

**2018 National ESP Conference Committee Notes**  
**July 13, 2018**

Present on the call: Greg Price, Beth Claypoole, Jennifer Wilson, Andrea Burns, John Forshee, David Dunn, Gayle Price, Laurie Chandler and Stacey Warner.

**Greg Price – National Office**

He is gathering information on a conference app.

He is keeping a list of people who need roommates and who want to share a ride from the Kansas City airport.

August 1 is the deadline for info that will go in the program. All items for the registration packet will be shipped to Manhattan and assembled on Sunday afternoon before the conference.

There will be two colors of nametags – one for those with full time registration and one for part-time registration for ease in knowing who to collect meal tickets from.

He will send a draft of the conference room locations to Jennifer and Stacey to review.

Outside food can't be brought into the hospitality suite. He will check to see what it would cost for the hotel to provide food for the suite.

He is developing a plan for what various event sponsors could get for donating to the conference (ex- name in the program book, acknowledgement during a general session, etc). This will be shared with the national board and then could be used for future sessions.

He has asked for a welcome table to be in the lobby on Sunday before the conference begins. After that the welcome table will be in the registration area.

He will be ordering pins featuring the conference logo that will be given to endowment donors.

Currently there are 98 individuals registered for the conference. This number is ahead of past registration numbers for mid-July.

Tour registration numbers are:

Abilene – 23

Flint Hills – 16

K-State – 3

Life members – 10

### **Jennifer Wilson – Conference Co-Chair**

She has contacted Ft Riley for someone to present the colors and provide the national anthem.

### **Stacey Warner – Conference Co-Chair**

The group discussed how to celebrate our efforts and anticipated success in hosting the conference. It was determined that a cake during the annual conference business meeting and photos on the screen while people are gathering would be appropriate. Remember to take photos during the conference and send to Stacey.

The national office asked who from K-State should receive special invitations to the conference. Stacey will provide addresses to Greg.

### **Andrea Burns – Registration**

The registration committee will help put together the packets on Sunday afternoon before the conference and will provide two individuals to assist during the registration times listed in the program book. Greg and Andrea will coordinate this.

### **John Forshee – Tours**

John is working on having the van drivers take the required K-State van driver training.

### **Sandra Wick and Denise Dias – Decorations**

The committee has met via conference call several times and has a work day scheduled in Salina during August.

### **David Dunn – Technology**

Computers and projectors that we had planned on using from campus IT are no longer available because of the Hale Library fire. David is continuing to work on locating equipment. River Valley District and other local offices have volunteered to help provide what will be needed.

David will be stopping by the hotel in August to view the rooms and visit with hotel staff about technology issues.

We will use the hotel's computers and screens for the general sessions.

David will follow up with Gerry Snyder from campus IT about live-streaming the keynote speakers and what all the \$90 per hour charge involves.

In addition to the keynote speakers the Ruby Lunch recipient's presentation will also need to be recorded for archiving on the ESP website.

### **Gayle Price – Hospitality**

The committee has determined the gift to order for conference attendees. Greg will let Gayle know the number to order about August 1.

They are still working on the hospitality suite pending the outcome of Greg's discussion with the hotel.

The committee has developed a message with ideas of what to do in Manhattan. Greg will forward to those registered shortly before the conference.

Info on morning walks, etc. can be put in the program book, registration packets and the mobile app.

### **Laurie Chandler and Trudy Rice – Auction**

The committee has an auctioneer. Members of the Kansas Association of Community Development Professionals will be assisting with the auction tasks.

Chapters have been reminded about bringing items for the silent and live auctions. Another reminder will be sent later.

The national office will ship the auction supplies.

### **Jim Lindquist – Life Members**

All details for the life member tours are in place. A bus from Manhattan Parks and Recreation has been confirmed.

### **Other Topics**

If you need chapter members to assist please enter details in the Sign Up Genius by July 31:

[https://docs.google.com/spreadsheets/d/12\\_BUG9GD7HZBSOoHV9OhNL3sKnwMyyfOIKwXVUtT2cA/edit#gid=0](https://docs.google.com/spreadsheets/d/12_BUG9GD7HZBSOoHV9OhNL3sKnwMyyfOIKwXVUtT2cA/edit#gid=0)

We need to clarify signage that will be needed.

Notes taken by Stacey Warner