

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

### Minutes of Special Meeting

Tuesday, February 11, 2014

On Tuesday, February 11, 2014, Sally Beaumont, Chairperson of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County, called the subcommittee working on preparations for the second annual **LIVE Conference** to order at 9:45 a.m. and welcomed everyone.

Sally Beaumont  
Ruth Ann Beideman

Francine Shockley  
Jamie Magee

Others in attendance were:

Linda Rogers, RSVP  
Christine Steele, Griswold  
Lisa Celik, Director, Lewes Senior Center  
Amber Woodland, Procino Wells  
Roberta Corsa, Commissioner, Veterans Affairs  
Ronnie Webb, Intern, Alzheimer's Association  
Nancy Broadhurst, Instructor, Del Tech OTA Program  
Patsy Brown, Amputee Support Group

Sally began by recapping general items that were discussed at the previous meeting. The conference name will be **The LIVE Conference: *Live Safe and Secure***. The location is still under consideration. The week of October 13 is the target date. The thought is that this would be a good date because this week is National Estate Planning Week. This topic ties in with the suggested theme of the conference which could encourage attendance. Suggested sign-in time is 8:00 a.m. until 9:00 a.m. The conference will be from 9:00 a.m. until 3:00 p.m. Sally Beaumont will create a preliminary budget before our next meeting.

The first item we discussed was registration. It was agreed that some improvements need to be made for 2014. Scott Phillips (who was not able to be present) will likely be involved with this, as he did a lot of work on the 2013 conference registration.

When we began talking about a venue for the conference, Linda Rogers raised the question if we had names and addresses, or at least the zip codes, of those persons who attended our first

conference. We do not have these, but it was pointed out that this information could be gathered when people register through Eventbrite for our second conference, as well as a zip code request could be added to the evaluation. It was also suggested that we could put either cards or a small clip pad on each table asking each person to fill out their name, address, e-mail, and telephone number. They would deposit this sheet or note-size card in a jar and some persons would receive a door prize. It was thought doing this would encourage people to comply with this request.

Linda Rogers and Amber Woodland have been exploring possible locations for this year's conference because we outgrew the CHEER Center. The recommendation is the Sussex Academy of Arts and Sciences which has a 13,000-foot gymnasium that we could utilize, offering us the ability to have more vendors and attendees. Their fee for using this venue is \$50 per hour. Since they do not have enough tables and chairs or a stage, we will have to find a place to rent these. We will also need to locate a caterer. A committee will be formed. It was decided that Sally Beaumont, Linda Rogers, Christine Steele, and Amber Woodland would visit the site to see if this will be the best location for our conference. Anyone else who would like to go with them is welcome to join them. Sally will make the arrangements. If they feel this is the best site, we will have a full committee meeting there.

Time was spent on discussing lunch. It was thought that if we did not have to raise the registration fee much, a box lunch would be good. Breakfast will be decided. All of this will be dependent on the price a caterer quotes for both.

The registration fee will be decided after the budget is completed and we have more information about the cost for the venue, rental costs, and catering costs.

Funding for the conference was discussed. Sally is going to contact Bill Love (DSAAPD) again this year to see about a sponsorship and to be sure he will be involved with the conference.

Marketing was discussed. Christine Steele is going to ask Randy Nelson if he would be willing to work with marketing again this year.

When we started talking about speakers, it was decided that each committee member should bring the following information to the next committee meeting:

- Suggestions for a keynote speaker
- Suggestions for a speakers list of other speakers (like those on the panels in 2013)
- Suggestions for a list of potential vendors

When you compile your suggestions, you need to include not just the name, but the address, e-mail, and telephone number. Remember, we are looking for speakers and vendors who will bring us information about living safe and secure.

The next meeting of the subcommittee will be from 12:00 p.m. until 2:00 p.m. on Monday, March 17, after the regularly scheduled meeting of the Advisory Committee at 10:00 a.m. at the Lewes Senior Center. Lisa Celik is going to have her kitchen staff prepare lunch for all of us

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attending both meetings. It would be helpful if you would let Sally know if you plan to be in attendance to help Lisa know how many persons to have lunch prepared for.

Respectfully submitted,

Ruth Ann Beideman  
Committee Member