

ADRC Conference Planning Committee
August 12, 2010
8:30 – 10:00 a.m.
Meeting Notes

Present: Mary Margaret Moore, Jean Rockett, Amy Lord, Norm Ketola, Roger Kolakowski, Meg Robertson, Mark Whitmore, Vida Poole, Heather Hume

ADRC Conference Planning Discussion

Conference Title: Choices for Change: Accessible Transportation for All

Date: Friday, September 24, 2010

Time: 9:00 a.m. – 3:00 p.m.

Location: Salem Waterfront Hotel and Suite, Salem, MA

Topic: Community Education on Transportation

| AGENDA | DISCUSSION | ACTIONS TAKEN/NEXT STEPS |
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| Logistics | <p>The room at the Salem Waterfront Hotel has been booked and a \$500 deposit was sent in. All agreed it made sense to have the same menu as last year. Amy met with the hotel on Monday, August 2, 2010 who confirmed they will provide us with 4-5 parking spaces outside the hotel for the MV-1 display.</p> <p>Paul M. confirmed three ASL interpreters. They are: Cheryl Rich Keeter, Shawna Chrostowski and Jolanta Galloway</p> <p>CART will also be available for the day. Mary Margaret confirmed Tracy Ukeru.</p> <p>Paul M. will handle the equipment for the day. He will set up the laptop and the LCD projector with two screens. The group discussed maybe using 2 laptops this year One laptop can be placed in the room to show</p> | |

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| | <p>the ADRC GNS webpage.</p> <p>Parking – Amy contacted the mayor’s office. Discounted books of stamps can be purchased at the Parking Department at 1 New Liberty Street. 1 book, which includes 20 tickets, costs \$60. If someone over 65 purchases the tickets the cost is reduced to \$25 per book. Amy spoke to Paul Lanzikos who offered to have one of his board members pick up the tickets. The group agreed 3 books and/or 60 tickets should be purchased. Information regarding the parking will be advertised on the registration pamphlet as well as the ADRC website. People who park in the garage will be given a ticket when they arrive at the conference at no cost.</p> <p>ADRC members are encouraged to bring agency brochures for the registration table.</p> <p>The group discussed registration and how it would be nice to use a laptop.</p> <p>Microphones – same set up as last year, at least 2 microphones with 2 lavalieres.</p> <p>Cost- The group agreed the cost of the registration will be \$40 (more if you can, less if you cannot). The group also agreed not to apply for CEU’s this year because the amount of work involved for the few who request them doesn’t make sense.</p> <p>All checks for registration to the conference should be made payable to North Shore Elder Services.</p> | <p>Paul Lanzikos will have his board member purchase 3 books of tickets for a total of \$75.</p> <p>Amy will email stakeholders and invite them to bring brochures as well as remind them to sign their MOUs. Amy, Vida and Jean volunteered to handle registration for the morning.</p> |
| Program | <p>The group discussed the program for the day. *The following is a suggested draft:</p> | |

9:00 – 9:30 - Welcome and Introduction – Paul Lanzikos and Mary Margaret Moore followed by a brief welcome from a **Christine Newhall, HST**, who will provide an overview of the transportation services provided via their brokerage system to Executive Office of Health and Human Services clients, including services provided in the Greater North Shore area. (15 minutes) [confirmed]

9:30-10:45 - First Panel Session – Best Practices at the State and Local Level (75 minutes)

- MassDOT Representative – an overview of current and planned efforts and policies at the state level to promote coordination and improvement of transportation services at the local level [Clinton Bench confirmed someone from his agency will present.]
- Worcester Representatives – an overview of best practices at the local level with a focus on paratransit operations and travel training [Wendy Steinhilber and James Delage, Worcester Regional Transit Authority, confirmed]

10:45-11:00 – Break

11:00-11:30 - Representative from the MBTA – presentation on current and planned efforts to improve accessibility throughout the system, with a particular emphasis on the Greater North Shore area (30 minutes) [Gary Talbot confirmed]

12:15 - Lunch/Keynote Speaker from the CTAA – presentation on the topic of best practices in Mobility Management from a national perspective (20 minutes) [not confirmed]

Mark Whitmore is waiting to hear back from his contact at CTAA regarding Mike Barnhart being a possible speaker.

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| | <p>1:00-1:15 Break</p> <p>1:15-2:00 - Second Panel Session – Mobility Management/Coordination Projects in the Greater North Shore Area – brief presentations on four current transportation projects: MVES, GLSS, Employment Express, Beverly COA (45 minutes) [confirmed GLSS, MVES, NS Career Center]</p> <p>2:00 - Representative from HST – reflections and wrap-up of the conference proceedings (15 minutes) [Christine Newhall, confirmed]</p> <p>As part of next steps the group discussed developing and passing out sign up sheets for those interested in receiving more information on the ADRC GNS.</p> | |
| Marketing | <p>The group reviewed the brochure and suggested some changes. All agreed it would be nice to include information about Bus 455 as well as the website for the MBTA trip planner. .</p> <p>Exhibitors will be approached and the cost for a table plus one ticket to the conference is \$100. GLSS expressed interest in being an exhibitor.</p> | <p>Amy will ask marketing to make edits and registration will be sent out the week of August 23, 2010.</p> <p>Jean Rockett will approach Mass Tran. and North Shore Shuttle. Heather Hume will speak with her contact/s at the MBTA. Meg Robertson will follow up with CATA.</p> |
| Sponsorship | <p>A suggestion was made for each of the leadership agencies to sponsor \$250-\$500 towards the conference. Invoices were sent out to leadership.</p> <p>Mary Margaret will follow up with Jean McGuire regarding approaching</p> | |

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| MICEO for sponsorship. | |
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Next Meeting Date: Thursday, September 2, 2010 at NSES from 3:30-4:30 pm at NSES