

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

August 21, 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, August 21, 2017, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

Ruth Ann Beideman  
Jamie Magee  
Linda Rogers  
Christine Santy

Francine Shockley  
Helen Smith  
Amber Woodland

Other attendees included Barbie McDaniel, Cathy Parker, and Scott Phillips.

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

#### Approval of Minutes

A Motion was made by Francine Shockley, seconded by Christine Santy, to approve the minutes of July 17, 2017, as distributed. Motion Adopted by Voice Vote.

#### Planning for Conference

- Ruth Ann Beideman announced that Dr. Kara Walker, Delaware Secretary of Health and Human Services, will be unable to speak at the conference. Replacing her will be the new director of the Delaware Division of Services for Aging and Adults with Physical Disabilities. At this point, the name of that



person is not known, although Linda Rogers stated that the position has been filled. Ms. Beideman will send another email requesting the name of the person who will be speaking at the conference.

- **Vendors – Helen Smith reported that she has received one request to reserve a table from Avenue Medical, and three presenters—Delaware Hospice, CHEER, and Alzheimer’s Association—have responded that they would like a table.**
- **Ruth Ann Beideman presented the following:**
  - **The State of Delaware will be providing \$500.00 to help defray the expenses of this year’s conference.**
  - **Senior Medicare Fraud requested to send two representatives, but the Subcommittee agreed that one person will be permitted per vendor table, including State agencies. If anyone else would like to attend, they must pay the \$10.00 registration fee.**
  - **In the past, two tables have been reserved for DSAAPD, ADRC, and Senior Medicare Patrol. Although thought was given to limiting them to one table this year, the Subcommittee decided to once again allow them two tables.**
  - **Subcommittee members are challenged to recruit five people each to attend the conference this year. Members are reminded to mail in their check to Sussex County Council or register and pay online through Eventbrite.**
- **It was suggested that the Subcommittee explore the possibility of certifying CEU's next year. However, Jamie Magee stated it is a very lengthy process, and Barbie McDaniel advised that it can now be done online, so this might not be a good idea.**
- **Food – There was discussion regarding bananas versus mini-muffins being placed on the tables. Most people seemed to feel that mini-muffins are a much better option, but CHEER will not allow them to be brought in, they must be provided by Lighthouse Catering. Ruth Ann Beideman will speak with Judy Lodge, Hospitality Director at CHEER, concerning the final cost per person for the buffet luncheon, as there may be a cost savings since roast beef was exchanged for tilapia. If so, the savings could go toward the addition of mini-muffins for the morning break.**
- **Conference Evaluation – The Subcommittee reviewed last year's evaluation form and the following suggestions were made:**
  - **Fit the attendee’s email address on the line beside home zip code and remove it from the second page.**
  - **It is not necessary to ask how people got to the conference.**
  - **Change the name of the keynote speaker.**

- Eliminate panels and replace with the names of the speakers from CHEER, Delaware Hospice, Easter Seals, Alzheimer's Association, and ADRC.
- Add speakers Debbie Campbell and Jo Allegra-Smith.
- On Tuesday, October 17<sup>th</sup>, vendors will be permitted to set up their tables at the CHEER Community Center from 2:00 to 3:30 p.m. so they will not have to arrive by 7:00 a.m. to set up the next day.
- Tote Bags – Discussion was held as to the need for tote bags for each registrant, since they will be receiving a folder as well. Many members felt the tote bags are a good idea, as they can be used to hold items picked up at the vendor tables. Ruth Ann Beideman will check into the cost of tote bags.
- Whether to provide hard candy on each of the tables for the guests was discussed. It was decided that candy would be a nice touch, and Helen Smith agreed to take care of buying mints at BJ's.
- One or two people are needed to usher the speakers, guests, and vendors to the lunch buffet to avoid long lines. Francine Shockley and Christine Santy volunteered.
- Two chairs will be provided for each vendor table, excluding the two tables for the State which will have six chairs.
- Questions from Attendees – How to handle questions from the floor following each speaker was discussed. It was noted that the schedule for the day is very tight, and there is no time to run over on questions. Someone is needed to try to keep the conference on schedule. Written questions did not work last year, as some people felt they were ignored because they wrote a question and it was not asked. Therefore, it was agreed to use the microphone again, and Helen Smith was asked to handle the questions.

### Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, September 18, 2017, at 11:30 a.m. at the CHEER Community Center, 20520 Sand Hill Road, Georgetown, Delaware (following the regular Advisory Committee meeting).

### Adjourn

A Motion was made by Jamie Magee, seconded by Helen Smith, to adjourn at 12:10 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

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