

# SWB ESA Executive Committee Meeting Minutes

2/26/2015

Meeting was called to order by Jerry Michels (SWB president) with the below individuals present:

Bob Davis (SWB past president)

David Ragsdale (SWB Governing Board Representative)

Jesus Esquivel (SWB Past-Past President)

Ed Bynum (SWB Secretary-Treasurer elect)

Justin Talley (SWB Secretary-Treasurer)

Becky Anthony (ESA Program & Meetings Manager)

Everyone thanked Bob Davis for his service and leadership to the SWB this past year.

## STEP

- Student Transition and Early Professional program committee representative
- Lauren Ward was put forward as the SWB representative
- The function of this committee is to determine the feasibility of having reduced rates for transitional students and early professionals

## Confex Contract

- Contract for the use of the Confex system for SWB annual meeting in Tulsa, OK was approved for \$1,400.00
- Jesus Esquivel worked with Confex representatives and the contract was signed and dated by Justin Talley (Secretary-Treasurer)

## Holiday Inn-Tyler Contract

- Discussion about the overall branch meeting times were discussed and it was determined that in the future the SW Branch meeting should be held later (late March to early April) to avoid inclement weather. With the Pacific Branch meeting scheduled 3-6 April, that week is not available for the 2016 SWB annual meeting that will be held in Tyler
- Next year the cutoff date for hotel registration should be moved to February 8<sup>th</sup> not February 1<sup>st</sup>
- Poster boards will need to be looked into for the 2016 meeting and possibly look into alternatives for posters

- Some meeting attendees could possibly book their hotel room through online services such as Expedia or Hotels.com and these attendees need to be counted toward overall room nights
- Comp rate of 40 room nights will result in 1 free night stay
- Possibility of bringing AV equipment instead of using the hotel's equipment
- It was unclear if tables for AV equipment were included in the contract
- Water service should be included in the contract
- Standard 21% service charge was included in the contract but since the meeting will be held in Texas there will be 8.2% tax added to that resulting in a 29.2% service fee
- The contract language will have to be changed so that there will be no room deposit fee or charge to hold the room
- Be sure to take Bob Davis' name off the Holiday Inn contract and put Jerry Michels name instead
- Inquire about Podium and microphone in each room
- Ask Blake or Morgan for a conference packet from Holiday Inn-Tyler
- After review by Jerry Michels then the contract will need to be signed and sent to Morgan with Conference Direct by mid-March
- Ask Rosina Romano from ESA national to help review the contract details
- Move site visit dates to September and make sure Andrine Shufan is present to determine functionality for the Insect Expo

#### Ta-que-ne-whap Award

- Get several awards cast from Grant Kinzer
- SWB will support financially to get awards cast
- Bob Davis moved to have \$1,200.00 allocated to have this award made in multiples; Justin Talley seconded and all approved

#### Tight window for paper and symposium submissions

- Deadline for submission should be moved back to mid-January to leave enough time for program booklet editing
- Comstock award winner should be announced earlier to allow enough time to notify recipient and to publish award winner in the program booklet

#### Refunds

- Implement ESA national policy for refunding meeting registrants if they cannot make it to the meeting
- All were in favor of refunding Gary Peterson's registration of \$250.00 since he was invited speaker
- Becky Anthony with ESA national will be able to reimburse him through their system

### General discussion about annual meeting

- If registration rates vary for early professionals will they be reduced by a specified percentage or at set rates determined by the branch; at this time no other branches have reduced rates for early professionals or transitional students
- Should the meeting dates be changed to later in the year such as the 1<sup>st</sup> week in April and will this conflict with other branch meetings
- 2016 meeting rates will be set in September after the site visit
- Initial Executive Board Meeting will be moved to 8am to noon on Monday instead of 10am to noon
- Overlapping similar symposia should be discouraged

### Secretary-Treasurer Restructure

- The position of the secretary-treasurer elect will be separated into two positions 1.) Secretary elect and 2.) Treasurer
- Justin Talley (current secretary-treasurer) and Ed Bynum current secretary-treasurer elect) will work on revising the by-laws to reflect this change as well as new position descriptions
- The treasurer position will be a 3 year position and will automatically be the branch representative on the ESA finance committee but will not go onto to serve as secretary, vice president, or president
- The secretary elect will go onto to serve as the secretary, vice president, and president

### Post meeting survey

- Becky Anthony will assist in developing a post meeting survey to be sent out to all meeting attendees
  1. Will the STEP (Student Transition Early Professional) rate influence meeting attendance
  2. List any conflicts in early April for potential meeting date for future SWB annual meetings
  3. Does the timeline for submission of papers and/or symposium affect willingness to participate in the SWB meeting
  4. Suggestions of topics for symposium
  5. Potential groups to co-locate with when attending the annual branch meeting
  6. Comments

### Nominations for Secretary-Treasurer elect

- Three names were suggested to the nominations committee for their consideration:
  - Molly Keck
  - Eric Rebek
  - Wyatt Hoback

### SSWE

- Ed Bynum brought up a concern regarding the disconnect between members serving in the SWB of ESA and members serving in Society of Southwestern Entomologists
- Discussion centered on having a SWB Executive committee member serve on the Executive committee of the SSWE

David Ragsdale moved to adjourn the meeting and Ed Bynum seconded with all members agreeing