

2018 National ESP Conference Committee Notes

June 8, 2018

Present on the call: Greg Price, Beth Claypoole, Jim Lindquist, Gayle Price, Laurie Chandler, John Forshee, Andrea Burns, Doug Jardine and Stacey Warner.

Our steering committee's "working website" can be [found at this link](#).

The official national conference website can be [found at this link](#):

Co-Chair – Stacey Warner

Chapter members are encouraged to register and make hotel reservations.

Chapter members are encouraged to wear KSRE shirts as they are greeting meeting attendees the first several days. Gayle is working on making buttons to identify us as the host chapter.

The group discussed that the opening event at the Discovery Center or the auction might be times to incorporate a small group from the K-State Marching Band.

Remember to list tasks for chapter members on the Sign-up sheet that Jennifer created. Someone indicated they had tried this and it wasn't working.

National Office – Greg Price

Registration opened June 1 for the national board and June 5 for the membership. There are currently 24 individuals registered.

Greg will be double-checking details that have been previously made by Global Campus with the hotel.

National Board – Beth Claypoole

The board set the registration fee at \$450. They appreciate Jennifer doing an iPad walk-through of the conference center during their mid-year board meeting.

A new policy is that the board will share conference proceeds with the host state at a 50/50 ratio.

Registration – Andrea Burns

The registration committee is waiting for further instruction on their responsibilities.

Tours – John Forshee

Tour drivers will need to register and pay for the tour.

Decorations – Sandra Wick

Sandra sent a report noting that the committee is working on gathering the needed supplies. They are using a prairie theme and are looking for quart Mason jars.

Hospitality – Gayle Price

See the committee report at the end of these notes. The committee will make the final determination of the welcome gift.

The list of committee responsibilities lists that this committee is responsible for greeting keynote speakers either at the airport or at the hotel. The discussion was that this is a task probably best done by those who have been communicating with the speakers (Jennifer and John).

The hospitality committee would like to set up a table in the hotel lobby on Sunday and Monday am and then move to the registration area when registration opens. Greg will check with the hotel about a table in the lobby.

Greg will also check to make certain that food can be taken into the hospitality room and if the hospitality room is comped.

The hospitality committee will coordinate with the transportation committee (Sarah Keatley) about greeting attendees at the airport. The sign that was used at the 2017 conference can be used at the airport.

By next meeting we should know whether ticket takers are needed for the various meal events.

Greg can add info about the bird watching and early morning walks to the schedule and this can be included in email blasts.

Auction – Laurie Chandler

Items for the auction will be shipped to Laurie, not the hotel. The group discussed some ways of making shipping and purchasing easier – have a photo only of larger items, use gift cards as auction items, etc. Greg will communicate this in email to attendees.

Andrea has some pre-paid shipping boxes that could be made available.

Life Members – Jim Lindquist

The tour is set up and the Lindquists will host past presidents at their home for an evening event.

Other Topics

Jennifer, Stacey, Beth and Greg will clarify who is doing the livestreaming of the speakers (with David Dunn).

Greg is investigating a conference mobile device ap.

The next conference call is schedule for Friday, July 13 at 10:00 am.

Notes taken by Stacey Warner



Hospitality Committee - June 8, 2018

Attendee Welcome Gift Recommendations

Chocolate Covered Sunflower Seeds packaged with ESP National Meeting logo



\$4.80 each for the 3 pack version. She used the brown paper, but if we want something else we can ask. She said it fits pretty tight around the 3 so it shouldn't need any overwrapping. We can fine tune the label also to add anything else we want. Could include on the backside of label, *"Welcome to Kansas-the Sunflower State"*

Green/gold – Purple/white- Rainbow assortment

2 pack option is \$3.50



The 6-oz bag to the left is \$4.00 per bag. It has about a 1 cup measure of seeds in it. There are lots of bow options she can offer also.

Hospitality Table Proposed Time/Schedule

Suggested Location- Hotel Lobby and Conference Registration Area

Sunday- September 30- Hotel Lobby (need signage- Welcome to ESP 2018 Conference/Logo)

3:30 p.m. – 7:30 p.m.

Monday- October 1

7:30 a.m. – 11:45 a.m. - Hotel Lobby

Monday October 1- 12:00 p.m. – 7:00 p.m. (Located in proximity to conference registration table)

Tuesday- 7:00 a.m. – 12:00 p.m. & 4:00 p.m. -6:00 p.m. coinciding with registration times.

Questions/comments:

- Is the hotel providing table set-up with tablecloth/skirting? Cost?
Will hotel accommodate moving the Hospitality Table from Lobby to registration area?
- Cost of have hotel provide dispenser of fruit infused water next to registration/hospitality table and popcorn bar on Sunday afternoon/Monday morning/afternoon.
- Requested centerpiece for Hospitality Table from Decorating Committee.(Denise Dias)
- Laptop/Printer- David Dunn-is this available from the technology committee.
- Request to have the “visit Manhattan” link on the conference website more visible and easier to find information on dining, activities, cultural events, shopping etc... We suggest the follow link:



<http://www.manhattancvb.org/189/Visit>

- When will room assignments for meal functions be available?
Hospitality committee will plan for greeter/ticket takers for the following if needed? Please confirm.
 - **Monday-** Opening Reception Event at the Flint Hill Discovery Center
 - **Tuesday-**
Continental Breakfast (7:30 a.m. – 8:45 a.m.)
Ruby Lunch- 11:30 a.m. -1:00 p.m.
Endowment Auction hors d'oeuvres /Cash Bar???? - 6:00 p.m.- 8:00 p.m.
 - **Wednesday-**
Breakfast-Regional Meetings? – 7:00 a.m. – 9:15 a.m.
Buffet Lunch- 12:15p.m. -1:45 p.m.
Recognition/Awards Dinner- 6:00 p.m. – 8:00 p.m.
 - **Thursday** – Breakfast – 7:00 a.m. – 8:00 a.m.
- **Other Times?**
- **Hospitality Table Information/Resources**

“Conference Welcome Gift” For attendees
 Manhattan Chamber “Welcome Bags” for attendees
 Manhattan Visitors Guides Reference copy and limited number available
 Map of Manhattan
 Manhattan Trail Guide Map
 Aggieville Map
 Laptop/printer if available/possible??
 Information on “Bird Watching Activity” Chuck Ott- what morning?
 Other activities if planned – Morning group walk, options during afternoon break(s)??

 What else??

- Welcome to Manhattan Greeters Stationed at Manhattan Airport
 Sunday September 30 \ Monday October 1**

Manhattan Airport Flight Schedule on June 7, 2018

Arrivals Schedule

Flight	Arrives	ESP Conf Hospitality Committee Welcome/Greeters (# planned) Volunteers needed			From	Days
		Sunday	Monday	Tuesday		
4036	10:14a.m.	Sunday (1)	Monday (2)	Tuesday None Planned???	Dallas / Fort Worth (DFW)	Daily
3589	3:11 p.m.	Sunday (2)	Monday (2)		Chicago O'Hare (ORD)	Daily
2843	5:12 p.m.				Dallas / Fort Worth (DFW)	Daily
3532	9:57p.m.	Sunday (2)	Monday (1)		Chicago O'Hare (ORD)	Daily
4133	10:30 p.m.				Dallas / Fort Worth (DFW)	Daily

- Hospitality Room for ESP Members/Volunteers helping with conference.
 Where in the hotel? Hotel-provided complementary?
 Jenni Carr and Megan Dougherty- Working on details