

**MINUTES**  
**2019 ESA-SWB Executive Committee Meeting**

April 18, 2019  
8:00 to 10:00 AM  
Hyatt Regency Tulsa  
Tulsa, Oklahoma  
Boardroom, Rm. 304

Meeting called to order by Molly Keck at 8AM  
(Minutes taken by Wizzie Brown)

Participants: Molly Keck, Becky Anthony, Eric Rebek, Wyatt Hoback, Bob Davis, Ed Bynum, Jocelyn Holt, Jesus Esquivel, Tracey Payton Miller, Wizzie Brown

Regrets: Sonja Swiger, Justin Talley

**1. Acknowledgments – 8:00 am to 8:05 am**

- Eric- acknowledgements to everyone
- Molly thanked Eric for service as well as Sonja & Wizzie for organizing

**2. Meeting Recap – 8:05 am to 8:30 am**

- 3MT was fun & great that we had more participants than signed up online
  - move start of 3MT time a bit later to loosen up more students
- For student reception do not order hors d'ouvers, instead get tortilla chips & salsa, pretzels, potato chips to snack on while they are drinking
  - Maybe have SSE sponsor the student mixer if they are going to sponsor the 3MT
  - Molly to contact SSE President (Justin Talley) about this
- Reach out to Raj Saran with Bayer will like to help with symposium & sponsoring meeting
  - *We need someone to be assigned this task!*
- Reach out to Pari Pachamuthu from Rentokil about sponsoring & participating in branch symposia, etc.
  - *We need someone to be assigned this task!*
- Insect Expo 2020- figure volunteer numbers by end of January 2020 to make sure we have enough water, etc.
  - Order coffee for Expo volunteers from 8-9:30AM
  - Have water and coffee in separate room so it's only for volunteers

**3. ECP Committee – 8:15 am to 8:21 am**

- Tracey Payton- Miller will plan another symposia next year, possibly on how to advise students
  - Talk to Ryan Seether (from small school too); do talk on small schools
  - Adam Mitchell from Tarlton State- recruit to committee
  - Brandon Smythe from New Mexico- recruit to committee
- Eric Rebek talked to Estelle Martin (Post Doc from Texas A&M) about joining ECP committee; Dr. Martin said she will join ECP committee if she does not get a job outside of SWB
  - Tracey needs to get back with her about committee involvement

- Becky Anthony plans to talk to NCB to do joint symposia in 2020 meeting
- Wyatt Hoback will organize organizing Educational Outreach symposia for 2020
  - Early career & educational outreach symposia need to be at different times so people can participate/ attend both if needed

#### 4. SAC Committee – 8:21 am to 8:45 am

- Committee currently has 6 members; 1 unable to continue for personal reasons
  - Going forward Jocelyn will tell people to contact committee chair if they want to participate
  - Incorporate undergraduate somehow so they get exposure
- PHOTO SALON
  - 37 entries
  - In 2020 we need to get photos to run while we are eating dinner
    - Jocelyn will update SAP so photos can run during dinner in future
  - Becky is setting up an archive for photo salon photos & that photos can be used as marketing materials (in rules states that photos become property of the branch)
  - Jocelyn & SAC committee will send out a 10 point rubric made for judging along with call for submissions so entrants know what category their photo(s) fit into & what photos will be judged on
    - SAC may need to add other criteria if we begin to get more photos submitted & may need to come up with another rubric for second round of photo judging
  - SAC needs to come up with a method of photos being more anonymous so it doesn't cause bias
    - Need to update photo salon rules so that if SAC member submits photo(s) then they are unable to judge photos
    - Needs to be only one person who knows who submitted photos
- SSE is sponsoring 3MT in the future, so they will be in charge of it moving forward
  - *Someone needs to be assigned to follow up on this with Justin to make sure SSE is in contact with SAC about 3MT*
  - SSE President is expected to be at 3MT to tell about Society of Southwestern Entomologists
  - Jocelyn reaching out to Sergio (Mexico) to get rep on SAC
    - make sure they can speak & understand English
    - reach out to students from Tarleton to get more involved in SAC
- Jocelyn will be here 2020, but she is looking for someone to fill in & lead SAC after her
  - Anyone with suggestions should email her [holtjocelyn@tamu.edu](mailto:holtjocelyn@tamu.edu)
- Update SOP to allow ECPs to serve for 1 year instead of 6 months?? (I'm not sure if this is ECP or SAC....)

#### 5. New Business – 8:45 am to 9:45 am

- Society of Southwestern Entomologists
  - SSE President needs to be recognized along with Society as sponsoring joint awards at final banquet/ meeting
  - SOP for final meeting needs to be created
    - *Someone needs to be assigned this task and work with Justin to make sure SSE is aware of responsibilities*

- SSE Executive committee needs to be added to future programs; & any committees that they have; make decision if we also want to add a SSE past President list
- Program book (suggestion by Becky)- *need to decide if we plan to do this*
  - Remove abstracts from program book will cut program book size in half & reduce costs
  - Since doing joint meeting in 2020, we can remove the abstracts then & not bring them back
- Student judging
  - Becky said we can make process smoother by moving to online judging
    - *This needs to be decided if we want to do this & if so, we need to figure out how the process will work. Is there already a systems set up that we can use?*
- Committee Chairs
  - Eric we need to make sure that we rotate chairs of committee; Eric going to update SOPs
    - *Who is responsible for committee chair rotation? When will this go into effect?*
  - Committee chairs need to consistently update SOPs as more things come up
- Archives
  - Greg Cronholm will be responsible for items at Cushing Library (TAMU in College Station) in hard copy, but from 2019 meeting and forward move archives to digital
    - Becky said we have an digital archive already & has been posting minutes as pdf from 2015
    - Archivist can print off documents from the web & send them to Cushing
    - Becky said other branches only put program book into hard copy
  - Do we need an secondary archivist or do we need the secretary to be a secondary to send in stuff- *need to decide on this*
    - For emails- only send the ones which are regarding voting
- 2020 meeting
  - Becky- will do Zoom calls with President & Treasurer for SWB & NCB to talk finances for 2020 meeting
  - For next year will do joint awards session; combine what we can
  - Expo needs to be on Monday
  - NCB usually starts on Sunday- few symposia
    - We need to get them to start student stuff on Sunday
    - Plenary Monday evening after Expo
    - Expo do split session so students are worn out
    - Do luncheon on Wednesday to compromise
    - Becky- can we pool student competitions so students get to compete against a larger pool of people
      - Pool money into one large pot & take it out of it
      - Not splitting awards to NCB & SWB meeting
      - We can have more winners for the categories if we have more people being in competition (i.e. 6 instead of 3)
        - Tracey- expand how many awards you get if you combine
        - Jesus- possibly doing disservice to the SWB students & how can we do the SSE membership for award winners
          - Eric- have pot of money; SWB contributes & SSE contributes; & match NCB money

- Ed- have Molly contact Allen Knutson who was the President when had joint meeting with SEB
    - SSE needs to be involved in this as they are putting in money too
  - Becky get idea of expenses before we set up registration rates for the meeting & this is opportunity to raise our rates
  - Bob- will NCB have issue with SSE being involved; have Justin talk about SSE with more people
    - Wyatt- have SSE to judge the SWB members, but Becky said would need to have separate submission category & that would make things more difficult
  - Jesus- are they bringing money with photo salon too?
    - Becky- they do photo salon differently- theirs is run by a camera club- *someone should talk with Andy Michael NCB President about their photo salon*
    - If we pool everything then we need to pool money into one pot
  - Jocelyn- will 3MT be open to NCB & SWB- *no decision was made on this*
  - Linnaean Games- Sunday, Monday, fun game on Tuesday
    - Start on Sunday evening (before joint mixer)
    - Final rounds Monday
    - Fun game between branches Tuesday
    - 2 rooms set for Linnaean games or have 1 room for games & switch out times
  - Maybe start 10AM on Sunday so people have time to drive, but can fit more stuff in
- Photo Salon
  - Jocelyn wants to add a new category to photo salon on taxonomic identification
    - *She needs to talk to Justin with SSE to have their input*

Future site selection- *Wyatt & Wizzie are working on this*

- 2021 narrowed to Texas- Wyatt should talk to Conference Direct (contact is Morgan)- give 2-3 cities over 2-3 sets of dates
  - Need multiple dates so dates of various branch meetings do not overlap
- Avoid holy week (Mexico) if going to south Texas
- For 2021 Wyatt is thinking of Dallas, El Paso, College Station, Houston as possible cities
  - Worry about making room block if have in College Station
- Wizzie beginning to look for locations & dates for 2021 meeting (Texas)

Science communication money

- *Jesus plans to write up proposal to try to keep science communication money*
  - *Molly needs to provide report to governing board & Jesus needs to know what is in it*
    - *Jesus can put in motion in the report*

Moving Banking to ESA

- *Bob is going to contact ESA moving current banking account (Wells Fargo) to ESA to have them be in charge of banking*

Te Que Ne Wap

- *Eric will contact Grant Kinser about buying copyright for bust Master's Award- tabled at first meeting*
- *Jesus will help draft a description of the award with Molly and Jocelyn*

**6. Treasurer's Report** – 8:21 am to 8:45 am

- No updated treasurer report from Wednesday night
  - *See attached treasurer's report*

**7. Adjourn** – 9:50 am

- Eric made motion to adjourn, Jesus seconded; all in favor & passed

**Addendum**

- Bob Davis, treasurer- the branch will contribute \$1000 to mixer at 2019 annual meeting



ESA SWB Treasurer's Report April 14, 2019  
Checking Account

Beginning Balance January 1, 2019		<u>\$17,157.92</u>
INCOME		
Donations and Gifts	\$2,600.00	
ESA - PEF funds	\$1,000.00	
Linnaean Team Travel	\$0.00	
Registration	\$13,930.00	
Society of Southwestern Entomologist	<u>\$0.00</u>	
TOTAL SWB Deposits		<u>\$17,530.00</u>
TOTAL INCOME		<u>\$34,687.92</u>
EXPENSES		
Hotel Meeting Facilities	\$0.00	
Poster Board Rental	\$0.00	
Program	\$0.00	
Reception	<u>\$0.00</u>	
TOTAL Annual Meeting	\$0.00	
Awards		
Percival Award	\$0.00	
Photo Salon Award	\$0.00	
Ta-que-ne-whap Distinguished SWB Service	\$0.00	
Undergraduate Achievement	<u>\$0.00</u>	
TOTAL Awards	\$0.00	
Linnaean Games		
Linnaean team	\$0.00	
Linnaean Team Travel	\$0.00	
Linnaean Plaque	\$64.00	
Team Poster	<u>\$0.00</u>	
TOTAL Linnaean Games	\$64.00	
Student Competition		
BS oral	\$0.00	
BS poster	\$0.00	
MS oral	\$0.00	
MS poster	\$0.00	
PhD oral	\$0.00	
PhD poster	<u>\$0.00</u>	
TOTAL Student Competition	\$0.00	
Other		
ESA Student mixer	\$0.00	
Honorarium	\$0.00	



Insect EXPO	\$0.00
Misc	<u>\$0.00</u>
Total Other	\$0.00
TOTAL EXPENSES	<u>\$64.00</u>
Ending Balance	\$34,623.92

As of April 9, 2019, the checking account balance at Wells Fargo Bank was \$34,623.92. There have been no further transactions as of April 14, 2019. Our savings account as of March 31, 2019 has a balance of \$13,119.94.

Respectfully submitted,

*Ed Bynum*

ESA-Southwestern Branch Treasurer