

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



LINDA ROGERS
LARRY SAVAGE
FRANCINE SHOCKLEY
FRAN SMITH
HELEN SMITH

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

Conference Planning Subcommittee Meeting

January 27, 2020

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, January 27, 2020, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

Linda Forte
Antionette Johnson
Jamie Magee
Helen Pase

Scott Phillips (Alternate)
Linda Rogers
Meagan Sekscinski

Call to Order

Jamie Magee, Subcommittee Chair, called the meeting to order at 11:40 a.m.

Approval of Agenda

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

Approval of Minutes

A Motion was made by Helen Pase, seconded by Linda Rogers, to approve the minutes of December 16, 2019, as distributed. Motion Adopted by Voice Vote.

Correspondence

Jamie Magee reported that she was contacted by Matthew Baxter, Social Security Administration, advising that he sends out a weekly newsletter which provides information as to what is happening with Social Security, and a recent newsletter contained information regarding scams. Ms. Magee stated that anyone can request to be included on his email list to receive these weekly updates.

Also, it was noted that Representative Pete Schwartzkopf notified Linda Rogers that he will be unable to be the keynote speaker at the conference, as he will be out of town.



Introductions

Janis Hanwell, Board Member, ITN Southern Delaware, introduced herself to the group. Subcommittee members followed by introducing themselves.

Subcommittee Appointment

A Motion was made by Linda Forte, seconded by Linda Rogers, to appoint Janis Hanwell as a community member on the Conference Planning Subcommittee. Motion Adopted by Voice Vote.

Planning for Conference

- Recap of meeting with Kari Souder and Kara Chisenhall from Crossroad Community Church – Crossroad has planned for the conference panels to have a stage. Also, based on last year’s feedback, they plan to increase the amount of chicken salad served.
- Keynote – A Motion was made by Linda Rogers, seconded by Helen Pase, to approve the change of keynote speaker to Matthew Baxter with the Social Security Administration. Motion Adopted by Voice Vote.
- Schedule – Matthew Baxter has requested 45 minutes to allow for the content of his presentation, so the schedule was adjusted and agreed upon as follows:

8:00 a.m. – 8:45 a.m.	Registration/Visit Vendors
8:45 a.m. – 9:00 a.m.	Welcome – Todd Lawson and Amber Woodland
9:00 a.m. – 9:45 a.m.	Keynote Speaker
9:45 a.m. – 10:00 a.m.	Break/Vendors
10:00 a.m. – 11:30 a.m.	Morning Panel
11:30 a.m. – 12:30 p.m.	Lunch/Visit Vendors
12:30 p.m. – 2:00 p.m.	Afternoon Panel
2:00 p.m.	Closing/Final Door Prizes

- Event Fliers – Meagan Sekscinski provided a rough copy of the “Save the Date” flier. There was discussion about adjustments that should be made before the copy is finalized. There was also discussion regarding the final flier and things that should be noted within to provide appropriate information to registrants and interested vendors.

A Motion was made by Linda Rogers, seconded by Meagan Sekscinski, to have the “Save the Date” complete and distributed by February 3rd, and to have the final flier complete and distributed by March 9th. Motion Adopted by Voice Vote.

- Vendors – There was discussion about prompting vendors to register through the Eventbrite site that Scott Phillips will set up. It was a consensus that this will be the

easiest way to manage and organize that piece of the conference. Jamie Magee will follow-up with Will Childers to confirm his participation in organizing the vendors for the conference.

- **Parking Attendant** – There was discussion about having a person(s) stationed outside the conference room entrance of Crossroad Church the day of the event to help direct attendees to the correct door. Linda Forte volunteered to contact a local school district, and Scott Phillips volunteered to ask the Kiwanis Club, both hoping that some students could earn service hours for their assistance.
- **Fee for Attendance** – A Motion was made by Scott Phillips, seconded by Antionette Johnson, opposed by Linda Rogers, to keep the event free to attendees. Motion Adopted by Voice Vote.
- **Centerpieces** – Linda Forte and Scott Phillips intend to follow-up with East Coast (Cordrey's) Garden Center in reference to obtaining mini money trees for the conference table centerpieces. There was also discussion about obtaining play money to spread on the tabletops to complement the trees.

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, February 17, 2020, at 10:00 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

Adjourn

A Motion was made by Janis Hanwell, seconded by Linda Rogers, to adjourn at 1:05 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Meagan Sekscinski, Secretary
Conference Planning Subcommittee