

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

July 20, 2015

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, July 20, 2015, at the CHEER Community Center, 20520 Sand Hill Road, Georgetown, Delaware. The following members of the Advisory Committee were present:

Sally Beaumont
Ruth Ann Beideman
Janice Moseley

Scott Phillips
Larry Savage
Francine Shockley

Other attendees included:

Ken Bock
Anthony DelFranco
Linda Forte
Judy Lodge

Linda Rogers
Helen Smith
Amber Woodland

Call to Order

Sally Beaumont, Subcommittee Chair, called the meeting to order at 12:00 noon.

Approval of Agenda

A Motion was made by Francine Shockley, seconded by Janice Moseley, to approve the Agenda as presented. Motion Adopted by Voice Vote.

Planning for Annual Conference

- Sally Beaumont stated that at the June meeting it was decided that giving Southern Delaware Tourism time at the end of the day for a short presentation did not offer them sufficient opportunity to effectively present all of the exciting information they could, nor did it give a fair amount of time for questions from participants.

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- Judy Lodge, CHEER Community Center, distributed copies of the layout for this year's conference and explained how the setup would look. Discussion took place regarding the layout and the use of eight-foot or round tables. It was agreed that there will be 32 round tables with seven or eight persons to a table, depending on the number of participants registered. There will be 22 long tables inside of the conference room for vendors, with a maximum of eight long tables in the hallway. Anthony DelFranco and Sally Beaumont are managing vendors and will determine which vendors to invite.
- The charge for tables in the hallway will be less than inside of the conference room.
- CTAA will be permitted a vendor table free of charge if they wish, and DSAAPD will be permitted a vendor table free of charge if a grant for the conference is received.
- Vendor tables will be half price for Advisory Committee members.
- The menu was discussed and revised as follows:

Registration - Regular and decaf coffee, tea, orange juice, assorted muffins, and nutri-grain bars will be provided.

Boxed Lunch will consist of assorted sandwiches and wraps, chips, cookie, apple, bottled water, and napkin.

- There will be no afternoon break.
- Cost is \$11.50 per person.
- There is a \$100.00 service fee for setup of the food and beverage stations and linens.
- Amber Woodland will take care of the flyers and programs, as she did last year.
- There is a sufficient number of gift bags remaining from last year to hand out this year.
- Linda Forte will work with Southern Delaware Tourism, since she was originally given the task of inviting Scott Thomas to be a presenter. Linda Rogers will assist as well. It was decided that in lieu of placing tourism information in the packet, Southern Delaware Tourism will be offered a vendor table.
- The same Advisory Committee members will fill the packets as last year; namely, Sally Beaumont, Fran Smith, and Francine Shockley.
- Suggested Conference Schedule:

8:00 a.m.

Vendors arrive and set up by 9:00 a.m. when doors open

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Vendors are not to pack up until the end of the conference at 2:15 p.m.

Vendors are to provide a door prize.

Sally Beaumont and Anthony DelFranco coordinating vendors

9:00 a.m. – 9:45 a.m.	Registration/Visit Vendors * Volunteers needed for registration table
9:45 a.m. – 10:00 a.m.	Greeting – Todd Lawson and Sally Beaumont
10:00 a.m. – 10:15 a.m.	Kickoff Speaker – Jill Rogers, DSAAPD <u>Confirmed</u>
10:15 a.m. – 10:45 a.m.	Keynote Speaker – Community Transportation Association of America, Washington, DC <u>Confirmed</u> * Name of speaker and decision regarding vendor table needed
10:45 a.m. – 11:00 a.m.	Break/Visit Vendors
11:00 a.m. – 12:00 Noon	Panel moderated by Ken Bock – Discussion of rural transportation policy and development, and demonstrations of specialized transportation (Ken Bock contacting Dr. Jerome Lewis, University of Delaware Institute for Public Administration; Jerome Knowlton, United We Ride/CTA Board President; and representative of Community Transportation Association of America) * Clarification needed regarding names of presenters and agencies they represent Question and answer session to follow panel
12:00 Noon – 1:00 p.m.	Lunch/Visit Vendors
1:00 p.m. – 2:00 p.m.	Panel moderated by Randy Nelson – Current provider discussion regarding rural transportation in Sussex County - Santos Grande, Delmarva Community Services <u>Confirmed</u> - Nancy Feichtl, ITN Southern Delaware <u>Confirmed</u>

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- DART
Confirmed

- Uber
* **Sally Beaumont** contacting **State Licensing
Department** to obtain name

Question and answer session to follow panel

2:00 p.m. – 2:15 p.m. Closing/Door Prizes - Sally Beaumont

**** BIOS NEEDED FOR ALL SPEAKERS AND PANEL MEMBERS ****

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Wednesday, August 19, 2015, at 10:30 a.m. at the CHEER Community Center, 20520 Sand Hill Road, Georgetown, Delaware.

Adjourn

A Motion was made by Anthony DelFranco, seconded by Francine Shockley, to adjourn at 1:30 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Ruth Ann Beideman
Acting Secretary