Southwestern Branch ESA 61st Annual Meeting
Executive Committee Notes after Walk Through of El Tropicano
El Tropicano Hotel
San Antonio, TX
11/14/2013

Met at 8:30 AM to discuss and finalize food and beverage plans and room assignments. President Esquivel had an extensive Excel spreadsheet with the room assignments and meeting items which proved very useful.

Notes:
- David Ragsdale is hosting a meeting of the NCAC/SAC at the hotel on Sunday from 2:00 PM to 6:00 PM.
- Early-bird registration ends on January 1st, 2014.
- Room reservation cutoff date is February 3rd, 2014
- Rates were modified form the Austin meeting to be:

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Student</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early-bird</td>
<td>$120</td>
<td>$60</td>
<td>$175</td>
</tr>
<tr>
<td>On-Site</td>
<td>$170</td>
<td>$90</td>
<td>$225</td>
</tr>
</tbody>
</table>
- The Partagas Room will be used for the silent auction
- We are still in need of a confirmation for poster boards. Milly Keck will start inquiring at Universities about availability
- It was noted that there is a need for an executive board meeting regarding the 2015 branch meeting. We will hold this on Tuesday at lunch
- The final business meeting will be on Wednesday at noon
- It was asked if our budget could support the Monday night reception, now scheduled for 5-7 PM.
- It was decided that we would return to a Presidential Address at the banquet as we traditionally did up until 2012.
- A question was asked once again about the Society of Southwestern Entomologists and their members’ registration in relation to the Southwestern Branch of the ESA. It was discussed and decided that since the Southwestern Branch meeting is an ESA function, members of any outside organization that attend our meetings either join ESA or pay non-member registration rates. Although outside members may attend their own separate meeting that may be held in conjunction with our meeting without registering, they may not partake of Southwestern Branch activities or functions. The same was agreed to regarding ESA students and non-ESA students. Because we hold student registration fees low in order to encourage participation in the meetings, it was not considered to be a burden for students wanting to attend the Southwestern Branch meetings to be ESA members to receive ESA student registration rates. If not ESA members, they would pay regular non-ESA registration rates.
- Seven Symposia are now scheduled, with organizer(s):
  IPM/Honeybee      Rangel, Allen, Lee
  Saltcedar Biocontrol Michels, Tracy
  Ants in Texas      Mays, McDonald
  Industry           Bogran
  Med./Vet.          Talley
  International      Sanchez(?)
  Urban              Davis
Southwestern Branch ESA 61st Annual Meeting

After this meeting, we did a thorough walk through of the hotel and facilities with hotel staff. We detailed the food and beverage and audio/video requirements and agreements.

We will be allowed to bring our own projectors, pointers, timers, and power cords without additional charges by the hotel. The hotel will provide screens in the meeting rooms.

Regarding food and beverages, the hotel will provide coffee and pastries at the breaks.

Selections for the Tuesday box lunch will be Bavarian ham and provolone, smoked turkey breast, or a veggie sandwich.

Selections for the Wednesday banquet will be grilled Churreseo steak, Monterrey chicken, or vegetarian pasta primavera.