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

August 12, 2014

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on August 12, 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
Francine Shockley

Others in attendance included:

Lisa Celik
Dawn Culp
Anthony DelFranco
Ann Gorrin
Victor Orija
Linda Rogers
Doris Schonbrunner
Amber Woodland

Call to Order

Sally Beaumont, Chairperson, called the meeting to order at 10:03 a.m.

Approval of Agenda

A Motion was made by Jamie Magee, seconded by Linda Rogers, to approve the agenda as presented. Motion Adopted by Voice Vote.

Introductions

Since everyone was familiar with each other, no introductions were necessary.

Planning for Annual Conference

It was noted that the correct conference location name is Sussex Academy, and this should be reflected on all documents.

Scott Phillips is working on coming up with an easier log-in, possibly a shorter version that will take people directly to Eventbrite to register.

Sally Beaumont is hoping to send flyers out this week.

Anthony DelFranco offered to use "constant contact" to also send out flyers.

Linda Rogers is taking care of all of her volunteers and stations.

Randy Nelson has written an article to be published in the CHEER magazine.

Amber Woodland's office produced the original flyer, consisting of two pages.

There was discussion about "safe and secure" versus "safely and securely." The consensus was to continue with "safe and secure."

Sally Beaumont is verifying dates, times, places, and cell phone numbers, in addition to making sure the flyer is correct and ready to send out.

Schedule, Flyer, Publicity, and Registration

- Keynote speaker Rita Landgraf is to share comments regarding the Affordable Care Act.

- Sally Beaumont will contact Janae Aglio about current topics with Medicare. Janae is the Assistant Director of the Delaware Medicare Assistance Bureau (DMAB), and she is scheduled to speak at the regular bimonthly meeting of the Advisory Committee on September 15.

- A schedule correction is necessary concerning Matter of Balance.

- Amber Woodland is creating a one-quarter page ad.

- Randy Nelson and Chip Guy are doing press releases.

- Randy Nelson or Sally Beaumont will contact Jill McCoy about articles.

- The e-mail address for Eventbrite is: http://bitly.comLIVE2014Conference.

- Under the time slot 8:00 - 9:00 a.m. on the schedule, a second line is to be inserted to read "Pre-registration at http://bitly.comLIVE2014Conference." Pre-registration should be noted on both pages of the flyer, either at the top or bottom. Amber Woodland will send Scott Phillips a copy of the revised flyer.

- Eliminating the 1:30 - 2:00 p.m. time slot and final break will end the conference at 3:00 p.m., as buses will be leaving at that time; however, attendees are welcome to visit vendors after the close of the conference.

Senior/CHEER Center Liaisons

- Greenwood CHEER Center and Harrington Senior Center - Doris Schonbrunner
- Harbour Lights CHEER Center - Linda Rogers
- CHEER Coastal Leisure Center - Jamie Magee and Randy Nelson
- Pelican Cove/Long Neck CHEER Center - Jamie Magee
- Adult Plus Program - Linda Rogers
- Bridgeville Senior Center - Francine Shockley
- Cape Henlopen Senior Center - Linda Rogers
- Indian River Senior Center - Sally Beaumont
- Laurel Senior Center - Linda Forte
- Lewes Senior Center - Lisa Celik
- Nanticoke Senior Center - Amber Woodland
- Milford Senior Center - Ruth Ann Beideman

Sally Beaumont has been invited to the following director's meetings during the third week of August to speak about the conference: Georgetown CHEER, Greenwood CHEER, Harbour Lights CHEER, Pelican Cove/Long Neck CHEER, Roxana CHEER, and Milton CHEER.

Liaisons are to have their list of names and money to Sally Beaumont by October 1. Sally Beaumont advised that she will also be forwarding the e-mail sent to her by Bill Love prior to his retirement regarding sponsorship of the conference to his successor to make sure everyone is on the same page.

Day of the Conference

It is important to make sure there is an audio visual person available that day.

Bags

The bags to be handed out will be candy apple red with "**Sussex County *LIVE* Conference**" imprinted on them. That way they can be used at another time if any are left over. Sally Beaumont and Lisa Celik are handling the bags and they will be ordering 500.

Badges

Amber Woodland requested clarification on the badges—if they would be pre-printed, how they would be distributed, the symbol to be placed on each badge to designate the type of sandwich for lunch. Ms. Woodland was advised that it was decided at the Subcommittee meeting in July not to have attendees specify the kind of sandwich they want for lunch. Instead, Sally Beaumont will arbitrarily order three types of sandwiches and each person will

receive a ticket which they will turn in when picking up their lunch. Lisa Celik and Doris Schonbrunner will handle printing of the name tags.

Vendors

Vendor registration forms and checks are to be sent directly to the County. Vendor spaces will be pre-numbered and a list will be included in each attendee's folder. As previously mentioned, additional time will be allotted at the conclusion of the conference for attendees to visit vendors.

Folders

Francine Shockley, Fran Smith, and Sue Webb will stuff the folders. Vendor information, PowerPoint presentations, or other handouts to be included in the folders are to be given to Sally Beaumont by October 1. A minimum of 350 copies is requested. Copies of the information provided will be available at the sign-in desk as well.

Door Prizes

Consideration was given to using a different colored ticket for door prizes, or attendees could automatically be entered using their lunch ticket.

Next Meeting

The next meeting of the Conference Planning Subcommittee is scheduled for Monday, September 15, 2014, at 11:30 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

Adjourn

A Motion was made by Jamie Magee, seconded by Dawn Culp, to adjourn at 12:00 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Ruth Ann Beideman
Committee Member