

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

March 18, 2019

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, March 18, 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)

Larry Savage
Helen Smith

Call to Order

Antionette Johnson, Subcommittee Vice Chair, called the meeting to order at 11:30 a.m.

Approval of Agenda

A Motion was made by Helen Smith, seconded by Larry Savage, to approve the Agenda as posted. Motion Adopted by Voice Vote.

Approval of Minutes

A Motion was made by Will Childers, seconded by Larry Savage, to approve the minutes of February 15, 2019, as distributed. Motion Adopted by Voice Vote.

Planning for Conference

- **Reports:**
 - **Registration & Check-in** – Scott Phillips advised there are now 68 people registered for the conference. He also stated that Cathy Parker and Francine Shockley will be assisting him with check-in on the day of the conference.



- **Vendors – Will Childers handed out a checklist showing the agencies that have expressed an interest in taking part as a vendor, whether they are a for-profit or non-profit agency, the cost to them for participating, whether they have paid, names of the attendees, if they will furnish a door prize, and other miscellaneous comments for each vendor.**

If Subcommittee members have contacted any of the panelists, Mr. Childers asked that they make sure the panelists send him a completed vendor form for his records.

Scott Phillips emailed Susan Webb in the County Administration Office to request that vendor forms and information be forwarded to Mr. Childers when received.

The Veterans Crisis Line would like to participate as a vendor, but they cannot afford to pay for a table, so Social Security or Always Best Care will allow them to share a portion of their table. The Veterans Crisis Line has a camper they could set up outside, if that would be permitted. Antionette Johnson will contact Kari Souder at Crossroad Community Church to see if there is any problem with this request.

Will Childers will purchase stamps for vendors to use to stamp the check-off sheets presented by attendees for door prizes.

Helen Smith attended the Nanticoke Health Fair in Laurel on March 16th and approached Del-One Federal Credit Union to see if they might be able to donate tote bags for the conference. Brandy Buzzuto, Business Development, said she could supply 150 bags for the conference. The bags will be stuffed with conference information, as well as materials that vendors supply regarding their agency or charity.

- **Tables – Linda Rogers previously reported that she purchased 20 packs of yellow ducks for the table centerpieces. She did not purchase tablecloths or bowls to place the ducks in, as she wanted to get a better idea of the head count so as not to purchase too many or too few.**

Fran Smith and Barbie McDaniel volunteered to help set up tables the morning of the conference.

- **Menu & Food Service – Helen Smith reported that the menu has been confirmed with Kari Souder at Crossroad, as follows:**

**Chicken Salad Sandwiches
Ham and Cheese Sandwiches
Potato Salad**

**Fruit Cup
Salad Bar
Assorted Desserts**

Coffee, iced tea, and water will be available throughout the day on the buffet bar in the conference room.

There will be Nutri-grain bars or something similar on the beverage bar for a snack in the morning.

Silverware will be picked up from the buffet line, so vendors not having silverware at their booths should not be a problem like before.

Larry Savage and Helen Smith discussed the order of dismissing people to the buffet line. It was agreed that speakers/panelists will be invited to go first, followed by vendors, and then Larry Savage and Helen Smith will assist those seated at the handicapped tables who are unable to serve themselves. It would be appreciated if anyone else is free at that time and can assist Mr. Savage and Ms. Smith with serving, especially if there are several people at the two designated tables. The remaining tables will then be dismissed.

Antionette Johnson volunteered to collect the meal tickets from each person.

- Advertising/Marketing – Scott Phillips advised he has been posting the conference on free advertising sites online. He also sent an email to all past conference attendees inviting them to attend.

Cathy Parker is working on a press release for local papers. Helen Smith requested that Ms. Parker send her a copy when it is completed so she can forward it to Crossroad to place in their bulletin and on their website.

- Folders – Since Linda Rogers may not be able to assist with putting the folders together, if anyone else can help Antionette Johnson and Helen Smith it would be greatly appreciated. A date and time will be announced as the conference gets closer.

Each folder will contain a check-off sheet that attendees are to have stamped as they visit each vendor. They will be shown this sheet at the check-in table. The number of stamps necessary to be eligible for door prizes will be decided at the April meeting.

- Crossroad Community Church will be open at 7:00 a.m. the day of the conference. Anyone helping with setup needs to be there by 7:00 a.m., or as soon thereafter as possible. Vendors are to be set up and ready to go at 7:45 a.m. Those taking care of check-in should be ready at 7:30 a.m.
- Helen Smith asked if anyone would be able to make two signs for the speaker/panelist tables, two for the Committee tables, and two for the handicapped

tables on heavy white or yellow paper stock, with print on both sides if possible. Scott Phillips volunteered to make the signs.

- **Helen Smith inquired as to how questions from the floor are going to be handled during the conference. Since it was felt that input from Amber Woodland is needed on how she would like to handle questions, this will be discussed at the April meeting.**

Correspondence

Antionette Johnson read the resignation of Liz Jiron from the Conference Planning Subcommittee and advised that her replacement will be discussed at the April meeting.

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, April 15, 2019, at 10:00 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown. Ideas on how to handle questions from the floor and the number of vendor stamps necessary to qualify for door prizes will be discussed.

Adjourn

A Motion was made by Helen Smith, seconded by Larry Savage, to adjourn at 12:55 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

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