

North Central Branch of the Entomological Society of America 2018-2019 Secretary-Treasurer Report

To: NCB-ESA Executive Committee

Date: 11 March 2019

Important activities:

1. Throughout 2019, I stayed in close communication with ESA Central staff, particularly Becky Anthony (Programs and Meeting Manager) and Neil Willoughby (Director of Finance). I am thankful for all their helpful comments to help me better understand this role. Becky also provided a timeline for completing important tasks as we approached the meeting, and updated us on meeting registration.

2. I also worked closely with NCB-ESA President Bill Ravlin, Program Chair Jen Pechal, and Local Arrangements Chair Josh Benoit to plan a meeting of interest to our members. We and other members of the Executive Committee meet via video teleconferencing (e.g., Zoom) to finalize deadlines, delegate tasks and discuss a budget outline.

3. I submitted a final financial report of the 2017-2018 annual meeting to the Audit Committee in November 2018. I also provided financial documents to Neil Willoughby in January 2019 for an audit. I have not heard back from either group regarding the status of our branch.

4. ESA Central is helped our branch secure a date and venue for the 2020 annual meetings. This is extremely helpful to us, as they are able to identify venues that fit our meeting needs. Stephanie Maher (ConferenceDirect) was particularly efficient in getting venue quotes and negotiating a fair contract. It was decided to have a joint meeting with the Southwest Branch in Oklahoma City, OK (15-18 March 2020) with President Andy Michel.

Financial summary:

1. Our investment portfolio with TIAA-CREF is strong with 10.8% growth rate in 2019. As of 28 February 2019, our assets were estimated at \$39,744.73.

2. Our current balance in checking account is \$6,474.51

3. Just days before the 2019 meeting, the registration is at 280 people. This is above the 5-year average of 252. Approximately half of people attending the meeting are students. The expected meeting income is \$53,500 (\$38,000 in registration, \$9,000 in sponsorships, and \$6,500 in Program Enhancement Funds from ESA Central). The expected expenses will be \$66,000 (\$28,000 in food and beverage, \$23,000 in awards, and \$15,000 in facilities and other costs). There is an expected meeting deficit of \$12,500.

Budget recommendations to consider:

The NCB-ESA met the previous spend-down efforts recommended by ESA Central and now our current TIAA-CREF assets are worth approximately \$40,000. The last four meetings ended up being in serious deficit (>\$5,000). We can no longer continue to offer the same meeting benefits and expect to maintain a fiscally-sound branch. Listed below are my recommendations for the Executive Committee to consider:

1. Continue to hold our annual NCB-ESA meeting in March for improved registration numbers.

2. Have the Program Chair heavily recruit for symposia to make the meeting more diverse and attractive to NCB-ESA members.

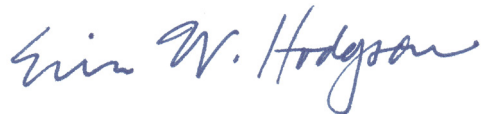
3. Work with the ESA Governing Board to change the formula for Program Enhancement Funds to provide more funding for symposia.

4. Continue working with a Member-at-Large to start requests for sponsorship six months prior to the meeting. Delegate to other members as needed to reach national and regional sponsors.

5. Decrease funding for meeting functions:
 - a. Reduce student competition funding to 1st place (\$300) and 2nd place (\$200).
 - b. Decrease travel scholarships to twenty (\$200).
 - c. Decrease Linnaean Game awards to 1st place (\$2,500) and 2nd place (\$1,500).
 - d. Eliminate the student luncheon but encourage a SAC-sponsored symposium at the meeting.
 - e. Eliminate the cash award for the Excellence in Early Career Award (\$1,000)
 - f. Cap PEFs to \$4,000.

6. Offer a way to indicate attendance in the online registration system for the Welcome Reception, Student Social and Awards Luncheon to help reduce waste.

Respectfully yours,



Erin Hodgson, NCB-ESA Secretary-Treasurer