

2018 National ESP Conference Committee Notes
September 14, 2018

Present – Jennifer Wilson, Greg Price, Gayle Price, Beth Claypoole, John Forshee, Denise Dias, Jim Lindquist, Andrea Burns and Stacey Warner.

National Office - Greg Price

There are currently 207 individuals registered.

“Yapp” will be the conference app.

Conference materials are being shipped to the Riley County office.

Greg and Becky will plan to arrive on Saturday.

Individuals who are full-time registrants will be distinguished from part-time registrants by a different color nametag. This will help the hospitality committee distinguish who needs to have a ticket.

An email blast with last-minute conference information has already gone to those registered and another will be sent soon.

Twenty four individuals have requested a ride from the airport.

Jim Richardson’s presentation and the Ruby Lunch address will be live-streamed. Greg will send a message to the ESP membership about this opportunity to participate from a distance.

Eleven first-timers have requested a mentor.

Anyone who has a bill can give it along with receipts to Greg or Becky.

The program is ready to print.

Greg is making a list of announcements to be made at general sessions. Let him know what needs to be announced.

Co-Chair - Jennifer Wilson

Jennifer sent the list of individuals who have signed up for the various committee responsibilities.

Co-Chair – Stacey Warner

Remember to wear purple shirts the first several days and to take conference photos and send to Stacey for recognition during the business meeting.

Registration - Andrea Burns

Greg clarified that the registration committee will put together packets that will be the same for everyone. They will also assemble envelopes that will be individualized with nametags, meal tickets (where appropriate), nametag ribbons, etc.

Tours – John Forshee

Van drivers have been trained and arrangements have all been made.

Technology – David Dunn

David and John Forshee have met with the hotel staff to walk through technology needs.

Decorations – Denise Dias

The committee has met and completed the decorations.

The past-presidents who are doing the Memorial Service will let the decorations committee know if they need candles.

Hospitality – Gayle Price.

Committee chairs should let Gayle know the number of buttons they need to distinguish committee members/hosts.

Gayle will confirm 215 welcome gifts.

The room number for the hospitality suite will be communicated by Stacey and Jennifer in a last minute email.

The hospitality committee would like several announcements at general sessions about the physical activities that are planned.

Gayle will coordinate with Sarah Keatley, the transportation coordinator, about greeting conference attendees at the airport.

Life Member Tour – Jim Lindquist

Daryl Buchholz will serve as the tour guide. Jim and Daryl have driven the route and all speakers for the various stops have been confirmed.

Notes taken by Stacey Warner