

NCB-ESA Honorary Awards Committee 2019 Report

Prepared 3/12/2019 by Jason Harmon

Members: Kacie, Athey, Steve Bradbury, Jason Harmon (chair) Louis Hesler, Jessica Kansman (student rep), Erin O'Brien, and Kevin Rice

Committee Objectives: Choose winners for the C.V. Riley Award and the NCB Award of Merit.

Committee Activities: We received two outstanding nominations for the C.V. Riley Award and two outstanding nominations for the NCB Award of Merit. This year we chose Dr. Mike Smith (Kansas State University) for the C.V. Riley Award and Dr. Kelley Tilmon (Ohio State University) for the Award of Merit.

Committee activities went incredibly smoothly this year. Cindy Myers from the national ESA office provided exceptional support, particularly with the online nomination system. Committee members were prompt and thorough in evaluating the nomination packets. Drs. Clint Pilcher and Andrew Michel were very helpful in coordinating information and answering questions.

Suggestions for Improvements: The guidelines for the Honorary Award Committee were a touch out of date and confusing. I propose that the information below be reviewed by all appropriate personnel and then be used to update the Honorary Awards Committee section of the NCB Guidelines.

Procedures and Guidelines-North Central Branch Honorary Award Committee

C.V. Riley Award and NCB Award of Merit

1. Communicate with NCB Executive Committee's representative for facilitating awards and the Entomological Society of America National Office about the deadline for awards and their posting on the ESA's web site and online submission site.
2. Encourage nominations for all awards.
3. After the deadline for awards has passed, communicate with the ESA National Office to receive log-in credentials and links to all applicants for the C.V. Riley Award and the NCB Award of Merit.
4. Share the nomination packets with the committee members and request votes for each award.
 - a. If there are multiple nominees for an award, the committee may evaluate and rank nominees on a 5 point system and/or ask committee members to designate nominees as first, second, etc.
 - b. In case of only one nominee, the committee should vote (yes/no) if they find the nominee acceptable.
5. Tabulate committee responses and prepare notifications of the results.
 - a. Winners should be notified with their nominators and the current NCB President cc'd on the notification.

- i. Winners should also be asked for a photo and short bio to be included in the upcoming NCB-ESA Annual Meeting Program Book.
 - ii. This information should be passed on to the Program Chair of the upcoming meeting and to the NCB Secretary/Treasurer.
 - b. For non-winners, only notify nominators by acknowledging their support of the award and thanking them for their efforts.
 - c. Notify any other Executive Committee member helping to facilitate awards, and the relevant personnel from the ESA National Office.
 - i. The National Office staff member will update the list of winners once the information is ready to share.
 - d. Notify Honorary awards committee members of the final decision.
6. Nominations will be automatically extended for one year for those not selected. A nominee may resubmit and update supporting information. The Chair will contact the nominator and the nominee for updated information. ***(This needs to be checked if this will automatically happen with the new web-based nomination system)***
7. A final report summarizing committee activities should be forwarded to the NCB Secretary-Treasurer and NCB President before the annual meeting. The final report should highlight the committee's efforts, including number of nominations, changes in people, what worked, what didn't work, and any ideas for future meetings.
8. The committee chair will be prepared to announce and present the awards at the annual meeting.