

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

June 20, 2016

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, June 20, 2016, 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
Cathy Parker

Scott Phillips
Larry Savage
Fran Smith
Helen Smith

Other attendees included:

Ken Bock
Katie Burritt
Larry DeFrancisco
Anthony DelFranco

Tom McGraw
Brandy Nauman
Rae Short
Brad Whaley

Call to Order

Ruth Ann Beideman, Subcommittee Chair, called the meeting to order at 10:00 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 Sally Beaumont, seconded by Scott Phillips, to approve the minutes of May 16, 2016, as distributed. Motion Adopted by Voice Vote.



Introductions

Ruth Ann Beideman asked that each attendee introduce themselves and advise if they were representing a specific agency or organization.

Planning for Annual Conference

Ruth Ann Beideman stated that although discussion was held at the May meeting to increase the cost of registration for the 2016 LIVE Conference to \$10.00 per person, there was no motion or vote taken to that effect.

A Motion was made by Helen Smith, seconded by Sally Beaumont, to increase the cost of registration for the 2016 LIVE Conference to \$10.00 per person, with the exception of seniors who register on a specific date at one of the CHEER/senior centers who will be charged \$5.00 per person. Motion Adopted by Voice Vote.

Changes/additions to conference materials were proposed as follows:

- **“Save the Date” Announcement**
 - Adjust to reflect at least 28 vendors.
 - The pros and cons of a two-tiered registration process were discussed, and it was agreed that a registration fee of \$10.00 per person is not unreasonable. Registration will be available at CHEER/senior centers in Sussex County and online at Eventbrite.
 - Registration will be limited on the day of the event.
 - Add “4th” to title of conference at the top of the page.
 - Registration deadline is October 8th.
- **Registration Form**
 - Add “4th” to title of conference at the top of the page.
 - Revise to read “\$10.00 Registration Fee Includes Light AM Refreshments and Boxed Lunch.”
 - The subject of conference registration fees was once again considered, and it was suggested that a fee of \$7.00 per person be charged for everyone, which will help cover the additional cost for an upgraded lunch. However, since there has not been a lot of response from the CHEER/senior centers in the past, and many of the attendees are professionals looking for ideas to assist their clientele, it was agreed that most participants would not object to the \$10.00 registration fee.

A Motion was made by Sally Beaumont, seconded by Jamie Magee, to rescind the earlier Motion “to increase the cost of registration for the 2016 LIVE Conference to \$10.00 per person, with the exception of seniors who register on a specific date at one of the CHEER/senior centers who will be charged \$5.00 per person.” Motion Adopted by Voice Vote.

A Motion was made by Fran Smith, seconded by Jamie Magee, to charge a registration fee of \$10.00 per person for all 2016 LIVE Conference attendees, and that the closing date for registration will be October 8th. Motion Adopted by Voice Vote.

➤ **Program**

- Remove Anna Short and add Cathy Parker as a Committee member on the back of the program, and add Michelle Griffith as a non-voting member.
- Brandy Nauman will provide a Fair Housing symbol to include at the bottom of the program cover.

➤ **Agenda**

9:00 - 9:30 a.m. Registration/Light Refreshments/Exhibitors

9:30 - 9:45 a.m. Welcome

- Ruth Ann Beideman, Chairperson, Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County
- Todd F. Lawson, Sussex County Administrator
- Lisa Bond, Director, Delaware Division of Services for Aging and Adults with Physical Disabilities

9:45 - 10:00 a.m. Ken Bock, Executive Director, CHEER, Inc.

10:00 - 10:45 a.m. Statewide and County Housing Trends

Ruth Ann Beideman and Brandy Nauman will contact Trish Kelleher of the Delaware Housing Coalition and Anas Ben Addi, Director of the Delaware State Housing Authority, to speak.

11:00 - 12:00 Noon Panel 1 – Housing Options

The following panelists have been confirmed:

- Kevin Gilmore, Executive Director, Sussex County Habitat for Humanity
- Jessica Finan, Executive Director, Home of the Brave

- Craig de Mariana Aleman, Esquire, The Aleman Group and Linda Vista Real Estate Services
- Tom Clarke

12:00 - 12:45 p.m. Lunch/Exhibitors

12:45 - 1:00 p.m. Open

1:00 - 2:00 p.m. Panel 2 – Assistance for Homeowners

Panelists:

- Representative of U. S. Department of Agriculture
- Representative of Catholic Charities
- Representative of First State Community Action Agency
- Representative of Sussex County Assessment Division

NOTE: Brandy Nauman, Sussex County Fair Housing Compliance Officer, and/or Brad Whaley, Director, Sussex County Community Development & Housing Division, will join the panel if either First State Community Action Agency or the Sussex County Assessment Division cannot participate.

2:00 - 2:15 p.m. Closing Remarks/Exhibitors

➤ **Evaluation Form**

- Add “4th” at the top of the form and change the registration fee to \$10.00 per person.

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, July 18, 2016, at the CHEER Community Center, 20520 Sand Hill Road, in Georgetown, following the regular Advisory Committee meeting.

Discussion will include how to best handle questions from the floor at the conclusion of the conference. There were complaints last year that some questions were not answered, or the question was misinterpreted or misunderstood. Cards were provided with conference materials for participants to submit questions, runners collected the cards and presented them to the moderator, and in turn the moderator addressed each question. It was suggested that it might be better for the runners to have access to a microphone and read each question, which would eliminate duplication and provide an opportunity for clarification by the conference attendee, as needed. If time becomes an issue, the moderator will advise “there is time for one more question.”

Adjourn

A Motion was made by Fran Smith, seconded by Jamie Magee, to adjourn at 12:00 noon. Motion Adopted by Voice Vote.

Respectfully submitted,

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