

– MINUTES –

NCB-ESA Preliminary Executive Committee Meeting

Best Western Ramkota Hotel – Rapid City, SD

Sunday June 16, 2013

10:00 a.m. to 12:00 noon – Lincoln Room

Executive Committee: Billy Fuller (President); Fred Baxendale (Immediate Past President), Sue Blodgett (President-elect), Mark Boetel (Secretary-Treasurer), John Obrycki (ESA Governing Board Rep.), Eileen Cullen (At-large Member), Erin Hodgson (At-large Member), Linda Mason (At-large Member), and Mitchell Stamm (At-large Student Member). **Absent:** Eileen Cullen and Erin Hodgson.

Committee Chairs, Co-Chairs, Designees: Kelley Tilmon (2013 NCB Program Chair & representing Annie Ray for Professional Awards), Sue Blodgett (Audit Committee Chair), Jan Knodel and Louis Hesler (Local Arrangements Co-chairs), Gary Hein (Photo Salon, representing Tom Myers), Matt O’Neal (Nominating Chair), Mitchell Stamm (Student Affairs Committee President), Joe Zhu (Membership Chair), Erin Hodgson (Student Awards Chair), Buyung Hadi (Honorary Awards, representing Kelly Tindall), Rick Weinzierl (Archivist), and Dan Young (Linnaean Games Chair). **Absent:** Eileen Cullen, Buyung Hadi, Gary Hein, Erin Hodgson, Matt O’Neal, Rick Weinzierl, Dan Young, and Joe Zhu.

Invited Guests: Rob Wiedenmann (ESA President), David Gammel (ESA Executive Director), Bob Wright (incoming At-Large Member), and Paula Davis (incoming NCB President-elect).

Parliamentarian: Linda Mason

Agenda:

- I. Welcome / Call to order – Billy Fuller
President Fuller called the meeting to order at 10:05 a.m. He thanked the group for attending and for their service to the Branch. He invited a motion from the floor to accept the Agenda. MOTION (Mason) SECONDED (Blodgett) to accept the Agenda as presented. No discussion followed, and the motion passed by unanimous consent.
- II. Introductions
Attendees introduced themselves and provided information on their respective roles.
- III. Approval of 2012 Final Executive Committee Meeting minutes (Mark Boetel / Billy Fuller)
President Fuller reminded the Committee that the 2012 minutes had been posted online, and asked if there were any suggested corrections. None were made. MOTION (Mason) SECONDED (Obrycki) to approve the minutes as submitted. No further discussion occurred, and the motion passed by unanimous consent.
- IV. Reports from ESA
 - A. Executive Director – David Gammel
 1. Delivery of supply trunks from ESA Central, containing materials for NCB-ESA meeting registration (i.e., printer, nametags, ribbons, office supplies, etc.), is delayed in a courier

depot. ESA Central staff made emergency purchases of a printer and temporary nametag stock to facilitate registration until the trunks are delivered.

2. ESA's financial position is strong. Last year, we had over \$5 million invested in reserves. The typical goal is a neutral budget plan (i.e., no losses and no major gains). Last year, we planned to use some reserves to invest in initiatives (e.g., bid to host International Congress of Entomology meeting; special activities at the 2012 ESA meeting in Knoxville; moving the ESA office, etc.). Despite the added spending on initiatives, ESA ended its budget year in the black.
3. The new Headquarters office is now completed, and ESA staff have all moved into their offices. The new location is more strategically located than the previous office building had been. A hotel is located nearby, making it handy for visitors and for hosting business meetings.
4. The presidential Science Policy Committee (chaired by Bob Peterson), has surveyed sections and branches for input on issues that potentially should be given focus by ESA. Based on that feedback, a list of proposed agenda will be developed and presented to the Governing Board at its July meeting. A key agenda item example is increasing federal funding for scientific research, and making sure the entomology discipline is included has a strong voice in the discussion.
5. ESA recently partnered with the American Institute of Biological Sciences on the Congressional Visits Program, which involves individual scientists inviting their respective delegate(s) to visit their laboratories or to field research locations to showcase what research is being done and to convey the importance of such research. This could help increase support of public funding for future research.
6. The presidential ESA Awards Review Committee is reviewing currently available awards to determine if other areas should be emphasized and to assess whether any unintended structural biases (i.e., those that may be negatively impacting the success of women or other minorities) associated with nominations for awards or elected offices.
7. The Austin ESA meeting looks to be an excellent meeting with regard to registration and presentation submission rates (David deferred presentation of the details to President Wiedenmann).
8. Branch leadership and support – the Confex system is being used for submissions and online registration by most branches. ESA Central also assists branches with site selection and contract negotiations if desired, and staff travel to each branch meeting to assist with registration. ESA has also assisted branches and sections with coordinating online elections and assembling judging panels for various awards and other competitions. ESA Central maintains a Leadership Tools section on the ESA website to facilitate communications and volunteer coordination for branch/section leaders.
9. David asked the Executive Committee if there were specific things being carried out by ESA Central that are either working well or need improvement.
 - a. Billy commended ESA Central for doing an outstanding job on addressing his requests and handling several issues that came up during the past year.
 - b. Kelley Tilmon mentioned that a few things had been overlooked in some of her requests for website updates pertaining to the 2013 meeting.
 - c. Billy mentioned that having branch-specific information hosted on the ESA website is a significant improvement over what we had before, but that further improvement may be possible by having an NCB webmaster (i.e., unpaid volunteer basis) in place to handle the high frequency of meeting-specific updates required by the Program and Local Arrangements committees during the year.

- d. Mark stated that he and other branch treasurers were concerned about what they viewed as a relatively abrupt, large-percentage fee increase (i.e., \$1,000 in the first year to \$1,300 for the second year) by The Conference Exchange for using the Confex system.
- e. Mark also suggested that it would be better for his accounting efforts and for branch auditing purposes if The Conference Exchange would bill NCB-ESA within the same calendar year (i.e., any time after January 1) of the branch meeting.

B. ESA President – Rob Wiedenmann

- 1. Financially speaking, 2012 was a good year for ESA. The annual meeting in Knoxville, TN had nearly 3,000 attendees. All 2013 branch meetings have also been well-attended.
- 2. The theme for this year's annual meeting in Austin, TX is "Science Impacting a Connected World."
- 3. The Science Policy Committee reports that they have developed an excellent set of agenda items that will be proposed to the ESA Governing Board at its July meeting.
- 4. ESA has established some strong, effective partnerships:
 - a. The American Institute of Biological Sciences is representing us on the AFRI Coalition.
 - b. One important piece of legislation on which the Coalition is working is the Jolt Act, which is aimed at easing travel capability (e.g., immigration, visa expeditions and waivers, etc.) for low-risk travelers coming to the U.S.A. from other countries. This will be important when ESA hosts the 2016 International Congress of Entomology (ICE) meeting.
 - c. ESA was recently requested to support the National Plant Science Initiative, which came out of the National Academy of Science report. The Society for Plant Biology is taking the lead, but it provides an example of how ESA can also have a place in providing input on and impacting important issues and policies under consideration.
- 5. Congressional District Visits program – AIBS will be providing guidance in support of the program. ESA will also be sending out reminders about the program in support of it. Communications will also include reminders that federal employees, and those of some states and universities, are limited with regard to the types of interactions they can have with Congressional representatives and their staff.
- 6. ESA's connection with other professional societies:
 - a. In April, ESA leadership met with leaders of the National Science Teachers Association. As a result, ESA will make a formal presentation at their 2014 national meeting, and they have been invited to meet with our Education and Outreach Committee during the Austin meeting.
 - b. David and Rob recently attended a board meeting of the Society for Fresh Water Science (about 40% percent of their members work on aquatic arthropods). They have been invited to consider co-locating their 2016 national meeting with the ICE meeting in Orlando. They also were invited to actively participate in ESA annual and branch meetings.
 - c. ESA is also reaching out to entomological societies from several other countries, including a recent hosting of the Global Entomological Society Presidents group.
 - i. The Entomological Society of Canada (ESC) was formally invited to co-locate their 2016 national meeting at the ICE meeting.
 - ii. Since our 2018 ESA annual meeting will be held in Vancouver, we invited the ESC to consider making it a joint meeting with ESA.

- iii. This year will mark the ESC's 150th anniversary. David and Rob will attend their 2013 meeting to formally congratulate them on behalf of ESA.
- iv. ESA also has reached an agreement with the Entomological Society of Japan to allow their students to become Student Members of ESA.
- d. ESA Membership is now at about 6,500. The Membership Committee is using a model to analyze our membership database (e.g., how membership changes across years, what factors impact growth and attrition, etc.). A key goal is to identify why people discontinue membership and then focus attention on addressing it.
- e. Numbers for the 2013 annual meeting in Austin look great.
 - i. Submissions were recently closed, and a total of 108 symposia were selected. Some proposed symposia were not accepted because they were either incomplete submissions or there was significant overlap with another proposal. There have been complaints about duplication in the past. As a society, we may need to discuss whether we want to allow/disallow overlap in the future. This was not a major issue in the past when we had 60 to 65 symposia with very little overlap, but it may continue to arise if we continue to have such large numbers of submissions.
 - ii. We have over 1,800 paper and poster presentations submitted. Thus, a large number of volunteer moderators will be needed.
 - iii. Nearly 600 of these presentations are associated with the Student Competition. As such, there is also a great need for Student Competition judges. A total of over 150 judges and over 50 moderators will be needed to run the student competition. Having a student in the competition is no reason to avoid serving. Such faculty should actually feel some obligation to serve in some capacity (e.g., as a moderator). Judging also should not be ruled out by faculty with student competitors, because they can be strategically assigned to sections to avoid conflicts of interest.
- f. The Students and Young Professionals committee will participate in the summer planning session during the Governing Board meeting this summer in Austin. A group from Washington State will be present to conduct training recognizing and avoiding implicit bias in activities such as award selections, competitions, and election nominations.
- g. President Wiedenmann ended his presentation by commending the ESA Central staff on the outstanding work they do. He added that David Gammel is doing an excellent job of leading the staff in orchestrating many services that benefit our organization, including meeting site visits, hotel/convention center contract negotiations, and significant support to the branches.
- h. Question from the floor: is our Austin meeting going to conflict with the Formula One race planned for the area? Answer: no, we moved our conference date by one week, so there is now no overlap. This involved a significant amount of negotiations by ESA staff with the hotel, convention center, and several other groups.

C. Governing Board Representative – John Obrycki

1. A motion was passed during last year's NCB-ESA for the Governing Board to address the issue of multiple branch memberships as it relates to awards. It was brought forward, and the Governing Board has since revised the affected language to reflect that members can have multiple branch affiliations, but they will only be eligible for awards in their primary branch.

2. A short questionnaire was developed to poll our branch membership, and Mark emailed it out to all NCB-ESA membership to
 - a. One concern raised was dissatisfaction on how the new ESA logo was decided upon.
 - b. Another response involved a question regarding activities of ESA's Liaison to EPA. John was able to direct that individual to Mark Whalon's reports on the ESA website.
 - c. The third item involved a request for online posting of the suggestions solicited from our membership by the Science Policy Committee.

V. Budget Update – Mark Boetel

1. Mark handed out and presented a budget projection for the 2013 meeting cycle.
 - a. NCB meeting registration is currently at 258 (including gratis registrants), and a grand total of about 280 is projected. The estimated onsite registration revenue is \$4,330.
 - b. John Obrycki commented that registration for the 2010 branch meeting in Louisville, KY was around 230. Thus, the numbers for this year's meeting look quite good, given that the location involves a long travel distance for many branch members and that this is only our second year of holding a June meeting.
 - c. The final total sponsorship revenue for the 2013 meeting will be \$12,500, and all but one check (\$2,500) is outstanding at this time.
 - d. Program Enhancement Fund support from ESA Central is fairly strong, and totaled \$5,481 this year, due to high NCB membership numbers and meeting attendance.
 - e. This year was bearish on Wall Street, and this is reflected in our banking income. However, in 2012, the brokerage account funds did offset some of the budget challenges associated with last year's branch meeting.
 - f. Total expenses for the 2013 meeting cycle are projected to be about \$53,900, and total projected income is expected to be about \$53,500. Thus, a slight budget deficit of around \$400 is possible.
 - g. During the past few NCB meetings, the Executive Committee has voted to gradually reduce its financial reserve base. As such, this year's budget looks to be well within that directive. It is also commendable that, to carry out that directive, our branch leadership has developed several initiatives (e.g., increased prize levels for the student competition, scholarship funding increases, increased travel stipends for Linnaean Teams to attend the ESA annual meeting, etc.) which encourage and support student involvement in our meetings.
2. Mark's second handout was a Statement of Financial Position. The total NCB-ESA asset holdings at the end of the 2013 meeting cycle are projected to be about \$81,000; however, the final amount will depend on performance of our brokerage account funds.

VI. Committee Reports:

A. Local Arrangements – Janet Knodel / Louis Hesler

1. President Fuller commended Jan and Louis for the outstanding work they did during the past year in planning the 2013 NCB-ESA meeting.
2. Jan thanked co-chair Hesler, as well as Billy, Kelley, and Mark, for their contributions to planning this meeting.
3. Jan had visited two potential hotel sites in Rapid City for the 2013 meeting during September of 2011. About one year before the 2013 meeting was to be held, the Local Arrangements Committee ultimately decided on the Ramkota due to its available

facilities, location, and relative cost competitiveness. The hotel contract was approved and signed by President Fuller and Secretary-Treasurer Boetel in late-May of 2012.

4. The Local Arrangements Committee (LAC) met via conference call about 14 times between summer 2011 and spring 2013 to plan various aspects of the branch meeting.
5. The hotel staff have been excellent to work with, and they have been very flexible in dealing with the LAC's needs.
6. The Rapid City Convention and Visitors Bureau will staff a booth near the meeting registration desk during most registration hours.
7. Several other people, who also have contributed to the success in planning and carrying out this meeting, are listed on page 7 of the meeting program. Appreciation is extended to SDSU and NDSU for providing AV and other equipment to save on costs.
8. Special thanks are also due to the SDSU Plant Science Department for allowing and funding AV technical staff to travel to Rapid City for AV equipment set up and maintenance throughout the entire conference, and to Ken Ostlie for spearheading the acquisition of sponsorship support for the meeting.
9. Billy informed the group that several banners were produced and printed to form a "hall of honors" to acknowledge award winners and the contributions to this meeting by award chairs and other people that were key to carrying out this conference.

B. Program Committee – Kelley Tilmon

1. Thanks are extended to members of the Program and Local Arrangements committees for the effective collaboration that took place in planning the 2013 NCB-ESA meeting.
2. The number of paper/poster submissions received this year was somewhat lower than in 2012. This year's program includes 105 oral presentations, 52 posters, and eight symposia. The student competition involves 32 oral presentations organized into 5 sessions (2 combined undergrad/M.S. sessions, and 3 Ph.D. sessions), and 34 posters. Totals of 18 regular posters and regular ten-minute oral presentations were submitted.
3. Thanks are also extended to Bob Wright (2012 Program Chair) who provided Kelley with a lot of guidance and advice in planning the meeting.
4. Kelley and Bob will work together to prepare a "how-to" manual, including a timeline and some templates for program-related documents, to assist subsequent program chairs in planning future branch meetings and creating the program document.
5. Several students intending to enter their paper/poster submissions in the Student Competition errantly submitted them as "regular" presentations, and discovered their mistake at dates too late for reassignment in the competition. Submission records were reviewed with Tori Daigle (Confex contact person), and it was concluded that, in all cases, the students failed to click on the appropriate radio button on the website when they initially made their submissions.
6. This was the first year that the Confex system was also used to book and arrange other special events (e.g., multi-state groups, social functions, private company meetings, etc.). The adoption rate was low. It will likely take more time and effort to get people to use it for such events in the future, but it will probably be worth it.

C. Student Awards – Erin Hodgson (absent; Items 1-5 are key points from her written report)

1. The committee consisted of Erin Hodgson (Chair), Jason Harmon (Co-Chair), Bradley McManus, Patti Prasifka, Robert Koch, Debbie Finke, Thelma Heidel-Baker, and James Kopco (Student Member).

2. A “Procedures and Guidelines” document was prepared for use this year and for future Student Awards Committees. A suggested timeline for carrying out the committee’s duties was also developed.
 3. There were five applications/nominations for the NCB-ESA Graduate Student Scholarship, and the 2013 recipient is Mitchell Stamm (University of Nebraska-Lincoln). Six packets were received for the J.H. Comstock Award, and Nicholas Teets (Ohio State University) is this year’s recipient.
 4. The committee recommends the following to clarify award announcement language and improve the evaluation process:
 - a. Nominations/applications should be submitted as a single pdf file (including letters of recommendation).
 - b. Photograph requirements should be standardized (e.g., size, resolution, jpg format).
 - c. The utility of support letters for the Graduate Student Scholarship award is unclear (perhaps this requirement could be eliminated).
 - d. Students should have online access to the evaluation form so they can address the required criteria.
 - e. Students should be requested to identify whether published papers listed in packets are peer-reviewed.
 5. NCB-ESA Student Competition:
 - a. Poster and paper evaluation forms used at the annual ESA meeting (accessible online on the meeting website) were also used for the branch meeting.
 - b. Totals of 34 posters and 32 ten-minute paper presentations were submitted and 27 volunteers served as judges.
 - c. All judges were given a judging packet labeled with a unique judge ID. Packets contained judging guidelines, relevant abstracts, and a set of evaluation forms.
 - d. Head Judges were designated for all paper and poster sessions. To allow for quicker development of the Awards Ceremony presentation and expedite writing checks, each Head Judge was provided with a “results” sheet, on which they were to identify the individuals to receive first-, second-, and third-place prizes within their sessions.
 6. Executive Committee discussion regarding the Student Awards Committee report:
 - a. President Fuller noted that, because the 2014 NCB-ESA meeting will occur in March, care must be taken to make sure we adhere to award announcement deadlines, especially as they relate to pass-through awards.
 - b. The short (9-month) preparation cycle for the 2014 NCB-ESA meeting will require that all committees be promptly populated to ensure that everything gets done on time.
 - c. Fred Baxendale commended Erin Hodgson and Jason Harmon for updating guidelines for the Student Awards Committee.
 - d. Sue Blodgett suggested that information from committee reports should be used to develop guidelines for all committees and that they should be posted online within a “Leadership Resources” page on the branch website.
- D. Professional Awards – Ann Ray (absent; Items 1-4 are key points from her written report)
1. Six awards were available, and a total of seven nomination packets were received (2 for Distinguished Achievement in Teaching, 3 for Distinguished Achievement in Extension, 1 for Recognition in Urban Entomology, and 1 for Excellence in IPM). No nominations were received for the Recognition Award in Entomology or for the Distinguished Achievement Award in Horticultural Entomology.

2. The two uncontested nominees were deemed qualified by the committee to receive their respective awards.
 3. There was a tie between two nominees for the Teaching award, so the individual that had not previously won it was selected.
 4. Recommendations:
 - a. Implement online nomination/application submission and review process.
 - b. Improve marketing strategy for branch awards by monetarily incentivizing them, emphasizing the prestige of the award, and/or completely decoupling the association between branch and society-level awards.
 - c. Review criteria (remove restriction) on number of times an individual may be nominated. Nominations should not be rejected given that we have problems obtaining them.
 5. Executive Committee discussion regarding the Professional Awards Committee report:
 - a. Billy noted that this committee has formally been renamed (formerly National ESA and Foundation Awards) to reflect how ESA has evolved beyond being a “national” society.
 - b. Kelley commented that an online repository for award nomination packets would be very helpful because there were problems with some email servers being unable to receive packets sent as large zip files.
 - c. There was significant concern among committee members on how to handle recycling of previously unsuccessful nominations of from previous years. Kelley reported that there was also one case of an individual who had previously won the award, and the committee was conflicted as to whether they should be considered to win the award a second time. There was general consensus among the Executive Committee that the Professional Awards Committee should avoid presenting the award to the same person twice, even if no other nominations are received.
 - d. The lack of nominations for two awards this year is frustrating, especially given that the submission system has been streamlined to make the process much easier.
 - e. There have been no nominations for the Distinguished Award in Horticultural Entomology (formerly Distinguished Award in Regulatory Entomology) in several years.
 - f. Departments and department heads should be advised to more aggressively encourage or take the lead on nominations.
 - g. It may be useful for our branch to review all awards and assess whether some need to be revised. This should probably be done after ESA Central completes its review of all ESA awards.
- E. NCB Honorary Awards – Kelly Tindall (absent; the following are key points from her written report)
1. Committee members included Kelly Tindall (Chair), Bradley McManus, Rob Morrison, Buyung Hadi, Brian McCornack, and John Reese. No one identified conflicts of interest with any of the candidates.
 2. Completed nomination packets and summaries of each award and their associated requirements/criteria were provided to all voting members.
 3. A spreadsheet was created to provide a scoring system for facilitating scoring/ranking of the nominees (spreadsheet was sent to President Fuller for use by future chairs).
 4. Committee members had the option of using the score sheet provided or simply ranking the nominees. If scores were provided, the scores were used to rank the nominees.

5. All committee members submitted rankings/scores in a timely manner.
6. There were three nominees for the C.V. Riley Award, and Mike Gray is this year's recipient. There was only one nominee this year for the NCB Award of Merit, but the committee was unanimously of the opinion that Mark Boetel is deserving of this award.

F. Audit – Sue Blodgett

1. Mark submitted a preliminary report to the Audit Committee that outlined all revenue and expenditures during the 2012 calendar year.
2. The committee reviewed the preliminary report and found everything to be in order and appropriate regarding the financial activities for the meeting cycle and budget year.
3. The final report, based on reproduction of all invoices, receipts, and statements associated with revenue and expenses, is pending and will reviewed by the committee.

G. Student Affairs – Mitchell Stamm

President Fuller commended Mitch on his efforts to identify willing individuals to serve as student representatives on nearly every branch committee. Mitch thanked Billy, Kelley, Louis, and Jan for their excellent collaboration and cooperation in relation to planning student-oriented functions for the meeting.

1. Committee Structure:
 - a. Seven student representatives of the Student Affairs Committee (SAC) were replaced for 2012-2013. New representatives included Kacie Athey, Alice Harris, Joliene Lindholm, Rob Morrison, Kayla Perry, Adam Varenhorst, Rita Velez, and Ashton Walter.
 - b. Laura Steele and Scott Williams will complete their terms at the conclusion of the 2013 ESA NCB Meeting. They will contact students at their respective schools to identify replacements.
 - c. Kacie Athey, current Presiding Third Member, will become chair for the 2013-2014 term. She will organize nominations for 2013-2014 Vice-chair and Presiding Third Member and begin to lead efforts to organize SAC events for the 2014 NCB meeting.
2. Student Representatives to NCB committees:
 - a. There were some problems this year in that some students did not effectively communicate the fact that they were the designated student representatives to their respective branch committees.
 - b. President Fuller emphasized that students should know that they are full members of the branch and, as such, they are full members of these committees. Students are not placed on committees for symbolic purposes, but rather to ensure that they have representation and play active roles on the committees.
3. Student-Organized Symposium :
 - a. This year's title is "Revolutionizing IPM: Novel Pest Control Strategies for a Changing world."
 - b. Seven individuals of varying expertise accepted the invitation to speak.
 - c. Vice-Chair Amy Morey is assisting by moderating the symposium.
4. Student Mixer:
 - a. Treasurer Scott Williams and Chair Mitchell Stamm submitted a budget proposal totaling \$3,400 for the mixer to President Fuller and Secretary-Treasurer Boetel in September 2013, and the Executive Committee unanimously approved it. It appears that we will be within the budgeted amount when final bills are paid.

- b. To make the event affordable for students, the SAC requested that alcoholic and nonalcoholic beverages be provided for attendees rather than having a cash bar.
 - c. Amy Morey and Kacie Athey led efforts to organize the mixer, and Rita Velez and Scott Williams were also instrumental in planning it.
 - 5. Student Luncheon:
 - a. This year's luncheon has been modified to address previous complaints from students about a perceived lack of "diversity" among guest presentations. Two individuals from USDA and individual representatives from Monsanto and Pioneer will deliver presentations this year.
 - b. Both Monsanto and Pioneer increased their financial contributions for the conference, and the increases were intended to support student functions.
 - c. This year's program is entitled "Lunch and Learn: Career Opportunities in Industry and the USDA for Entomology Graduates".
 - 6. Publicity:
 - a. The SAC has continued to maintain a strong profile with NCB students and frequent communication among committee members.
 - b. The high attendance at SAC-run events in recent years is indicative of the success of the committee's efforts.
 - c. Thanks are extended to President Fuller for his cooperation and support of the SAC, and to Secretary-Treasurer Boetel for publicizing SAC activities in the branch.
- H. Nominating – Matt O'Neal (absent; Items 1-5 are key points from his written report)
 - 1. Committee members included Matt O'Neal (Chair), Susan Moser, and Ian MacRae.
 - 2. The committee was charged with identifying candidates for At-large Executive Committee member and president-elect.
 - 3. David Margolies was identified as an interested candidate for president-elect, but he later indicated that he could not serve at this time. The following individuals were contacted during the spring of 2013, but all indicated they were not interested in running for either position: Eileen Cullen, Bruce Hibbard, Lance Meinke, James Throne, and John Reese. Subsequently, Shripat Kamble and Paula Davis expressed willingness to run for president-elect.
 - 4. The following were contacted as potential candidates for Executive Committee at-large member: Aaron Gassmann, Kelley Tilmon, and Bob Wright. Dr. Gassmann was not interested, but Drs. Tilmon and Wright agreed to run.
 - 5. Recommendations/comments:
 - a. Future Nominating Committees may find it challenging to identify candidates to run for president-elect.
 - b. There was some confusion as to whether president-elect candidates were required to be located in the state or institute that hosts the branch meeting.
 - c. Branch membership could help this committee by encouraging colleagues to nominate themselves for open positions.
 - 6. Executive Committee discussion regarding the Nominating Committee report: There is no residence requirement for president-elect candidates. They simply must be a branch member in good standing.

- I. Membership – Joe Zhou (no report; Executive Committee discussion points appear below)
 1. This committee has not been given specific assignments from the branch in recent years.
 2. Are they being charged with anything from the ESA Membership Committee?
 3. If we want this committee to be active and productive, we need to develop specific charges for them. If there is no real need for the committee, we should consider dissolving it.
 4. The initiatives currently being undertaken by the ESA Membership Committee to study membership churn and nonrenewal issues may generate specific tasks that should be addressed at the branch level.
 5. Joe Zhou is currently representing our branch on the ESA Membership Committee.
 6. Question from floor: Could ESA Central include an option on the Membership Renewal page for individuals to check a box to “automatic renewal” for the subsequent year using the same credit card number? Currently, this is not possible, but the forthcoming membership management software upgrade will likely allow the option.
 7. About 83-85% of members choose to renew each year, but only around 60-65% of students renew. This will be one area of focus.
 8. Sue Blodgett and Ada Szczepaniec have been working on developing a contact list of scientists with interests in entomology that work at public and private non-land grant institutions within the branch.
 - a. Several were invited to this year’s branch meeting, and those from Iowa were also notified about the 2014 meeting that will take place in Iowa.
 - b. Broadening this list to include institutions in all states and provinces could be an important activity to which the NCB Membership Committee could be charged.
 - c. A database like this could be an excellent tool to increase membership and attendance of our meetings. It would also provide opportunities for regional undergraduate and graduate students, as well as faculty, from those institutions to present their work at a professional meeting.
 9. David Gammel suggested that it may be useful to examine our branch meeting registration rates, specifically to consider adjusting “member” and “non-member” rates to incentivize registrants to join ESA. As it stands now, the difference between the two categories is only \$40. Thus, there’s no incentive to join ESA.

- J. Linnaean Games – Daniel Young / Wyatt Hoback (absent; Items 1-7 are key points from the written report)
 1. Committee Structure:
 - a. Daniel Young replaced Susan Weller as Committee Chair and Panel Review Member at the end of 2012, and Dr. Weller rotated off the committee. Alice Harris replaced Amy Willmott as student representative to the committee in 2013.
 - b. Dan is in the process of determining which committee members are willing to continue serving and which members prefer to be replaced.
 - c. Dan is willing to remain as Chair, and Wyatt is willing to serve as Gamesmaster.
 2. Twelve teams are entered for the 2013 meeting. This will require 11 matches and an estimated total of 300 questions (toss-up + bonus).
 3. A few committee members would like to be replaced.
 - a. Some had not recollected the indefinite term of service for this committee.
 - b. Some feel they are now dipping into the same old pot of questions.
 - c. Replacements could help add new material for questions.

4. Participant Eligibility:
 - a. ESA rules state that a player is eligible for up to one year post-graduation.
 - b. The committee is unclear on whether an individual is eligible under the following scenario when they:
 - i. participated in the previous-year branch (and potentially a national) meeting;
 - ii. graduated; and
 - iii. seek to participate in the successive branch meeting that falls within one year of their graduation date.
 - c. As the rule stands, the student would be eligible to compete in both branch meetings.
 - d. Should this student still be eligible for the second branch meeting?
 - e. Are all ESA branches operating under the same rule interpretation?
5. Student Representative:

The committee is unclear on what the student member's role is on the committee. This year, the student member was not on a Linnaean team, but a conflict of interest could arise in the future if the student representative's department enters a team.
6. Action Items:
 - a. Dan will follow up on the team member eligibility issue with ESA.
 - b. The position/role of the student member on committee must be confirmed/clarified.
 - i. Do we need a student member of this committee?
 - ii. Is this dictated by other Branch rules?
 - iii. If we need/wish to retain the student member, we need to clarify the role of the student in the process.
 - iv. Dan will consult with President Fuller and/or President-elect Blodgett to resolve this and, if needed, provide a clear mandate for future student representatives.
7. Executive Committee discussion regarding this report:
 - a. The student member on the committee is mandated by the Constitution and By-laws.
 - b. The Executive Committee views the eligibility concern as a non-issue, as the criteria are clearly stated on the ESA website. As such, those criteria should be followed.
 - c. Establishing a national bank of questions may be helpful in easing the workload for this committee, its chair, and the Gamesmaster.

K. Photo Salon – Tom Myers / Gary Hein (no report)

L. Archivist – Rick Weinzierl (no report)

1. The archives need to be updated, organized, and consolidated into one location.
2. Much of the material is believed to be located at Iowa State (note: the NCB-ESA Constitution mandates that all archival materials be forwarded to ISU).
3. Other individuals have expressed interest in assuming leadership of these efforts.
4. Iowa State has hired someone to archive their departmental materials. This includes digitization. Something similar could be done with our branch materials.
5. This item will be covered further during the Final Executive Committee Meeting on Wednesday, June 19, 2013.

VII. Adjournment

MOTION (Mason) MOTION (Mason) SECONDED (Blodgett) to adjourn. No discussion followed, and the motion passed by unanimous consent. Meeting adjourned at 10:36 a.m.