

The following minutes are included:

2010 Executive Committee Meeting, April 11, 2010, Cancun, Mexico

2009-2010 Executive Committee Actions.

2009 Final Executive Committee Meeting. Feb 26, 2009. Oklahoma.

**EXECUTIVE COMMITTEE MEETING MINUTES,
Sunday April 11, 2010.
Cancun, Mexico**

The Executive Committee meeting was held at 2 pm Sunday, April 11, 2010 prior to the start of the SW Branch meeting held in Cancun. In attendance were President Blanco, Vice-President Tom Royer, Past President Bonnie Pendleton and Governing Board Representative Bart Drees. Allen Knutson presented a preliminary list of income (registrations fees and contributions) and anticipated expenses for the meeting. A discussion followed regarding need for additional projection screens, identification of the vendor for the t-shirts, a review of costs of the reception and banquet and status of meeting the minimum room requirement set by the hotel (300 room nights). Following these discussions, the meeting was adjourned at 3 pm.

EXECUTIVE COMMITTEE ACTIONS, DEC, 2009-MAY, 2010

The Executive Committee met on February 12, 2009 following the final business meeting in Stillwater, OK. The Executive Committee did not meet again until the April 11, 2010 meeting reported above. However, during this interval the Executive Committee conducted business via e-mail and telephone and those activities are as follows:

Policy on Registration Fees. On March 20, 2010, members of the EC were asked to vote via e-mail on the following actions:

1. The registration fee for Spouse or guest be reduced from \$50 to \$30.

This motion did not receive a majority vote and therefore failed to pass. Reasons for voting against this proposal included: the registration fees had been agreed upon at the last EC meeting in Stillwater, the registration form had already been sent to the membership and changing it now would require providing refunds to those members who had already paid, and these funds were need to offset meeting expenses, which were expected to be high in Cancun.

2. Sponsors who contribute a minimum of \$500 to the SW branch shall be eligible for one free registration to attend the annual meeting.

This motion received a majority vote and passed. Some members believed this policy had been in place in the past but had not been formalized.

Policy on Gratis Registration for Invited Speakers to Symposia, Plenary Session and Other Events at Annual Meeting.

In response to several miscommunications regarding this issue, the EC reaffirmed the SW Branches registration guidelines for the annual meeting through a series of e-mails during February through May 9 (also see 2009 EC meeting minutes in Stillwater). These policies are:

1. All attendees, including invited speakers, must pay the registration fee, with the following exceptions:
 1. Honorary and Emeritus members do not pay.
 2. ESA National President and Executive Director do not pay
 3. Sponsors who contribute a minimum of \$500 towards expenses of the annual meeting receive gratis registration for one attendee.
 4. Special cases as determined by the EC as detailed below.

The Executive Committee may waive registration fees for attendees under special circumstances. This option is to address those cases where an invited speaker or plenary speaker is not a professional entomologist or scientist and therefore would not be expected to attend the meeting to benefit professionally. To consider this waiver, the attendee or symposium organizer must submit a petition to the EC seeking a registration waiver and justify this exemption. Registration fees are established to pay for meeting costs, and as registration fees are minimized to reduce the financial burden on the membership, waivers of registration fees are very limited.

Organizers of symposia should make it clear to invited speakers that the speakers will be expected to pay registration fees unless 1) the organizer agrees in advance to pay the registration fee for the invited speaker or 2) a request for a waiver is submitted to and approved by the EC.

Vice-President Royer contacted other ESA branches regarding their policies on registration fees. This review found that the SW Branch policies are in agreement with those of other branches. One exception is the "one-day" registration. This option was deleted by the SW Branch because of the difficulty in enforcement.

Registration Policies of ESA Branches, 2010.

Green = NC

Branch

Blue = SE Branch

1: a: Do you waive registration fees for invited speakers in symposia?

Our policy says perhaps depending on your status.

Yes, to a limited degree

We waived one invited speaker this past meeting. We typically don't waive registration.

b: If yes, so you have a limit on how many speakers you waive, or a specific set of guidelines/criteria that you use to determine who is qualified to receive fee waivers (such as, must be from another branch, must not be an ESA member etc)?

If the person is a non-ESA Eastern Branch member but a member of ESA or a non-entomologist whether we waive it or not is up to the executive committee. Interestingly enough, we discussed this last week at our meeting and will probably be changing this to either a yes or no policy.

We dedicate our Program Enhancement Funds (from 75-90%) for this purpose. The guidelines we use for invited speakers are:

1. If an ESA member, invited speakers must reside outside the branch to be eligible. No honoraria for NCB ESA members
2. If not and ESA member, but should be, i.e., they are in an Entomology or Biology department that is inside the NCB, they are not eligible for PEF support.
3. People from the NC area who are in allied departments, e.g., Plant Pathology, Climatology, Plant Science and whose interests are not primarily entomological but their work fits into the proposed symposium, they are eligible for PEF.
4. We limit honoraria to ca. \$700/person. Registration is on site at the "honorary member" rate which covers the luncheon cost, ca. \$35/head.
5. Exceptions are discussed with the Sec/Treas and President and proposed alternatives (reimbursement of expenses) are possible on a case by case basis. The latter makes it harder to plan but is an acceptable alternative.

We usually have the symposia organizers state that "we are a branch and don't have the money to provide an honorarium or waive registration fees.

2: Do you waive (or reduce) registration fees for people that work for a company that is providing financial donation to support the meeting functions?

Yes. We have a minimum donation amount and it includes one registration. If the company donates more they still only get one waived registration.

Negotiated with donor. We have no definitive policy

If donor provides a significant sum, (\$1000+) one registration is included in the mix. Allows us to count that person as a registrant attending the meeting for enhancement funds for our meeting from ESA

3: Do you provide honoraria for invited speakers, and if so, what qualifications do you have to award them?

Same answer as 1b except that the perhaps policy is extended to plenary and banquet speakers.

See above

See Above

Branch

Branch Registration For Meeting

Branch

Branch

Red = Eastern
 Branch
 Green = NC
 Blue = SE Branch
 Black = SW
 Purple = Pacific

Registration:	Preregistration	Late registration
Regular member	110	130
	220	220
	125	200
	115	165
	165	165
Emeritus	35	35
	35	35
	0	0
	0	0
	65	65
Student	10	35
	75grad 35undergrad	75/35
	60	100
	35	60
	65	65
Honorary	35	35
	NA	60
	0	0
	0	0
	65	65
Spouse	45	45
	60	60
	50	50
	50	50
	65	65
Non-Member	130	150
	240	240
	150	250
	150	175
	205	205
1 day registration	60 (non entomologists)\	60
	110	110
	100 (non members)	125
	NA	NA
½ day registration	40 (non entomologists)	40
	NA, NA	

ESA Southwestern Branch: Minutes, 2009 Final Executive Committee Meeting. Feb 26, 2009. Oklahoma.

Thursday, Feb 26, 2009. Oklahoma State University, Stillwater, OK. 10-12 am.

Present: President Carlos Blanco, Vice-President Tom Royer, Secretary-Treasurer Allen Knutson, Past President Bonnie Pendleton, and Jerry Michels, 2009 Program Committee..

President Blanco called the meeting to order. Discussion and actions were as follows:

Allen Knutson is now Secretary-Treasurer but Tom will continue as Treasurer to pay final bills, balance the account, work with the Audit Committee and then transfer financial records to Allen sometime in June following the final Audit.

Edmond and Tom will meet with Wes Watkins Center to review all charges and make final payment for banquet and room charges.

Tom will write a check for travel to the first place Linnaean Game team for travel expenses.

Student paper/poster competition. If an award was presented in every possible category, the total would be \$2,100. However, there is usually not an entry or winner in every category (can not win by default), and the total cash award is about \$1,400. The Society of SW Entomologists shares half of this cost. Tom should send an invoice to the Allen for the Society's share of the cash award paid for the Student Competition (but not for other Branch Awards).

Some Posters were eliminated from competition because they did not conform to ESA guideline and some papers exceeded time limit and lost points. Additional effort is needed to make students aware of need to follow ESA guidelines. Work with Student Affairs Committee to emphasize this requirement.

Need to inform students that if their Poster or Paper has won an award (not just been entered) at the ESA National meeting, it is not eligible for Branch competition.

Also concern that students could send their poster to the branch competition but not register or attend the branch meeting. Is attendance at the meeting required? (Note: Could add requirement that students meet with judges for 5 minutes at their poster once judging has concluded to answer any questions the judges might have and confirm their attendance).

The Chair of Student Paper/Poster Competition needs to work closely with the Student Affairs Committee to be sure they are aware of these rules and the Chair should also contact students who enter the competition about these rules prior to the branch meeting (revise SOP if needed, to include this duty of the Chair).

Standard Operating Procedures. Bonnie will send an e-mail to each Committee Chair asking them to review and revise, if necessary, the SOP for their committee. All revisions will be sent to Bonnie who has the current SOP version. Bonnie will update the SOP using the submitted revisions and provide the 2009 version to the Executive Committee for their review and vote for approval.

Committee Name Change. At the final business meeting, a motion was approved to change the name of the Necrology Committee to the In Memoriam Committee. As this is a change to the Branches By-Laws (?), this will need to be presented to the membership for vote (can be done by e-mail to all members along with vote on revised SOP). Also, the Percival Award should be added to the Student Awards SOP (see Jesus) and this requires a vote of the membership (is this true ?). So membership will vote on 1) revised SOP 2) In Memoriam name change 3) add Percival Award to Student Awards.

Note: As I read the SOP, the Executive Committee can make these changes without a vote by the membership. See Page 16, under Standing Committee, Section 3, which says all revisions of the SOP for standing committees can be approved by the Executive Committee. Only the establishment of a new committee or termination of a standing committee requires membership vote.

Appointed the Branch Vice-President to serve as Chair of the committee to collect donations from industry, etc. for the branch. (need to add this to SOP).

Agreed to remove the pre-registration fee for "one day technical meeting only" option for student registration, which is \$5.00 less than the \$35 for student registration.

Need to write in SOP that \$25 of the \$30 registration fee (or this proportion) is returned to student volunteers who complete their assignments. Retaining \$5.00 maintains the student on the paid registered list that is submitted to ESA and is used to determine the amount of meeting support funds sent to Branch from ESA. (Check ESA rules to see if this count is based on paid members or just those in attendance, as honorary/emeritus members do not pay).

Carlos Blanco will attend the ESA Southeastern Branch meeting in March and will inquire about the SE branch supporting a common candidate with the SW branch for ESA President.

Tom reported he was unable to obtain a sales tax exemption from OK for the branch. Thus, the branch will pay sales tax on catering and use of Wes Watkins Center. Allen will seek a tax exemption for the branch meeting planned for Texas.

As announced at the Final Business meeting, Scott Bundy was approved as Secretary-Treasurer Elect.

There being no further business, the meeting was adjourned.

Respectively submitted,

Allen Knutson
Secretary-Treasurer, 2009-2010