

2018 National ESP Conference Steering Committee Notes

October 26, 2017

Present on the call: Gayle Price, Nadine Sigle, Denise Dias, Laurie Chandler, David Dunn, Andrea Burns, Jennifer Wilson, Jim Lindquist, Bob Ohlensehlen, Beth Claypoole, Stacey Warner, Debbie Hagenmaier, Sandra Wick, Trudy Rice, and John Forshee.

To Do Before Next Meeting:

Send Bob updated logo, video and 40 postcards.

To Discuss at the Next Meeting:

- Date change – has it been communicated to all who need to know, are speakers available, is the Discovery Center available?

- Opening event – need a group to work on details.

- Work on a draft schedule.

- Contact American Income Life for a sponsorship?

Meeting Dates and Hotel Availability:

Because of the K-State football game, the hotel will not have the number of rooms that we need on September 30. The group made the decision to adjust the dates from Sept 30 to Oct 3 to Oct 1 to Oct 4. We need to make certain that anyone planning on coming into the conference early knows that they will be competing with football traffic.

Debbie confirmed with the hotel during the call that they can accommodate this change. On Thursday morning, part of the ballroom will be in use but we will most likely have a smaller crowd by then. This year there were 90 people in attendance on the last morning.

Debbie will also follow up with the Discovery Center to make certain it is available on Monday evening, instead of Sunday.

There will be a national newsletter going out soon so the change in dates can be included in that newsletter.

Speakers:

Jennifer and John will check with the speakers about their availability for the new dates.

Draft Schedule:

We can use the North Carolina schedule as our draft. The national board will make the final decision on the schedule.

We discussed having the speaker on the last morning before the business meeting. Then box lunches could be available for those staying for the business meeting to take with them.

Contracts:

The national office needs to sign all contracts. K-State can pay speakers and then charge ESP. Debbie, Bob, Jennifer and Stacey will meet to review contracts.

2017 Meeting Debrief:

Trudy asked if there would be any interest in having a dollar auction (the last dollar taken gets the item). Bob said there aren't any specific limitations. There seemed to be fewer auction items this year so new ideas might add some interest. We need to think about having items that are easy to carry home on the airplane or make it easy for people to ship from the hotel

The auction and recognition event don't necessarily have to be on the same night but again, the national board makes the final decision on the schedule.

The host state is primarily responsible for opening events, meals, auction, tours, hospitality, and staffing the registration area.

The group agreed that North Carolina set the bar very high.

The national board expects the conference to be profitable.

Gayle mentioned that the computer app was very user friendly. Bob said that JCEP may be getting the app and all affiliated organizations would be able to use it.

The national marketing committee leads the social media efforts. They might do the entry of program info into the app.

The last minute email from the national office was helpful.

The national office does all the program and award books.

American Income Life was a sponsor of the 2017 conference. We need to contact them to see if they are willing to help sponsor the 2018 event.

Debbie said that Global Campus and K-State's Division of Communications and Marketing might be able to help with signage.

Do we need a Plan B for a speaker? (Daryl??)

National Board to Manhattan?

The national board won't be coming to Manhattan for a mid-year board meeting but might want to do a video run-through of the hotel.

Jennifer will serve as a liaison with the national board (Doug Jardine also serves on the board) and Stacey will serve on the professional development committee that plans the concurrent sessions.

Logo:

The group determined that the logo needs to be updated to include the meeting location. Jennifer and Stacey will work on this.

Annual Conference:

Jennifer and Stacey will give a brief of the national conference at the business meeting. They will show the video and have postcards and a committee list for everyone on the tables.

Trudy will be with the poster during the poster session. Debbie will have a spot for the poster in the registration area. Debbie or David will put the poster away each evening.

The promotional video will be shown during the Awards Lunch.

The following individuals will be at the association meetings:

KEAFCS – Gayle

KACAA – John

KACDEP - Trudy

KAE4-HA – Jennifer

Talking points:

Kansas to National ESP Conference Oct 1-4 in Manhattan

Thanks for donations from associations!

A national meeting may never be closer.

There will be professional development that is applicable to all extension professionals.

Registration scholarships will be available.

We may be asking for assistance for some tasks as the event gets closer.

If you aren't currently a member, or if you are a former member, we would welcome your membership.

Regular Committee Meeting Dates:

The second Friday at 10:00 am, beginning Friday December 8, was selected as the regular meeting date for the group,

Other Items:

Donor pin - Jim reminded us that we need to design the pin that is given to the donors to the National ESP Development Fund. We would submit the design to the national resource development committee who would approve the design. The national office orders the pins.
Ideas – The conference logo with the Kansas map or a sunflower.

Decorations – Money for decorations will be included in the budget. Bob said that generally tables are decorated for the recognition meal and the Ruby Lunch. This year decorations were include for other meals also. Steve Fisher would be a source for supplies.

Opening event – We need a group of people to work on the details including Land of Kansas food.

Bar – Which events need a cash bar?

Notes taken by Stacey Warner