

NCB-ESA Final Executive Committee Meeting

Marriott Inn Downtown – Des Moines, IA

Wednesday March 12, 2014

12:30 – 2:00 p.m. – Cedar Rapids Room

Executive Committee: Sue Blodgett (Immediate Past President); Jeff Bradshaw (Secretary-Treasurer); Paula Davis (Presiding); Alice Harris (At-large Student Member), Erin Hodgson (At-large Member), Bob Wright (At-large Member). **Absent:** Gary Brewer (ESA Governing Board Rep.), Luis Cañas (President-elect), Linda Mason (At-large Member), Jennifer White (At-large Member)

Committee Chairs, Co-Chairs, Designees: Alice Harris (Student Affairs), Rosina Romero (ESA Meeting Director), Amit Sethi (Program)

Invited Guests: Mark Boetel (2010-2014 Secretary-Treasurer)

Meeting was called to order at 12:45 pm.

Local arrangements report was made by Erin Hodgson as a follow up on the 2014 NCB meeting. 365 registrants (including guests) were recorded attending the 2014 ESA-NCB meeting. Things that worked well: sleeping and meeting in the same place, food very close to meeting, 1 year spent to solicit symposia and strategic placement of symposia, some fun events/tours, student mixer had > 130 people attended and offered food and drink tickets that worked well. Problems: This industry lunch was repetitive or redundant with previous years. Erin will pass on some more detailed notes and comments.

Paula Davis reported on some local arrangement items for 2015. Site visit complete (March 4); currently in contract negotiations with the Hilton. We are negotiating second hotel contract as well to be able to have all of the rooms that we need and it is very close to the conference center. This area of Manhattan is newly renovated. Because the meeting is in June and because there is some very accommodating green space outside, the student may want to consider having the students reception outside. Costs: room charges are similar to this year and \$14K was the minimum expense on food. Symposium rooms will be a little larger in Manhattan. Six, 100-occupancy rooms are available, with additional smaller rooms in the Hilton if needed. Across the street from the conference hotel in the Prairie Discovery Center, there are additional meeting rooms for \$50-60/room. We are setting up tour opportunities and activities and are currently targeting potential symposia chairs. Paula is acquiring some demography data from David Gammel to try to better understand our needs for our programs. Looking at in-kind donations to help support the pinning program – Great Lakes IPM, BioQuip, etc. – Still working out details. Might involve Dennis Kopp as a judge. This would also include identification and could also involve teams.

Amit Sethi provided some updates on the 2015 program. Chemical ecology, insect-plant interactions, and other basic symposium ideas are in the works. May want to work in some of the entomologists at the University of Kansas. Maybe a bit of a focus on genomics as well. Will try to appeal to some of the smaller schools as well. May consider some slides to develop for display in Portland to recruit for symposia.

Jeff Bradshaw provided some follow up regarding Secretary/Treasurer activities from the preliminary Executive Business Meeting. New confirmation emails do include a “warning” system. We need to set a new contract with Confex and this would be a good time to discuss the submission notification system. Matt didn’t have symposia authors submit through Confex and we should really be using the Confex system to its fullest because we are paying for it and it should facilitate symposium organization by the Program Chair. Erin highlighted the importance of

submitting talks through Confex and to make it clear that non-members register for a whole day and use PEFs if needed. Could use the Confex on-line scheduler if we submitted through Confex as well.

Budget comments that we use our budget surplus as match to leverage the endowment for travel scholarships. Jeff Bradshaw will continue to explore a matching grant program for student travel.

Paula Davis discussed her thoughts on ESA-NCB awards. Establishment of an Awards Czar will help coordinate these issues. Will lead to continuity and coordination. Kelley Tilmon has been given a presidential appointment to the Executive Committee as Awards Czar. There are several pass-through awards. Paula would like *all* of the awards (not just ESA pass-through awards) go through ESA electronic submission by the nominees. Paula has used this system before and feels that it would add greatly to a more coordinated awards submission process. We also need to be consistent in communicating how the awards should be submitted in all of our communications media sources. The relevant text online needs to be present throughout the duration of the award submission timeline and that communication between ESA central and NCB is fluid to allow for deadline extensions. Paula and Jeff will be working on describing the position of Awards Czar in more detail.

Sue Blodgett and Erin Hodgson provided some information and details regarding a meeting timeline that they have been updating. They have an updated backwards timeline that will be shared with the Executive Committee. ESA will provide a copy of their model as well.

Mark Boetel reported on some ideas regarding financials and scholarships. Mark suggests keeping the banking at home [near the Secretary/Treasurer's location] or where the Sec/Tres chooses. Wells Fargo does have some digital banking options that may facilitate continued banking with them. Jeff Bradshaw will check on these options. There might be the possibility of rolling our account into TIAA-CREF with the ESA central. Perhaps transfer our \$40K target balance line to the TIAA-CREF fund should that option become a reality.

Could we build up an account of \$100-120K to support scholarships? Would need to acquire donations. There was some discussion of a fund-raising campaign. If we do this through a donations page with registration, we would need to provide an option for a separate credit card option to prevent errors with using departmental cards for donations.

There was some general discussion to work with Conference Direct to find the best bid for 2016 NCB meeting sites; Colorado or Ohio are being considered.

Paula Davis reported on committee chairs. Most of the open chair positions have been filled. Member slots remain open and there is a large block of turn-over coming on soon. Awards Czar should think about how the awards committees are structured. The students awards chair may have taken on too many tasks and may need to have assigned a co-chair. Eight judging positions for ESA awards are open and need to be filled. Maybe a message from Jeff is needed to membership concerning opportunities to serve ESA. Jeff Bradshaw will inquire with Dan Young regarding his thoughts on restructuring the Linnaean Games committee.

Meeting was adjourned at 2:05 pm.

Respectfully submitted,
Jeff Bradshaw
NCB-ESA Secretary-Treasurer