**Tennessee Entomological Society**

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

**Friday, September 24, 2021**

**Board Members present:**

Kaushalya Amarasekare, President

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

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

Steve Hamilton, Proclamations Committee Chair

Karen Vail, Member-at-Large and Publicity Committee Chair

Pat Parkman, Awards Committee Chair

Frank Hale, Historian

President Kaushalya Amarasekare called the meeting to order at 12:00 p.m. CDT.

1. Approval of August 20, 2021 minutes – Karla Addesso moved to accept; Steve Hamilton seconded the motion; the motion carried.
2. **2021 Annual Meeting**
3. **Keynote speaker** – Kaushalya Amarasekare reported that she had sent an email to keynote speaker Cindy Perkovich recently. Karla Addesso said that Cindy Perkovich would also serve as a co-host of the virtual webinar. Addesso indicated that she would elevate/lower status of speakers during the webinar. Discussion took place concerning when the beginning of the meeting would go “live”. It was decided that pre-registrants would be allowed to log in beginning at 9:30 a.m. CDT. Addesso indicated that she would conduct a dry run to determine if she can make attendees speakers for Friday’s business meeting or if the webinar format needs to be changed to a meeting format.
4. **Program** – It was agreed that same format as the virtual 2020 would be used at the 2021 meeting to include the keynote address on Thursday morning, a two hour break for lunch, afternoon paper sessions and a Friday morning business meeting. Kaushayla Amarasekare agreed to send the 2020 Microsoft Publisher file to Steve Murphree.
5. **Meeting Invitations/Reminders**- Karla Addesso reported that 36 people had pre-registered as of this Board meeting.
6. **Call for Papers/Reminders** – Steve Murphree said that he would send an update in three days to include the CDT/EDT times of the 2021 annual meeting.
7. **Website Update for the Meeting** – Steve Murphree said that he would finalize program Monday or Tuesday and send to Karen Vail to be uploaded to the website. Murphree will also send the final program to all email lists two days before the meeting.
8. **Awards** – Pat Parkman reported that no Harry E. Williams Award would be given this year. Parkman said that the Howard L. Brewer Award winner was Braden Huneycutt. He stated that he would email the webinar registration link to Braden Huneycutt. Parkman reported that since no undergraduate paper titles/abstracts had been submitted before the deadline, that only the M.S. and Ph.D. graduate student paper competition awards would be given this year. Chair Parkman indicated that he had ordered award plaques for the 2021 meeting.
9. **Student Paper Competition/Reminders**- Steve Murphree stated that he would resend the Student Paper Competition announcement (including CDT/EDT reminders about extending the deadline to Sunday midnight and that he would mention free t-shirts for all student presenters. Before the Student Paper Competition begins, presenters will be reminded of the following format: 10 min. presentation; 2 min. for questions; 3 min. for judges. Karla Addesso indicated that she planned to send an 8 min. “thumbs up” to presenters so they will know to wrap up. Steve Murphree will send the phone numbers of student presenters to Karla Addesso in advance of the meeting. Pat Parkman will have Student Paper Competition certificates ready in advance of the meeting and will receive mailing addresses of non-University of Tennessee student winners from Steve Murphree. Parkman stated that the Student Paper Evaluation form had been e-mailed to student presenters as a courtesy. Chair Parkman asked for Board members to volunteer to serve as judges.
10. **Virtual Meeting Security** – Karen Vail said that recently a University of Tennessee Zoom webinar was bombed. Following discussion, Karla Addesso said that she would conduct a trial run of the webinar in advance of the annual meeting. It was agreed that having Cindy Perkovich serve as co-host would help avoid a security breach.
11. **Insect Festival** - It was agreed that, due to COVID-19 restrictions, there would not be an insect festival or other type of education program at the 2021 meeting.
12. **Entomology Week Proclamation** – Steve Hamilton reported that he had submitted the request and that he would read the 2021 proclamation during the annual business meeting. Hamilton said that he had three copies: one to historian Frank Hale, one to the host institution, Tennessee State University; and one to the outgoing president, Kaushalya Amarasekare. Historian Frank Hale stated that he plans to digitally scan to all TES Entomology Week proclamations.
13. **TES t-shirts** – Pat Parkman reported that there was a new t-shirt design and that there had been a price increase. Parkman said that he had plans to share new the new design either after the keynote address or before the Student Paper Competition. He indicated that he had ordered 66 more shirts and that most were maroon in color. It was agreed that a free t-shirt would be given or mailed to all student speakers and that Pat Parkman will contact them.
14. **Membership Renewals** – Kaushalya Amarasekare reminded Board members to send their membership dues to treasurer Powell.
15. **Exchange of Board Member Phone Numbers** – Kaushalya Amarasekare encouraged Board members to exchange exchange mobile numbers in case they needed to be in touch by phone or text during the annual meeting.
16. **Other Business**
    1. **Document Storage/Website** – Karla Addesso reported that she had no updates about the process to migrate the TES website to another company’s server before December, 2022. She indicated that she would follow up with the company TAS uses (Mid-Phase). She said that there had been no response from the UT web design contact that Greg Wiggins suggested. Addesso asked Board members for recommendations of college student contractors at their universities.
    2. **Auditing Committee** - Frank Hale asked about the Auditing Committee report and said that Steve Powell may not be able to send a treasurer’s report or help with the Auditing report. Both Karen Vail and Frank Hale recommended that the audit for 2021 be postponed until a later date.
    3. **Nominating Committee** – Kaushalya Amarasekare asked Board members to send president-elect nominations to her for 2022 in advance of the 2021 annual meeting.

The meeting adjourned at 1:05 p.m. CDT

**Action Items:** underlined above

Respectfully submitted by Steve Murphree and Karla Addesso