Minutes of Final Business Meeting  
Southwestern Branch  
Ramada Palms Hotel  
Las Cruces, NM  
8:00-10:00 am, 28 February 2013

Members of the Southwestern Branch met on 28 February 2013 at the conclusion of the 61st Meeting of the Southwestern Branch in Las Cruces, NM. All Executive Committee Members were present, including approximately 30 Branch Members:

- Scott Bundy, President
- Jesus Esquivel, President-Elect
- Bob Davis, Secretary-Treasurer
- Jerry Michels, Secretary-Treasurer elect
- David Ragsdale, Branch representative to ESA Governing Board
- Allen Knutson, Past-President

President Scott Bundy called the meeting to order and the following items were discussed:

1. **Treasurer’s Report:** Secretary-Treasurer Davis reported that the Branch was financially sound with Checking and Savings account balances of $17,080.50 and $13,086.03, respectively. This totals totaling $30,166.53 in available monies (2 February 2013). Davis provided the following information
   a. Texas A&M has offered to provide $1,000.00 for support of ESA-SWB mixer at ESA-Austin, TX.
   b. ESA National and CONFEX has been very helpful with the meeting. We will continue to use CONFEX to register members for the branch meeting as the preferred choice, but will still accept paper registrations. B. Davis mentioned that branches wanted to know what CONFEX payments will be in future to forecast dollar needs.
   c. Branch officers meeting with Neil Willoughby in Knoxville, TN at the national meeting was very useful for pre-planning our branch meeting. ESA HQ requires that the Branch Treasurer’s send in electronic copies of savings and checking accounts statements. This information is needed for tax purposes. Statements should be sent to Neil Willoughby. Statements are online through our Wells Fargo account and can easily be accessed, downloaded and emailed.
   d. It was moved by Tom Royer and Seconded by Phil Mulder that the treasurer’s report be approved. It was approved on a voice vote.

2. **Secretary’s Report:** Secretary-Treasurer Davis went over Secretary’s Report detailing activities of the Executive Committee. Items below were approved during the Executive Committee meeting held Monday, February 25, 2013:
   a. **2013 ESA-ED Briefing for SWB Executive Committee:** David Gamel provided a report on ESA-HQ and branch interactions to the Exec Committee. Topics included
      - **ESA Strategy**
        o **Strategic Principles:**
          ▪ Social: ESA has a social responsibility to develop ALL of its members.
          ▪ Global: The science of entomology is global, therefore ESA is global.
          ▪ Influence: To realize our profession’s full potential, ESA must increase its influence.
        o **ESA Major 2013 Goals**
- Launch Science Policy operation;
- Grow Certification and engage more with Industry;
- Grow International Branch membership;
  - Strategy Day at July Governing Board Mtg, focused on diversity and grand challenges

- ESA Financial Position
  - ~$5.1 million invested reserves at end of 2012. Had ~$100k net asset increase.
  - Investment gains have more than offset planned investment from reserves for 2012

- New HQ Office
  - New space in a better building and location;
  - Annapolis, MD, close to BWI airport;
  - Easy access to DC;
  - Hotel across street;
  - Office space designed to support collaboration and small meetings;
  - Suitable for hosting VIPs and other guests;
  - Will reflect entomology and entomologists

Science Policy
- Science Policy Committee launched this year, chaired by Bob Peterson.
- Partnership with AIBS (communications, web tools/site, workshop and webinar).
- Committee to recommend agenda to GB in November.

Awards Review Committee
- Formed to review ESA’s awards programs (and Foundation).
- Chaired by Gail Kampmeier.
- Goal is to align awards with ESA strategic direction and make sure sources of bias in awards process are eliminated and/or prevented.

Support for Branch Leadership
- Meetings: What we’ve been offering:
  - Confex for abstract submissions;
  - Online registration;
  - On-site staff registration support;
  - Site selection and contract negotiations.
- Branch Leaders Resource Web Page;
- Synomone newsletter;
- Online Elections;
- Committee and Awards Judging Panel vacancy worksheet.

3. Committee Reports & Actions

a. Branch Support of Mixer at ESA Meeting: Executive Committee received request from Phil Mulder and David Ragsdale for financial support of a mixer at the Annual Meeting(s) of the ESA. A motion was made that the Executive Committee approve payment for 50% (not to exceed $1,000) of charges in support of a Branch mixer for Austin, TX annual meeting. This support will need to be reviewed annually and University Department Heads propose a protocol for handling charges and payment ahead of Annual meetings. All members approved and the motion passed unanimously.

b. Program Committee Report: Scott Ludwig announced that we had 46 non student papers and 25 posters. He also suggested that we stagger program committee members so that there is continuity from year to year and that the committee does not have to start over each year from scratch. Justin Talley, presenting for 2012 Program Co-Chair Sonja Swiger, indicated Confex system worked well during this first year, but suggested the need for improved method for solicitation of symposia for future Branch meetings. A
motion was made and seconded that the Executive Committee approve use of Confex for the 2014 Branch meeting. The motion passed unanimously.

c. **Photo Salon for Southwestern Branch:** Lauren Ward, Co-Chair of Insect Photo Salon Subcommittee for the Joint Branch meeting, reported substantial interest from Southwestern Branch members and suggested establishment of an Insect Photo Salon competition for the Branch. Incorporation of monetary award(s) for winning photographs was suggested to encourage further participation by Branch members – winners currently only receive a certificate. A motion was made and seconded that the Southwestern Branch Student Affairs Committee organize an Insect Photo Salon, with Lauren Ward as Chair for the 2013 Branch meeting. The motion passed unanimously.

d. **Local Arrangements Committee:** Brad Lewis commented that arrangements for the meeting went very well this year. He noted, along with others that Cindy Meyers from ESA National was invaluable helping with registration. This involvement has made the registration process much easier and efficient.

e. **Branch Endorsement of ESA Candidates for President:** Following discussion and with input from ESA President Grayson Brown, a motion was made and seconded that the EC would not endorse candidates outside the Southwestern Branch during 2012 elections. The motion passed unanimously. A second motion was made and seconded that the Executive Committee nominate Phil Mulder for Vice-President-Elect for ESA, pending acceptance of nomination by Dr. Mulder. The motion passed unanimously.

f. **Election for Secretary-Treasurer-Elect:** Tom Royer reported Dr. Carlos Bogran was elected as 2013-14 Secretary-Treasurer-Elect for Southwestern Branch. New nominations need to be submitted to Allen Knutson (Chair, 2013 Nominating Committee) by mid-May to conduct Branch election concurrently with elections for national offices. President Esquivel to circulate call for nominations to Membership.

g. **Governing Board Representative Report:** David Ragsdale, Branch representative to ESA Governing Board, reported the following:

   i. David has begun his 3 year term as rep to the ESA GB.
   
   ii. The Board approved $60,000 to support travel to International Congress of Entomology and Linnaean Team travel to Annual Meetings. For the latter, briefs are to be submitted to John Heraty, Chair of Students and Young Professionals Committee, for review of cases on a hardship basis; complete protocol not in place yet.

   iii. Chair of Certification Board Committee, indicated a replacement was needed for the SW Branch Representative for the Board Certified Entomologist program as Brian Mount had moved to the SE branch. Bart Drees Chaired an ad hoc Committee consisting of Mike Merchant and Bob Davis to select two nominees for this position. This committee selected Molly Keck and Ted Granovsky, and these names were forwarded to Nominating Committee. The Nominating Committee submitted these two nominees to ESA Central for election. Molly Keck is now the ESA-SWB Representative to the Certification Program.

   iv. David Ragsdale related the ESA National project to develop ways to state the society’s stance on science policy. The title of the project is the “Impact of
Science on Society.” This group will meet four times per year and input is highly desired.

v. Dr. Ragsdale also asked that our members work toward growth the Southwestern Branch by 10% in the next year to reach 550 members.

h. **Student Affairs Committee:** Melise Schmidt-Taylor reported on;
   - Better communication with the Executive Committee
   - Better coordination of volunteers, especially a needs list and slots to be filled
   - Asked that the registration form have a checkbox for volunteers
   - Did not believe it was necessary to waive registration fees
   - There is a need for the career and opportunity room to come back
     1. Consider an oral description of the available jobs be given at the box lunch
   - Less help is needed at registration since the ESA National now provides support.
   - There was a general discussion on commitment by students to the obligations for which they sign up

i. **Audit Committee:** Don Henne reported that the financial records are in good shape. If desired, we may consider moving more of our available funds to our savings account. There was some discussion about how the Southwestern Branch could invest funds, and Dr. Ragsdale was charged with bringing this discussion to the attention of the Governing Board.

j. **Awards and Nominations:** Jesus Esquivel. See Submitted report for 2012-13

k. **BCE Committee:** no report

l. **Archivist Report:** Greg Cronholm noted that very little is now sent in for archiving most likely resulting from the significant drop in people mailing letters and the almost universal use of emails. There was some discussion and a call for people to consider keeping email records of the communications associated with the meeting and submitting these printed emails to the archive.

m. **In Memorium Committee:**

n. **Insect Detection Committee:** See submitted report for 2012-13

o. **Insect Expo:** See Submitted report for 2012-13

p. **Linnaean Games:** See Submitted report for 2012-13

q. **Membership Committee:** Justin Talley reported that the Southwestern Branch has 541 members

r. **Nominations Committee:** Allen Knutson reported that the individuals elected for Secretary-Treasurer Elect, Governing Board Representative and BCE representative were Carlos Bogran, David Ragsdale and Molly Keck, respectively

s. **Public Information Committee:** see accompanying report

**t. Resolutions Committee:** it was noted that this committee needs some work to let members know how it operates and for what reason. The committee accepts resolutions from members to be brought before the Executive Committee and the membership at the Business Meeting. Needs more visibility. The common resolutions, for example, those thanking the hotel for its services, or the ESA National staff for their help with registrations, should be written up and posted.

u. **Site Selection Committee:** February 23rd to 27th, 2014 in San Antonio. Possibly Oklahoma City or Tulsa in 2015, and possibly Houston, Harlingen or Weslaco in 2016.

v. **Student Research Paper and Awards:** See attached report

w. **Youth Science:** No report provided
4. Other Business

a. President Bundy announced the formation of a special committee to formalize fund raising for the branch, especially the meeting itself and Insect Expo. This committee will be led by Bob Davis and Scott Ludwig. An SOP will be set up for next year. We are open to ideas from members regarding this committee and to ideas and members who want to volunteer.

5. Jesus Esquivel assumes Presidency, recognizing and thanking Scott Bundy for his service as 2012-13 Branch President. President Esquivel announced the 2014 Branch meeting would probably be held in San Antonio, TX, likely during late February.

6. Meeting was concluded

Minutes compiled by Dr. Jerry Michels & Bob Davis

Respectfully submitted,

Bob Davis
Secretary-Treasurer, 2012-13