

**ADRC Conference Planning Committee**  
**June 23, 2010**  
**9:00 – 10:00 a.m.**  
**Meeting Notes**

**Present:** Mary Margaret Moore, Amy Lord, Paul Muzhuthett, Heather Hume, Vida Poole, Meg Robertson, Norm Ketola, Emily Kearns, Gerry Stepner

**ADRC Conference Planning Discussion**

**Conference Title: Choices for Change: Accessible Transportation for All**

Date: Friday, September 24, 2010

Time: 9:00 a.m. – 2:00 p.m.

Location: Salem Waterfront Hotel and Suite, Salem, MA

**Topic: Community Education on Transportation**

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTIONS TAKEN/NEXT STEPS</b>
<b>Conference</b>	Mary Margaret thought it made the most sense to break the meeting down into three topics: <ol style="list-style-type: none"> <li>1. Logistics</li> <li>2. Program</li> <li>3. Marketing</li> </ol>	
<b>Logistics</b>	<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.</p> <p>Paul M. reported ASL is confirmed and three people have been lined up</p> <p>CART will also be available for the day.</p>	<p>Paul M. will send Amy the names and contact information for ASL interpreters.</p> <p>MMM will send a confirmation email to</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 the ADRC GNS webpage.</p> <p>Parking – We will need 3-4 parking spaces preferably right outside the conference room door for the MV-1, the fully accessible vehicle which MMM confirmed late yesterday the MV-1.</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.</p> <p>Cost- The cost of the registration last year was \$25-\$35 (more if you can, less if you cannot). Once Amy and MMM meet to go over the budget the cost to register will be decided. (most likely will be anywhere between \$5-\$50)</p> <p>MMM suggested all checks for registration be made out to MVES.</p>	<p>Tracy Ukera (CART) and cc: Amy. (CART has been confirmed – 6/28/10)</p> <p>Amy will contact the mayor’s office in Salem to inquire about discounted parking in the garage directly across the street from the hotel.</p> <p>Amy and MMM will meet on Monday, June 28, 2010 to discuss the budget. (see attached budget) Amy and MMM met on June 28, 2010 and the registration will be \$35.00 for general admission and \$50 for CEU’s.</p>
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<p><b>Program</b></p>	<p>The group discussed the program for the day. The following is a suggested draft:</p> <p>9:00 – 9:30 Welcome and Introduction 9:30-10:45 1<sup>st</sup> Panel, Global Perspectives/Best Practices-what is working well in other communities how can other replicated it 10:45-11:00 – Break 11:00-11:30 – Gary Talbot from MBTA? 11:30-12:00 – MV-1 Tour 12:15 – Lunch/Keynote Speaker (CTAA?) 1:00-1:15 – Break 1:15-2:00 – 2<sup>nd</sup> Panel 2:00 – Wrap up/Next Steps</p> <p>Vida pointed out it might be wise to get Human Services Transportation involved in the conference. It might be nice to have them as part of our welcome and then bring them back in at the end.</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> <p>All agreed it makes sense to invite the speakers to become involved in our ADRC</p>	<p>First panel:</p> <ul style="list-style-type: none"> <li>• Public Transportation (fixed route) – Heather Hume will look into possible speaker for panel</li> <li>• Para transit – Meg Robertson spoke to Wendy S. at the Worcester Para Transit system and she is interested in being on the panel as is her coordinator for their travel training program.</li> <li>• Travel Training – see above</li> <li>• Ride Share/Medical Transportation/Volunteer Program – Mark Whitmore will look into possible speaker</li> </ul>
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	<p>stakeholder meetings after the conference. As part of the prep for this all agreed it would be helpful to have a 1 page summary of goals and expectations when inviting speakers to participate in the conference.</p>	<p>Norm will ask Mark Whitmore for a contact at HST. Mary Margaret will call Jean McGuire to inquire who the appropriate person at HST is. Paul M will also inquire for contact at HST.</p> <p>Emily will draft an invitation for speakers and send it to the rest of the group for edits. (See attached document/draft from Emily)</p>
<b>Marketing</b>	<p>All agreed registration needs to be sent out by the beginning of August. The next conference planning meeting will focus on who do we want to target for our audience at the conference and who should we invite to be exhibitors at the conference. Each exhibitor will be asked to pay \$100 for a table and 1 ticket to the conference.</p>	
<b>Sponsorship</b>	<p>A suggestion was made for each of the leadership agencies to sponsor \$250-\$500 towards the conference.</p>	

**Next Meeting Date: Wednesday, July 14, 2010 at NSES from 8:30-10:00 a.m.**

