

SALLY BEAUMONT, CHAIRPERSON
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LARRY SAVAGE
FRANCINE SHOCKLEY
ANNA SHORT
FRAN SMITH
JOHN WILLIAMS

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

Minutes of Special Conference Planning Meeting
June 26, 2013

A Special Conference Planning Meeting of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Wednesday, June 26, 2013 in the conference room of the Easter Seals of Delaware and Maryland's Eastern Shore building located at 22317 DuPont Boulevard, Georgetown, Delaware. The following members were present:

1. Sally Beaumont
2. Francine Shockley
3. Ruth Ann Beideman

Also, in attendance were Patsy Bennett-Brown, Amputee Support Group of Delaware, and Debbie Brown, retiree from Easter Seals of Delaware and Maryland's Eastern Shore.

Call to Order

Sally Beaumont, Chairperson, called the meeting to order at 10:10 a.m. and welcomed everyone on behalf of the Advisory Committee. No introductions were necessary since the attendance was small.

Review of Meeting

Sally Beaumont reported on her meeting with Randy Nelson of Cheer two weeks ago. She will be reviewing this meeting again at our regularly scheduled July 15, 2013 meeting.

Review of Conference Planning To Date

The theme has been established which is "**The Live Conference: Live Healthy... Live Active... Live At Home.** All presentations will be centered around this theme.

The location is confirmed at the Cheer Center, Sand Hill Road, Georgetown. The rental fee is \$700.00. Randy Nelson is working with Sally Beaumont on the layout for the conference.

The date for the conference is Wednesday, October 9, 2013 starting at 9:00 a.m. and ending by 4:00 p.m.

The conference sponsors are the Sussex County Council and Division on Aging and Persons with Physical Disabilities.

Sally then reviewed the preliminary budget:

Anticipated Expenses:

Facility	\$ 700.00
Food (\$15 per person x 300)	\$4,500.00
Gift Bags (\$1.25 each x 300)	\$ 375.00
Ticket Web Surcharge \$1.50 per person x 300	\$ 450.00
Program (not) professionally printed	\$ 500.00
Advertising (possible expense)	<u>\$1,000.00</u>
<u>Total Anticipated Expenses</u>	<u>\$7,525.00</u>

Anticipated Revenue:

Online registration @ \$5.00 per person
Vendors – For Profit @ \$200.00*
Non-Profit @ \$ 50.00*

*Committee members working on the current committee receive a 50% discount.

Conference Format:

09:00 – 09:30 a.m. Registration/Continental Breakfast/Visit Vendors*

09:30 – 09:45 a.m. Sally Beaumont – Welcome/Introduce Todd Lawson, County Administrator, and/or
Mr. Mike Vincent, President of the Sussex County Council

Live Healthy

09:45 – 10:45 a.m. Director of Division of DSAAPD – Keynote address on Affordable
Care Act (ACA) and Aging and Disabilities Resource Center (ADRC)
Questions from Attendees

10:45 – 11:00 a.m. Break/ Visit Vendors

11:00 - 12:00 p.m. CEO of Hospitals Panel – Randy Nelson confirming/Sally checking with Randy*
Questions from Attendees
Randy Nelson, Cheer, Moderator*

12:00 - 01:00 p.m. Lunch/Visit Vendors
During lunch-Governor if attending (15 minute greeting)*

Live Active

(01:00 – 02:00 p.m. Larry Savage or Jamie Magee Moderator)*

01:00 - 01:15 p.m. “Staying Active with Tai Chi” – Susan Hamadock*
(Attendees are engaged in activity)

01:15 - 02:00 p.m. Live Active Panel – Susan Hamadock-Tai Chi instructor
Representative from Senior Olympics* Randy Nelson contacting
RSVP* Sally contacting
Questions from Attendees

02:00 - 02:15 p.m. Break/Visit Vendors

Live At Home

(Debbie Brown-retiree from Easter Seals-Moderator)*

02:15 – 03:45 p.m. Live at Home Panel – CHEER-Non Medical In-Home Care
CHEER-Who is presenter?*

Christiana Care Visiting Nurses-Skilled Home Care
Sally contacting*

First State Community Action-Senior Companion
Sally contacting*

Personal Attendants Service Agency (PASA)-Easter Seals
Sally contacting*

Universal Design- Sally contacting*

Assisted Living-Doris Schonbrunner

Questions from attendees

03:45 – 04:00 p.m. Closing Remarks- Sally Beaumont, Chairperson

It was suggested that instead of passing around a microphone and allowing people to stand up and ask questions, that three blank index cards be put in each attendees' packet so they could write their question if they had one for each category and pass them to designated persons to be given to the moderator to field the questions. This has been done with other seminars and offers better control of the questions.*

Advertising, Confirmation Letter to Presenters and Possible Vendors

Sally is going to work with Chip Guy about advertising for newspapers, radio and television.

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Ruth Ann contacted Carol Barnett about possibly having a sample of a letter of invitation for speakers. Carol is contacting Sally to see what she can do to help. Patsy Bennett-Brown is developing a list of prospective vendors. Sally is going to check with Dan Tidwell about a list of private vendors. Anna Short is going to be asked to prepare a press release about the conference. Scott Phillips is going to be asked to prepare a flyer to be used wherever needed. Sally is asking Debbie Brown to work with her on the letters and other areas. As much as possible, it is suggested that email be the preferred method of communication.*

Give a Way:

It is suggested that Lisa Celik be contacted about the tote bags. The suggestion is that only the Sussex County logo and the name Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County are imprinted on the bags so they can be used for other events if they are not all used for the conference. *

System of Payments:

Sally is contacting Eventbrite about the final system of payments and what is required of her as Chairperson.

Program:

It is recommended that the following statement be inserted in the program as the mission of our conference: "The mission of the LIVE Conference is to improve the understanding of and availability of health and services to help seniors to live healthy, live active, and live at home." It is further recommended that a biography of each presenter be included in the program. This will save introduction time, giving more time for presentations. A list of vendors should be included in the program as well as a schedule for the day. The person responsible for developing the program needs to be named.*

Food:

The food being served for the continental breakfast, the lunch and the cost needs to be approved.*

*An asterisk in any area indicates something that needs to be completed, discussed or voted upon.

Next meeting:

No date was set for another Special Conference meeting.

Adjourn:

Sally Beaumont adjourned the meeting at 12:03 p.m.

Respectfully submitted,

Ruth Ann Beideman
Committee Member