

Entomological Society of America

Minutes of the Governing Board Vancouver, British Columbia, Canada November 14, 2018

Participants

Michael Parrella, President
Bob Peterson, Vice President
Alvin Simmons, Vice President-Elect
Susan Weller, Past President
Michelle Smith, Treasurer
Gary Brewer, North Central Branch Representative
Timothy Schowalter, Southeastern Branch Representative
David Ragsdale, Southwestern Branch Representative
Livy Williams, International Branch Representative
Paula Shrewsbury, Eastern Branch Representative
Douglas Walsh, Pacific Branch Representative
Christopher Geden, Medical, Urban & Veterinary Entomology Section Representative
Marianne Alleyne, Physiology, Biochemistry & Toxicology Section Representative
Jessica Ware, Systematics, Evolution & Biodiversity Section Representative
Sujaya Rao, Plant-Insect Ecosystems Section Representative
Lina Bernaola, Student Representative

Incoming 2019 Governing Board Members

Karla Adesso, Incoming Southeastern Branch Representative
Jesus Esquivel, Incoming Southwestern Branch Representative
Tracy Leskey, Incoming Eastern Branch Representative
Julien Saguez, Incoming International Branch Representative
Melissa Willrich Siebert, Incoming Plant-Insect Ecosystems Section Representative

Staff

C. David Gammel, Executive Director
Rosina Romano, Director of Meetings
Debi Sutton, Director of Membership and Marketing
Chris Stelzig, Director of Strategic Initiatives
Neil Willoughby, Director of Finance
Lisa Junker, Director of Publications and Communications

Guests

Kevin Steffey, Editor-in-Chief *American Entomologist*
Cheryle O'Donnell, Co-chair 2018 Program Committee
Surrendra Dara, Co-chair 2018 Program Committee
Erin Cadwalader, Lewis-Burke Associates
Ben Kallen, Lewis-Burke Associates

Jocelyn Holt, 2018 Vice-Chair, SAC
Casey Parker, 2018 Chair, SAC
Katelyn Kesheimer, Vice-Chair, 2018 ECP Committee
Rob Morrison, 2018 Chair, ECP Committee
Faith Oi, 2018 Vice-Chair, D&I Committee
Juliana Rangel Posada, 2018 Chair, D&I Committee
Sandra Schachat, SAC Committee

1. **Welcome and Agenda Review** – President Michael Parrella convened the meeting at 11:05 a.m. and welcomed attendees. The agenda was reviewed with no changes.
2. **Publications** – The Governing Board reviewed proposed changes for governance of the Society’s publications and a presentation from the Editor-in-Chief of *American Entomologist*:
 - a. Executive Director David Gammel and Director of Publications Lisa Junker reviewed feedback from Section leadership on the proposed changes for publications governance. General discussion ensued. A motion to add one elected representative from each Section to the new Publications Council was made and seconded. Motion carries.

Motion: Move to add one elected representative from each Section to the new Publications Council. Motion carries.
 - b. *American Entomologist* Editor-in-Chief Kevin Steffey reviewed results of a readership survey conducted for AE and his proposed changes to the publication. Brief discussion ensued.
3. **2018 Program Co-chairs Report** – Surrendra Dara and Cheryle O’Donnell reported on 2018 Annual Meeting program. 3,804 registered attendees were reported onsite. Over the meeting, ESA hosted 6 program symposia, 40 section symposia, 58 member symposia, 19 organized meetings, 6 workshops and 13 lunch and learns. Over 330 posters, 29 virtual posters, 550 10-min papers, 170 student posters, 530 student 10-min papers and 33 student virtual posters were also presented. Parrella thanked both co-chairs for their work on a very successful meeting. Brief discussion of content overlap among Sections was held.
4. **Approve August Minutes** – A motion to approve the August conference call carried.
5. **Ratify Executive Committee Minutes** – A motion to ratify the Executive Committee minutes carried.
6. **Consent Agenda** – The Consent Agenda contains motions and reports that the Governing Board can approve as a single agenda. Board members requested that two reports be pulled for discussion: *Annals of the Entomological Society of America* Editor

Reappointment and ESA Career Center. A motion to approve the Consent Agenda as amended carried.

The approved reports were as follows, with any motions contained automatically approved and listed below:

- a. Reports with Motions:
 - i. Journal Editor-in-Chief Appointments
 1. Based on the recommendation of the Journal of Medical Entomology Editorial Board, the ESA Governing Board approves the re-appointment of Dr. William K. Reisen to a second term as editor-in-chief of the Journal of Medical Entomology, effective as of Jan. 1, 2019.
 2. Based on the recommendation of the Insect Systematics and Diversity Editorial Board, the ESA Governing Board approves the extension of Jim Whitfield and Sydney Cameron's terms as co-editors-in- chief of Insect Systematics and Diversity by two years, to 2021.
- b. Branch Reports:
 - i. Eastern Branch
 - ii. International Branch
 - iii. North Central Branch
 - iv. Pacific Branch
 - v. Southeastern Branch
 - vi. Southwestern Branch
- c. Section Reports:
 - i. MUVE
 - ii. PBT
 - iii. P-IE
 - iv. SysEB
- d. Other Reports:
 - i. Awards and Honors Committee
 - ii. Early Career Professionals Committee
 - iii. Emeritus Membership Report
 - iv. Education and Outreach Committee
 - v. Publications Council
 - vi. Student Affairs Committee
 - vii. Insect Calendar Committee
 - viii. YouTube Your Entomology Committee
- e. Discussion of the two reports pulled from the agenda:

- i. *Annals of the Entomological Society of America Editor-in-Chief Reappointment* – Discussion was held about the term for this position. A motion to add 5 a year term to the appointment of Larry Hurd carried.
 - ii. *ESA Career Center* – Discussion was held about the purpose of the motion, which is to addresses the tax status of revenue from this program. Motion carried.
7. **Board Member Duties** – Parrella briefly discussed confidentiality of board discussions and the duties of board members. Discussion on speeding up review and approval of minutes was held.
8. **Executive Director’s Report** – Executive Director David Gammel reported to the board on the performance of the Society in 2018, which has been very strong including record meeting attendance and membership. Gammel also reviewed longer term trends in publishing that will continue to pressure the revenue that ESA earns from its portfolio of journals. Gammel indicated that ESA has several years to develop new strategies to adapt to these developments but that the work to determine how to do so must begin soon. General discussion ensued.
9. **Lunch Break** – The meeting recessed at 12:32 and reconvened at 12:57 p.m. for a working lunch.
10. **2024 Annual Meeting Site Selection** – Director of Meetings Rosina Romano reviewed a proposal from Phoenix, Arizona, to host the 2024 Annual Meeting. A motion authorizing staff to negotiate and sign a contract with Phoenix for 2024 carried.
11. **Year-to-Date Financial Report** – Treasurer Michelle Smith reviewed 2018 Year-to-Date Finance report. Revenue and expenses are in line with the 2018 budget and the Society will most likely outperform the operating budget bottom line for 2018 exclusive of any income or loss from investments. Director of Finance Neil Willoughby reviewed the year-to-date Balance Sheet and Statement of Activities.
12. **2019 Budget Approval** – Smith reviewed the proposed 2019 budget recommendation from the Finance Committee, highlighting information previously shared with the board during a webinar briefing. Brief discussion of branding and retention studies in strategic reserves budget. Motion made to approve the budget as proposed was seconded and carried.
13. **Executive Session** – The Governing Board entered executive session at 1:40 p.m. and end the session at 1:50 p.m. The purpose of the session was for the annual performance review of the Executive Director.
14. **Entomological Foundation** – Vice President Bob Peterson and Director of Strategic Initiatives Chris Stelzig discussed Foundation activities for the year. Peterson also reviewed the discussion of the Entomological Foundation Board of Directors about the future viability of the Foundation as a going concern. Brief discussion was held. A

motion to appoint Tim Schowalter to the Entomological Foundation Board of Directors for a term of 3 years carried.

15. **Science Policy** –Erin Cadwalader and Ben Kallen, representatives of Lewis Burke Associates, discussed the outlook in Washington for the next year given recent election results and administration policy. A motion to reappoint Allan Felsot to continue as the Society’s EPA Liaison was made and carried.
16. **Break** – The meeting recessed at 2:32 p.m. and reconvened at 2:45 p.m.
17. **Listen and Learn Session Debrief** – Gammel reviewed feedback shared during the Listen and Learn Session held earlier in the conference. Brief discussion ensued.
18. **Diversity and Inclusion Updates and Discussion** –
 - a. *Professional Conduct Disclosure Form* – Gammel recommended a new policy to require nominees for awards, honors, and volunteer leadership positions to sign a professional conduct disclosure form declaring they have not been sanctioned nor are under investigation for any actions that violate ESA’s Code of Ethics and Code of Conduct. After discussion, the motion carried.

Motion: Approve and implement the draft Professional Conduct Disclosure form for nominees for all ESA honors, awards, and governance positions for 2019 or as soon as allowed by current planning cycles. Motion carries.
 - b. *ECP Proposal* –Rob Morrison, Chair of the Early Career Professionals Committee presented a proposal to the Governing Board to add an Early Career Professional representative on the Governing Board similar to the student representative. General discussion ensued and the proposal was tabled for a future board meeting in order gather data and insight on how engaged ECPs are in branch and section leadership, and how many have been nominated for these and ESA Governing Board positions in the past.
 - c. *Scarab Newsletter-related Feedback and Discussion* – Guests including the chairs and vice-chairs for ESA’s D&I Committee, Student Affairs Committee, and Early Career Professionals Committee were present to discuss ESA policies and programs related to inclusion and equity. The guests were all involved in development of recommendations made to the Governing Board after issues with a scarab newsletter (not published by ESA) became a discussion point in the discipline earlier in the year.
19. **Bylaws Revision and Governance Changes** – Gammel briefly reviewed implementation of the revised Bylaws approved by the membership and the development of the Governance Policy Manual. All changes go into effect as of January 1, 2019.

20. **Break** – The meeting recessed at 3:36 p.m. and reconvened at 3:43 p.m.
21. **Thank Outgoing Members** – Parrella thanked Susan Weller, David Ragsdale, Livy Williams, Paula Shrewsbury, and Sujaya Rao for their service on the Governing Board and to the Society.
22. **Adjourn 2018 Governing Board** – Having no further business, the final meeting of the 2018 Governing Board was adjourned at 3:44 p.m.
23. **Convene 2019 Governing Board** – President Bob Peterson convened the 2019 Governing Board at 3:47 p.m. Peterson welcomed new members of the board: Karla Adesso, Southeastern Branch Representative; Jesus Esquivel, Southwestern Branch Representative; Tracy Leskey, Eastern Branch Representative; Julien Saguez, International Branch Representative; and Melissa Willrich Siebert, Plant-Insect Ecosystems Section Representative. Past President Michael Parrella presented Peterson with a gavel in recognition of his role as 2019 President of ESA. Peterson thanked Parrella for his service as the 2018 President and presented him with a plaque.
24. **At Large Members of the Executive Committee** – The Governing Board elected Chris Geden and Jessica Ware as the two 2019 At Large members of the Executive Committee.
25. **Adjourn** – Having no further business, the meeting adjourned at 3:57 p.m.