**Tennessee Entomological Society**

**Board of Directors Meeting via a Zoom video conference**

**July 16, 2021**

**Board Members present:**

Kaushalya Amarasekare, President

Karla Addesso, Past-President and Constitution/Operating Procedures Committee Co-Chair

Steve Murphree, Secretary (2020-2022) and Membership Committee Chair

Steve Powell, Treasurer (2018-2021) and Predictions/Evaluations Committee Chair

Pat Parkman, Awards Committee Chair

Clete Youmans, Auditing Committee Chair

Amy Dismukes, Member-at-Large

Greg Wiggins, Editor

President Kaushalya Amarasekare called the meeting to order at 1:05 p.m. CDT.

1- Approval of Minutes – Kaushalya Amarasekare asked for approval of the minutes of the June 9, 2021 Board of Directors meeting that had been circulated by email prior to this meeting. Karla Addesso moved to approve the minutes; Pat Parkman seconded the motion; the motion carried.

2- Treasurer’s Report – Steve Powell reported that there had been no change in the TES account since the June 9 meeting and that TES continues to be in excellent financial shape. Current balance in the bank account was $7575.13 as of May 31, 2021.

3- Documents Storage/Website Update – We have until December, 2022 to transfer all files from the UTIA server to a new website. Karla Addesso reported that she had been communicating with Tennessee State University’s Media Relations office. She also expressed concern that TSU website formatting is limited and not very attractive. Karla suggested that it might be best to get a domain name so that we can have more control over our content in the future. The consensus of board members was to move to a web hosting service. ***Steve Murphree*** said that the Tennessee Academy of Science (TAS) had been using Midphase ($385.00 per 3 years) and ***agreed to send information about this service and TAS webmaster Gilbert Pitts’ contact information*** to ***Karla, who agreed to research Midphase and other providers and report at a future board meeting***. Steve Murphree asked whether TES should create a webmaster board position. Karla Addesso replied that the Editor position’s responsibilities could be updated to include serving as the webmaster. Steve Powell said that TES could afford to pay a web hosting service a fee similar to the Midphase fee. It was agreed that we ***will need Karen Vail’s help*** to determine how to transfer TES files from UTIA to the new website. Pat Parkman said that moving the files could be a difficult task. Gregg Wiggins suggested that a UTIA staff member such as ***Billy Williams should be contacted by Karen Vail*** to facilitate the move of the folders from UTIA SharePoint to the new website.

4- President-Elect for 2021 – Karla Addesso reported that no one had agreed to serve as President-Elect for 2021. Since Steve Murphree had indicated at the June 9 meeting that he would serve, discussion took place regarding that option or a second one suggested by Karla Addesso that we extend all officers’ positions one-year on the Board. Following discussion, the consensus was that Steve Murphree will serve as president-elect and program chair with support from Kaushalya Amarasekare and Karla Addesso, and that Karla will work with Steve to take minutes while he is serving as president-elect.

5- 2021 TES Annual Meeting September 30 - October 1, 2021 at the TSU Nursery Research Center in McMinnville

1. Keynote Speaker – Karla Addesso indicated Cindy Perkovich, who recently begun a postdoctoral fellowship at the TSU Nursery Research Center, had agreed to present the keynote address about periodical cicadas.
2. Call for Papers – It was agreed that ***Kaushalya Amarasekare and Karla Addesso will send Call for Papers files to Steve Murphree who will update information and send to the most recent TES email list***. The updated information will also be sent to ***Karen Vail towards updating the TES website***. Karla Addesso said that she would post the information of the TES Facebook page and will also share announcements of the meeting and other state-wide social media.
3. Membership Renewals and Meeting Registration: It was agreed that since we will be returning to an in-person format, Treasurer Steve Powell will again receive payment for memberships, as well as registration fees at the September 30- October 1 annual meeting.
4. Hotel(s): Karla Addesso said that there is one acceptable hotel in McMinnville (the Best Western) and that a new hotel (a Hampton Inn) may be available. Clete Youmans reported that the Hampton Inn would begin taking reservations in August; Amy Dismukes suggested that Murfreesboro hotels have been used by meeting attendees in the past and Karla Addesso said that Cookeville hotels might be closer.
5. Awards – Awards Committee Chair Pat Parkman reported that we will have 3 student award categories, Undergraduate, Masters and Doctoral with first and second awards in each. It was suggested that the student paper evaluation form be included in the Call for Papers and ***Pat agreed to send an updated form to Steve Murphree***. Pat said that he will also check with a plant pathologist (Kimberly Gwinn) for additional Howard L. Bruer Award nominees (we have one at present). There was a question about whether we will be able to print awards certificates in color at the annual meeting. Karla indicated that she can print these at her office.
6. Local Arrangements – ***Karla Addesso will send the information for the Call for Papers and website to Kaushalya Amarasekare and Steve Murphree.*** Clete Youmans asked Karla to suggest a dinner location for 25 participants. Karla stated that she prefers Smooth Rapids restaurant which has a deck overlooking the river (<http://smoothrapids.com/sr-grill-menu/>). Karla also suggested a pizza restaurant and a barbecue restaurant with an upstairs that can be reserved. She also said that we could have dinner catered to the research center, but that no alcohol is allowed.
7. COVID-19 Protocol – Kaushalya Amarasekare asked whether there would be restrictions related to the COVID-19 pandemic. Karla Addesso said that there is currently no mask mandate at the TSU Nursery Research Center and that we would be able to space out meeting attendees. Kaushalya suggested that we have a backup plan in case of a resurgence. Karla stated that it would not be too difficult to transition to an online student competition.
8. Virtual Access: Steve Murphree reminded board members that some virtual attendees at the 2020 meeting would not have been able to attend an in-person meeting and asked if this could be an option for the 2021 meeting. Karla Addesso said that it would not be difficult to allow for virtual access but favored not announcing this option in the Call for Papers. If student presenters request virtual participation, we could consider this and schedule them at the end of the student paper competition. Would such virtual participants, if any, be required to pay a meeting registration fee? Greg Wiggins said that Karla Addesso would need to request Zoom webinar format in advance of the annual meeting.
9. Insect Festival – Amy Dismukes reported that she had not yet reached out to possible participants for a festival on the morning of Thursday, September 30, but hoped to do so in the coming week. Karla Addesso said that she was not sure whether the TSU Nursery Center director would be comfortable with unvaccinated children coming onsite. It was agreed that ***Amy will reach out to the Warren County 4-H agent***.
10. Entomology Week Proclamation – Karla Addesso reported that ***Steve Hamilton had agreed to submit a 2021 Entomology Week proclamation*** to the Governor’s office.
11. T-shirts – Pat Parkman reported that he plans to bring the remaining t-shirts, but that there are not many size choices; Greg Wiggins recalled that the minimum order was 36 t-shirts and that the cost had been less than $300.00 (Borderland Tees in Knoxville. ***Pat will look into having more made*** and ***Greg will forward his email correspondence to Pat***.

6- Editor position - Greg Wiggins (<Gregory.Wiggins@ncagr.gov>) offered to continue as Editor and receive abstracts to be published in the Firefly.

**7 -Date of next Board Meeting** - Karla Addesso suggested another Zoom meeting at the end of August or the first week of September. ***Kaushalya Amarasekare will send a poll to determine the date and time***.

The meeting adjourned at 2:05 p.m. CDT

**Action Items: *highlighted above***

Respectfully submitted by Steve Murphree, TES Secretary