

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

July 21, 2014

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on July 21, 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

Scott Phillips
Larry Savage
Francine Shockley

Other attendees included:

Patsy Bennett-Brown
Ken Bock
Ann Gorrin
Randy Nelson

Sandra Odom
Linda Rogers
Doris Schonbrunner

Call to Order

Sally Beaumont, Chairperson, called the meeting to order at 11:45 a.m.

Approval of Agenda

A Motion was made by Francine Shockley, seconded by Larry Savage, to approve the agenda as presented. Motion Adopted by Voice Vote.

Planning for Annual Conference

The tentative schedule time slot from 1:30 p.m. – 2:00 p.m. was discussed. It was felt that it is important to include a presentation about changes in the Affordable Care Act. Sally Beaumont will contact Nancy Broadhurst about the person she heard speak, and Ruth Ann Beideman will contact Lokia Turner, Director of the Delaware Medicare Assistance Bureau, regarding open enrollment for Medicare Prescription Part D.

Randy Nelson talked about logistics for the conference and some issues. The court area of the gym is large enough for 400 people and the hallway is large, so the gym could easily accommodate 40 vendors.

Parking was discussed. It was suggested that vendors use one door and caterers use a back entrance, with areas possibly roped off as needed. More thought is necessary as to where the best entrances would be and if the school will allow certain doors to be unlocked. Directional signs showing people where to enter the building should be posted as well. This topic will be addressed later at more length.

Ann Gorrin stated the Committee should verify the name of the school to make sure it is correct.

Sally Beaumont is looking into seeing if the front doors can be unlocked even though people will have to walk a distance inside the building, but this might be convenient if it should be raining the day of the conference.

The floor plan and table layout were discussed. A suggestion was made to have three large stations for food and drinks. Randy Nelson will have a floor plan for review at the next meeting.

Identifying the kind of sandwich a person has ordered for lunch was addressed. Use of a color-coded ticket was suggested. Ann Gorrin explained how organizations she has worked with in the past have ordered lunch for a large number of people. They arbitrarily ordered different kinds of sandwiches being offered, thus avoiding any confusion as to who gets what kind of sandwich.

Patsy Bennett-Brown suggested using self-adhesive badges for conference attendees. At least three tables need to be utilized for registration, with badges being divided into different sections of the alphabet. Each person attending who has prepaid would sign in for the conference at those tables, and those who have not prepaid would be directed to Scott Phillips.

After discussion, a Motion was made by Patsy Bennett-Brown, seconded by Jamie Magee, to utilize three sign-in tables for those persons who have prepaid for the conference, with those who have not prepaid being directed to Scott Phillips, and a ticket will be included in each individual's folder for use in getting lunch. Motion Adopted by Voice Vote.

The need for a form to be developed for people who are unable to register for the conference through Eventbrite was noted.

Sally Beaumont is meeting with Scott Phillips on August 23 regarding Eventbrite. She is also meeting with Randy Nelson on August 23 to review the flyer.

Additional people are needed to serve as liaisons between the Committee and the senior/CHEER centers in getting information out about the conference and to assist with registrations. Volunteers were as follows:

Fran Smith - Georgetown CHEER Center

Linda Rogers - Cape Henlopen Senior Center and Lewes Senior Center

Larry Savage - Milton CHEER Center

Sally Beaumont - Roxana CHEER Center

Francine Shockley - Bridgeville Senior Center

Randy Nelson will contact Rita Landgraf in regard to her topic of discussion at the conference. He will also have a draft of the flyer completed by the end of the week.

Suggestions regarding advertising included town councils, library partners, MAPPS, radio talk shows, television, and senior/CHEER center newsletters.

Next Meeting

The next meeting of the Conference Planning Subcommittee is scheduled for Tuesday, August 12, 2014, at 10:00 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

Adjourn

A Motion was made by Scott Phillips, seconded by Francine Shockley, to adjourn at 1:00 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Ruth Ann Beideman
Committee Member