.00
Westin Annapolis		<u>41,917.11</u>
	\$	55,038.18

**Income**

ESA checks	\$24,679.13
Sponsors*	<u>1,000.00</u>
	\$25,679.13

Since the May 29, 2018 report. There has been 1 check written to reimburse a student who was unable to attend (\$60.00) and two sponsor checks deposited (\$2,500.00). I also received notice that ESA-HQ was sending checks for on-site registration and book sales ((\$3,563.75) and reimbursement to us for Linnaean Games (\$1500.00). Our total without the ESA-HQ checks in our checking account is \$29,698.86.

Total to be available is Savings (\$111.56) + Checking with depositing of ESA-HQ checks (\$34,762.61) is \$34,874.17. I have contacted Erin and will transfer the treasurer's information when we can meet. Thank you all.

**Mark C. Taylor, ESA-EB Treasurer.**