

EB-ESA Business and Planning Meeting, Harrisburg, Pennsylvania

Monday afternoon, June 17th, 2002 Meeting Minutes (prepared by R. R. Youngman)

Members present: George Hamilton, Ames Herbert, Faith Kuehn, Rayanne Lehman, Jan Nyrop, Mike Raupp, Mark Sarvary, Jim Steffel, Susan Whitney, and Rod Youngman

Susan Whitney welcomed everyone present and made a few brief opening remarks.

President's Report: Susan Whitney

Susan began with some revisions to the meeting agenda. She commented that she and several others met with David Clement of the American Phytopathological Society (APS) on April 18th, 2002. In their meeting they discussed the theme of staying ahead of the many changes occurring in science today. Susan requested the need for a worded theme and a meeting logo that combines both societies. One idea is to encourage symposia which link entomology and phytopathology on the topic of change, such as demographics, climatic shifts, bio-engineered crops, agronomic practices, new pests, new pesticide classes, reduced funding, cutbacks, etc. Also discussed was the inclusion of a one-time special award for the student presentation that best captures the essence of both entomology and phytopathology. With regard to the 2003 program, it was decided to have a September 15th call for papers. The meeting program would be completed in December, 2002 and placed on the websites for both societies.

Jan asked about having a short welcoming symposium for Monday morning. Susan referred to p. 2 of the April meeting minutes where she said they discussed having an opening symposium that will broadly appeal to attendees from both societies. She asked Jim and any others involved with corporate sponsors to make sure industry speakers are unbiased. Susan said we might want to emphasize new developments in biotechnology from an industry perspective. For example, have companies emphasize promising new technologies that we can expect to see in the near future. Susan then went on to discuss a list compiled during the April meeting (see p. 2 of April minutes) on the kinds of things each society does at their respective meetings. She said both societies agreed to respect each other's traditions.

George talked about the possibility of having a registration committee made up of two people from each society. George proposed that the registration money from both societies be sent to him because he expected to be the one to handle the bills for the joint meeting. Those present agreed with his proposal. Susan inquired about the approach APS uses in managing its meeting finances. She was told that the goal of APS with regard to meeting its finances was to break even. Mike asked about the number of APS members we could expect to attend in 2003. Susan said we should plan on somewhere around 50-60 attendees for 2003.

Susan said the two societies agreed to have their banquets and awards ceremonies together; and then she asked for input about the length of time for the banquet. Jan commented that it will be a lengthy banquet. He said one option is to set aside a separate time to acknowledge student award winners and hear their presentations. Jan then commented that speakers, not awards presentations, are what take up time. Susan said the ESA President will be given the opportunity

to speak at the Business meeting. On a related matter, it was noted that Gary Miller will speak on a theme involving entomology and the Civil War.

Susan said both societies will share in the Sunday mixer and the student round table. She did not want the student round table to be discipline specific. She said she would like to see the student paper session held in one room, with papers arranged by topics, such as field crops, fruit trees, ornamentals, etc. Jan asked about the number of papers typically given by APS students at their meeting. Someone commented that very few of the APS presentations are made by students. Mark proposed the idea of having a joint society student symposia. Although his idea was met with general approval, it was suggested that we not let ourselves become too committed to this idea at this time.

The discussion turned to poster presentations. All meeting announcements need to remind presenters that poster size is restricted to 4' by 4'. Also, Susan said we want to group all posters together, but keep some symposia and the business meeting separate. George felt that poster presenters should be assigned a one-hour time slot when they will be with their posters. Mike asked about the number of posters presented at the Ocean City meeting. George said there were about 25. Jan said late Monday afternoon would be a good time for presenters to be at their posters. Rod agreed and said the program should include a statement that poster presenters are expected to be with their posters at a specific day and time. Mike suggested students stand by their posters during the first hour of the mixer. Someone pointed out there could be a problem if the student roundtable followed the mixer, and Jan said having students stand by their posters during the mixer removes them from the mixer.

Susan said in addition to a good program she also wants to get the Bylaws up to date. She reminded those present that the National ESA Constitution states, "Branches shall be governed by their own Bylaws except as provided otherwise in the Constitution and Bylaws of the Society."

Susan went on to say that the National ESA Bylaws require the Eastern Branch to have a "...minimum [of] a President, a President-Elect, a Secretary-Treasurer, and a Representative on the governing Board of the Society". And "Where ever the Bylaws require the Branch representative on a body of the Society to serve in a related capacity on a corresponding body of the Branch, the Branches shall establish and maintain the corresponding body..." This means that we must have a Membership Committee.

To make changes:

1. Branch Executive Committee sends proposed changes to Branch Rules Committee (June).
2. Rules Committee drafts language changes with help from Branch President. Impact of changes and pros/cons are listed for each change (June-November).
3. Rules Committee submits changes and Executive Committee approves through cyberspace vote (November). Need 2/3 vote of Executive Committee to terminate a standing committee, followed by approval by the members of the Branch by mail ballot.
4. A notice of the amendments must be sent to the Branch membership 45 days before the mail ballot is to be returned. This can be sent with the ballots (December).

5. Ballots must be distributed when those for Branch President-Elect are distributed (December).
6. The deadline for return of ballots shall be not less than 45 days after the date when the ballots are mailed out (February).
7. A Presidential Committee counts the ballots. A 2/3 majority of those voting is required for approval (March).

Past President's Report: Jan Nyrop

1. Jan began by saying he had three points to make. The Ocean City meeting was the first year that the EB-ESA meeting was all digital presentations (over 90%). Jan said the easiest way to make it work is to make each symposia chair responsible for their session. Jim said the WSSA National meeting used an evening pre-load session, but felt this was not needed for us. The moderator for the submitted paper section will need to take care of that section. Jim agreed that we should go to an all-digital format. George said for the Harrisburg meeting, the hotel has no problem with us supplying our own projection equipment. Also, the hotel will supply screens and microphones for free (in contract) and, for a very reasonable fee, will supply projection stands and extension cords.
2. Jan addressed the issue of moving to an all electronic mailing format. It was suggested that the Branch send out a postcard to the entire EB-ESA membership inquiring about the move to an all electronic format. Rod agreed to check with the ESA National Office about placing a note in an upcoming ESA Newsletter to inform Branch members of this change. Rod also agreed to contact the National Office about keeping up with e-mail changes in the branch listserv. Jim talked about reaching out to those non-members (roughly 5% of attendees) who attend but are not served by the National or Branch membership lists. It was subsequently agreed upon that the notice sent to Branch members should say the following: "The EB-ESA, in a major cost saving effort, will no longer send hard copy paper mailings. EB-ESA members will be notified of Branch business through the EB listserv and Branch website at the following url..." September 15th will be the first call for papers for the 2003 meeting, with a submission deadline of October 31st. Abstracts for submitted papers were discussed, and it was decided not to require them for the 2003 meeting. The program committee was encouraged to have the 2003 program on the Branch website by early December. Jan suggested the program committee be very explicit in their instructions to submitters about how the program committee wants the titles, authors, and author affiliations to be formatted in order to avoid problems at the end when the final program is being put together. Someone raised the suggestion of setting up an electronic form on the Branch website for submitters to use. Rod said he would speak with Doug Pfeiffer about the possibility of developing such a form.
3. Jan said the Ocean City meeting had decent student participation. He said we should continue doing what we were doing in order to keep students coming. The Ocean City meeting was almost completely free for many students.

President-Elect's Report: Mike Raupp

Mike, said he had little to report at this time. The things he needs the most at this time concern committees. Specifically he said he would like such things as a committee list, a list of the committee chairs, information on the continuity of the committees, and the transfer of power from one committee to the next. Susan addressed Mike's concerns by saying that most of that information is available on the Branch website, but it needs to be updated. Susan asked Rod to take a document indicating committee revisions back to Doug to make the necessary changes to the website. Susan went on to say that she has received requests from four members for committee service. Jan pointed out that some committees, like local arrangements and registration and hospitality need several people, but others can operate just fine with a single person.

Treasurer's Report: George Hamilton

George reported that the Branch started the year with \$22,895.81. Total receipts for last year, including money from the national office, were \$17,020.74. As of July 1, 2001, total cash available to the Branch was \$39,929.48. Total disbursements up to June 1, 2002 were \$14,865.23, which leaves a balance of \$24,064.25. George said the Branch ended the year about \$1,000.00 ahead of where it started. This was primarily due to cost saving measures. He said the Branch currently has \$56,967.93 in total funds allocated between its investment (\$31,903.68), checking (\$9,838.30), and money market (\$15,225.95) accounts.

A motion to accept the Treasurer's Report was made.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

Secretary's Report: Rod Youngman

Rod handed out hard copies of the minutes from the 2002 Ocean City meeting to everyone in attendance. He gave a brief overview of their contents, and stated that they had been placed on the Branch website.

A motion to accept the Secretary's Minutes was made.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

Member at Large: Tom Anderson, not present

Governing Board Representative: Brian Nault, not present

Awards Committee: Jan Nyrop

Jan said he had nothing to report at this time.

Finance Committee: Dean Polk, not present

George said he had the Finance Committee's budget.

IDEP Committee: Donna Ellis, not present

Nominations Committee: Peter Shearer, not present

George reported that Peter has this area covered.

Public Information Committee: Currently vacant

Susan said Maya Evenden has agreed to take over as chair of this committee.

Rules Committee: Colwell Cook, not present

Susan placed Randy Gaugler on this committee after he notified her of his willingness to serve on a committee.

Screening for ESA Awards: Sridhar Polavarapu, not present

George reported for Sridhar saying that Frank Drummond has sent everything to the National Office. The screening for awardees begins July 1st.

Student Affairs Committee: Mark Sarvary

Mark reported that he has taken over from Ellen Klinger. He said he has contacted most of the student representatives, and they have commented that they liked the free lodging and free banquet at the 2002 meeting. He has asked for new student symposia topics, but so far has received no responses. Susan said new student representatives need to be put on the Branch website. Rod said he would take care of it. Susan asked about the possibility of having students serve for more than one year. Mark responded by saying it was probably best to have students serve for only one year due to graduation requirements. Mike asked if there are provisions for undergraduate students who are actively doing research to participate in the meeting. Mark felt there was no problem with their participation as long as they are student members. A suggestion was made to change the title: "Graduate Student Paper Competition" to "Student Paper Competition" to better reflect undergraduate student participation in the Branch. Those present agreed this was a good idea. A final point was made about lining up sixteen student volunteers for participation in the 2003 meeting.

Auditing Committee: Jim Lashomb, not present

George said an audit will take place this next year.

Archivist-Historian: George Hamilton

George said the Branch archive is currently being housed at Rutgers, but it will have to be moved because the 70-year old building has been condemned due to termites. The main point of his report was to ask Jan to provide him any correspondence or documents of his term of office for the archives. Rod asked George how far back the archives go. George said they date back to the 1970's.

Board Certified Entomologists: William Wymer, not present

Corporate Support Committee: Jim Steffel

Jim reported we had seventeen sponsors last year which generated about \$5,000.00 in income. Currently, about \$1,700.00 among five sponsors remains outstanding. He is confident we will be

able to obtain this money before too long. It was pointed out that the phytopathologists have only about five sponsors which happen to include the same companies shared by us. Jim reiterated our policy of charging sponsors \$300.00 and including a free registration. Erik Stromberg, a Virginia Tech plant pathologist who works closely with seed companies, believes genetically modified issues are good for us, and that we need to include companies like Monsanto for next year. In an attempt to maintain the monetary level of support to the Branch, Jim said we should approach individual divisions within the larger conglomerates, such as 'Crops', 'Professional Products', and 'Consumer Products', as separate sponsorship entities. Other potential sponsors could be the larger Ag Chemical distribution organizations like UAP and Helena. Also, Cliff Keil is someone who may be able to help bring in suppliers to support the Branch. Percival Corporation said they would be interested in participating if our meeting attendance was around 300 or more. Academic Press has been fairly reliable at supporting the Branch over the years; especially by donating books and holding a book raffle. It was suggested we include Gemplers as a supplier of IPM tools. Mike asked about suppliers of beneficial organisms as potential meeting sponsors. It was generally agreed that these companies felt it was not worth their while to participate in the Branch meeting. Ames said we may want to consider contacting Agdia in Elkhart, Indiana about being a sponsor. Further discussion centered around those companies who might be interested in being a sponsor at our meeting. Mike asked if our meeting announcement goes out to corporate sponsors. Susan told him it does not, but Jim contacts them personally. She also said we may want to reserve a location on the Branch website to include our sponsors. George agreed and said we should set a page aside for company names and their url's. Like everything else, this page should be updated annually.

Local Arrangements Committee: Rayanne Lehman

Rayanne reported she does not foresee any problems with regard to local arrangements at this time for the 2003 meeting.

Outreach Program Committee: Faith Kuehn

Faith proposed to schedule the Outreach Program on Sunday afternoon from 1-4 pm to best accommodate the free times of parents and children. Her proposal met with general agreement by the committee. Given the interest expressed by APS in participating in our Outreach Program, Faith said she will coordinate our efforts with them. With regard to the insect side of the program, Faith said she is open to anyone interested in participating. She envisions a possible combination of educational activities including games, fun learning worksheets, and informative brochures to take home. A comment was made that we need to include the Smithsonian, and the Orkin Sponsored Living Insect Zoo and Museum. Susan asked where the insect zoo will be located. Faith said it will be located at either the Hilton or the Whitaker Science Center. Susan said we need an additional volunteer for the Outreach Program Committee, and Maya Evenden (chair, Public Information Committee) should be able to help with advertising for the meeting. Someone remarked that one benefit from working with the Whitaker Science Center is that they will likely handle all the advertising for the Outreach Program. Jim said we should consider developing a one page brochure for distribution to regional schools. Mike suggested a theme: "Bugs are Fun" or "Bugs for Kids", and that we should target kids between the ages of 6-12 years. Another thing to consider is that cockroach races are extremely popular among kids. Also, in mailings about this event, a request should be included to identify anyone who might be interested in participating in this program.

Parliamentarian: Currently vacant

Registration and Hospitality Committee: Tom Anderson, not present

Someone commented that Tom Anderson has lined up a few people already for next year's meeting. Tom Kuhar's report included meeting attendance numbers dating back to 1990.

Resolutions Committee: Chris Bergh, not present

Someone commented that Chris said he will make up resolutions for the next meeting. A suggestion was made to have Chris come up with a list of members who have passed away. Rod said he would send condolence letters to surviving family members when provided with such a list.

Student Paper Competition: Don Weber, not present

Someone said that Don will handle this matter.

Web Master: Doug Pfeiffer, not present

Rod said he will work closely with Doug on updating the Branch website.

Susan moved to other business involving changes to the Bylaws. Susan suggested we terminate the Finance Committee and the Site Selection Committee, and make their duties the sole responsibility of the Treasurer. Jan proposed that the Site Selection Committee come under the jurisdiction of the Executive Committee so that each year the Executive Committee decides whether the Treasurer will continue in that capacity. However, Susan said there is no text in the current Bylaws which gives the Executive Committee such authority. She then said Section 3 of Article 2 states that, "...the President shall perform the duties prescribed in the Constitution and Bylaws..." The Constitution requires an annual meeting. Therefore the President is required to ensure that a meeting site selection take place and is responsible for selecting individuals to carry out this duty. George said that Section 6 states, "The Treasurer shall...prepare a budget for the next fiscal year..."

A motion was made to abolish the Finance Committee.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

A second motion was made to abolish the Site Selection Committee and transfer responsibility to the President to appoint someone from the Executive Committee to be responsible for site selection.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

Susan said these changes will need to go to Colwell Cook who is the current chair of the Rules Committee. In order for her committee to draft these changes, she will need to get such changes back to the Executive Committee by early November, 2002. A notice of these rules change will need to be placed on the December ballot.

Tuesday morning, June 18th, 2002

Susan called the meeting to order and briefly went over the day's topics for discussion.

Program Committee: Faith Kuehn and Ames Herbert

Program-Sunday afternoon: Faith and Ames circulated a handout of their proposed 2003 meeting schedule. They began by saying the program at this time is tentative, and is loosely patterned after those of previous meetings, as well as that discussed at the April 2002 meeting. They went on to say their task is probably more difficult than in the past because of the increased complexities associated with a joint meeting. One of the first things they did was compile a list of what both societies have in common and what both wanted to have at the 2003 meeting. Jan cautioned against having too many concurrent sessions. Faith and Ames said the meeting proposed at this time needs to accommodate about 170 papers across a day and a half. Jan remarked that this number was too high. He went on to say we only need about an afternoon to cover all of the regularly submitted papers. Faith and Ames responded by saying they should have plenty of time then for the meeting program. Faith then proposed we have live music during the Sunday mixer. She said we should encourage any musically-talented students or faculty to perform.

Program-Monday morning: Faith and Ames proposed having one, ninety-minute session where everyone comes to hear presentations on topics of mutual interest. Example topics include having Jim Lashomb speak for 30 minutes on bacterial leaf scorch, Joe Russo speaking on climate changes and Sky Bit. Ames suggested orienting the presentation around climate change and its impact on insects and weather. Jan said climatic changes on big host shifts in pest ranges would be very interesting. George offered to speak with someone at Rutgers about Jan's idea. Jan spoke briefly about biological implications of climate shift in the northeast and suggested we go to the Harvard Center for risk analysis. With regard to the bacterial leaf scorch topic, Mike said he has had specialists talk on both sides of these issues.

Someone asked whether travel expenses are provided to invited speakers who are not entomologists. It was pointed out that the Branch typically does not pay such expenses. After a short discussion of this issue, the consensus of the committee members was that the Branch should cover the travel expenses of invited speakers who are not entomologists.

A motion was made that the Branch Complimentarity Policy be changed from "no" to "yes" for non-entomology invited speakers subject to approval by the Executive Committee.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

Faith raised the topic of the student paper session. Susan reiterated that she would like to see the student paper session held in one room, with papers arranged by topics. With regard to the student paper competition, Susan said students need to indicate when submitting their paper whether they want to be judged in entomology, phytopathology, or jointly. Rod said he would work with Doug on this matter when revising the Branch website.

Program-Monday afternoon: Faith and Ames said Donna Ellis wanted to sponsor a symposium on exotic pest Homoptera. Ames said he would contact her about this matter.

Proposed Symposia:

1. Biological Control Symposium
2. Insect Vectors Symposium
3. Graduate Student Sponsored Symposium
4. NE Regional Field Crops Insect Workers Conference
5. Industry Development Symposium (*proposed by David Clement*)
6. Mushroom Insect and Phytopathology IPM Symposium
7. Climate Change Symposium (*proposed*)

A comment was made to make the Mushroom Symposium a workshop rather than a symposium. Discussion focused next on the proposed Climate Change Symposium about how to tie together issues of climate change on weather and its impact on insect and plant disease aspects. Faith and Ames said they are considering having Donna Ellis focus on the vector issue. Although not listed, it was pointed out that in previous meetings, Section A members have given a symposium on taxonomy and systematics. Faith said she would contact David Clement to find out what symposia APS is interested in folding into the 2003 meeting. Someone remarked that the Linnaean games and DeBary Bowl games need to be conducted in separate rooms.

Mark said the Sunday evening student networking session should be more formal, more structured (i.e., limit discussion to 5-10 minutes), and longer by about an hour. Susan said she would like Jim Steffel to be there, as well as a government employee who would be willing to come and make an informal 5-10 minute talk. Susan suggested having the networking session take place from 7-9 pm and involve about 40-50 people. She said we will need to provide something to eat, such as pizza. Mike said some of the benefits of this program are to find out students' perspectives on good and bad advisors, as well as advisors who are actively looking for students.

Discussion next moved to matters concerning the budget. George began speaking about last year's expenditures, and directed us to p. 2 of his handout. He said the Branch is no longer receiving the subvention, but the program enhancement fund for last year was \$2,167.00. Based on this figure, he has budgeted \$2,000.00 for the 2003 meeting. George said he is basing his estimates for the 2003 meeting on a proposed pre-registration of 140 regular members, with an additional 25 onsite registrations. George said disbursements have been fairly consistent over the past several meetings, but he expects printing costs will be reduced from \$1,000.00 to \$500.00 due to the savings associated with moving to an all electronic mailing format. Susan said that she and Faith will get bids for printing the paper version of the 2003 meeting program. George concluded that the budget is currently \$540 in the black.

A motion was made to approve the Budget.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

Susan said she wants Maya Evenden to take photos of the 2003 meeting and send them to the National ESA Office.

Susan next proposed changes to the EB Bylaws. She said there are three ways to initiate changes in the Bylaws: "By the Executive Committee; by written petition to the Executive Committee; or by a majority of the members voting at a business meeting." Susan said we will need to place ballots on the Branch website. Members will be instructed to print off the ballot, fill it out, and then send it to the EB Executive Committee.

A motion was made to change the wording concerning the number of committee members to say that it is up to the discretion of the committee chair to come up with those committee members the chair feels are needed.

After a brief period of discussion, this motion was tabled in favor of a new motion.

A new motion was made that the number of committee members on a committee will be at the discretion of the committee chair, and that committee members will no longer be elected, but will be appointed by the chair.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

A motion was made that the chairs of standing committees will no longer be elected by Branch members, but will be appointed by the President.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

Susan said the National Office has changed their Bylaws to use electronic ballots. Susan has asked Colwell to handle this issue.

A motion was made to change the bylaws to allow for electronic balloting.

The motion was seconded.

The motion passed by unanimous vote.

Voting members: Hamilton, Nyrop, Raupp, Whitney, and Youngman

New Business:

Susan said Kathleen Shields came up with lists of policy changes to keep continuity from one Executive Committee to the next. Susan asked Rod to put together a small list of changes for the Branch website.

Deadlines:

1. We need to come up with three or four words which capture the theme of the 2003 meeting.
2. We need to find members who will serve on the Insect Outreach and Membership Committees.

3. The registration packet must have information directing students and members on how they can participate in Branch business.

Meeting was adjourned at 11:30 am.