

**Final Executive Committee Meeting
Radisson University Hotel -- Minneapolis, MN
March 16, 2011 10:30 – 12:00 Noon**

MINUTES

1. **Call to Order:** President Fred Baxendale called the meeting to order at 10:35 a.m. He thanked everyone for attending, and welcomed special guest David Gammel, ESA Executive Director. A quick round of short introductions followed.
2. **Old Business:** President Baxendale requested additional committee reports any other discussion on issues not addressed or resolved at the March 13 Preliminary Executive Committee meeting.
 - a. Diane Wood, Student Awards Co-chair, indicated that she had informally discussed improvements for the Student Awards Committee with Jeff Bradshaw and Roger Moon. One idea generated was for the NCB to consider using electronic communication devices (e.g., tablet computers, laptops, etc.) in combination with online survey tools (e.g., Survey Monkey) to carry out scoring procedures and provide feedback to participants associated with student competitions. Anticipated advantages would include near-real-time generation of feedback/scoring and quick calculation of results. Another positive aspect would be ensuring that evaluations get returned to the presenters to provide feedback and enable students to improve their presentation skills. Scanning and emailing of evaluation forms was used this year, and it also worked fairly well. Diane also suggested that the Branch may want to consider developing a three-tiered sequential leadership progression for the Student Awards Committee, comprised of a Chair, Co- (i.e., Vice-Chair), and Immediate Past Chair. The Vice-chair could apprentice and then transition into the Chair's role, and the Past Chair could serve mostly in an advisory role after Chairing the Committee for one NCB meeting cycle. This scenario could help maintain continuity in protocol for carrying out the Student Competition and thus, avoid successors in leadership having to reinvent or learn the procedures while actually carrying out the chair's duties.
 - b. Past President Rick Foster, speaking on behalf of NCB-ESA Archivist Rick Weinzierl, introduced the Old Business item of digitizing documents and photographs associated with NCB-ESA activities. President Baxendale mentioned that he may have an opportunity to visit the Entomology Department at Texas A&M University and sort through the ESA archives with Dr. Marvin Harris and determine if any materials would be more appropriately stored with NCB-ESA. David Gammel suggested that Branch materials could potentially be stored with the private firm ESA Central currently outsources for archiving purposes. Susan Weller stated that a large archiving project is underway at the University of Minnesota, and volunteered to inquire with UMN personnel regarding the processes for scanning and archiving documents and other materials similar to those maintained by NCB-ESA.
 - c. *Final comments from Program Committee.* Program Chair Mark Boetel summarized key statistics regarding the meeting as follows: there were a total of 207 submissions for the 2011 NCB-ESA meeting, which was comprised of 54 symposium presentations, 43 Student Competition posters, 23 submitted regular posters, 62 Student Competition ten-minute papers, and 25 submitted ten-minute papers. Mark mentioned that cooperation and frequent communication between the Program Planning and Local Arrangements committees were key factors to the success of the Minneapolis meeting. He extended thanks to 2011 Local Arrangements Chair Bill Hutchison, his committee members, and office staff from the University of Minnesota (especially Felicia Horan and Suzanne Wold-Burkness) for helping run the conference so smoothly. Mark also suggested that there may be value in conducting surveys of meeting registrants to determine their satisfaction with and suggestions for improving the Branch meeting, with the overall goals of adapting and improving the NCB-ESA meeting to meet Branch membership preferences and needs. Erin Hodgson suggested that, if such a survey is developed, it should be sent to all current NCB-ESA members rather than only Branch meeting registrants.

- d. *Final comments from Local Arrangements Committee.* Local Arrangements Co-Chair David Ragsdale suggested that it would be helpful to have the NCB-ESA website hosted by ESA Central.

David Gammel advised that either Debi Sutton or Richard Levine can assist with this matter.

Rob Venette indicated that paper/poster submission deadlines, followed by creation of presentation sessions and formation of the basic meeting framework, results in a short interval for planning locations (room size, AV needs, etc.) by Local Arrangements. He commended Karrie Koch for her help with Local Arrangements. Discussion continued regarding submission deadlines.

President Baxendale asked the group whether it would be advisable to have a hard deadline, but allow plenty of time for the Program and Local Arrangements committees to plan the meeting and formulate the program document. A consensus was reached that the deadline should be set for about six to eight weeks before opening day of the Branch meeting.

Mark Boetel suggested that deadlines should be kept firm to avoid “training” members to assume that the deadlines will always be soft and likely to be moved back to accommodate more presentations. He added that this can be very problematic for planning by the Program and Local Arrangements committees.

Bill Hutchison estimated that the total number of meeting registrants was likely to be about 345. The Branch paid for 320 meals at the Awards Luncheon. He added that feedback relating to the Minneapolis meeting would be appreciated, and that it would likely be helpful to future Local Arrangements and Program committees.

David Ragsdale advised that when a hotel or convention center requires an estimate/commitment for the Awards Luncheon, it has worked well to plan for about 88% of the number of Branch meeting pre-registrations. This can typically be finalized about seven to 10 days before the luncheon.

Rick Foster suggested that the Local Arrangements “checklist” should include arranging for a photographer to be present at the Awards Luncheon.

- e. *Final Comments on 2010-11 NCB Budget -- Dave Ragsdale / Mark Boetel.* This was covered during the preliminary Executive Committee meeting, so no further comments were made by Drs. Ragsdale and Boetel. David Gammel offered that ESA Central’s tax exempt status and number can be used by authorized NCB-ESA officers for purchases associated with official Branch business.

- f. *Items discussed or issues raised at the NCB business meetings.*

David Ragsdale mentioned that he has not been ordering plaques for Linnaean Games winners or runners up in recent years. Discussion followed regarding the value students place on receiving team and individual plaques. No consensus was reached.

Erin Hodgson suggested that photographs of all Branch award winners, including Linnaean Teams, could be posted on the Branch website.

3. New Business:

- a. *Update from 2012 Program and Local Arrangements Chairs.* Bob Wright, Program Chair for the 2012 meeting (Lincoln, NE) reported that progress has been made on filling the Program Committee assignments, but that it is not quite complete. He urges that all ideas for potential symposium topics are welcomed, and that timelines for initial applications and final proposals will be adjusted in accordance with the June Branch meeting timetable.

President Baxendale also advised that the deadlines for award nominations (January 31, 2012) would remain the same to conform to the overall ESA awards timeline.

- b. *Embassy Suites Contract – Bob Wright.* Bob mentioned that the contract with the Embassy Suites has been finalized and will be reviewed and likely approved and signed by Secretary/Treasurer Boetel and President Baxendale very soon.

David Ragsdale suggested that the ratio of complimentary rooms to booked room nights be checked and agreed upon before signing the contract.

Bob Wright added that Program Committee assignments are continuing to be filled. He mentioned that they are hoping to have a broad, diverse offering of symposia and, as such, welcome any ideas people may have for symposium topics for the 2012 meeting. Deadlines for submission of symposium proposals, as well as those for paper and poster submissions, will be adjusted in accordance with the June NCB-ESA meeting timeline; however, they will likely follow the traditional sequence used in the past.

- c. *NCB Nominee for ESA Vice President-Elect.* President Baxendale mentioned that there are a lot of solid individuals within the NCB that should be considered as potential nominees, but that it has recently been difficult to find individuals willing or able to run. He encouraged the Executive Committee to inquire with colleagues that may be viable candidates. A few potential candidates have been informally contacted by Executive and Nominations committee members, but this year is not the best year for some of those individuals. A target date of April 30 was suggested as a goal. It was also suggested that it is probably somewhat late to simply be contacting people for their consideration, but the group generally agreed that if NCB was going to put forward a nominee, it should be resolved by or shortly after the annual ESA meeting in Reno.

Rick Foster moved that, if no NCB member was identified, the Branch endorse Frank Zalom for ESA President-Elect. Motion seconded by David Ragsdale. A point of information was requested by the floor: do we know if there are other nominees and whether there are any NCB members considering running? Motion was withdrawn by Foster.

Grayson Brown volunteered to pursue the idea of support for President-Elect candidates from other ESA branches, suggesting that reciprocal support could help our branch when we put forth NCB nominees in the future.

- d. *Presidential Appointees.* President Baxendale made note of his latest appointments: 1) Nominating Committee – Ian MacRae (MN); 2) Student Affairs Committee – Julie Peterson (KY); and 3) Student-member-at-Large to NCB Exec Committee – Julie Peterson (KY).

Julie Peterson presented the Student Affairs Committee (SAC) report. The committee has a few new members. Key issues discussed during the SAC meeting included the annual SAC symposium and student assignments on NCB committees. Consensus from the SAC was that planning for the symposium should begin earlier than in past years, especially activities associated with procuring external support. The SAC appreciated the financial support for the student mixer provided by Pioneer. Entomology clubs from around the Branch also provided funds, although student club

support is not viewed as a long-term, sustainable source of funding. The student luncheon organized for the Minneapolis meeting was greatly appreciated by the student attendees of the Branch meeting, and there were many positive comments about its format and the meal that was served. The general consensus was that this type of activity should be continued. Julie also stated that, as a result of so much student-focused programming (e.g., presidential travel scholarships, student mixer, student luncheon) at the 2011 NCB meeting, the students felt a strong sense of being valued by the Branch. President Baxendale offered to send Julie the industry contact list for fundraising efforts to support the student luncheon at future NCB meetings.

- e. *Other new business.* Tiffany Heng-Moss asked the group to consider development/participation in a standardized program for assessment of core competencies. It would likely involve a certification examination that would be taken by graduate students nearing the end of their degree programs. The exam could possibly be administered and standardized by ESA. If it became accepted by our colleagues, university administrators, and professional societies, this support would give the system a lot of credibility.

Rob Venette suggested that it could be challenging to provide appropriate breadth and depth to a single, standardized competency exam with entomology being such a diverse discipline. Susan Weller moved (seconded by Bill Hutchison) that the NCB-ESA Executive committee form an exploratory committee to explore the issue. No further discussion. Motion passed by unanimous consent. No further new business.

4. **Adjournment.** Motion by Rick Foster (seconded by Tiffany Heng-Moss) to adjourn. Motion passed by unanimous consent. Meeting adjourned at 11:43 a.m.

Respectfully submitted,
Mark Boetel
NCB-ESA Secretary-Treasurer