

ESA Eastern Branch Summer Planning Meeting
June 29, 2017
Minutes

Present: Daniel Frank, George Hamilton, Cesar Rodriguez-Saona, Becky Anthony, Don Weber, Ashley Kennedy, Dan Gruner, Tom Kuhar, Faith Kuhen, Carlyle Brewster, Anne Nielsen, Jim Steffel

Call to Order: 9:10 am

Old Business

The 2017 meeting in Newport, RI went well with no major problems. There were 201 total attendees and 129 total presentations; 8 symposia, 65 symposia oral presentations, 30 student presentations (20 oral, 10 poster), 20 contributed posters, 14 contributed oral presentations. Generally, there were two concurrent symposia during the meeting. Overall, the meeting program was well attended and received. There were numerous positive comments about the hotel. The hotel staff was good to work with, and the food provided at the meeting was excellent. One major negative about the meeting was the hotel expenses. Hotel expenses were the highest ever for an Eastern Branch meeting. There were a number of food breaks that added to the overall cost (Oxford did fund a coffee break at \$600). In the future, we will need to have Rosina look at contracts to snag any unexpected costs.

There was discussion on whether we should have lunch instead of a dinner banquet during the 2018 meeting in Annapolis, MD. A lunch would be cheaper to provide. Because the International IPM Symposium will have a reception Monday evening (when our banquet is usually held) it was decided to try the lunch format in lieu of the banquet for the 2018 meeting. The banquet is more of a commitment and takes away from dinner meetings that could be held with colleagues and other groups of people. We would instead include presentations of awards during the lunch.

Because the International IPM Symposium will start on Monday it was decided that the Eastern Branch meeting format will be condensed so that there are no Tuesday morning sessions or activities. Instead, we would likely have three concurrent symposia.

When developing the program we may want to include advertisements about the International IPM Symposium as well.

Executive Committee Reports

Past President (Cesar): No report

Secretary (Daniel): In the future we may want to think about putting our reserve funds into ESA HQ's where there is a higher rate of return.

Treasurer (Mark): A copy of the current Eastern Branch finances (as of June 29) has been included as an attachment to the Summer Planning Meeting minutes. Major expenses for the meeting was the hotel. The second most expensive site (after this year's meeting in Newport, RI) was Annapolis, MD (hotel expenses were approximately \$20,000).

Governing Board Representative (Paula): The Governing Board ESA Summer Meeting was held in Denver, CO last week (June 20-23, 2017).

Highlights directly relevant to the EB ESA:

Science Communication is one of the Strategic Initiatives of the ESA – The ESA has announced that it has program enhancement funds (up to \$2000) for each Branch to promote “Science Communication”. The ESA is very open and flexible on what the activity might be as long as the funds are used to enhance Science Communication. This can be something developed and implemented by the EB ESA Executive Committee to enhance Science Communication for the members; or a member(s) could develop a program. An example would be a workshop or training event to help members learn how to speak or interact with the media (TV, radio, newspaper, etc.).

Volunteer Culture and Governance is another Strategic Initiative of the ESA – A Joint Strategy Day was held that focused on this initiative. The Governing Board members and representatives from the branches and sections (including PI-E) participated in the meeting. The overall goal was to identify measures to improve the culture of volunteers/leaders; the ESA could not be successful if it were not for the volunteers and leaders from the membership. This meeting was the early stages of discussion on this topic and many ideas were considered. For example, there was a lot of discussion on developing a “mentorship program” targeting student and early career professional members to help them become volunteers and leaders within the ESA. We will be hearing more on this topic and likely be developing programs in the Eastern Branch towards this goal.

Eastern Branch website – The ESA has improved their web site tremendously. Becky Anthony is willing to help Branches improve their web sites and would like to “somewhat” standardize their look. This is not required but would make it easier in many ways. Becky has provided us with a list, and she would like us to go through it and let her know which pages to keep active and which are no longer needed (could be archived, etc.) by early November 2017. In addition, some information is severely outdated. It was discussed that the Branches may want to create an ad hoc Web Committee to address these issues and work with Becky.

The ESA Annual Meeting is in Denver, CO from November 5th – 8th, 2017. Registration is open. Sunday and Monday a.m. will be student competitions. Many exciting sessions are planned.

Member-at-Large (Brenna): Communication with students revealed that they had no idea that committee positions were available and were interested in how vacancies are communicated.

With access to the Higher Logic platform we can now look for people interested in volunteering within the membership directory. We need to communicate with members to update information within the directory (i.e. volunteer interest) if they would like to be more involved with the functioning of the Branch.

Students don't typically communicate with other members outside their own university. If Eastern Branch students want to communicate with each other about Branch activities/events (e.g. awards, Linnaean games) ESA HQ and the Branches can send emails only to students or early career. We should have student representatives from each major land grant university that has an entomology department. Ideally they would be able to communicate with one another and become more involved with the Branch.

Standing Committee Reports

Awards Committee: As past president, Cesar is now chair of the Awards Committee and will be responsible for the L.O. Howard, Herb Streu, and Early Career Awards.

Screening for ESA Awards: Geoff Attardo and Brian Weiss have stepped down from this committee.

IDEP Committee: Lisa has expressed interest in stepping down as chair of the committee. We will need to contact other current members to see if they have an interest in serving as chair. It may also be a good idea to poll current members to find out about the future direction of the committee. We may want to cut the IDEP symposium this year, or possibly fit it in with a similar themed symposium.

Meeting Site Selection Committee: Meeting sites have been decided out to 2020 (2018 in Annapolis, MD; 2019 in Blacksburg, VA; 2020 joint meeting with Southeastern Branch ESA in Georgia). In the past, the Executive Committee (with inputs from other members) has generally decided meeting sites. It would be good to formalize this committee and include the treasurer as chair, with president, past president, president elect, program committee, and member-at-large as other participating members.

Nominations Committee: Greg Krawczyk has stepped down from this committee.

Program Committee: Dan expects a smoother system this year because of his past experience with Confex. An announcement for symposia will likely occur in September and close in December. A call for submitted papers/posters will occur in November.

There was discussion about meeting programs. A number of people have expressed a strong desire for a program book during the meeting. Instead of printing programs for all attendees, registrants were given an opt-in choice to request a printed program for the 2017 meeting. One week out, 13 people requested a full program. Only 50 copies of the full program were produced at a total cost of \$500. A condensed program printed by Tom Kuhar for the 2015 meeting in Rehoboth, DE was well received. The original idea for the 2017 meeting was to do the same thing, but the pages were not laid out in manner to make a condensed program possible. The

program committee worked with Confex to generate the program books. Confex can print programs too, but they can only produce them in the large format. For the 2018 meeting in Annapolis, MD we will develop a condensed program similar to the one developed in 2015. Anne will take care of the formatting responsibilities for the condensed program, so that we do not have to go through Confex. The program will likely be of lower quality paper to be more cost effective. Printing costs will be compared between Virginia Tech, University of Maryland, and George's contacts in NJ.

ESA will conduct Confex trainings for Program Committees in all Branches. Dan and Anne will work with ESA HQ to schedule a training.

Student Affairs Committee: We need to re-examine student volunteers; many of the volunteers for the 2017 meeting didn't have much to do at the meeting. We can potentially cut down the number of volunteers and expect more from them. In 2017 we had 10 total volunteers, 4 specifically for Bug's World. We would continue to need volunteers for Bug's World as well as for poster set-up. We do not need student volunteers anymore for registration. To save money we may want to consider a registration waiver for volunteers instead of housing reimbursement.

Travel grants for students is still on the Executive Committee's radar; these would especially be needed for the joint meeting with the Southeastern Branch in 2020. We could use the Northcentral Branch's model as a template.

Ashley is interested in having a student symposium on science communication. This could potentially be incorporated into whatever we decide for the Science Communication program enhancement funds

The Student Affairs Committee currently needs a co-chair. Ashley will work with ESA HQ to send out an email to students within the Branch soliciting volunteers. A list of representatives (volunteers) from each university also needs to be undertaken in the near future.

Education and Outreach: Faith will work with John Cambridge this year to develop Bug's World. For the 2018 meeting, Bug's World will double in size and be split up. They are working with a local middle school to create a mosquito sculpture to be unveiled at the meeting and eventually placed in the school. The idea is to get the students involved with the event where they will be able to explain what they have learned, and where outreach information about mosquitoes will be provided (possibly advertise as part of the ESA Grand Challenge Initiatives). The mosquito activities will be in the pre-function area, and Faith will organize the rest within the conference room. The chef at the Westin will likely prepare insect cuisine for the event.

For the 2017 meeting the Eastern Branch provided \$1,720 for Bug's World. This year we can provide \$1,000. The mosquito part of the event will likely cost \$4,500 alone, with another \$1,000 for the rest of the programming (\$5,500 total). A Kickstarter campaign will be initiated to raise funds. The Entomological Foundation may also provide funding, but they want to see how other funds will come before committing. Faith and John will also provide a proposal for Jim Steffel to look for possible industry support.

A conference call for Bug's World will likely occur in August.

Eastern Branch Ad Hoc Committee Reports

Historian: George asks the Eastern Branch to continue to keep him informed and to send him anything that needs to be included in the archive at Penn State.

Local Arrangements: Mike Raupp has volunteered to serve on the Local Arrangements Committee

Student Paper Competition Committee: There is declining student participation in the poster competition. The 2017 meeting had 2 PhD, 1 M.S., and 7 undergraduate posters (10 total). We need to find ways to better promote the poster competition and give it more exposure. We could potentially cap the student oral competition to 15 presentations/category (i.e. Ph.D and M.S./undergraduate) on a first come basis, with all other student presentations submitted as posters.

There has also been problems with poster abstracts; the abstracts often change for the meeting. At the national meeting abstracts are no longer part of the evaluation process. A better rubric for scoring needs to be developed for both the student poster and oral competitions.

Brenna Traver has volunteered to serve as co-chair of the Student Paper Competition Committee.

Corporate Support: Industry has been undergoing various mergers, so we will need to get those companies to raise their support. We may be able to pitch more participation from industry by reminding them of the two meetings (i.e. Eastern Branch Annual Meeting and International IPM Symposium in Baltimore). Trece could be a potential sponsor if we have something in the meeting tied to pheromones. We may want to consider other specialized topics to draw in other sponsors. Also, if anyone knows of any potential local sponsors let Jim know. Industry support totaled around \$7,000 for the 2017 meeting.

New Business

Current and upcoming committee vacancies include:

- Treasurer (Erin Hitchner has expressed interest in volunteering for this vacancy)
- President Elect (Brian Nault has volunteered for this vacancy)
- IDEP Committee (Chair)
- Nominations Committee (Chair)
- Screening for ESA Awards (Chair and Co-chair)
- Student Affairs (Co-chair)
- Program Committee (Co-chair after 2018 meeting)
- All ESA Standing Committees

We should send out a call for nominations of elected offices (i.e. treasurer and president elect) and non-elected offices around August or September. Voting for elected offices will need to take place in November.

Meeting Adjourns: 12:12 pm

**SOCIETY OF AMERICA
EASTERN BRANCH
FINANCIAL STATEMENT,
June 29, 2017**

June 1, 2016 **\$74,809.89**

Fund Location

Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings) **\$12,105.29**

Wells Fargo Bank, Annapolis, MD (Checking) **\$19,229.64**

The Bank of Delmarva, Salisbury, MD (Reserve) **\$43,474.96**

Total **\$74,809.89**

Total Funds Available **\$74,809.89**

March 1, 2017 **\$74,809.89**

Fund Location

Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings) **\$12,110.33**

Wells Fargo Bank, Annapolis, MD (Checking) **\$19,222.64**

The Bank of Delmarva, Salisbury, MD (Reserve) **\$43,882.69**

Total **\$75,215.66**

Total Funds Available **\$75,215.66**

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**

Mark C. Taylor, ESA-EB Treasurer.

Narrative:

Dear Executive Committee:

I am sorry, but I cannot participate in the conference call on June 29th due to a prior appointment commitment. As you can see we spent a lot of money at the 2017 annual meeting. Here is a breakdown of the expenses.

Student volunteers (10)	\$ 1,344.70
Bug's world vendors	\$ 1,720.00
Treasurer's expenses	\$ 666.25
Secretary expenses	\$ 883.51
Plaques for award winners	\$ 233.58
Student awards (oral MS)	\$ 600.00
Student awards (oral PHd)	\$ 600.00
Student awards (poster)	\$ 600.00
Convex (program)	\$ 1,000.00
Asa Fitch award	\$ 250.00
Speaker expenses	\$ 167.48
Va Tech (program printing)	\$ 507.74
Tour reimbursement	\$ 200.00
Career excellence award	\$ 500.00
Marriott	<u>\$39,117.29</u>
Total expenses	\$48,390.55

The major expense was the hotel. This was the most expensive hotel we have used in my tenure as treasurer. The most expensive up to this year was in Annapolis and that total was approximately \$20,000.00. When I received the bill from the Marriott, I questioned the expenses and spent quite a while going over page by page of what and why we charged. I have included a copy of the final bill.