

RUTH ANN BEIDEMAN, CHAIRPERSON
SALLY BEAUMONT
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

May 15, 2017

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, May 15, 2017, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following members of the Advisory Committee were present:

Ruth Ann Beideman
Jamie Magee
Scott Phillips

Larry Savage
Francine Shockley
Helen Smith

Other attendees included:

Katie Burritt
Anthony DelFranco
Linda Rogers

Christine Santy
Amber Woodland

Call to Order

Ruth Ann Beideman, Subcommittee Chair, called the meeting to order at 11:55 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

A Motion was made by Jamie Magee, seconded by Larry Savage, to approve the minutes of March 20, 2017, as distributed.

Linda Rogers noted that her suggestion to invite a member of the Delaware Division of Services for Aging and Adults with Physical Disabilities to speak at the October conference was omitted from the April 17, 2017, minutes. A Motion was made by Francine Shockley, seconded by Jamie Magee, to approve the minutes of April 17, 2017, as corrected. Motion Adopted by Voice Vote.



Restructure of Conference Planning Subcommittee

Ruth Ann Beideman stated she will be speaking with County Administrator Todd Lawson regarding the proposed restructuring of the Conference Planning Subcommittee, as discussed at the regular Advisory Committee meeting on this date.

Planning for Conference

- **Anthony DelFranco reminded everyone that Steven Rose, President and CEO of Nanticoke Health Services, needs to be contacted regarding his availability and willingness to speak at the conference.**
- **Larry Savage advised that he spoke with "Mr. Goodwork" and he is all set to do a comedy sketch at the conference. Mr. Savage asked Amber Woodland to email him a copy of the idea she had for a skit.**
- **Helen Smith reported on the meeting she and Cathy Parker had with Sally Beaumont on May 11th. Ms. Beaumont turned over her files on conference vendors to Ms. Smith, and explained how the vendors were selected and contacted in the past. Ms. Smith noted that while she is happy to work with Ms. Parker on obtaining vendors for the conference, she is not sure her computer skills will allow her to follow the same process as in the past. Jamie Magee, Ruth Ann Beideman, and Katie Burritt all volunteered to help should the need arise.**
- **Due to an increase in Eventbrite fees, a question was raised as to whether there might be another company to handle the online registrations that charges less. Scott Phillips stated that he looked at a number of online reservation companies the first year of the conference, and Eventbrite had a good reputation and was one of the cheaper companies. It was proposed that since the County accepts credit card payments over the phone, possibly payments for the conference could be accepted as well. With only 30 percent of attendees using Eventbrite to register for the 2016 conference, it was questioned if the credit card option is even necessary; however, some felt it was helpful, as not everyone has a checking account. Ruth Ann Beideman will follow-up with County Administration staff to see if the County could and would be willing to process credit card payments for the conference, thus saving the Eventbrite fee.**
- **Helen Smith reported on the meeting with Judy Lodge, Hospitality Director with CHEER, regarding food for the conference. Ruth Ann Beideman, Jamie Magee and Helen Smith attended the meeting. Ms. Lodge inquired specifically as to the problems with the food last year. She was advised that the sandwich portions were very small, the turkey was bland and tasteless, they ran out of diet sodas, and while an ungraded lunch was advertised, the Committee did not feel it was any better than the previous year.**

Ms. Lodge recommended a hot buffet instead of the boxed lunch, since it can be served almost as quickly as a boxed lunch. Salads could be already plated to avoid people spending a lot of time picking out what they like. The Subcommittee would decide on a choice of two of chicken, beef, or tilapia to be served along with a starch, vegetable, and dessert. Water would be on the tables, and everyone would have a choice of sweet or unsweet iced tea. Jamie Magee asked if coffee could be available throughout the day, and Ms. Lodge agreed to look into it. If anyone wishes to have a soda for lunch, they can purchase it at the snack bar, but sodas will not be offered with the other choices.

It was decided not to serve muffins or pastries for a morning snack, since most people eat breakfast at home and the money saved can be used toward the upgraded hot buffet lunch. Tea and coffee will be available in the morning.

Ruth Ann Beideman asked if CHEER could supply a centerpiece for each of the tables. Centerpieces were not provided last year until the last minute when some fall decorations were quickly found to place on each table. Ms. Lodge will look into centerpieces for the tables, and suggested that if some of the vendors could bring their own tablecloths, that would save money as well.

Ms. Lodge will meet with the on-site caterer to discuss a menu and the Subcommittee's needs, and will email this information to Ms. Beideman by Monday, May 22nd, at the latest.

- **Theme** – After much reflection, some Subcommittee members felt that the theme “*From Beach Babies to Beach Boomers - Promoting Quality of Life as You Age*” was too vague. It was felt that this theme may lead attendees to expect topics such as nutrition, exercise, socialization, etc., to be the focus, but it does not reflect the original idea of where someone can turn if they receive a diagnosis of a serious medical condition. It was also pointed out that “*From Beach Babies to Beach Boomers*” was confusing in that it is not clear if the conference is meant to address people who have moved to or visited Delaware's beaches as a child and are now returning or living here as senior citizens. If the Subcommittee could zero in on exactly who the speakers and panelists for the conference will be, maybe a title would become more apparent.
- **Keynote Speaker** – Lengthy discussion resulted in the Subcommittee deciding on Dr. Lawrence Kemp for the keynote address, speaking about neurological diseases as people age. It was also agreed that Debbie Campbell, Cancer Screening Nurse Navigator, be invited to speak about cancer. The morning panel will consist of CHEER, the Alzheimer's Association, Easter Seals, and Delaware Hospice. After lunch, “Mr. Goodwork” will perform his skit. The afternoon panel will consist of CarePatrol, A Place for Mom, and ADRC.
- **Schedule for Conference**
 - 8:00 - 9:30 a.m. Registration

- 9:30 - 9:40 a.m. Welcome/Opening Remarks - Ruth Ann Beideman, Chair, Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County**
- 9:40 - 10:00 a.m. Remarks - Dr. Kara Walker, Delaware Secretary of Health and Human Services**
- 10:00 - 10:30 a.m. Keynote Speaker - Dr. Lawrence Kemp
*Neurological Problems as People Age***
- 10:30 - 10:45 a.m. Debbie Campbell - Cancer Screening Nurse Navigator
*Cancer and the Older Population***
- 10:45 - 11:00 a.m. Break**
- 11:00 - 12:00 p.m. Panel 1 - CHEER, The Alzheimer's Association, Easter Seals, and Delaware Hospice**
- 12:00 - 1:00 p.m. Hot Buffet Lunch/Visit Vendors**
- 1:00 - 1:15 p.m. Skit - "Mr. Goodwork"**
- 1:15 - 2:15 p.m. Panel 2 - CarePatrol, A Place for Mom, and ADRC**
- 2:15 - 2:30 p.m. Conference Wrap-Up/Survey - Ruth Ann Beideman, Chair, Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County**

Noting that this is a very tight schedule, it was emphasized that everyone must adhere to their timeframe, and questions will have to be limited. Ruth Ann Beideman stated that neither her Opening Remarks or Wrap-Up will take 15 minutes, so there will be a little extra leeway there.

It was recommended that one or two Subcommittee members (depending on the number of buffet lines) direct each table to the buffet line to speed up the process. This way people can remain seated until their table is called rather than standing in line.

- Sound System – Ruth Ann Beideman reported that the cost for the sound system last year was \$150.00. There was a microphone on each podium and one for each panelist at the table. It was decided to use only the podium on stage, thereby eliminating the microphone on the floor, and to use one microphone for the entire panel.**
- Ruth Ann Beideman asked the Subcommittee's opinion as to whether it would save time to have a speaker or moderator introduce the next speaker or panel. The Subcommittee preferred that Ms. Beideman introduce each speaker and**

panel. It was the consensus that biographies will not be read this year, as they are printed in the program and anyone can read them at their leisure.

- **Vendors – It was agreed that each of the panelists should be offered a vendor table.**

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, June 19, 2017, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. Everyone is asked to come to the meeting with ideas for a new theme for the conference, something catchy but not too vague. The point is to incorporate the topic at hand—where to turn when someone receives a diagnosis of a serious medical condition—into the theme of the conference. New vendor ideas that could be incorporated are welcome as well.

Those who agreed to contact a speaker (Jamie Magee - Dr. Kemp and Linda Rogers - Debbie Campbell) should also be prepared to report on their availability and willingness to participate in the conference.

Adjourn

A Motion was made by Jamie Magee, seconded by Larry Savage, to adjourn at 1:30 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

**Helen Smith, Acting Secretary
Conference Planning Subcommittee**