

RUTH ANN BEIDEMAN, CHAIRPERSON  
JAMIE MAGEE  
PENNY ORNDORFF  
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

February 12, 2018

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, February 12, 2018, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

Ruth Ann Beideman  
Anthony DelFranco  
Jamie Magee

Linda Rogers  
Francine Shockley  
Helen Smith

Other attendees included Mary Ann Etu, Antionette Johnson, Pat Maichle, Kristen Najera, and Cathy Parker.

#### Call to Order

Ruth Ann Beideman, Subcommittee Chair, called the meeting to order at 10:10 a.m.

#### Approval of Agenda

A Motion was made by Helen Smith, seconded by Jamie Magee, to approve the Agenda as posted. Motion Adopted by Voice Vote.

#### Approval of Minutes

It was noted that the minutes of the January 22, 2018, joint meeting of the Advisory Committee and Conference Planning Subcommittee imply that Seniors Helping Seniors should be contacted to speak at a future meeting of the Advisory Committee, when in fact the group spoke at the November 20, 2017, Advisory Committee meeting.

On behalf of the Advisory Committee, a Motion was made by Jamie Magee, seconded by Cathy Parker, to approve the January 22, 2018, minutes of the joint meeting of the Advisory Committee and Conference Planning Subcommittee, as amended to reflect



that Seniors Helping Seniors appeared before the Advisory Committee on November 20, 2017. Motion Adopted by Voice Vote.

On behalf of the Conference Planning Subcommittee, a Motion was made by Anthony DelFranco, seconded by Francine Shockley, to approve the January 22, 2018, minutes of the joint meeting of the Advisory Committee and Conference Planning Subcommittee, as amended to reflect that Seniors Helping Seniors appeared before the Advisory Committee on November 20, 2017. Motion Adopted by Voice Vote.

### Welcome and Introductions

Ruth Ann Beideman welcomed everyone to the meeting. Conference Planning Subcommittee members introduced themselves, followed by each of the guests telling a little bit about themselves.

### Correspondence

Ruth Ann Beideman read from an e-mail she received from Subcommittee member Linda Rogers suggesting a theme for the next Sussex C.A.R.E.S. Conference, if in fact the Advisory Committee decides to hold another conference. Ms. Rogers suggested “End of Life Planning,” which could include information on wills, trusts, advanced directives, planning for a funeral, cremation, or celebration, etc.

### Planning for Conference or Workshops

- Ruth Ann Beideman reviewed remarks made at the January 22<sup>nd</sup> joint meeting of the Advisory Committee and Conference Planning Subcommittee in regard to moving forward with a conference in 2018, and then presented the question as to whether the Committee should plan for another conference or try holding workshops instead. The following comments were made:
  - The conference was successful last year – continue to hold an annual conference, but improve on how it is marketed to the public.
  - Workshops may be attended by more seniors – the targeted audience – than a conference; however, workshops would entail more work and a greater commitment from speakers in that they would have to attend workshops in two different locations.
  - Continue to hold an annual conference, but plan for the spring instead of the fall so as not to be in competition with State agencies that typically hold conferences in the fall – maybe skip 2018 and plan for the next conference in the spring of 2019.
  - Send out publicity at least six months in advance to professionals it is felt may want to attend or participate in a conference, as their calendars fill up quickly.
  - Continue to hold an annual conference, since it is already established.

- A conference could be held one year and workshops the following year.
- The six times a year that the Advisory Committee is scheduled to meet could be used for workshops, and continue with a conference each year.
- Spring would definitely be a better time than fall for a conference. People are looking for things to do in the community once winter is over, so the attendance may be higher.
- If a conference is not held in 2018, will there be one in 2019?
- Aim for May 2019 for the next conference since May is “Older Americans Month,” making that an opportune time for a conference.
- Publicity for a conference needs to be out much earlier than two weeks before the event. Newspapers require information six weeks prior to an event so they can guarantee it will be published in the paper at least once. [Ruth Ann Beideman will speak with County Administrator Todd Lawson regarding publicity once conference plans are confirmed.]

After discussing a conference versus workshops, and the fall of 2018 versus the spring of 2019, a Motion was made by Jamie Magee, seconded by Anthony DelFranco, to hold a half-day Sussex C.A.R.E.S. Conference in May 2019 to tie in with “Older Americans Month.” Motion Adopted by Voice Vote.

➤ **Assignments**

- Prior to the next meeting, Ruth Ann Beideman will make a list of duties necessary to plan for the conference and assign tasks to Subcommittee members.
- Kristen Najera volunteered to obtain e-mail addresses and contact information for all of the churches in Sussex County.
- Ruth Ann Beideman will ask Scott Phillips if he would be willing to obtain e-mail addresses and contact information for clubs in Sussex County, i.e. Rotary, Elks, Moose, etc.

➤ **Theme**

- Everyone agreed that Linda Rogers' suggestion, “End of Life Planning,” is a theme that needs to be addressed for seniors, but softening the title will be necessary to not scare people away. Elder law, advanced directives, powers of attorney, funeral homes/arrangements, hospice, DMOSOT (Delaware Medical Orders of Scope of Treatment), and how to talk with parents or loved ones about their wishes were suggested as possible topics of discussion.
- It was felt that addressing each of the areas proposed would make for a long conference with numerous speakers, so the theme would need to be narrowed in order to stay within the half-day timeframe. Discussion was then held as to

whether to stay with a half-day conference or extend the time to later in the day. The observation was made that members of CHEER/senior centers are ready for lunch at 12:00 noon, and they are not going to attend a conference and leave at noon without lunch. It was also pointed out that 8:00 a.m. is an early start time, especially for someone coming from Kent or New Castle County; however, an alternative starting time of 9:00 a.m. would only allow three hours for a half-day conference.

A Motion was made by Jamie Magee, seconded by Anthony DelFranco, to amend the previous Motion to hold a half-day Sussex C.A.R.E.S. Conference in May 2019 to tie in with “Older Americans Month” to state that the conference length will be determined at a later date. Motion Adopted by Voice Vote.

Anthony DelFranco advised that CHEER’S annual meeting is always held in May. Ruth Ann Beideman asked if there was any way he could find out when it would most likely be held in 2019. Mr. DelFranco was also asked to try and determine what timeframe would be best for those interested in attending from CHEER and senior centers.

#### Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, March 19, 2018, at 11:30 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown (following the regular Advisory Committee meeting). Ruth Ann Beideman will contact Arena’s in Georgetown to see if lunch could be delivered prior to the start of the Subcommittee meeting for those who may wish to order lunch. Everyone will be notified if that is an option.

Subcommittee members should come prepared to discuss the following:

- Should the conference be scheduled for a half-day or until 2:30 p.m.?
- Which topics should be included in the conference?
- Suggestions for a softer title than “End of Life Planning”

#### Adjourn

A Motion was made by Helen Smith, seconded by Francine Shockley, to adjourn at 11:45 a.m. Motion Adopted by Voice Vote.

Respectfully submitted,

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