

2018 National ESP Conference Steering Committee Notes
December 8, 2017

Present on the call: Laurie Chandler, Jennifer Wilson, John Forshee, Jim Lindquist, Stacey Warner, Gayle Price, Nadine Sigle, Sandra Wick and David Dunn

Conference Date Change to October 1 to 4:

All speakers are available. Debbie has confirmed the date change with the hotel and the Discovery Center.

We need to make certain that a notice goes out from the national office to all members about the revised date.

Hospitality – Gayle Price

Gayle is updating the committee responsibility list and has a meeting with committee members planned for next week.

Tours – John Forshee

Tours will include Abilene, the Flint Hills area and Wamego. A bird-watching tour may be added. Prices of the tours will be needed soon for the budget. John has added several people to the tour committee.

Stacey reported that the national professional development committee was considering a pre-conference workshop on the same day as the tours. The consensus of the group was that a pre-conference workshop would compete with the tours. People generally come early because they want to see the area and they expect to have professional development opportunities during the conference. Stacey will relay this to the national professional development committee.

Life Members - Jim Lindquist

Life members will go to Abilene on Wednesday afternoon. The cost of the life member tour needs to be included in the registration fee as it is provided at no cost to life members. We need to make certain that in the registration process life members know to not sign up for the Abilene tour since they will be doing that on Wednesday.

Jim and Sally will host the life members and board at their home on Sunday evening. Transportation will need to be provided – perhaps the MHK Trolley.

Auction – Laurie Chandler

Laurie asked the steering committee's preference about when to hold the auction. The consensus was to hold the auction on Tuesday evening at 6:00 pm. Heavy hors d'oeuvres would be served. State's Night Out would be after the auction.

The national board will make the final decision on the schedule.

The group is also recommending a cash bar or perhaps tickets for one or two drinks, rather than an open bar. Jim will check with Kansas Corn about a sponsorship.

Laurie and Trudy will get the committee together after the first of the year. They will brainstorm about how to increase the number of auction items.

Decorations - Sandra Wick

Sandra and Denise have talked to Steve Fisher and will use some of his supplies. The décor will generally feature a prairie theme.

Technology – David Dunn

David requested a list of current members to use in recruiting people to assist with technology. They will use a combination of the hotel's equipment in addition to other equipment they will locate.

David will visit with Debbie about what a private company might be able to do to assist with technology for the general sessions.

David will check with the hotel on the availability of digital signs to use for the conference schedule and announcements.

Proposed Schedule – Jennifer Wilson

Jennifer reviewed the proposed schedule. The two main changes we are suggesting are to have the auction early on Tuesday evening before State's Night Out (rather than on Wednesday after the Recognition Dinner) and to have the last general session speaker before (rather than after) the annual business meeting. Jennifer will communicate these suggestions to the national board.

It was suggested that we make sure that registrants know they should make flight reservations early.

Budget – Jennifer Wilson

Jennifer reviewed the proposed budget. The budget needs to be finalized in early April.

Professional Development Grant Application – Stacey Warner

Stacey reviewed proposed criteria and an application process. The steering committee recommended awarding full early-bird registrations to first timer national ESP conference attendees and one-half that amount to those who have attended a national conference previously. There will be an application and selection process.

There was some discussion as to whether people needed to be registered in order to assist with the conference.

David recommended another source of scholarships – the [University Professional Development Fund](#). We will make the membership aware of this.

Concurrent Sessions - Stacey

Be thinking of members of our chapter that we need to encourage to submit a proposal to present a concurrent session. There is a stipend for session presenters.

We need to remember to submit a proposal for Jim Richardson's photography session.

Pin for Donors to National ESP Development Fund – Jennifer

The steering committee agreed that the conference logo would be our recommendation for the design for the pin that is given to National ESP Development Fund donors. Jennifer will communicate that to the national office.

Other discussion -

The steering committee discussed creating an electronic signup format where tasks would be listed and the membership could volunteer.

Next Meeting:

The next conference call will be Friday, January 12 at 10:00 am.

Notes taken by Stacey Warner