

## **2018 National ESP Conference Steering Committee Notes**

January 12, 2018

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

Greg and Becky Price were welcomed as the new executive director and office manager for the national Epsilon Sigma Phi organization.

### **Tours – John Forshee**

The committee has met several times and plans are progressing for the tours – We Like Ike, All Things Oz/Underground Railroad and Tallgrass Prairie. The Eisenhower Museum will be closed for remodeling but some museum exhibits will be in the library. Other Abilene sites will be added to the tour. There will be a local tour guide with each group. The committee has made tentative bus arrangements but will finalize when they know registration numbers.

### **Registration – Andrea Burns**

Her committee will be meeting soon. The steering committee discussed an early morning birding tour with Chuck Otte and early-morning walking/fitness opportunities. Sign-up for these would be at the registration desk but communicated to conference attendees before they arrive. Andrea will follow up with members to lead these.

### **Life Members - Jim Lindquist**

Jim may explore an alternative to the Abilene tour for life members.

### **Auction – Laurie Chandler**

The national board approved the idea of holding the auction on Tuesday evening rather than following the awards recognition on Wednesday. There will be food at the auction. That needs to be added to the agenda as well as an earlier time for the silent auction.

### **Decorations – Denise Dias**

The committee will be meeting soon. They have made contacts with Steve Fisher and Trisha Cash to use some of their decorative items. Pratt County has some Wizard of Oz décor that might be helpful.

### **Hospitality – Gayle Price**

The committee has met. Members are researching items for the registration packet including a welcome gift, coupons, information from the Manhattan Convention and Visitor's Bureau. Beth reminded the group that money can be budgeted for the gift.

### **National Board – Beth Claypoole**

In addition to having the auction on Tuesday evening, the national board also approved the idea of having the keynote speaker on the last morning before the national council meeting. She said there was some discussion of having a significant door prize or free

2019 conference registration to encourage individuals to stay to the end of the conference. Beth suggested leaving State's Night Out off the schedule as some individuals are the only person attending from their state. However, states could still go out after the auction. Jennifer will follow up with Beth on the schedule.

Beth encouraged us to continue to add additional information to the website.

### **National ESP Office – Greg and Becky Price**

They want to develop a conference marketing plan to feature email blasts. Jennifer and Stacey will follow up.

### **Speakers – Jennifer Wilson and John Forshee**

They are working with the speakers to get signed contracts.

President Myers will be contacted six months ahead to see if he can give a welcome.

### **Sponsorships – Jennifer Wilson**

Contributions have been received from the professional associations who made pledges. Jennifer prepared a list of sponsorship levels for contributors. This will be used to recognize donors. The University of Illinois ESP has offered to make a contribution to the conference.

There is also a potential sponsor for a bar at either the opening event or the auction.

It was suggested that sponsors could be recognized on a Power point during the general sessions and with a sign in the registration areas.

Jennifer has made an initial contact with American Income Life about a sponsorship. Greg will follow up with them.

### **Concurrent Session Presenters –**

The RFP for concurrent sessions and posters is due March 15. The group discussed who from Kansas might be encouraged to submit proposals. John will submit a proposal for Jim Richardson and will follow up with the Community Development PFT to encourage members of that group to submit. He will also ask our chapter's Professional Development Committee to work on recruiting presenters.

Beth forwarded the tracks for concurrent sessions:

- 1) Continuous Contemporary Leadership Development
- 2) Topics that transcend program areas
- 3) Effective Techniques for Working with New and Emerging Audiences
- 4) Extension Newbies – Advice for Years 1-5
- 5) Tips/Techniques for Life Members

### **Professional Development Grant Application – Stacey Warner**

After discussion it was determined that Alpha Rho Chapter life members would be eligible for the professional development grants to attend the conference. John will be sending the scholarship application information soon in his chapter president's message.

### **Poster and Postcards – Stacey Warner**

We have a conference poster and postcards available to use in conference publicity. It was suggested that the JCEP and PILD conferences would be a good place to have these available. Stacey will follow up with Erin Yelland (PILD) and Linda Beech (JCEP) who will be attending these conferences.

### **Technology – David Dunn**

David will follow up to see if the hotel will have digital signs to use during the conference.

### **Next Meeting:**

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

Notes taken by Stacey Warner