

# North Central Branch of the Entomological Society of America 2021-2022 Secretary-Treasurer Report

To: NCB-ESA Executive Committee

Date: 15 March 2022

## **Important activities:**

1. I stayed in close communication with ESA Central staff, particularly Becky Anthony (Programs and Meeting Manager) and Neil Willloughby (Director of Finance). Becky also provided a timeline for completing important tasks as we approached the meeting. I am extremely grateful for Becky helping us communicate with membership via e-newsletters, coordinate branch elections, handle meeting registration and hotel negotiations, and support credit card transactions. Javhana Johnson provided weekly meeting registration updates. Rosina Romano, helped our branch secure a date and venue for the 2023 annual meeting (rescheduled joint meeting with the Southwestern Branch in Oklahoma, OK). We continue to manage COVID-19 safety concerns.
2. I worked closely with NCB-ESA President Mary Gardiner, Program Chair Christelle Guédot, and Local Arrangements Chair Mark Asplen to plan a meeting of interest to our members. The Executive Committee regularly met via Zoom to finalize deadlines, delegate tasks, and discuss a budget. Executive Committee Member-at-Large, Laura Campbell, and I actively pursued meeting sponsorships to offset expenses; approximately \$12,000 was generated to support the meeting.
3. I submitted a final financial report of the 2020-2021 annual meeting to the Audit Committee in November 2021 and it was approved in December 2021. I also provided financial documents to Neil Willloughby in February 2022 for a branch audit.

## **Financial summary:**

1. Our investment portfolio with TIAA-CREF is strong with a 9.05% growth rate in 2021 (\$4,193 income). In December 2021, our assets were estimated at \$50,546. As of 1 March 2022, our current checking account balance was \$25,752 and our overall finances are \$76,298.
2. Just days before the 2022 meeting, the registration is at 217 people. This is below our 3-year average of in-person meetings (290). Approximately 47% of people registered for the meeting are students.

## **Budget recommendations to consider:**

The last five in-person meetings ended up being in serious deficit, averaging \$6,422 in losses per meeting. We are working closely with ESA Central to make sure our meeting budget is fiscally sound. 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. Continue working with a Member-at-Large to start sponsorship requests 6-12 months prior to the meeting. Delegate to other members as needed to reach local and national sponsors.

Respectfully yours,



Erin Hodgson, NCB-ESA Secretary-Treasurer

