

2018 National ESP Conference Steering Committee Notes

March 9, 2018

Present on the call: Jennifer Wilson, Jim Lindquist, Stacey Warner, Denise Dias, David Dunn, Debbie Hagenmaier, Sandra Wick, Greg Price, John Forshee, Andrea Burns, Laurie Chandler, Gayle Price, Beth Claypoole.

National Board – Beth Claypoole

Beth dropped off the call while traveling.

National Office – Greg Price

Nine proposals for concurrent sessions had been received by the time of the call. A reminder of the March 15 deadline had been sent to the membership.

Budget – Jennifer

Jennifer has been working with Greg, Debbie and committee members to determine the conference budget and registration cost.

Meals– Jennifer, Stacey and Debbie

Tentative meal selections have been determined. Several questions were discussed. Beth said that it is ok to have the president's breakfast include the buffet breakfast that other participants will be having. The past presidents lunch should be plated, not the conference buffet lunch.

Technology – David

David is continuing to work on the source for various technology needs and a budget estimate for the cost of technology.

Tours – John

John reviewed a spreadsheet of the cost of the tours and the number of registrants needed to cover costs.

It was mentioned that those driving individuals to the airport after the conference might include a drive through campus.

Registration – Andrea

Greg will check to see what has been included in registration packets in the past. Debbie, Andrea and Greg will coordinate who does what in putting together the packets.

Life Members - Jim

Because of time constraints, the life member tour will probably be to Ft. Riley, not Abilene as previously planned. A drive through campus might be included. Transportation is still being finalized. The registration information needs to stress that this tour is for life members only as the cost is included in registration and not charged directly to participants.

Auction – Trudy and Laurie

Several options are being consider for the meal proceeding the auction. We need to be certain that the conference program indicates that there will be ample food (not just snacks) to encourage people to attend.

Decorations – Denise

The committee will be meeting in March or April. They are planning on natural decorations.

Hospitality – Gayle

The committee is discussing the gift that will be given to each conference attendee. The group is considering what information needs to be available in hard copy format and what can be available electronically. Greg is checking on a conference app. They would like a hospitality room for conference volunteers.

Sponsorships – Jennifer

New sponsorships include the Grain Sorghum Commission and the Kansas Wheat Alliance. Other possible sponsors are being contacted.

Professional Development Grant Application – Stacey

Applications have been received from 31 members. A committee of four is reviewing the applications using the criteria that was established. By about the end of March those applying will be notified as to the status of their application.

Airport Transportation

The conference hotel requires 24 hour notice for airport transportation. Jennifer will work on a transportation committee to get attendees to and from the airport.

Conference Volunteers

Jennifer will work on a document for members to sign up for volunteer tasks.

Email Blasts and Website

Jennifer and Stacey will work with Greg in the national office to get info for the website and email blasts for the membership. The website needs to include links to the promotional video, airport, hotel, draft schedule, Manhattan Convention and Visitors Bureau, activities, transportation, speaker bios, State's Night Out information, etc.

Next Meeting:

The next conference call will be Friday, April 13 at 10:00 am.

Notes taken by Stacey Warner