

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 Conference Planning Meeting

August 7, 2013

A Special Conference Planning Meeting of the Advisory Committee on Aging and Adults with Physical Disabilities for Sussex County was held on Wednesday, August 7, 2013 in the conference room of the Sussex County West Administrative Complex located at 22215 North DuPont Boulevard, Georgetown, Delaware. The following members were present:

1. Sally Beaumont 2. Scott Phillips 3. Francine Shockley 4. Jamie Magee 5. Ruth Ann Beideman

Also in attendance were Doris Schonbrunner, Heritage of Milford; Joanne M. Saltzberg, Del Tech Adult Plus Programs; Patsy Bennett Brown, Amputee Support Group of Delaware; Randy Nelson, Cheer; Lisa Celik, Lewes Senior Center; Christine Steele, Griswold; Linda Rogers, RSVP; and Ken Bock, Cheer.

Call to Order:

Sally Beaumont, Chairperson, called the meeting to order at 9:30 a.m. and welcomed everyone on behalf of the Advisory Committee. Since new attendees were present, she asked everyone to introduce themselves and tell who they represented.

Review of Conference Planning to Date:

To bring everyone up to date, Sally reviewed the progress made to date on planning the conference. A budget of \$7,525.00 has been established. 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 9:00am and ending by 4:00pm. The conference sponsors are the Sussex County Council and Division on Aging and Persons with Physical Disabilities. The goal is 300 attendees in the main hall. Governor Markell has been invited to join us for lunch and speak. This cannot be confirmed until six (6) weeks before the event and even then it is subject to change. This will show on the program as invited. A \$2,500.00 check toward the cost of the conference has been received from the Division of Aging and Adults with Physical Disabilities.

Vendors:

Randy Nelson and Patsy Bennett Brown gave Sally a copy of possible vendors to contact. Randy Nelson explained that with 300 attendees in the main hall no more than 20 vendors should be in the main hall. It was recommended that no more than 10 vendors be elsewhere. At present vendors attending are Heritage of Milford, RSVP, Senior Olympics, Cheer, Alzheimer's, Griswold, Division of Aging and Adults with Physical Disabilities, Beebe Hospital, Nanticoke Hospital, and Atlantic General Hospital. Randy Nelson went through the recommended vendor list and to help expedite contacts marked those that have attended conferences such as this before and would likely attend this one. It was suggested that pros vendors be called instead of sending a letter to give them time to plan for the conference. Vendor prices were revisited but left the same as previously decided. The prices are \$200.00 for profit businesses and \$50.00 for non-profits. A 50% discount will be given

if there is a committee member associated with the business or non-profit working on the committee. (Refer to minutes of Special Meeting, May 15, 2013.)

Registration:

Sally Beaumont and Scott Phillips have gotten Eventbrite set up to accept reservations. The website is <https://www.eventbrite.com/event/7597561511?ref=eiosprexshremail> . The registration fee is \$5.00 which includes lunch. A flyer with a tear off registration form is also going to be developed for those who do not have access or do not use a computer. Flyers will be put in senior centers and libraries. It was suggested that someone at senior centers be willing to collect and register these people. It will also be checked in to if there is a downloadable form on Eventbrite that could be used. Sally is again going to talk with Todd Lawson, County Administrator, about ability to accept payment by cash or check. Cheer will be glad to post the form for registration once it is developed.

Marketing:

Different ways the conference could be marketed was discussed. Some suggestions were community bulletin boards, Delmarva Life TV show, Chamber of Commerce, Delaware Health and Social Services, Modern Maturity and post on Facebook. It was stressed that radio and newspapers are very important because of our target age bracket. Joanne Saltzberg offered even though she said she did not know the area very well to help with marketing. Randy Nelson from Cheer said as soon as he had enough information, he would write a front page article for the Cheer newspaper. Sally asked if she could use this same article for other marketing venues...He said it would be fine. Sally is also going to check with Chip Guy to see how he can help us with marketing.

Letters to Panel Participants:

Sally is going to write the letters explaining the purpose of the event, the amount of time they have to present and anything else that is important for them to know.

Gift Bags:

Sally and Lisa Celik are going to work on the gift bags.

Programs:

Ken Bock offered for Cheer to do the programs. He and Randy will coordinate this effort. One thing that was stressed was the importance of people's names being spelled correctly for the program.

Questions after Panel Discussion:

It had been suggested that using cards would save time rather than passing a mike. This was discussed as to how it could be done or if a mike should be passed. It was decided that questions would be written on cards during the panel discussions and passed to a runner who would collect them and see that the moderator of the panel received the questions for the panel. It was further suggested that the number of questions that could be answered during the question and answer session or the amount of time that would be allotted to questions be explained by each moderator. Christine Steele from Griswold agreed to be in charge of collecting the cards.

Registration:

Francine Shockley and Fran Smith agreed to handle the sign in/registration table. Even though name badges can be made through Eventbrite, we will probably let people make their own.

Transportation:

Cheer needs to know if there are a lot of busses coming from senior centers so there is someone available to coordinate parking. To find this out, we will have to check senior centers.

Review of Tentative Program:

The program was reviewed and some changes were made. See attached Tentative Program.

Next Meeting:

The next meeting will be at the Cheer Center, Sand Hill Road, Georgetown, DE 19947 at 9:30 a.m., Thursday August 22, 2013. At this time we will plan the food menu and complete logistics for the conference

Adjourn:

The meeting was adjourned at 11:55 a.m. by the chair.

Respectfully submitted,

Ruth Ann Beideman

Ruth Ann Beideman

Committee Member

**ADVISORY COMMITTEE ON AGING AND ADULTS WITH PHYSICAL DISABILITIES FOR
SUSSEX COUNTY**

**LIVE Conference: Live Healthy...Live Active...Live at Home
Wednesday, October 9, 2013**

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

09:30 - 09:45 a.m. Sally Beaumont – Welcome/Introduce Todd Lawson, Sussex County Administrator or Michael Vincent, President, Sussex County Council

Live Healthy

09:45 – 10:45 a.m. Bill Love, Director of DSAAPD – Keynote address. Affordable Care Act (ACA) implementation in Delaware 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. Hospitals Panel- Randy Nelson Moderator
Jeffrey Fried FACHE, President and CEO Beebe Medical Center
Steven Rose, RN, MSN, CEO and President of Nanticoke Health Services
Michael A. Franklin FACHE, President and CEO Atlantic General Hospital
-questions from attendees

12:00 – 01:00 p.m. Lunch/Visit Vendors
(Governor invited to speak)

Live Active

1:00 – 02:00 p.m. Active Panel – Moderator- Jamie Magee
Senior Olympics –Robyn Kirby
Volunteerism RSVP -Deborah Vandiver- Matter of Balance
Susan Hamadock- “Staying Active with Tai Chi”
John Clancy- Ways to Stay Active

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

Live at Home

02:15 – 03:30 p.m. Panel Discussion – Moderator- Ken Bock
Non-Medical In-Home Care – CHEER- Randy Nelson
Skilled Home Care – Christiana Care Visiting Nurses- Ronica Chambers
Universal Design/ Accessibility-Jan Sliwa, OTR/L, CAPS, Aging in Place Solutions
Personal Assistance Service Agency (PASA) – Maryanne Murray-Griswold Senior Care
Senior Living – Doris Schonbrunner, LNHA, MHR, MPA- Heritage Senior Living
Senior Companion Program- Gerri Horsey- First State Community Action

03:30- 4:00 CLOSING REMARKS