

**The Eastern Branch of the Entomological Society of America
Executive Committee Meeting, New Haven, Connecticut**

Sunday, March 7, 2004, Meeting Minutes (prepared by R. R. Youngman)

Members present: Tim Abbey, Chris Bergh, Eric Day, Tom Kuhar, Donna Ellis, George Hamilton, Tracy Leskey, Paula Lettice, Doug Pfeiffer, Mike Raupp, Paula Shrewsbury, Jim Steffel, Kevin Steffey, Susan Whitney King, and Rod Youngman

Mike called the meeting to order at 1:12 pm and welcomed everyone to New Haven. He called for a round of introductions and then changed the agenda to allow Kevin Steffey, the 2004 President of the Entomological Society of America (ESA), to speak first.

Kevin thanked the Eastern Branch (EB) for inviting him to our annual meeting. He then commented on the recent financial troubles at the national office and said the Governing Board has been working hard to correct these problems. Things are looking much more positive now for ESA and that previous problems with declining membership and declining attendance at national meetings appear to be improving. He cautioned, however, that ESA has not yet completely recovered. He said the Governing Board has taken the approach of working from a decision matrix, which helps keep it on track. ESA also is making greater efforts to utilize volunteers and to listen closely to advice from past presidents. One consistent topic is the continued relevance of ESA. Kevin said more emphasis has been placed on strategic planning. Everything is being looked at and explored in regard to new ideas and new ways of doing business. For example, at the last Governing Board meeting the Membership Committee was charged with exploring the possibility of allowing members to select their own branch.

Kevin next spoke about changes to the 2004 annual meeting format in Salt Lake, Utah. The Program Committee will present all student awards on Tuesday evening at the conclusion of the Linnaean Games rather than at the end of the final business meeting. In addition, the final business meeting will be streamlined to allow for a final Linnaean Game that pits the more senior members of ESA against the 2004 winning Linnaean Game team. The Program Committee will be seeking shorter symposia in order to bring the meeting to a close on Tuesday at 5:00 pm rather than at 8:00 pm. The goal of these changes is to encourage more attendees to remain through the end of the meeting.

Paula Lettice provided an information handout on membership trends. She said there has been a general decline in membership numbers with the exception of student members. She pointed out that the decline in EB membership numbers is nearly identical to the decline at the national level. Membership numbers for January and February, however, are ahead of previous years for the same

period. She added that the program enhancement funds check (\$2,359.00) has been provided to the EB.

Paula next reviewed the 2000 financial crisis during which ESA lost over one-half million dollars. The ESA reserve fund had to cover this loss and was just able to break even in 2000. This was due in large part to 'Motion 5', which was passed in 2000 to look at outsourcing and other cost recovery functions. Paula addressed areas where things are improving. ESA had an operating surplus of \$348,000 in 2002. The current budget is in reasonable balance, and the property was sold on November 17, 2003. The national office is currently residing in the same building on a short term lease. She went on to say that we met our attendance figures for the 2003 annual meeting in Cincinnati, but not our room block, which cost ESA \$28,000. Electronic elections are working well for the second year, and we can now run demographics on voting trends. Paula concluded her remarks by saying ESA has just sent checks to send 21 junior scientist winners to the International Congress in Australia.

Mike thanked Kevin and Paula for their comments, and then asked Paula Shrewsbury about the outcome of the vote on the electronic balloting amendment. Paula said we met our two-thirds affirmative vote for the proposed amendment. The votes were 199-16 in favor of the proposed changes to allow for electronic balloting and voting. Paula then reported that 219 ballots were cast for the office of President Elect, which resulted in Pete Schultz being elected the next President Elect of the EB.

Susan commented that the Constitution and Bylaws will need to be updated and put on the web. Doug said the Rules Committee will need to update the EB Bylaws. Rod pointed out that we still have a hybrid voting system, i.e., electronic notification with ballots individually printed off the web, which are then mailed to the Nominations Committee. Rod said he was looking into ways for coming up with a total electronic balloting system.

The next order of business involved eliminating the Meeting Site Selection and Finance Committees. Susan said we want to eliminate these committees because their duties are being covered by other individuals. For example, the duties of the Finance Committee have been fulfilled by the Treasurer for the past several years. She added that the burden of filling EB committees is becoming more difficult.

Susan said the motions from a year ago are still valid. Mike asked Susan to make a motion to abolish the Meeting Site Selection and Finance Committees and transfer duties of the Meeting Site Selection Committee to the President to appoint someone to fulfill the obligations of the Meeting Site Selection Committee.

Doug pointed out that the EB Constitution and Bylaws currently state that the Treasurer is Chair of the Meeting Site Selection Committee. Susan read from the EB Bylaws, ARTICLE IV, Section 12., first sentence,

“The Committee on Meeting Site Selection shall consist of the Treasurer, who will serve as Chair, the Secretary, and one Member, appointed by the President, who shall serve for one year.”

Mike suggested we let this one stand as is and make sure the Treasurer fulfills his/her responsibility as Chair of the Meeting Site Selection Committee.

A motion was made to not remove the Meeting Site Selection Committee.

The motion was seconded.

Discussion was requested. A friendly amendment was made to remove Susan’s comments on the Meeting Site Selection Committee and the motion on the floor to do away with the Finance Committee.

The motion and friendly amendment carried by unanimous vote.

Individuals voting were Day, Hamilton, King, Pfeiffer, Raupp, and Youngman.

Eric pointed out that the Treasurer needs to be Chair of the Meeting Site Selection Committee because the Treasurer is responsible for signing the contract.

Mike then spoke about committee member numbers, selection, and terms. He said approximately 64 people currently are supposed to be in service to the EB at any one time, but the reality is that the EB does not have enough willing members to meet this obligation. Susan added that our current way of doing business is to change committee numbers at the discretion of the President. Rod said these issues were dealt with during the June 18, 2002 Business and Planning meeting in Harrisburg. Rod then read the following text from those minutes,

“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 moved to make these motions again.

The motion was seconded.

Discussion was requested. A friendly amendment was made to add the following text: *'with the goal that committees be staffed with a minimum of two members'* to the end of the first motion so that the first motion will read,

“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 with the goal that committees be staffed with a minimum of two members.”

Discussion was requested. There was no discussion.

The motion and friendly amendment carried by unanimous vote.

Individuals voting were Day, Hamilton, King, Pfeiffer, Raupp, and Youngman.

Susan moved we revise the EB Bylaws to allow the Governing Board Representative to serve a maximum of two, 3-year terms.

The motion was seconded.

Discussion was requested. There was no discussion.

The motion carried by unanimous vote.

Individuals voting were Day, Hamilton, King, Pfeiffer, Raupp, and Youngman.

Susan moved we revise the Bylaws in ARTICLE II, Section 7., paragraph 2 by striking the first sentence, “The Representative shall serve for one (1) term of three years, and shall be ineligible for re-election, but may be appointed to fill an unexpired term immediately prior to an elected term of office and shall continue to serve until a successor is elected.”

The motion was seconded.

Discussion was requested. There was no discussion.

The motion carried by unanimous vote.

Individuals voting were Day, Hamilton, King, Pfeiffer, Raupp, and Youngman.

Break: 3:30 – 3:45 pm

Officer's Reports

President's Report: Mike Raupp

Mike began by saying that staffing committees was one of the items that took the most time. He asked if the electronic volunteer form is taking care of that aspect. Rod commented that it serves as a resource for those EB members who have indicated their willingness to serve. Mike complimented the Program Committee for doing an excellent job of bringing the program together, and he offered his sincere gratitude to both Chris and Dug. He spoke next on the need to address the way we schedule numbers of rooms and our commitment to room nights. It may be more cost effective to simply rent some meeting rooms rather than tie them to number of room nights. One of the problems may be that registration

fees historically have been kept fixed until we deem we need to raise them. Mike suggests we may want to revisit how the EB approaches raising meeting registration fees. The EB also should explore less expensive meeting locations. He said New England may not be the best location for future Eastern Branch meetings.

Past President's Report: Susan King

Susan said the only item she wanted to report was that she was very pleased to have winners for the 2004 L. O. Howard and Herbert T. Streu awards.

President Elect's Report: Doug Pfeiffer

Doug handed out his report and spoke briefly about how he has been able to fill most of the chairs for his term. He then commented that the EB standard operating procedures (SOP) are out of date and should be updated. Susan said the EB used to have a committee for updating the SOP. Doug said he would look into ways of getting them updated.

Secretary's Report: Rod Youngman

Rod handed out a copy of his 2003-04 Secretary's Expenses, dated March 4, 2004. He spent \$384.94 on custom framing for five award certificates, two engravings, and one award plaque. In addition, he spent a total of \$790.38 on envelopes, paper, printing, labor to stuff envelopes, and domestic and foreign airmail postage. His total expenditures came to \$1,175.32, which compares to \$1,320.61 for 2002-03.

Rod next spoke about his webmaster duties. He said he tries to update the branch website in a timely manner whenever changes are brought to his attention. These include such things as changes in committee assignments, updating the recent branch awards and past history pages, and uploading revised documents associated with the next annual meeting. He said he is always interested in increasing the user-friendly aspect of the website and any suggestions along those lines are welcome. Rod next spoke about the electronic poster and oral presentation submission page. He said this page now includes a statement that asks each submitter to press a button if he/she is interested in volunteering for EB service. Rod concluded by saying that Bill Gimpel, the current EB listserve manager, is retiring in spring 2004 and there currently is no replacement on board.

Treasurer's Report: Eric Day

Eric thanked George for all his help this past year. He then went over some of the details of his Financial Statement dated March 5, 2004. This statement represents the current financial state of the EB as of July 1, 2003. Eric reported that the EB finances are in good shape. The General Fund totaled \$28,183.58 as of June 30, 2003. Combining the General Fund amount with the \$10,966.49 in receipts, less the \$1,825.61 in disbursements leaves a General Fund balance

of \$37,324.46. The Reserve Fund balance as of March 5, 2004, was \$32,253.41, which leaves \$69,577.87 in funds available to the EB.

Eric then addressed the issue of meeting our room night quota for the New Haven meeting. Only 123 room nights have been reserved as of Monday, March 8, 2004. He said if no additional room nights are reserved the EB will be responsible for covering the \$3,500.00 meeting room costs specified in the contract. Someone asked Eric if it might better to drop back on our guaranteed number of room nights when negotiating hotel contracts to avoid this problem. Eric said the problem with doing that is that the hotels will only guarantee two meeting rooms for the meeting. Mike suggested we look at the demographics of meeting attendance to help us in deciding on future meeting locations. Eric continued on the topic of meeting sites and said our 2005 meeting will be held at the Harrisburg Hilton and Towers Hotel in Harrisburg, PA, but the 2006 meeting site has not been selected. Potential meeting sites for 2006 are Hagerstown or Annapolis, MD. He also is exploring the possibility of holding future meetings in smaller cities like Scranton, PA or Binghamton, NY.

Governing Board Representative's Report: George Hamilton

George said Paula Lettice and Kevin Steffey have covered most of the items he has on his report. He added there is discussion on the part of the Governing Board to move ESA headquarters out of the Washington, DC area, and there are five National committees that need to be filled.

Member-at-Large: Bill Lamp

Not present.

Standing Committee Reports

Awards Committee: Susan King

Susan said she had nothing further to report.

IDEP Committee: Donna Ellis

Donna Ellis said there are currently 11 members on the IDEP Committee. She has not met them all, but many of the members are very active. She hopes this evening's exotic pests workshop will be widely attended.

Meeting Site Selection Committee: Eric Day

Eric said he had nothing further to report.

Nominations Committee: Paula Shrewsbury

Paula said she had nothing further to report.

Program Chair: Chris Bergh

Chris said that he and Dug Miller thought it seemed to make sense to end the annual meeting at noon on Tuesday rather than at 5 pm.

Ad Hoc Committee Reports

Corporate Support Coordinator: Jim Steffel

Jim said we presently have 13 sponsors who will contribute \$4,100.00 this year, which is less than last year. He said there was some interest by booksellers to provide books of related subject matter to our meeting this year; however, they are reluctant to send a representative. He suggested an exhibit might be a way to accommodate them, but a question was raised about how people will pay for books they purchase without a company representative on site. There was no further discussion on this topic.

Linnaean Games: Doug Pfeiffer

Doug said he has questions for three rounds, and he needs three judges. George, Paula, and Mike volunteered to serve as judges.

Local Arrangements: Tim Abbey

Tim said everything is set in motion, and he sees no real problems for this year's meeting with the exception of going over budget by about \$300.00. Tim agreed to help out in Harrisburg, and Doug said Karl Valley has agreed to serve as Chair of Local Arrangements for the 2005 Harrisburg meeting.

Outreach Program: Faith Kuehn

Mike said Faith was too busy at this time to give her report. He said Faith has done an excellent job with this year's outreach program and suggested the EB consider continuing this type of program for future meetings.

Parliamentarian: Susan King

Susan handed out her report and said she had nothing further to add.

Student Paper Competition: Tom Kuhar

Tom reported there were six student contestants in the poster competition and only two in the oral presentation competition. He hoped these low numbers were only a blip and that student contestant numbers would be higher at future meetings. Tom added he would like to have the Chair of the Student Paper Competition be prepared to present an award certificate and check to each recipient during the banquet.

5K Walk/Run: Rick Hoebeke

Not present. Mike said Rick told him 2005 will probably will be his last year as Chair of 5K Walk/Run. Doug said Rick told him he will continue to help with the 5K Walk/Run, but probably not serve as chair again.

Webmaster's Report: Rod Youngman

Rod said he had nothing further to report.

Mike next called for new business. Susan requested that the EB consider endorsing Scott Hutchins for ESA President. Susan said she was impressed with his insight, and George said he thought Scott would do a good job and that he would support him. Mike asked for direction on this issue. Kevin, said the branch president has the opportunity to nominate someone from their branch. If the EB decides to nominate Scott, all the EB has to do is publish a statement to that effect in the *ESA Newsletter* before the nomination deadline. Doug said he would contact ESA headquarters when nominations are due. It was decided to bring this up at the Final Business Meeting of the 2004 EB meeting and ask our members to consider voting for Scott.

Mike asked if there were any additional business items that needed to be addressed. Since none were offered, Mike made a motion to adjourn the meeting. The motion was seconded and approved. The meeting adjourned at 4:50 pm.