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

Conference Planning Subcommittee Meeting

May 19, 2014

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on May 19, 2014, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following members of the Advisory Committee were present:

Sally Beaumont
Ruth Ann Beideman
Jamie Magee
Jill McCoy (non-voting member)
Francine Shockley

Other attendees included:

Patsy Bennett Brown
Gene Campbell
Stan Phulzman
Linda Rogers
Amber Woodland, Esquire

Also present was Samuel R. Wilson, Jr., Sussex County Councilman, District No. 2.

Call to Order

Sally Beaumont, Chairperson, called the meeting to order at 11:50 a.m.

Approval of Agenda

A Motion was made by Ruth Ann Beideman, seconded by Francine Shockley, to approve the agenda as presented. Motion Adopted by Voice Vote.

Introductions

Everyone introduced themselves and stated where they were from.

Planning for Annual Conference

Mention was made about refreshments for the conference, and Sam Wilson offered to provide something if provisions had not already been made.

Sally Beaumont reviewed the schedule as requested. Discussion followed as to the structure of the conference and who would be participating. Suggestions and recommendations were made as follows:

- Schedule approved up to 1:00 p.m.
- 1:00 -1:30 p.m. – Fall Prevention - Scott Martin and Rich Phillips
- Include Office of Animal Welfare - Hettie Brown, contact person
- Public Health home safety check with DHSS
- Adult Protective Services
- 40 vendors
- 2 tables for DSAAPD
- 1 table for Public Health
- Best price for items rented is Dover Rent-All
- Publicity needs to be out earlier
- Ticket price should remain at $5.00
- Pizza King is the choice for catering breakfast and lunch
- 1 person at each vendor table receives a free lunch - all other persons manning the table will be $12.00 each
- Vendors will not be provided tablecloths, but 5 extra tablecloths are to be ordered in case they are needed
- Entrance signs should be placed outside to direct people where to enter

Sally Beaumont and Scott Phillips are taking care of logistics and will present a floor plan. Three registration tables and six food tables are recommended.

Christine Steele and Sally Beaumont are taking care of the vendors. A list of all vendors who attended last year was distributed and other vendor possibilities were suggested. More discussion will follow, but if anyone has a recommendation, please contact Sally or Christine.

Amber Woodland advised she has a young college graduate available who will assist with public relations using last year's information. Randy Nelson will also be working with public relations (marketing).

Lisa Celik and Doris Schonbrunner are going to take care of name tags and color coding for the lunch sandwiches.

Lisa Celik and Sally Beaumont are taking care of tote bags.

Sally Beaumont will handle telephone calls.

Susan Webb (Sussex County Council office) will take care of mail-in registrations. Eventbrite will be used again this year for registration. Lisa Celik is contacting senior centers in regard to doing group registrations.

A copy of the **2014 Live Conference**: ***Live Safe and Secure*** flyer and tentative schedule are attached. Everyone was asked to study both documents and bring back suggestions or recommendations to the next meeting.

Next Meeting

The next meeting of the Conference Planning Subcommittee is scheduled for Thursday, June 26, 2014, at 10:00 a.m. in the 2nd floor conference room of the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

Adjourn

A Motion was made by Linda Rogers, seconded by Jamie Magee, to adjourn at 1:15 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Ruth Ann Beideman
Committee Member