

– MINUTES –

**NCB Executive Committee Meeting**

Executive Board Room, Embassy Suites Hotel – Lincoln, NE

Sunday June 3, 2012

1:30-5:00 PM

**Executive Committee:** Fred Baxendale (President), Billy Fuller (President-Elect), Rick Foster (Immediate Past President), Mark Boetel (Secretary/Treasurer), John Obrycki (Governing Board Rep.), Tiffany Heng-Moss (Member At-large), Erin Hodgson (Member At-large), Eileen Cullen (Member At-large), and Julie Peterson (Student Affairs Rep.). **Absent:** Rick Foster, Mark Boetel, and Eileen Cullen.

**Committee Chairs, Co-Chairs, Designees:** Shripat Kamble, Bob Wright, Gary Hein, Matt O’Neal, Deirdre Prischmann-Voldseth, Jen White, Susan Moser, Susan Weller. **Absent:** Gary Brewer, Joe Zhu, Tom Myers, and Rick Weinzierl.

**Invited Guests:** Grayson Brown, David Gammel, Sue Blodgett (incoming NCB President-Elect), Linda Mason (incoming Executive Committee Representative at Large), Mitchell Stamm (incoming Student Affairs Representative).

**I. Call to Order:**

- A. President Fred Baxendale called the meeting to order at 1:35 PM.
- B. President Baxendale thanked everyone for attending, and welcomed ESA President Grayson Brown and ESA Executive Director David Gammel.
- C. Introductions of current and incoming executive committee members, committee chairs, and co-chairs followed.

**II. Approval of 2011 Final NCB-ESA Executive Committee minutes (Minneapolis, MN):**

Motion by John Obrycki to approve the minutes, seconded by Tiffany Heng-Moss. No further discussion. Motion passed by unanimous consent.

**III. Comments from ESA President Grayson Brown:**

- A. ESA is overall in good shape
  1. Membership is solid.
  2. Income is stable and finances are in good order.
  3. Meeting attendance for annual ESA meeting and branch meetings is very good.
- B. Update
  1. ESA’s bid to host 2016 International Congress of Entomology (ICE) has been submitted. An oral presentation to pitch the bid is scheduled for August 2012 at the ICE meeting in S. Korea.
  2. Annual meeting plan is on schedule with June 11 as the closing date for poster/paper Submissions.
  3. The number of applications submitted for ESA Fellows is higher than most recent years.

**C. Issues to be dealt with**

1. Presidential election process
2. ESA “realignment” is being discussed. David Ragsdale is organizing a town hall meeting at the 2012 ESA Meeting in Knoxville, TN to discuss the realignment of branches, specifically the elimination of the Southwestern Branch.

**IV. Comments from Executive Director David Gammel:**

**A. ESA Strategy**

1. Strategic principles:
  - a. Social: ESA has a social responsibility to develop ALL of its members.
  - b. Global: The science of entomology is global, therefore ESA is global.
  - c. Influence: To realize our profession’s full potential, ESA must increase its influence.
2. ESA Major 2012 Goals:
  - a. Win ICE 2016 bid
  - b. Grow certification and engage more with industry
  - c. Grow International Branch membership
  - d. Establish public policy agenda

**B. ESA Financial Position**

1. \$4.8 million invested and \$550,000 in liquid cash reserves
2. 2012 budget: investing approximately \$400k of cash reserves into ICE, annual meeting, and international outreach

**C. Annual Meeting in Knoxville**

1. 104 total symposium submissions – this is a record number
2. Theme: “A Global Society for a Global Science”
3. Exhibit booths: 77% sold
4. Interested registrants are encouraged to make hotel reservations early

**D. Support for Branch Meetings**

1. Confex can be used for abstract submissions and online registration
2. Future options: planning guides and templates, site selection, contract negotiation, logistics management, and marketing support

**V. Governing Board Report – John Obrycki:** Deferred to Opening Session / Business Meeting

**VI. Budget Update – Mark Boetel:** Deferred to Opening Session / Business Meeting

**VII. NCB Committee Reports:**

**A. Local Arrangements – Shripat Kamble / Gary Brewer**

1. Registration: 317 total, 301 members, 16 guests, more to come with onsite registration
2. Donations from Industry: \$13,500 received, additional donations pending

## **B. Program Committee – Bob Wright**

1. Several changes in preparing for 2012 Branch meeting
  - a. First time NCB meeting was held in June
  - b. First time Confex was used for Branch meeting
  - c. First time ESA Central hosted NCB meeting web site
2. Symposia
  - a. Received 9 high-quality submissions
  - b. Lineup included a diverse array of topics
  - c. Program Enhancement Funds totaling \$4,220.64 were used to support 12 invited speakers
  - d. Total number of submissions was similar to 2010 and 2011 Branch meetings
3. Recommendations:
  - a. Continue using Confex system for disseminating information on meetings and events associated with the NCB meeting, as well as handling symposium, poster, and paper submissions
  - b. Move deadline for paper and poster submissions up so online program is available one month before NCB meeting begins

## **C. Student Awards – Deirdre Prischmann-Voldseth**

1. Four openings (replacements will be needed)
2. Definite need for the three-tiered sequential leadership progression (Chair, Co-chair, and Vice-chair)
3. Co-chair Erin Hodgson will send electronic feedback forms to the students. It is important to encourage judges to provide feedback information on the judging forms.
4. First-place and Runner-up categories will be awarded this year
  - a. Matt O'Neil inquired about why no third-place awards would be given
  - b. Susan Weller made a motion to add an Honorable Mention category next year. Billy Fuller seconded the motion. Discussion by the group followed. Matt O'Neil amended the motion to add a \$50 cash award for the Honorable Mention category. The motion was approved by unanimous consent.
  - c. President Baxendale informed the group that he would work with the Student Awards Committee to include the Honorable Mention category this year.
  - d. President Baxendale charged the Student Awards Committee with developing firm guidelines on how to deal with ties.

## **D. National ESA & Foundation Awards – Jen White**

1. Twelve nomination packets were received for the five awards (5 - teaching, 3 - extension, 2 - urban entomology, 1 - IPM, and 1 - recognition award in entomology).
2. A list of committee responsibilities and deadlines has been developed.
3. Recommendations:
  - a. Harmonize NCB nomination packet requirements and evaluation guidelines with ESA requirements
  - b. Specify the acceptable maximum number of letters for each award

- c. Have explicit internal guidelines for procedures to deal with potential conflicts

**E. NCB Honorary Awards – Susan Moser**

1. Three highly qualified individuals applied/were nominated for the C.V. Riley award.
2. No applications were received for the Award of Merit.

**F. Annual NCB Audit – Gary Hein**

1. An audit was conducted in October 2011 because David Ragsdale was ending his term as Secretary/Treasurer.
2. Gary suggested that the audit be moved to a calendar-year basis (i.e., annually report financial position as of 31 December).

**G. Student Affairs – Julie Peterson**

1. Six members will rotate off of the committee. Two new two new members must be identified.
  - a. This is believed to be the first year that a Canadian university was represented on the committee.
  - b. The Student Affairs Committee will meeting following the NCB Preliminary Business meeting. There will be a follow-up meeting on Tuesday to fill any open appointments.
  - c. Discussion followed on how members are selected.
2. Student Representative to the National Governing Board
  - a. Wendy Johnson will be rotating off the committee. Travis Prochaska (University of Nebraska) has expressed interest in running for this position.
  - b. Discussion followed on whether NCB Executive Committee should nominate or endorse a student. President Brown commented that the Governing Board would prefer the branch not make an endorsement. Susan Weller suggested that the NCB Executive Committee not get involved and that the students be responsible for selecting their representative.
3. Student-organized symposium will be held Tuesday from 2 to 5 PM
4. A Student Mixer, featuring a live band, food, and beverages, will be held Monday evening.
5. Discussion on the cancellation of the Industry Luncheon
  - a. A student/industry representative gathering will be held Monday from 4 to 5 PM.
  - b. It was suggested by Robert Wright that the Confex system (“Function” category) be used in the future to avoid scheduling conflicts.
  - c. John Obrycki clarified the initial intent of the Industry Luncheon.
  - d. President-Elect Fuller asked Julie who the students thought should organize the event in the future. Julie indicated that the students would rather not have sole responsibility for this event since they organize the Student Symposium and Student Mixer.
  - e. Fundraising issue – Student clubs donated \$860 this year, but clubs are probably not sustainable funding sources for the student mixer. Susan Weller suggested that John Obrycki ask the Governing Board to discuss and clarify the strategy for industry fundraising within branches.

- f. Erin Hodgson made a motion to give the Student Affairs Committee a budget for the Student Mixer, Student Symposium, and any other student oriented events the students would like to have at the meeting. The Industry Luncheon would continue and be organized by the NCB Program Committee and/or Local Arrangements Committee. The motion was seconded by Julie Peterson and unanimously approved.

#### **H. Nominating – Matt O’Neal**

1. Deadlines for securing and endorsing nominations have been developed.
2. Open positions for next year include President-Elect and Executive Committee Member-at-Large.

#### **I. Membership – Joe Zhou**

No update was provided and no report was submitted.

#### **J. Linnaean Games – Susan Weller**

1. One Committee concern is that the number of teams is increasing, making scheduling more challenging. Susan suggested that the committee, with input from students, evaluate if institutions can continue to submit more than one team and if the “Old Timers” match should be continued.
2. Susan will be stepping down as chair of the committee, so a new chair will need to be identified. President Baxendale thanked Susan for her leadership and service.
3. Bob Wright suggested that the committee should develop Linnaean Games Committee operating guidelines.

#### **K. Photo Salon – Tom Myers / Gary Hein**

1. 380 images submitted, 18% increase from last year
2. Submissions came from all over the world
3. Salon-showing dates for this meeting: June 3 and 4

#### **L. Archivist Report – Rick Weinzierl**

No update was provided and no report was submitted.

### **VIII. Old Business:**

#### **A. Update on 2013 NCB meeting – Billy Fuller**

1. Date and location: June 16-19, 2013 in Rapid City, SD
2. Finalized contracts are being reviewed and negotiated with help from ESA Central.
3. Venue: Best Western Ramkota Rapid City Hotel & Conference Center in Rapid City, SD; standard room rate of \$114 per night (very low rate for location and time of year)
4. Local Arrangements Committee: Janet Knodel and Louis Hesler
5. Program Chair: Kelley Tilmon

**B. NCB Endorsement of both Paul Borth & Mike Culy for ESA VP-Elect**

1. President Baxendale described the general process used by branch leadership for ESA (e.g., VP-Elect) and Section leadership nominations/endorsements.
2. Discussion followed.
3. ESA President Grayson Brown told the group that this issue will be brought up at the July Governing Board meeting.

**C. Comstock Award Guidelines (ESA & NCB) – Deirdre Prischmann-Voldseth**

1. The award guidelines and rubric need to be clarified. Deirdre has asked the judges to provide recommendations for improving the process.
2. The requirements and purpose of each award should be better communicated with students.

**IX. New Business:**

**A. Time and place for future NCB meetings**

1. 2014 Location: Iowa
2. Sue Blodgett & Erin Hodgson are working on initial arrangements.
  - a. Erin gave a short PPT presentation on the proposed meeting location (Des Moines), venue (Marriott Downtown - \$109/night), and dates (March 9-12, 2014).
  - b. President Baxendale made a motion to have Iowa group move forward with planning the 2014 meeting. Deirdre seconded the motion. Motion was approved.
3. 2015 and 2016:
  - a. A handout, showing locations where previous NCB meetings have been held, was circulated: CO 2001, MI 2002, WI 2003, KS 2004, IN 2005, IL 2006.
  - b. President-Elect Fuller will approach CO members about hosting the 2015 meeting (MI would be alternate for 2015 and preference for hosting 2016 meeting).

**B. Continuation of PST Scholarships in 2013 and beyond**

1. President-Elect Fuller & NCB Secretary/Treasurer Mark Boetel will be evaluating the budget and determining if the scholarship program can continue.
2. Julie Peterson mentioned that the students appreciate the travel support from NCB.

**C. Photographing posters at meetings**

1. President Baxendale asked the Executive Committee if we need a Branch policy on this.
2. Discussion followed.
3. Susan Weller suggested that the poster guidelines be updated to encourage authors to include a statement on their poster if they do not grant permission for photos to be taken of their poster.

**D. Appropriateness of Section (e.g., P-IE) Reports at NCB business meetings**

1. President Baxendale asked the committee if there is a problem with doing this
2. Discussion followed. President Brown mentioned that PIE gives a report at all branch meetings.

3. Susan Weller suggested that, in the future, the NCB President invite sections to give brief reports at the NCB business meetings.

**E. University department financial contributions to NCB – informational item**

President Baxendale reported that Gary Brewer had communicated to him the general feeling by NCB department heads of not wanting to give funds directly to the branch. They apparently would rather use such funds to directly support travel by their respective students.

**X. Adjournment**

President Baxendale called for a motion to adjourn. Moved by John Obrycki and seconded by Susan Weller to adjourn. Motion approved by unanimous consent.

Sincere appreciation is extended to Dr. Tiffany Heng-Moss for taking notes and preparing minutes for this meeting, as Secretary-Treasurer Boetel was absent due to a family commitment.

Respectfully submitted,  
Mark Boetel  
NCB-ESA Secretary-Treasurer