

RUTH ANN BEIDEMAN, CHAIRPERSON
SALLY BEAUMONT
JAMIE MAGEE
JANICE MOSELEY
PENNY ORNDORFF



SCOTT PHILLIPS
LARRY SAVAGE
FRANCINE SHOCKLEY
ANNA SHORT
FRAN SMITH

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

Conference Planning Subcommittee Meeting

June 24, 2015

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on June 24, 2015, 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
Scott Phillips

Other attendees included:

Ken Bock
Anthony DelFranco
Linda Rogers

Helen Smith
Amber Woodland

Call to Order

Sally Beaumont, Subcommittee Chair, called the meeting to order at 1:00 p.m.

Approval of Agenda

A Motion was made by Linda Rogers, seconded by Amber Woodland, to approve the Agenda as presented. Motion Adopted by Voice Vote.

Planning for Annual Conference

Sally Beaumont recapped the previous Subcommittee meeting and then turned attention to continued planning for the annual conference, as follows:

- Number of attendees will be limited to 250 – vendors will be limited to 20
- Conference name – “**The LIVE Conference: Getting Out and About**”
- Main topic – transportation
- Location – CHEER Community Center on Sand Hill Road in Georgetown

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- Date – Wednesday, October 21, 2015
- Time – 9:00 a.m. to 2:15 p.m. - doors open at 9:00 a.m. for registration
- Registration cost – \$5.00 per person, available by mail or through Eventbrite (additional service fee of \$1.27 applies)
- Vendors are to be at the CHEER Community Center by 8:00 a.m. and set up by 9:00 a.m. to allow attendees time to visit after registering (Sally Beaumont and Judy Lodge from CHEER working with vendors)
- Coffee, tea, and water will be available at 9:00 a.m. During the 10:45 to 11:00 a.m. break, there will be cookies, muffins, or something similar served. Lunch will be from 12:00 noon to 1:00 p.m., with a box lunch provided.
- Preliminary budget - based on 230 participants and 20 vendors:

Income

2014 Carryover Balance	\$ 125.00	
Sponsor (DSAAPD not committed)	2,500.00***	
Nonprofit Vendors – 10 @ \$50.00 each	500.00	
For Profit Vendors – 10 @ \$200.00 each	2,000.00	
Ticket Sales – 230 @ \$5.00 each	<u>1,150.00</u>	
Total Income		\$6,275.00

Expenses

Facility (CHEER)	\$ 400.00	
Food – \$9.00 Box Lunch/Snack \$1.25	2,624.00	
Gift Bags (left from 2014)	<u>-0-</u>	
Total Expenses		<u>3,024.00</u>

INCOME OVER EXPENSES \$3,251.00

*****Sussex County will commit funding if DSAAPD does not**

- Suggested conference schedule:

8:00 a.m. Vendors arrive and set up by 9:00 a.m. when doors open, and stay until close of the conference at 2:15 p.m. - vendors are asked to provide a door prize (Sally Beaumont and Judy Lodge from CHEER handling vendors)

9:00 a.m. – 9:45 a.m. Registration/Visit Vendors
 * Volunteers needed to work registration table

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- 9:45 a.m. – 10:00 a.m. Greetings – Todd Lawson and Sally Beaumont
- 10:00 a.m. – 10:15 a.m. Jill Rogers (DSAAPD)
(Sally Beaumont contacting)
- 10:15 a.m. – 10:45 a.m. Keynote speaker – Community Transportation
Association of America, Washington, DC
(Ken Bock contacting)
- 10:45 a.m. – 11:00 a.m. Break/Visit Vendors
- 11:00 a.m. – 12:00 p.m. Panel moderated by Ken Bock
(Ken Bock contacting Dr. Jerome Lewis, University
of Delaware Institute for Public Administration; Rex
Knowlton, United We Ride Ambassador; and
representative from Community Transportation
Association of America)
- Question and answer session to follow panel
- 12:00 p.m. – 1:00 p.m. Lunch/Visit Vendors
- 1:00 p.m. – 2:00 p.m. Panel moderated by Randy Nelson (current providers)
- Santos Grande, Delmarva Community Services
(Ken Bock contacting)
 - Nancy Feichtl, ITN Southern Delaware
(Sally Beaumont contacting)
 - Generations Home Care
(Sally Beaumont contacting)
 - DART
(Ken Bock contacting)
 - Uber
(Sally Beaumont contacting)
- ** Decision to be made at a later date whether to
keep the panel at five or to use either Generations
Home Care or Uber as part of the panel
- Question and answer session to follow panel
- 2:00 p.m. – 2:15 p.m. Closing/Door Prizes – Sally Beaumont

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- Instead of allowing Southern Delaware Tourism to speak for 20 minutes, it was decided that Linda Rogers will work with Scott Thomas and the Sussex County Chamber of Commerce to place their literature in the welcome packet so people can see rather than simply hear about their activities. Sally Beaumont will emphasize reviewing information contained in the welcome packets in her closing remarks.
- Anthony DeFranco has agreed to write an article regarding the conference.
- Scott Phillips will work with Chip Guy, Sussex County Communications Director, on public relations.
- Amber Woodland will revise the posters and flyers from last year's conference, and will work on the agenda and program.

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Ruth Ann Beideman
Acting Secretary