

SALLY BEAUMONT, CHAIRPERSON  
RUTH BEIDEMAN  
JAMIE MAGEE  
JAMES MOSELEY  
PENNY ORNDORFF  
SCOTT PHILLIPS



LARRY SAVAGE  
FRANCINE SHOCKLEY  
ANNA SHORT  
FRAN SMITH  
JOHN WILLIAMS

## Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

### SPECIAL CONFERENCE PLANNING MEETING

August 22, 2013

9:30 a.m.

CHEER Community Center  
20520 Sand Hill Road  
Georgetown, DE

#### Call to Order

Sally Beaumont, Chairperson, called the meeting to order at 9:35 a.m.

#### Present

Sally Beaumont  
Ken Bock  
Aaron Hearn (Facility Manager-CHEER)  
Patsy Bennett-Brown  
Doris Schonbrunner  
Jamie Magee  
Francine Shockley

Randy Nelson  
Tammy Green (Caterer-Lighthouse Rest.)  
Ruth Beideman  
Christine Steele  
Scott Phillips  
Linda Rogers

#### Continuation of Conference Planning

Exhibitor invitation letters have been sent. Christine Steele volunteered to work with Sally Beaumont to follow-up with folks who said that they wanted to be an exhibitor. So far, the following exhibitors have committed: Easter Seals, Heritage Senior Living, Alzheimer's Association, CHEER, Griswold Home Care, and RSVP. Exhibitor registration is \$200 per table for-profits and \$50 for non-profits.

Randy Nelson wrote a story for the CHEER Better Living newspaper. He will also send to other organizations for publication. Sally will modify the article and send to Chip Guy and ask him to send out in press release format.

Eventbrite software/site invitation template is up and running. Attendees and exhibitors can sign up and pay on-line, and download a PDF to send registration form to the County office. Eventbrite maintains an exhibitor and attendee list of paid registrants. Scott Phillips

**Advisory Committee on Aging & Adults with Physical Disabilities**  
**Minutes of Meeting - August 22, 2013**  
**Page 2 of 2.**

will design a spreadsheet “in the clouds” which will also maintain registration information from Eventbrite and any registrations that come through Sussex County mail.

Everyone was asked to use their e-mail distribution lists to blitz invitations to get attendance. Randy Nelson will start issuing e-mail alerts through the CHEER network next week, as will Linda Rogers, RSVP.

Christine Steele suggested soliciting through MAPS as e-mail blast. Carol Barnett (DSAAPD) offered to send information through her network.

Jamie Magee noted need to send confirmation letters to speakers to identify time/topic—who to do this? Sally Beaumont and Deb Brown will issue letters. Ken Bock will get Sally Beaumont the contact info for John Clancy who is a panelist on the **Live Active** panel.

CHEER will have audio-visual equipment available.

Need to note on all publications, co-sponsored by Division on Aging. Suggestion was made to note who is attending as means of attracting professionals to attend.

Ken Bock will update flyer and e-mail to Sally Beaumont (completed today). No paid advertising, with the exception of the DSAAPD \$2,500 co-sponsor.

Ken Bock needs to confirm mystery lunch speaker.

Food - Lunch will include wraps and sandwiches, salads, dessert, and bags of assorted chips - \$10 (Sun chips/oatmeal-raisin and chocolate chip cookies); continental breakfast - \$3, muffins, yogurt; 300 people - healthy food focus

20-25 exhibitors in banquet room and hall, for a maximum of 30. Agreed to take exhibitor registration off of Eventbrite website. Need to control exhibitor registration due to limited space for exhibitors.

Aaron Hearn offered to schedule mock set-up of facility in advance to ensure satisfaction with layout. Mock set-up will be done Monday, August 26. Sally Beaumont and Scott Phillips will be at CHEER at 10:00 a.m. to review floor plan.

Christine Steele will call speakers on agenda to give them first opportunity to register as exhibitors, and confirm number of exhibitors already registered.

Meeting adjourned at 11:35 a.m.

**Minutes submitted by Ken Bock and Sally Beaumont**