

Life Conference XVI Planning Committee

Meeting Minutes

Tuesday, October 1st, 2013

9:30 to 11:30

Attendees: Committee Members:

Al Rose, Developmental Disabilities Council
Cindi Wood, Developmental Disabilities Council
Wendy Strauss, Governor's Advisory Council for Exceptional Citizens
Kyle Hodges, State Council for Persons with Disabilities
Brian Hartman, Community Legal Aid Society
Margaret Turner, Division of Services for Aging and Adults with Physical Disabilities
Belinda Strickland, DTC/DART First State
Gregory Roane, Division of Medicaid & Medical Assistance

Via Conference Call:

Carl Wexler, DHSS
Sonja Rathel, DATI/Center for Disabilities Studies
Pat Maichle, Developmental Disabilities Council
Gregory Roane, Division of Medicaid & Medical Assistance
Carol Ann Schumann, Birth to Three Early Intervention Systems
Barbara Mazza, Delaware Department of Education

Planning Contractors:

Amanda Foxman, State Director - Best Buddies Delaware
Anne Chaffin, Program Supervisor – Best Buddies Delaware

- I. Call to Order
 - Amanda Foxman called the meeting to order.
- II. Approval of 9/10/2013 Meeting Minutes
- III. Current Business
 - A. Website
 - Billy Bacon, the website contractor recommended using activeregonline.com to handle the registration and payment processing for the LIFE Conference. He

noted that the site has a registration fee \$3.95 plus 4.9% associated with its use, but it is flexible, reliable and safe from any outside hacking, etc.

- Utilizing activeregonline.com's features, he said he is able to easily link a customizable Wordpress event form.

Kyle Hodges asked what the budgeted amount for the website work was and the contractor answered \$3,000. Billy pointed out that based on his current and future work on the site, his fees will come in at approximately \$640 and the use of the activeregonline.com site use will be approximately \$1,775.00, totaling less than \$2,500 and far less than the budgeted amount for the website development work.

- He noted the site will be completely safe as well, reminding the committee of their ability to control user and password access to the site and the registration and financial components of the conference site.
- To restate from his last call with the committee: the site will be fully portable, safe and the property of the committee to use for future events. Website keys would be passed onto the committee to manage.
- The site can be viewed for initial reviews from the committee.

Pat asked if any data or materials were left over from last year's conference and Billy said only screen shots were available and that Amanda had given him all available data to date.

Pat then brought up the issue about PayPal being the current payment system for the event and stated it would have to be approved by the department of treasury as a new vendor.

Bill said that PayPal could be retained along with eventregonline.com, but higher fees might be incurred.

Pat said that if Best Buddies acts as the contractor, she would feel comfortable moving ahead with using activeregonline.com and proceed as Billy Bacon recommends.

Cindi Wood said that she was familiar with activeregonline.com and had worked with them in the past. Additional fees associated with the move to activeregonline are as follows: \$3.95 per registration plus credit card processing 4.95%. These expenses were approved by the committee in response to concerns over web site safety.

Pat Maichle asked Amanda if Best Buddies Delaware, as the conference planning contractors, would be willing/able to take responsibility for any IT breach/issues/problems/liabilities. Amanda stated that would be possible.

Amanda asked how formal/ legal this agreement would need to be and Kyle Hodges added that this can be addressed in the contract between Best Buddies and Billy Bacon.

Amanda instructed Billy to proceed with the work and finalize layout and discuss with her so the committee can then view the 'live' but not public site for approval/edits/etc.

To summarize again, Billy noted that the committee will retain full ownership of the site and no sensitive data will be exposed and the committee can retain/control of user and password information.

After the completion of the call with Billy, Amanda restated that she is comfortable with Billy's work as an IT contractor.

B. Event Timeline

This discussion opened up with Brian Hartman asking if the committee can gain access to set up the night before the conference. Amanda was going to check with Dover Downs to see if this is possible.

Pat asked if there was the ability to store boxes/event materials prior to the event date. Amanda confirmed that there is a storage space available for use, but will check on what time the storage space may be accessed.

Kyle asked about the speakers and questioned if Rita Landgraf had been confirmed as the Welcome speaker. It was determined that Kyle would ask and confirm this with her office.

It was decided that Pat Maichle will introduce the Keynote speaker Sharon Lewis.

Regarding the event timeline/agenda for the day, all times as noted were approved by the committee as outlined by Amanda Foxman.

However, the addition of 3:45 to 4 p.m is to be added at the end of the day for people to turn in surveys and for the raffle drawing. It was suggested that attendees be present to win if chosen in raffle drawing if the prize is a tangible item, or non-gift card. Marge recommended that attendees must be present to win.

The logistics regarding rooms and table sizes were discussed and finalized:

- For sessions in Ballroom A and B, C: 8 tables at 72" rounds will be acceptable.
- For sessions in Silver Lake room, using classroom style table is acceptable and the committee agreed to monitor the session's registrations numbers and put the lower registration sessions in the smaller rooms.

Discussion on how to list session locations in the LIFE Conference book was discussed. It was determined to NOT list the room name/location in the printed book, but only list the name

of session, time, etc. This will allow for flexibility in placing sessions into the appropriate space based on attendance levels. Al Rose and Cindi Wood noted that a printed insert can be added into the program at a later time listing the session locations.

C. Committee Update of workshops and confirmed presenters

Healthcare Legislation (Affordable Care Act) – Greg Roane said that Linda Nemes is expected to confirm as a speaker within one week and will be getting to Amanda with that information.

Independence (through AT) – Sonja reported that she will be getting the facilitator names to Amanda closer to the date of the conference.

Education (Special Education and Career and Technical Education. How do they mix?)
Barb Mazza reported that Dale Matusевич is confirmed.

Guardianship and Legal Alternatives in DE - It was also noted that Sherri Hageman should be added to Guardianship and Legal Alternatives by Al Rose.

Update on State Transition Task Force: Amanda was given the updates regarding final description by Wendy Strauss and the changes were noted.

Dream Big and Let Nothing Stand in Your Way: Pat Maichle informed the group all speakers were confirmed and no new changes.

Pat brought up questions about having transportation for the speakers (with and without disabilities) Amanda mentioned that sometimes local funeral companies can provide complimentary ride services. Brian Hartman asked if this would also be an option for those needed handicapped accessible transportation. Pat responded saying she is not sure if the Taylor's need handicapped accessible transportation and that they are coming from Maryland.

The group discussed the option of having DART provide transportation, but decided to pursue limousines.

Brian Hartman noted there is a new for-profit group which provides transportation services, but neither he nor anyone in the group knew the name.

The discussion focused back onto the final descriptions of the sessions and Brian Hartman asked if it was possible to have all the descriptions shorted to fit into the brochure, which will be on a smaller scale. Amanda offered to allow the speakers to help with this reduction in content, but Kyle recommended doing it ourselves in the interest of time and space in the printed brochure.

Regarding bios for speakers, Wendy noted she is still waiting on Andrea Guest's information.

D. Dover Downs – Menu Choices

For the Breakfast items, it was discussed to purchase the Dover Downs Quickstart option, priced at \$10 pp, which provides an assortment of coffee, teas, juice and breakfast pastries (but not bagels).

Brian Hartman asked if it would be okay to have the breakfast selections remain out past the breakfast hour to be used for mid-morning break time instead of having them cleared and then incurring/using a whole separate array of items.

Cindi Wood asked if it would be possible to have drinks available all day.

Amanda agreed to negotiate with Dover Downs regarding the selections (add bagels, cream cheese, butter), price per person, and the times the items would be available. She also agreed to ask if it was more cost effective to purchase based on consumption vs. a per person basis for the LIFE Conference.

Amanda also agreed to discuss and determine with Dover Downs staff the optimum quantity and best placement of food stations to maximize accessibility, flow for attendees and vendors and exhibitors.

The committee decided on the following menu items for the luncheon:

The committee decided to offer two primary entrée options for attendees: The Chicken Parmesan and the Lasagna Roulade (as the vegetarian option). A third option would be for people with food allergies or special dietary needs upon request. Garden salad was selected.

After the selections were made, Marge questioned whether or not it made sense to pay \$27 per person overall to get buffet access to participants for all day and the meal instead of a per person basis. Al Rose noted that time was a constraint at lunch and a buffet would not work.

For dessert the committee decided to offer New York Cheesecake and Amanda was going to ask about fresh berries being added to that. She also indicated she would ask about having two dessert items as an option.

The discussion then moved to Audio Visual fees at Dover Downs. Amanda mentioned that she included the menu of fees so the committee could view overall prices.

Each presenter will bring his/her own materials via flashdrive for the presentations. Amanda offered the Best Buddies laptops as potential computers for the presentations. The committee mentioned that most presenters had their presentations pre-loaded the night before the conference.

The question of CART came up and the committee discussed that it would most likely utilize CART for the sessions. Cindi noted that last year's fees for this were \$1,100.

In light of potential higher fees/expenses with the conference being at Dover Downs the question regarding how to offset the cost came up. Kyle asked whether the committee should consider raising the registration fee to \$50, from \$45. He asked other committee members their thoughts on this. Amanda asked about other similar conferences and what the fees associated with them are. Sonja noted that the Inclusion conference was priced at \$40, but she felt that \$50 was still an acceptable fee for the LIFE Conference. Marge and others noted that when the food each participant will receive is considered, it is not too expensive considering an entire day event with breakfast and food provided.

Amanda asked the group to finalize this decision and it was decided to remain at \$45.

Also determined was that Wesley College students will stuff folders/conference materials, but need materials two weeks prior to event. Al Rose stated that all bag inserts should be given in to the committee no later than Dec. 20 to be included.

Other topics related to program:

Kyle asked about the award presentations to the three posthumously recognized recipients. It was determined that there is not enough time for each family to speak when receiving the award and it would be best to have a family representative accept the award only. Each recipient will be remembered by a brief commentary from the presenter during the award 'hand off'.

Cindi asked if we were honoring the award recipients by dedicating the conference in their honor and also including in the event program. Kyle and others agreed we should still do this.

Regarding event sponsors, exhibitors, and advertisers: Cindi asked about the status of companies/agencies who have committed. Anne stated that letters and emails have been sent to the existing mail list from 2013's conference. She stated she had contacted all the contacts on the list that were not directly tied to the committee members.

Anne updated the committee about three newly added exhibitors: CHADD, Autism Delaware and the Arc of Delaware. She stated all had committed via email or verbally but that the reservation form had not yet been received.

Al Rose said his agency had committed \$8000. Greg noted that DSAP, DDDS had committed also. Greg also said the MFP is a probable candidate and agreed to give Anne the info.

Amanda reported that HighMark BCBS was is participating at \$500 and noted also that Cindi had secured DelOne Federal Credit Union for \$500.

The question regarding the recent Federal Government shut down and how it might impact the LIFE conference 2013 and potential agency funding was raised. Al Rose said it should have

minimal impact since the money was already allocated and could still be drawn down. The question about Medicaid was raised also, but Greg noted this is such a new development so no one really knows how it is going to play out.

Regarding event 'sign up' the question of exhibitor placement at the event came up and Amanda reminded them it was based on 'first come, first served', which is clearly spelled out in the solicitation letters.

The discussion then moved to attendee bags and Al Rose noted that the same group as last year will be donating the conference bags. Committee members stated that the bag shall have no date printed, but rather the Roman numerals instead. All logos will be pre-approved by the committee.

Wendy noted that the Thumb Drives are being donated again as well.

Marge said that she and other committee members can assist when it comes time for agency members to pay for the conference and the contractor should contact them (committee members) for support.

IV. Adjournment

Deliverables:

All Committee Leads will:

- Continue to request speaker bios AND RESUMES for CEUs and get to Amanda
- Finalize arrangements with speakers
- Ensure handouts and materials are delivered to the contractors by deadlines
- As appropriate, send Amanda Agency Director names and contact information for exhibitors and sponsors.

Amanda Foxman will:

- Finalize the Save the Dates and mail to all past attendees
- Finalize the Save the Dates to be delivered to committee members for distribution to their networks.
- Amanda to finalize website with Billy and give committee access to view and approve

Anne Chaffin will:

- Contact past exhibitors

The next meeting will be held on Tuesday, November 5, 2013