

JAMIE MAGEE, CHAIRPERSON  
LINDA FORTE  
ANTIONETTE JOHNSON  
CATHY PARKER  
SCOTT PHILLIPS  
LINDA ROGERS



PAUL ROSA  
LARRY SAVAGE  
FRANCINE SHOCKLEY  
FRAN SMITH  
HELEN SMITH

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

### **Conference Planning Subcommittee Meeting**

**February 15, 2019**

**A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Friday, February 15, 2019, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:**

**Will Childers  
Antionette Johnson  
Scott Phillips (Alternate)  
Linda Rogers**

**Larry Savage  
Helen Smith  
Amber Woodland**

#### **Call to Order**

**Antionette Johnson, Subcommittee Vice Chair, called the meeting to order at 10:16 a.m.**

#### **Approval of Agenda**

**A Motion was made by Helen Smith, seconded by Linda Rogers, to approve the Agenda as posted. Motion Adopted by Voice Vote.**

#### **Approval of Minutes**

**A Motion was made by Linda Rogers, seconded by Scott Phillips, to approve the minutes of January 28, 2019, as distributed. Motion Adopted by Voice Vote.**

#### **Introductions**

**Subcommittee members introduced themselves. It was noted that Chantel Collie will be replacing Michelle Griffith as the Delaware Division of Services for Aging & Adults with Physical Disabilities (DSAAPD) representative on the Advisory Committee. Ms. Collie joined the meeting to learn more about her new role and the work of the Advisory Committee and Conference Planning Subcommittee.**



### Planning for Conference

- Discussion was held on how to handle door prizes provided by the vendors, i.e. should attendees receive a ticket from each vendor they visit that is offering a door prize, or should a pre-printed card listing vendors be provided which attendees would have stamped as they visit each vendor? Due to time constraints, it could be stipulated that they need to visit 15 out of the 24 vendors to be eligible for a door prize. The cards would be collected toward the end of the conference, before the door prizes are drawn. It was agreed that pre-printed cards will be provided for use by attendees to receive a stamp from each vendor they visit.
- Amber Woodland asked what the Subcommittee would like to see included in each folder that will be given to registrants as they enter the conference. It was decided that the folders should contain biographies of the keynote speaker and panelists, lunch menu, program, list of vendors, evaluation form, card to be stamped for door prizes, and the Advisory Committee's brochure. Ms. Woodland also asked if "Sussex C.A.R.E.S. Conference" labels are wanted for the front of the folders, and it was agreed that they make a nice appearance on the cover. Information for the folders will be forwarded by Ms. Woodland to Susan Webb at the County Administration Office, who in turn will make the necessary copies for stuffing the folders prior to the conference on May 9<sup>th</sup>.
- Will Childers asked if the Advisory Committee will be giving away tote bags for participants to use to place their folders in and any goodies they receive from vendors. Everyone liked the idea and agreed that the Subcommittee should look into where tote bags could be purchased. Mr. Childers also wanted to know if one piece of literature for each vendor could be placed in the folders. This suggestion will be discussed at the March meeting and a decision made at that time as to whether to go this route or simply have literature available on each vendor's table.
- Helen Smith mentioned that even in color the "Save The Date" flier is mostly gray, and when posted on a bulletin board at a quick glance as someone walks by nothing really stands out to catch the eye. She asked Amber Woodland if some of the gray could be removed and either have black print on white or maybe some other light color. Ms. Woodland tried a white background and then a pale blue. Everyone liked the pale blue, so the fliers will be pale blue in color both above and below the picture of the ducks.
- Reports:
  - Advertising – Barbie McDaniel will saturate the County with fliers. She will leave fliers as she visits doctor offices throughout Sussex County and will also contact WGMD in Rehoboth. Delaware Hospice belongs to five chambers of commerce and she will get the word out to them as well. Will Childers will take fliers to the next MAPS meeting and other networking meetings he

attends. Once the flier is finalized by Amber Woodland, copies will be provided so everyone can distribute them to places of business in their respective area.

Helen Smith asked Barbie McDaniel if she felt funding is needed to place ads or articles in newspapers. Will Childers advised that the only ads that are not free would be in Vital and The Women's Journal, and both are quite expensive. Mr. Childers purchases a full-page in The Women's Journal and offered to devote some of his page to the conference, but he is not sure the timing will be good. The new edition is due out soon and the next one will be in three months, so it may be too late for the conference. It was agreed not to pay for advertising, but to use local papers which are free.

Will Childers inquired if the Advisory Committee had any connection with the Modern Maturity Center in Dover, since they have a huge conference each year and may be willing to help promote the conference in Sussex County. Antionette Johnson will reach out to them.

- Registration & Check-in – Scott Phillips has taken care of setting up the Google voice telephone number. Mr. Phillips will check the number regularly for any questions left by potential participants and call them back. Registration on Eventbrite or over the phone will take place from March 1<sup>st</sup> to April 30<sup>th</sup>. All Advisory Committee and Conference Planning Subcommittee members should register on Eventbrite or by phone as well so that all information is in one place and easier to monitor.
- Tables – Linda Rogers presented a package of three little yellow ducks and asked if the Subcommittee liked them for centerpieces, or she also had a card with yellow ducks in a row that could be printed on the computer. Most members liked the package of little yellow ducks. Amber Woodland and Will Childers suggested they be placed in a vase with water and/or rocks and water. It was decided to use a flat pan or bowl of water on each table and have the ducks floating in it.

Tablecloths were discussed. Ms. Rogers asked if Subcommittee members wanted to use colored tablecloths or would they prefer white. It was decided to go with blue tablecloths.

Since Linda Rogers is scheduled for surgery, she will purchase everything prior to her surgery and leave it at her office. That way the supplies can be retrieved from the Volunteer Delaware 50 + office in Georgetown in the event she is unable to attend the conference.

Barbie McDaniel volunteered to help set up the tables on the day of the conference, and anyone else who is free will be needed as well.

- **Vendors – Will Childers provided a mock-up of a flier he is going to send to prospective vendors. A few suggestions were made, but basically the mock-up looked very good. He hopes to get it out in mid-March.**

**Helen Smith advised that she and Linda Rogers had a conversation about making sure various funeral homes and auction houses are invited, even though they may not be on a panel. It was felt that they still need to be given a chance to participate as a vendor if they would like to, so Mr. Childers will include as many as possible in the mailing.**

- **Menu & Food Service – Helen Smith reported that she called and also emailed Kari Souder at Crossroad Community Church to confirm the lunch menu but has not heard back from her yet. Ms. Smith will try again in a few days, then contact Larry Savage and they will present the menu at the March meeting.**
- **Folders – If Linda Rogers is unable to help put the folders together once all material is compiled, Antionette Johnson and Helen Smith may need another person to assist with this task.**
- **The need for sending a letter to each person who agreed to speak or participate on a panel was discussed. Amber Woodland stated she has a form which has been used in the past that she will update and send to each Subcommittee member when she sends out the flier and other information. Antionette Johnson will take care of sending letters to the keynote speaker and panelists.**
- **Barbie McDaniel confirmed that Emmert Associates will be a part of the afternoon panel. Linda Rogers will obtain the name of the person from Brandywine SPCA who will be serving on the afternoon panel as well.**

### **Correspondence**

**Antionette Johnson reported that Susan Webb forwarded an email to her from Nancy Broadhurst, Delaware Technical Community College, advising that she is unable to attend the Subcommittee meeting due to her spring teaching schedule, but would like additional information on the 2019 conference to promote the event within the community. Scott Phillips will follow-up on this request.**

### **Next Meeting**

**The next meeting of the Conference Planning Subcommittee will be held on Monday, March 18, 2019, at 11:30 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown (following the regularly scheduled Advisory Committee meeting). Everyone is reminded to sign up for the conference on Eventbrite or by Google voice phone, and Subcommittee members are to come prepared with status reports on their assigned tasks.**

**Adjourn**

**A Motion was made by Helen Smith, seconded by Will Childers, to adjourn at 11:50 a.m. Motion Adopted by Voice Vote.**

**Respectfully submitted,**

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