

**Minutes of the Meeting of the Executive Committee,
of the Southwestern Branch of the ESA**

**Agenda
19 January 2012**

Allen Knutson, President of the Southwestern Branch of the ESA, called a meeting of the Executive Committee via telephone conference on Thursday, 19 January 2012.

Executive Committee Members participating in the teleconference were:

Allen Knutson, President
Jesus Esquivel, Secretary-Treasurer
Scott Bundy, Vice President
Robert Davis, Secretary-Treasurer-Elect (logistics of cell phone service precluded Bob's participation in the entire teleconference)
Tom Royer, Past-President

Executive Committee Member not participating was Bart Drees, Southwestern Branch Representative to the Governing Board.

Agenda Items:

1. New SW Branch web site.
 - a. President Knutson indicated the Branch website was now being hosted by ESA Central website, thereby saving the Branch approximately \$1200 previously paid to previous site host (Texas A&M University).
 - b. Online registration was now being offered for Branch meetings. Cost (ca. \$1,100) to Branch for online registration option was split with Southeastern Branch because of 2012 Joint Meeting. If the Branch continues to use online registration for meetings, the Branch will be accountable for entire cost.
 - c. Link to Society of Southwestern Entomologists' website needs to be updated at the Branch website. Secretary-Treasurer Esquivel to contact ESA Central regarding the update.
2. Revised Standard Operating Procedure.
 - a. Standard Operating Procedures for the Branch are now posted at the Branch website.
 - b. Vice-President Bundy indicated a new responsibility for his office will be to communicate with Branch Committee Chairs regarding updating rosters of Committee Members.
3. Branch Meeting for 2012 in Little Rock.
 - a. President Knutson clarified budget for Meeting. Branch currently in negative with expenses exceeding income, although all donations and registrants are not accounted for to date.

- b. Vice-President Bundy to respond to Student Affairs Committee Chair and clarify that microphones for Linnaean Games have been accounted for, thereby avoiding duplicate charges to the Branch.
4. Nominations Committee: Election of Secretary-Treasurer-Elect.
- a. Past-President Tom Royer reported Drs. Gerry Michels and Carlos Bográn were nominees.
 - b. Online voting by Membership to begin 24 January and end on 22 February 2012.
 - c. Past-President Royer to make personal calls to nominees regarding outcome of election.
 - d. Incoming Secretary-Treasurer-Elect to be recognized at the Plenary Session of the upcoming Joint Meeting with the Southeastern Branch.
 - e. Members present at the Final Business meeting to be queried regarding potential nominees for 2012-2013 election of Secretary-Treasurer-Elect.
5. Youth Science Committee
- a. Past-President Knutson reported Dr. M.O. Way agreed to serve as Chair of Committee.
 - b. Proposed that activities of the Committee be expanded to include other outreach activities. Standard Operating Procedures (SOP) for Committee would likely require revision. Chair will be asked to revise SOPs for review by Executive Committee before presenting revisions to Membership at Final Business meeting of Branch meeting.
6. Honors and Awards Nominations
- a. President Knutson indicated the Branch would need to be more proactive in submitting nominations for ESA Awards. Of particular interest were the ESA Distinguished Achievement Award in Extension, ESA Distinguished Achievement Award in Teaching, and the Entomological Foundation's Award for Excellence in IPM because the Branch can only submit one nominee to ESA Headquarters for consideration in national competition for respective Award.
 - b. Dr. Chris Sansone's nomination package would be re-submitted to the Branch Awards Committee for consideration of Extension Award, to be subsequently forwarded to ESA Headquarters. Dr. Sansone to be recognized at the Branch meeting as the Branch nominee.
 - c. A nomination package for Dr. Roy Parker would be submitted during 2013.
 - d. Past-President Royer to solicit nominees for Teaching Award.
7. 2013 Meeting and ESA National Meeting.
- a. Vice-President Scott Bundy indicated the 2013 Southwestern Branch meeting would be held in Las Cruces, NM.
 - b. Local Arrangements Committee Co-Chairs for the 2013 Branch meeting are Carol Sutherland and Brad Lewis.
 - c. Insect Expo expected to be supervised by Andrine Shufan.
 - d. Meeting dates not yet established.

8. Other Business

- a. Secretary-Treasurer Esquivel to contact Audit Committee ahead of Branch meeting to discuss meeting date/time during the 2012 Branch meeting.
- b. President Knutson to contact Bonnie Pendleton regarding plans for Silent Auction at 2012 Branch meeting.
- c. Issue of national office candidates requesting “endorsement” from the Branch was discussed. Committee consensus that likely not a practice to endorse candidates. Nonetheless, issue will be an agenda item at the Final Business meeting of 2012 Branch meeting.
- d. Secretary-Treasurer Esquivel to contact ESA Headquarters regarding recognition plaque for outgoing President’s service to the Branch.
- e. Secretary-Treasurer Esquivel to contact Site Selection Committee ahead of the 2012 Branch meeting regarding potential meeting location for the 2014 Branch meeting.

Respectfully submitted,

Jesus F. Esquivel /s/
Secretary-Treasurer, 2011-12
Southwestern Branch of the ESA