

LINDA FORTE  
ANTIONETTE JOHNSON  
JAMIE MAGEE  
CATHY PARKER



SCOTT PHILLIPS  
LARRY SAVAGE  
FRANCINE SHOCKLEY  
FRAN SMITH  
HELEN SMITH

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

### **Conference Planning Subcommittee Meeting**

**January 28, 2019**

**A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, January 28, 2019, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:**

**Will Childers  
Jamie Magee  
Scott Phillips (Alternate)**

**Linda Rogers  
Larry Savage  
Helen Smith**

### **Call to Order**

**Jamie Magee, Acting Subcommittee Chair, called the meeting to order at 11:40 a.m.**

### **Approval of Agenda**

**A Motion was made by Helen Smith, seconded by Larry Savage, to approve the Agenda as posted. Motion Adopted by Voice Vote.**

### **Approval of Minutes**

**A Motion was made by Will Childers, seconded by Scott Phillips, to approve the minutes of January 14, 2019, as distributed. Motion Adopted by Voice Vote.**

### **Planning for Conference**

- Jamie Magee asked that Helen Smith review the notes from the January 16<sup>th</sup> meeting that Subcommittee members Linda Forte, Jamie Magee, Linda Rogers, and Helen Smith had with Kari Souder and her assistant, Rhonda, at Crossroad Community Church. The Committee will most likely use one-half of the conference room, which will have 20 72-inch round tables with seating for eight at each table. Crossroad does not provide tablecloths or centerpieces. The hallway will comfortably hold 12 vendors (eight-foot tables), and 12 tables will be located on the**



side of the room. There are also some six-foot and a few four-foot tables that could be used. Black tablecloths will be provided for the vendors.

Most of the menu items were agreeable with Crossroad – chicken salad sandwiches, ham and cheese sandwiches, potato salad, fruit cups, and cookies and/or brownies for dessert. Since Crossroad has never prepared quiche before, Ms. Souder will speak with the chef about serving quiche. She will also ask about a salad bar with extra toppings. Coffee, iced tea, and water will be available all day on the counter in the conference room. Mini-muffins and/or pastries can be provided in the morning, since there will be no morning break.

Ms. Souder advised that if the Committee would provide a blurb for them regarding the conference, Crossroad will include it in their church bulletins and post it online to assist with advertising. They will also distribute fliers regarding the conference. It was noted that Dwayne Kilgo, Sussex County IT Director, often assists Crossroad with their audio/visual needs and can probably assist the Committee as well.

A final count will be needed by May 1<sup>st</sup>.

- Scott Phillips has posted the “Save The Date” flier on Eventbrite. An admission price was required, so he listed \$10.00, but this can be changed if the price is lowered or eliminated altogether.
- Price of Admission – Jamie Magee reported that Ruth Ann Beideman had originally stated she thought the price should be lowered to \$5.00 since attendance has been declining, the conference is shorter this year, and the venue is not as expensive as it was last year. Then on November 1, 2018, Ms. Beideman relayed to Ms. Magee that she felt the price should stay at \$10.00. When Jamie Magee and Helen Smith met with County Administrator Todd Lawson in December 2018, it was his feeling that the Committee should charge a fee. Discussion followed, and it was mentioned that Amber Woodland emailed Jamie Magee stating she felt the price should be eliminated altogether. Eventbrite does not charge a fee for registration if the conference is free. The question was raised, is it really worth having to collect a \$5.00 fee from those attending? Ms. Magee advised that she also met with Sally Beaumont, former member and Chairperson of the Advisory Committee, and Ms. Beaumont also felt there should be a charge for attendees.

After much discussion, a Motion was made by Scott Phillips, seconded by Larry Savage, that there be no fee charged for attendees to the 2019 conference. Motion Adopted by Voice Vote (with one nay vote). Scott Phillips will take care of removing the \$10.00 fee listed on Eventbrite.

- Price for Vendor Tables – Subcommittee members discussed the use of four- and six-foot tables. If the tables could be incorporated in the hallway or conference room, it might be possible to accommodate more than 24 vendors, and maybe give the presenters smaller tables. Lowering the vendor fees this year was proposed since the conference is only scheduled until 1:00 p.m. and there is no morning

break. Therefore, vendors will not have as much time to spend with conference attendees as in previous years.

A Motion was made by Helen Smith, seconded by Will Childers, to charge for-profit vendors a fee of \$100.00 and to keep the price for nonprofit vendors at \$50.00 for the 2019 conference. Motion Adopted by Voice Vote.

- Jamie Magee stressed the importance of every Committee member helping to make this year's conference a success. Specific duties and tasks will be assigned prior to and on the day of the conference. Members that expressed interest in certain tasks are listed below. For everyone else, they should think about how they would like to help and come prepared to volunteer at the next meeting.
  - Tables (centerpieces, tablecloths, etc.) Linda Rogers
  - Registration \*\*\*\*\*
  - Vendors Will Childers
  - Menu and Buffet Line on Day of Conference Larry Savage  
Helen Smith
  - Preparing Folders for Conference Antionette Johnson  
Linda Rogers (if health allows)  
Helen Smith (if needed)
  - Advertising Barbie McDaniel  
Scott Phillips
- Everyone felt that a ticket should be included in the conference folders that would entitle each person to lunch.
- Scott Phillips asked who would be willing to take phone calls regarding the conference. A contact number is needed for Eventbrite and the fliers. Will Childers suggested using Google to create a phone account, where the person leaves their telephone number and then someone calls them back. Mr. Phillips will look in to this for the next meeting.

#### Subcommittee Membership

Membership on the Subcommittee was discussed. Since Jamie Magee was elected on this date as Chairperson of the Advisory Committee, she will be considered Chair of the Conference Planning Subcommittee, and Antionette Johnson will also serve as a member of the Subcommittee since she is now Vice Chair of the Advisory Committee.

#### Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Friday, February 15, 2019, at 10:00 a.m. at the Sussex County Administrative Offices West

**Complex, 22215 North DuPont Boulevard, in Georgetown. For those who have not already signed up for a specific duty or task, please come prepared to volunteer at the meeting.**

**Adjourn**

**A Motion was made by Helen Smith, seconded by Will Childers, to adjourn at 1:10 p.m.  
Motion Adopted by Voice Vote.**

**Respectfully submitted,**

**Helen Smith, Secretary  
Advisory Committee on Aging & Adults with  
Physical Disabilities for Sussex County**