

2018 National ESP Conference Steering Committee Notes

February 8, 2018

Present on the call: Jennifer Wilson, Greg Price, John Forshee, Beth Claypoole, Debbie Hagenmaier, Gayle Price, Laurie Chandler, David Dunn, Erin Yelland, Denise Dias, Jim Lindquist and Stacey Warner

National Board – Beth Claypoole reminded the group that the Requests for Proposals for Concurrent Sessions, Posters and Ignite sessions are due March 15 and are currently on the [National ESP website](#).

John will submit a RFP for Jim Richardson's photography presentation.

National Office – Greg Price asked for clarification on State's Night Out. There will be heavy hors d'oeuvres served with the auction. States can then go out together if desired.

Keynote Speakers – John Forshee and Jennifer Wilson updated the group on signed agreements with each speaker. Nausler and Richardson have agreed that their presentations can be live-streamed for ESP members who aren't able to attend the conference in person. Jennifer will talk with Taulbert next week. (Note – by Friday afternoon all three speakers had confirmed that presentation could be livestreamed.)

Technology – David Dunn continues to work with the hotel. He will need content for digital signs about three weeks ahead. Debbie will work on content for the signs outside each room announcing the events in each room. Debbie reminded the group that because of the large size, microphones will be needed in each breakout room. It was suggested that we use the hotel's AV for the general sessions and then provide our own equipment and staff for breakout rooms.

Tours – John Forshee – The Flint Hills tour is being set up by Chuck Otte and Kara Mayer. There is little cost involved for that tour. Jill Martinson is still working on the Abilene tour. The tour to Wamego is being planned by Nancy Daniels and Deryl Waldren and that tour will have the most expenses involved. The Manhattan Convention and Visitors Bureau is working with the committee on transportation.

Registration – Andrea Burns – No report.

Life Members - Jim Lindquist – The committee is working on a tour to Ft. Riley.

Auction – Trudy Rice and Laurie Chandler – They are working on the details for the auction and will soon begin soliciting additional committee members. They are excited to have a dedicated night for the auction and plan to include heavy appetizers for the live auction. The silent auction will begin earlier in the day to conclude just before the live auction followed by states night out.

Decorations – Denise Dias – The committee will meet in March or April. Denise may be able to meet with Debbie at the Hilton Garden Inn next week to do a walk-through of the event space.

Hospitality – Gayle Price – The committee has met and members are working on various details. Gayle asked if ticket takers would be needed. Beth confirmed that yes, ticket takers should be secured for the opening event and the meals. The committee is discussing having chapter members at the airport and in the lobby of the hotel the first several days to greet conference attendees. Gayle asked if there would be a mobile device app for the conference schedule and local restaurants and shopping. Greg said he would check to see who had previously made arrangements for the app.

Global Campus – Debbie Hagenmaier – Debbie said she would work on signs for the conference.

Sponsorships – Jennifer Wilson – Kansas Corn has agreed to be a beverage sponsor for the opening event but additional sponsors are needed. John agreed to make contacts with the Kansas Wheat Alliance and the Kansas Grain Sorghum Commission. Jennifer will talk to Chuck Otte about contacts with the Kansas Livestock Association.

Professional Development Grant Application – Stacey Warner. Jennifer has received 5 applications for the grants to attend the conference. Stacey will send committee chairs a message that they can forward to their members to apply.

Conference Volunteers – Jennifer reminded us that there will be a SignUpGenius set up later for various committees to request volunteers.

Next Meeting:

The next conference call will be Friday, March 9 at 10:00 am.

Notes taken by Stacey Warner