

ESA Eastern Branch Executive Committee Meeting
January 3, 2016
Minutes

Present: Daniel Frank, David Gammel, Tracy Leskey, Rob Morrison, Paula Shrewsbury, George Hamilton, Mark Taylor, Anne Nielsen, Becky Anthony, Cesar Rodriguez-Saona, Alvin Simmons, Jim Steffel, Daniel Gruner, Doug Pfeiffer

Call to Order: 1:10 pm

Committee Reports

Program Committee (Anne Nielsen): The 2016 meeting was hosted by the Northeastern Weed Science Society so we used their meeting template, which made it a challenge for us to incorporate our vision and needs for the meeting. Eastern Branch ESA acted as meeting program co-chair, so that in the end everything needed for our meeting was incorporated into the schedule. Currently, costs for the meeting are still questionable, but we should break even.

It appears timing has been a big deterrent for people attending the 2016 meeting, which may explain why registration is down (118 attendees registered at this time). We were able to incorporate three symposia (IDEP, Medical/Urban, and Biocontrol) into this year's program, which is down from the eight symposia we had during the 2015 meeting. We have our own student competition scheduled; 26 student competition oral presentations and 13 student competition posters. Student participation for the meeting is within the normal range (29 student competition oral presentations and 13 student competition posters in 2015). In addition, we have 53 submitted oral presentations and 12 submitted posters. In total, we have 104 presentations submitted by our membership, which is down from 140 during the 2015 meeting, and lower than meetings held since 2012. The meeting website and submission process were hosted by BASF. There was no method of identifying society affiliations during the submission process, and abstracts for the student competition were not automatically generated and may not be included in the judging process this year.

A trifold was printed for Eastern Branch members attending the meeting, which highlights our events and their time during the meeting. A plenary session program with biographies of award winners was also produced. Printing for both was provided by USDA-ARS.

On Monday, a social mixer is scheduled followed by an interdisciplinary quiz bowl. Tuesday evening we will hold our Linnaean games competition, which will be followed by an industry sponsored dessert social. A plenary session on Wednesday has replaced our annual awards banquet. Following the plenary session will be an all society mixer. Overall, there are good opportunities for people to network, and several various workshops available that students (and others) may find valuable.

Having a rigid agenda/template made planning this meeting difficult for the Eastern Branch ESA. In the future (if we decide to do this again) we need to work with the other societies from the ground up, and not be forced into using someone else's template.

Past President (Paula Shrewsbury): nothing to report at this time

Secretary (Daniel Frank): General communications for the 2016 meeting were emailed by ESA headquarters, with last minute updates/requests emailed by Daniel. This worked well for all parties involved and will likely be handled similarly for next year's meeting.

Treasurer (Mark Taylor): Mark presents the Eastern Branch ESA financial statement (see attached). The last statement received by Mark before the meeting was from November, but everything should still be up to date at this time. Funds available in our accounts total \$65,499.93. There was no money spent on Bug's World or Confex this year, but this was offset by increasing our student award money and Linnaean games award money. Funds have been relatively stable. Mark's position will open again after the 2017 meeting, so we need to start thinking about his replacement.

Governing Board (Doug Pfeiffer): Doug presents the Governing Board Final Report (see attached). Eastern Branch ESA membership currently totals 1,289 members (total ESA membership is 7,050). Attendance for the 2015 annual meeting in Minneapolis, MN was 3,044. A new child care support program was expanded for the national meeting this year with over 40 attendees receiving partial funding/support for this valuable service. Overall, ESA finances are in good shape.

The partnership with Oxford University press has been a major benefit to membership, namely with the elimination of page charges for ESA subscription journals for ESA members.

A new systematics oriented journal is currently being explored by ESA. This will be a subscription journal that focuses on systematics, morphology, and evolution. At the Minneapolis meeting there was support for this from SysEB members. A poll from ESA headquarters will be emailed soon to members to solicit further interest and ideas.

Currently, there are 2 teams (Delaware and VT) that have contacted Doug about participating in the Linnaean games competition this year.

Member-at-large (Melody Keena): Melody has resigned from this position due to other conflicts. Tracy and Cesar will work on re-appointing this position. We need to determine if the Executive Committee can reappoint this position, or if we need to have an election set up for the Eastern Branch membership.

ESA HQ (David Gammel): ICE continues to be a major feature of planning. Currently, 80% of the work for the ICE program is completed. Several societies are co-locating their meetings with ICE (ESA, Canada, Brazil, China, IUSSI, and IOBC). There will be separate business meetings and functions for the meeting, but all scientific content will be through ICE.

A major goal for ESA in 2016 is the grand challenge agenda; challenges facing humanity on a global basis to which entomology can make a unique and significant contribution. Two summits will be held this year to rally projects in entomology. A summit of the Americas on the *Aedes*

aegypti crisis will be held with the Brazilian Society of Entomology on March 13 in Maceio, Brazil. In addition, a summit during ICE will be held to convene global leaders and develop an agenda of challenges. If the ICE summit goes well, then additional summits and other activities focused on spurring action and increasing the contribution of entomology will be planned.

Diversity and inclusion efforts are a new strategic mission for ESA. A new special committee of the Governing Board will be benchmarking diversity and inclusion efforts at other membership societies and will make recommendation to the Governing Board on how to continue to enhance the ability of all members to fully participate in ESA. Although leadership roles are representative in ESA, membership itself needs more diversity.

Another strategic initiative this year involves STEP engagement. Engaging early career professionals, particularly post docs, was identified as a critical need in 2015. ESA plans on weaving more opportunities for post docs to engage in ESA, and also reaching out to encourage more support for travel, etc. at their institutions.

An ESA website redesign will be coming shortly. Focus groups will be held to get more feedback on the redesign and launch is expected before ICE, hopefully. This will transition down to Branch and section websites.

Our current ESA president, May Berenbaum, is interested in science communication with the public. This will likely be a continuing theme for the next several years. Other areas of focus for ESA in the future will be evaluated by leadership at the summer meeting and post-ICE.

ESA will be forming a new Science Policy Committee as a Special Committee of the Governing Board. Members from the Eastern Branch will be asked to participate. Its goal is to develop a new science policy agenda this year to enhance focus (it has been opportunistic to date). A tick-borne diseases workshop is scheduled in DC in May, followed by a Hill briefing and Congressional meetings. This will be a joint workshop with the IPM Institute, and support from CDC.

Currently ESA has \$5.6 million in financial reserve (total assets \$7.2 million). ESA is in good financial shape. ESA membership is at 7,050 (highest it has been in a while), and over 3,000 were in attendance for the national meeting. ICE is expected to have over 6,500 attendees. ICE will produce large surplus which is going to be used to fund strategic initiatives projects and efforts.

Awards Committee (Paula Shrewsbury): Eric, Chris, George, and Harvey were also on the committee for selecting members for the Howard and Streau awards. There were two nominations for the L.O. Howard award, and Mike Raupp was selected as this year's nominee. For the Herbert T. Streau award the committee selected Bill Lamp.

IDEP Committee (Lisa Tewksbury): no report. The IDEP symposium is scheduled for Monday afternoon.

Meeting Site Selection Committee (Mark Taylor): Conference Direct and Mark looked at meeting sites for 2017 and gave several options to the Executive Committee. Newport, RI was selected as the site for the 2017 Eastern Branch meeting, which will be held March 17-21 at the Newport Marriott. This information has been posted on the website.

Education and Outreach Committee (Faith Kuehn): The 2016 joint meeting initially presented the opportunity for a large and combined "Bug's World" type outreach program. Representatives from the various societies held a conference call on May 5 to discuss options. The chef of the Sheraton was included, as edible insects would be an important part of the program. Lots of ideas were generated, and Faith agreed to organize the program if one or two people from the other societies would agree to assist or co-chair. A call was made to the societies, but no one stepped forward. The main concern voiced was the timing of the proposed program (January 3), right after the Christmas and New Year's holidays.

As a follow up, Faith contacted the American Academy of Natural Sciences in Philadelphia to discuss a tour option. Meeting attendees could sign up for a "behind the scenes" tour of the Academy's extensive insect and plant collection, including many items of historical significance. The tour option was noted in the meeting registration, and 12 people expressed interest in attending. On December 28, an email was sent to all those expressing interest in the tour, detailing the cost and tour logistics. People were asked to reply, confirming their attendance. Seven people replied that they were not planning to attend, and one replied that he was planning to attend. As the Academy had stipulated that they needed at least 5 people to host the tour, this option was cancelled. Most people who replied stated that "something else came up" in their schedule, so it's hard to draw any conclusion as to why the interest in the tour faded.

No funds in the Outreach budget were expended for the 2016 meeting. Hopefully 2017 will be a better year for outreach.

Screening for ESA Awards Committee (Geoff Attardo): This year the committee was chaired by Geoff Attardo and co-chaired by John Losey. Brian Weiss (Yale School of Public Health) has agreed to co-chair this year.

The awards covered this year included the Distinguished Achievement in Teaching (3 nominated candidates), Excellence in Integrated Pest Management (2 nominated candidates) and Distinguished Achievement in Extension (no candidates). Linda Rayor was selected as the Eastern Branch nominee for the Distinguished Achievement in Teaching, and Greg Loeb was selected as the Eastern Branch nominee for Excellence in Integrated Pest Management. Both Linda and Greg were notified of their awards and both indicated that they would send along their biographies and photos for inclusion in the Plenary Session.

Because of the early timing of the ESA meeting at ICE in late September, the deadlines for national awards will be earlier. ESA will be sending out a notice in mid-January that these deadlines will be May 1, and not July 1 as in previous years. Cindy Meyers is the ESA HQ contact for these awards.

Three new awards have been approved by the Governing Board as proposed by the ESA's Student Transition and Early Professionals (STEP) Special Presidential Committee, with the advice of the Awards Committee. "These awards would fill a critical gap in professional recognition for ESA members in the first five years after graduation." Each gives \$1000 and free registration to the national ESA meeting. They are: STEP Outreach and Public Engagement Award, STEP Research Award, and the STEP Teaching and Extension Award. Nominations may be by the candidate or a colleague; regardless, please pay close attention to the upcoming guidelines for these new awards (particularly the distinction between the first and last awards).

Student Affairs Committee (Kevin Cloonan): Heather Connelly (Cornell) and Daniel Olmstead (Cornell) were selected as this year's John Henry Comstock and Asa Fitch award winners, respectively. The Executive Committee needs to contact Kevin to see if he will stay on, and recruit a co-chair for 2016.

Participation in the Student Affairs Committee has dwindled as of late. The Eastern Branch needs to get student representatives from its respective institutions to become more involved. In turn, this may help with recruitment for Linnaean games and student activities at meetings.

Archivist (George Hamilton): In June, George sends the Eastern Branch archives to the repository at Penn State. As a reminder, keep George in the loop during email communications.

Corporate Support Coordinator (Jim Steffel): There were several sponsor and exhibitor problems this year. It was decided to maintain separate sponsorship among the participating societies. However, we lost one sponsor (DOW) because this policy was set too late. Booth space and registration for sponsors was not available this year, space was at a premium for booths. In the future, if a joint meeting is pursued, more lead time for industry and sponsors is needed. Overall, support was similar from last year.

Linnaean Games (Doug Pfeiffer): Currently, only two teams have expressed interest in participation in the Linnaean games, so there is room for more.

ESA was shut out of the planning for the joint society quiz bowl. We had little input/information for this event other than a general description.

Student Competition Committee (Yong-Lak Park): This year's student competition has 14 poster presentations, 17 B.S./M.S. oral presentations, and 9 PhD oral presentations. Overall, the total number of presentations was reduced from 43 in 2015 to 40 this year.

Local Arrangements: Currently, 118 members have registered for the 2016 meeting. The hotel has been amenable to requests and very helpful; this site may be good for future meetings.

ICE Update (Alvin Simmons): The ICE meeting will be held September 25-30, 2016 (Sunday through Friday). Lapel pins are still available (contact Becky Anthony). Currently, 284 symposia have been accepted. The deadline for submitting late-breaking symposia is January 13. As a reminder, there is a one/presentation per individual limit. Regular submitted presentations are due February 1. The meeting registration deadline is March 25. There is a

need for volunteers (student competition judges, moderators, Insect Expo on Wednesday afternoon). An international Linnaean games will also be held during the meeting; it will be shorter (12 questions instead of 16). In addition, student debates and other student activities will be planned. Hotels are now open online.

If there is interest in holding a Branch mixer Tuesday afternoon then we should let Alvin know; it is up to each Branch whether they want to do this. Attendance for ICE is projected to be 7000-8000.

New Business:

Cesar will be the new president for the 2017 meeting scheduled in Newport, RI, March 17-21 at the Newport Marriott. Doug Pfeiffer will serve as the program chair, and Dan Gruner as co-chair. The theme for the 2017 meeting will be “Challenges in a changing world”, which will highlight climate change and invasive insects.

There has been interest at the Branch level for a student transition and early professional (STEP) award. A proposal submitted by Rob Morrison (see attached) was created to get the conversation started on this subject. General thoughts from those in attendance during the Executive Committee Meeting included:

- Extension and Outreach criteria should be combined.
- Early professional should be defined as first 5 years after terminal degree.
- Award should be judged by a committee or delegated to an existing committee (Awards Committee?).
- Have a single award winner; no second place to keep consistent with other awards.
- Page limits for nomination packages are too large; have it at 10 pages maximum.

If anyone has more feedback to provide they should pass it along to Rob and Cesar; they would like to pass a motion next year. Currently, it is anticipated that the awardee would receive \$500, an award plaque, and complimentary registration for the Eastern Branch meeting. The Eastern Branch's budget should be able to cover these new expenses, especially now that ESA HQ will cover catastrophic events that may occur during our meetings.

Tracy presents a document with proposed changes to the Eastern Branch bylaws (see attached). The recommendations were requested by the leaders who attended the summer strategy meeting and were compiled by ESA staff. The changes are intended to keep Branch bylaws more in line with the national bylaws. In order to pass these changes the Eastern Branch will need to reinstate its Bylaws Committee (an adhoc committee). Tracy and Cesar will look for two individuals interested in heading this committee. It is hopeful that we can have this committee formed soon, so that we can move on with their approval later this year. It would be beneficial to have this presented together with our elections.

Old Business:

Becky will look into adding consecutive terms amendment (two consecutive terms changed to three) for Treasurer and Secretary to the bylaws online.

Meeting Adjourns: 3:40pm

SOCIETY OF AMERICA
EASTERN BRANCH
FINANCIAL STATEMENT, November 2015

Total Funds Available, November, 2015	\$65,449.93
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Balance on Hand, Money Market, November, 2015	\$12,102.77
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Balance on Hand, Checking, November 2015	\$ 10,143.39
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Balance Combined Checking and Money Market	\$22,246.16
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Reserve Fund

BANK OF DELMARVA Certificate of Deposit, November, 2015	\$43,203.77
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TOTAL FUNDS AVAILABLE, November, 2015	\$65,449.93
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Fund Location

Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings)	\$12,102.77
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Wells Fargo Bank, Annapolis, MD (Checking)	\$10,143.39
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The Bank of Delmarva, Salisbury, MD (Reserve)	<u>\$43,203.77</u>
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Total	\$65,449.93
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SOCIETY OF AMERICA
EASTERN BRANCH
FINANCIAL STATEMENT, July, 2015

Total Funds Available, July 1, 2015	\$65,190.39
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Balance on Hand, Money Market, July 1, 2015	\$12,100.23
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Balance on Hand, Checking, July 1, 2015	\$ 10,048.39
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Balance Combined Checking and Money Market	\$22,148.62
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Reserve Fund

BANK OF DELMARVA Certificate of Deposit, July 1, 2015	\$43,041.77
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TOTAL FUNDS AVAILABLE, July 1, 2015	\$65,190.39
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Fund Location

Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings)	\$12,100.23
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Wells Fargo Bank, Annapolis, MD (Checking)	\$10,048.39
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The Bank of Delmarva, Salisbury, MD (Reserve)	<u>\$43,041.77</u>
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Total	\$65,190.39
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SOCIETY OF AMERICA
EASTERN BRANCH
FINANCIAL STATEMENT, March 1, 2015

Total Funds Available March 1, 2015	\$64,816.65
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Balance on Hand, Money Market, March 1, 2015	\$17,098.05
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Balance on Hand, Checking, March 1, 2015	\$ 4,758.04
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Balance Combined Checking and Money Market	\$21,856.09
Reserve Fund	

BANK OF DELMARVA Certificate of Deposit, March 1, 2015	\$42,960.56
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TOTAL FUNDS AVAILABLE, March 1, 2015	\$64,816.65
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Fund Location

Wells Fargo Bank, High Performance Money Market, Annapolis, MD (Savings)	\$17,098.05
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Wells Fargo Bank, Annapolis, MD (Checking)	\$ 4,758.04
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The Bank of Delmarva, Salisbury, MD (Reserve)	<u>\$42,960.56</u>
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Total	<u>\$64,816.65</u>
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Governing Board Report to Eastern Branch, January 2016 – Philadelphia PA

ESA Membership projected through 2015

<u>TABLE E Member Dues-2016</u>											
ESA Membership Counts by Category & Year											
	2007	2008	2009	2010	2011	2012	2013	2014	2015 (proj)	<u>2016 Dues Rates</u>	<u>Revenue</u>
Member	3,904	3,751	3,792	3,570	3,503	3,458	3,523	3,566	3,675	144	529,200
Student Mbr.	1,298	1,294	1,452	1,644	1,676	1,823	2,092	1,907	1,830	36	65,880
Student Trans	159	189	241	219	210	113	92	239	375	73	27,375
Early Prof	141	219	321	391	412	551	633	686	550	108	59,400
Emeritus	249	247	247	252	244	256	252	243	260	73	18,980
Emeritus-Gold	100	137	147	135	129	130	119	121	120	36	4,320
Emeritus Pndg.	16	19	13	-	-	-	-	-	-	-	-
Life	6	5	5	5	4	3	3	1	1	-	-
Honorary	48	43	47	43	47	46	46	44	45	-	-
Family (M1)	58	56	56	50	49	45	47	45	42	144	6,048
Family (M2)	58	57	55	62	48	49	45	45	45	74	3,330
SA-Contributor	2	-	-	1	1	1	2	2	2	500	1,000
SA-Bronze	4	4	5	4	4	2	3	2	2	1,000	2,000
SA-Silver	1	-	2	1	1	1	1	1	1	2,000	2,000
SA-Gold	9	6	9	6	6	6	6	6	6	3,000	18,000
Pres. Circle	27	29	28	27	23	29	25	27	26	288	7,488
TOTAL	6083	6056	6420	6,410	6,357	6,513	6,889	6,935	6,980		
										Member Dues	745,021
2016 - While no net growth is <u>budgeted</u> for 2016 in actual numbers, our actual <u>goal</u> for total membership in 2016 is 7,100+.										Total	745,021

Year-end numbers for 2015: Total Eastern Branch 1,289 (total ESA 7,050)

Annual meeting attendance: 2006 (Indianapolis) 2415; 2007 (San Diego) 2854; 2008 (Reno) 2524; 2009 (Indianapolis) 2688; 2010 (San Diego) 3298; 2011 (Reno) 2643; 2012 (Knoxville) 2952; 2013 (Austin) 3479 (all time record); 2014 (Portland) 3467 (second largest ever); 2015 (Minneapolis) 3044.

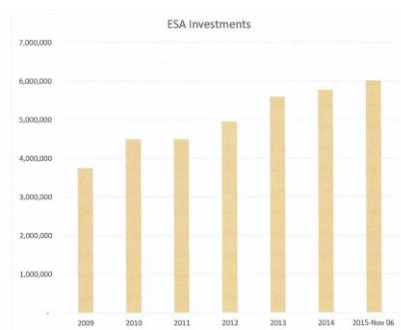
ESA Finance

ESA 2016 BUDGET SUMMARY

	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 (Proj)	2016 (Proposed)
Total Revenue	3,336,275	4,655,762	3,704,470	4,489,023	3,404,247	3,624,227	6,126,225
Total Expenses	3,611,582	4,282,790	3,919,230	4,614,908	3,633,722	3,496,579	5,676,090
Net Income/(Loss)	(275,307)	372,972	(214,760)	(125,885)	(229,475)	(127,648)	450,135

- Total assets November 30, 2015: \$8.0 million
- Investments November 6, 2015: \$5,901,815 (\$104,825 gain from last year)

ESA Investments

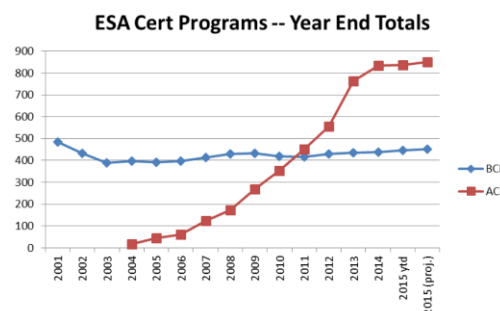


Important Issues before ESA

- ICE continues to be a major feature of planning. Meeting registration will increase for 2016 (ICE), but in 2017 will revert to 2015 levels. One area needing attention will be recruitment of judges for student competitions.
- Enhance aspects for STEP members. This will be critical given the large increase in student members. ESA will sponsor assistance for STEP member travel to ICE, supported also by branches and sections.
- ESA web site is starting a redesign process to make it more useful, especially with mobile devices.
- ESA last year established a publishing partnership with Oxford University Press. This has enabled a major benefit to membership, namely the elimination of page charges for our subscription journals for ESA members. There will still be an open-access fee, but this is reduced by 20% for ESA members. JIPM and AMT retain fees, but discounted.
- Journal of Insect Science was acquired by ESA. Charges will be maintained for this open access journal, but will be reduced by 20% for ESA members. A new editor-in-chief is in place (Phyllis

Weintraub), and turnaround for submitted articles is dramatically improved. JIS is now the journal with the fastest turn-around time.

- **Strategic Principles:** ESA continues to develop its strategic principles: 1) ESA has a social responsibility to develop ALL of its members; 2) The science of entomology is global, therefore ESA is global; 3) To realize our profession's full potential, ESA must increase its influence.
- **Social:** There is a new effort on Leadership Development. **Global:** ICCE will heighten international visibility, international symposia are planned through Grand challenges – e.g. a summit planned with Brazilian society on *Aedes aegypti* in the Americas. A new membership rate for developing countries will be useful. **Influence:** Lewis Burke has been an extremely useful group in supporting our efforts here. ESA now has Science Policy Fellows, the first cohort of five individuals is in place, the second cohort beginning. A Science Policy Newsletter is available to members. Two issues were selected for development of the first two policy statements: pollinator health and tick-borne diseases are now complete. Policy statements on resistance management, and resistance management in GM crops are in development. Meetings of ESA consultants and staff with congressional staffers on these topics plus invasive species and been held, with appearances by ESA leadership with congressional committees.
- Change in focus for Annals of the ESA is being discussed, with the possibility of being rebranded as a more selective, high-impact journal, with possibility of a new journal for systematics, morphology and evolution. At the Minneapolis meeting, there was support from SysEB in this direction.
- A new childcare support program was very popular at Portland; there were 29 applicants, 28 of which were funded. This program was expanded in Minneapolis.
- ESA emails are now managed such that members can select the types of messages they receive.
- **Certification Programs.** BCE has a flat membership, but the ACE program growing rapidly. ACE now has a code of ethics. There has been a lot of interest in ACE International. [update graph]



Annual Meeting Sites

2016 Orlando (ICE – unusual date, September), 2017 Denver, 2018 Vancouver, 2019, St. Louis, 2020 Orlando, 2021 Denver, 2022 Vancouver, 2013 DC (tentative).

Respectfully submitted,

Douglas G. Pfeiffer, Eastern Branch Governing Board Representative through 2015 annual meeting



BRIEF

TO: EB-ESA Executive Committee & EB-ESA President
FROM: Dr. Rob Morrison, At-Large Member
ESA Student Transition and Early Professionals Committee
DATE: December 17th, 2015
SUBJECT: Proposed new Student Transition and Early Professionals (STEP) award

Background:

At the recommendation of President Mulder and the ESA Governing Board, ESA's Student Transition and Early Professionals (STEP) Committee has been developing awards tailored to meet the needs of early career professionals and recent graduates. These awards fill a critical gap at the national level. However, at the Eastern Branch, there is a similar gap in acknowledgement of outstanding achievement by early career professionals, and the award below would fill this gap in professional recognition for EB-ESA members in the first five years after graduation.

MOTION: To approve one new annual EB-ESA award, recognizing Student Transition and Early Professional (STEP) members: an Excellence in Early Career Award. The award includes complimentary registration to the EB-ESA Annual Meeting, a \$500 check, and an award plaque for first and second place, and acknowledgement certificate of Honorable Mention for the runner-up.

Excellence in Early Career Award

Description: This award honors a student transition or early professional working within the field of entomology who has demonstrated excellence in all the major aspects of intellectual life, including research, extension, teaching, and outreach. The candidate will have made outstanding contributions to entomology, shown commitment to extension, excelled in entomological education, and exhibited creativity and leadership in outreach. The two recipients will each receive complimentary registration to the EB-ESA Annual Meeting, a \$500 check, and an award plaque, and a runner-up will receive acknowledgement for Honorable Mention.

Eligibility: The nominee must be a current member of the Eastern Branch of the Entomological Society of America, and be a STEP member, who is no more than five years out from earning their terminal degree (B.S., M.S. or Ph.D.) working within the field of entomology. The nominee may belong to any area of entomology, but must be practicing entomology.

Nomination packages should include:

1. CV including Sections 1, 2, 3, 4, and 5 detailed on the ESA website (http://www.entsoc.org/awards/cv_template) (Background information, Research, Teaching, Extension/Outreach, Service)
2. Statement written by the nominee addressing how the candidate merits this award by touching on each major area covered (research, extension, teaching, and outreach), no longer than three pages
3. 3 letters of support
4. Letter of nomination

Evaluation Criteria: Nominees will be judged using the following criteria for a total of 110 points:

1. **Research in Entomology** (25 points total)
 - a. Quality and quantity of contributions (7) (e.g. Importance to the field of entomology, broader impacts, publication record)
 - b. Originality and creativity used to achieve the contributions (7)
 - c. Scope and breadth of relevance of the contributions to science and society (7)
 - d. Letters of support (4)
2. **Teaching in Entomology** (25 points total)
 - a. Quality of contributions (e.g. number and type(s) of program(s) or class(es) taught)(7)
 - b. Originality and creativity used to achieve the contributions (7)
 - c. Scope and breadth of relevance of the contributions to science and society (7)
 - d. Letters of support (4)
3. **Extension in Entomology** (25 points total)
 - a. Quality of contributions (e.g. number and type(s) of program(s) or class(es) taught, extension publications)(7)
 - b. Originality and creativity used to achieve the contributions (7)
 - c. Scope and breadth of relevance of the contributions to science and society (7)
 - d. Letters of support (4)

4. **Outreach in Entomology** (25 points total)

- a. Quality and quantity of contributions (e.g. Number and diversity of people reached, number of outreach programs, type of program(s)) (7)
- b. Originality and creativity used to achieve the contributions (7)
- c. Scope and breadth of relevance of the contributions to science and society (7)
- d. Letters of support (4)

5. **Engagement with the Scientific Community** (10 points total)

- a. Participation and leadership in professional societies (10)

Award type: Cash award and meeting registration reimbursement

Funding source: EB-ESA

For this award, the following standard EB-ESA awards schedule and information applies.

All nomination packages must be submitted electronically to the Eastern Branch Nomination Website according to the following specifications:

- Page Limits - The entire nomination package must not exceed 30 pages total. This includes letters of nomination or recommendation and publication lists.
- Letters of nomination and recommendation must be included in the electronic package. Printed letters sent in lieu of electronic versions will not be accepted.
- Only the following file formats will be accepted: PDF (Adobe Portable Document Format), RTF (Rich Text Format), TIF graphic files, or JPG graphic files. Files created on either PC or MAC platforms will be accepted. Please make sure scanned images can be clearly read on a computer screen.
- Font size for text may not be smaller than 11 point.
- The maximum upload size is 2MB per file.

Nomination Requirements -

Nominations can be made by anyone. Please note there is a maximum of two self-nominations allowed per year. Nomination packages for this award must include:

1. **CV-Related Items** - Nominators must provide a CV which includes the below sections. For a full listing of what should be included in each of the sections click [here](#).

- Section 1 - Background Information
- Section 2 - Research
- Section 3 - Teaching

- Section 4 - Extension/ Outreach
- Section 5 - Service

2. Other Items -

- A nomination letter describing the work on which the nomination is based, and the caliber of the candidate.
- Three letters of recommendation from faculty members or other knowledgeable individuals who can comment on the activities of the candidate in one or more areas covered by the award (research, extension, teaching, outreach).
- A brief summary, no longer than three pages single-spaced, of the professional's work to touch on each area covered by the award, discuss innovative approaches used, the results or outcomes, and the significance.

Deadline

Nomination packages must be received by ESA Awards administrator via the Eastern Branch Nomination Website by **October 15th**. This deadline refers to receipt by the awards administrator of a complete package in a readable format. Therefore, early submission is highly recommended. All nomination packets will not be able to be changed after October 15th.

Renomination

Any candidate nominated, but not selected, may be renominated no more than two times within the two-year period after his/her initial submission. Nomination packages will be retained for two years by the awards administrator. Nominators must send a letter of renomination to the awards administrator by the nomination deadline above. Previously submitted documentation will be used for the evaluation process unless the nominator submits new or updated documents. The renomination e-mail must contain this additional documentation. New or updated documents must follow the electronic submission requirements noted above.

Judging Panel

I propose that a judging panel be comprised of one representative from each ESA Section within the Eastern Branch, one representative nominated by the ESA's national STEP Committee, one representative from the Eastern Branch Student Affairs Committee, and one at-large member appointed by the Eastern Branch, under the management of the EB-ESA Awards Committee.

Financial Implications:

If the motion is approved as is, the total cost is estimated to be \$1,320 annually, which includes the cost for the cash award, registration for Eastern Branch for a STEP member, and a plaque for two recipients.

HQ Recommended Changes to Eastern Branch Constitution and Bylaws

Amendment #1:

The Eastern Branch Constitution lists specific categories of membership within the Branch and some of these are out of date. Other Branches use a more generic text that allows for ESA categories to change without necessitating a change to the Branch Constitution as well. Some Branches omit this text altogether, which is also an option. The proposed new text below is borrowed from the International Branch Bylaws.

Text Location: Constitution

Current text:

Article I, Section 1. Classes of Membership. The classes of membership shall be the same as in The Society, namely, Regular, Honorary, Emeritus, Student, and Youth. Life members of The Society who are members of The Branch shall be honored as Life members of The Branch.

Proposed new text:

Article I, Section 1. Classes of membership shall be the same as in the Entomological Society of America.

Amendment #2:

The Eastern Branch Constitution requires a written request to the Executive Director for a member located outside the Branch's specified states/provinces to become a member of the Branch. ESA HQ recommends removing this language to allow any ESA member to join the Eastern Branch if they desire. A percentage of ESA members choose to maintain membership in a Branch that is incongruent with their primary mailing address (sometimes as a second Branch, but in some cases as their only Branch).

Text Location: Constitution

Current text:

ARTICLE II, Section 2. Membership in The Branch shall be restricted to members of The Society residing in the area covered by The Branch, as determined by the members' mailing addresses, provided that any member whose mailing address lies outside the United States of America, Canada, and Mexico may become a member of The Branch by written notice to the Executive Director of The Society.

Proposed new text:

ARTICLE II, Section 2. Any member of the parent Society in good standing who resides within the Branch area, or who resides outside the boundaries of The Branch and elects membership in the Branch, may be a member of the Branch.

Amendment #3:

Changes to the Eastern Branch Constitution require that votes be tabulated by a Special Committee. Since all votes are currently administered electronically, there is no need for individuals to tabulate votes.

Text Location: Constitution

Current text:

Article VIII, Section 4: Not later than 10 calendar days after the due date for return of ballots, a Special Committee shall tabulate all votes received by the due date and inform the President in writing of the results.

Proposed new text:

Article VIII, Section 4: Not later than 10 calendar days after the due date for return of ballots, the votes shall be tabulated and the President shall be informed of the results in writing.

Additional ESA HQ Recommendations:

- The Eastern Branch is the only ESA Branch which allows for possible compensation for the Secretary and the Treasurer positions. If this practice is not being actively observed, it may be worth removing this text from the Bylaws.
- The voting procedures and timelines for amendments to the Constitution, amendments to the Bylaws, and for the election of offices are all slightly different. It may be worth selecting one set of procedures and timeline, and using that across all situations.