

ATLANTA AREA COALITION
ON AGING & MENTAL HEALTH

***Capacity to Care: Building Competency in Geriatric Mental Health
Workshop Planning Meeting Minutes
November 17, 2010***

PRESENT: Eve H. Byrd, Fuqua Center
Cathy T. Rambach, Fuqua Center
Jocelyn Chen, Fuqua Center
Allan Goldman, Division of Aging
Barbara Rosenberg, JFCS
Jennifer Beamer, ARC
Susan Peterson-Hazan, Emory Alzheimer's Disease Research
Karen James, Wesley Woods Partial Program
Lisa Federico, ARC
Susan Fort, NASW

This was a special called meeting to firm up and finalize plans for the February 25, 2011 Conference, *Capacity to Care: Building Competency in Geriatric Mental Health*.

VENUE/NUMBER OF ATTENDEES

Jennifer Beamer has tentatively reserved the Loudermilk Center at ARC. The room will hold up to 75 people and will cost \$500. ARC has generously agreed to pay up to \$400 of the cost of the room. We will have to use the Loudermilk caterer which will run approximately \$30 per attendee for breakfast and lunch service.

There was discussion about other possible venues.

- **Jennifer Beamer** is looking into costs for using the Atlanta Food Bank at King Plow and the cost of using a room at Peachford. **Jennifer** will also find out what the Food Bank would charge to provide box lunches and a continental breakfast. **(UPDATE: Conference Room B at Atlanta Community Food Bank is being secured by ARC for \$150)**
- **Sue Fort** will contact Georgia State and the Century Center Marriott to obtain costs and availability of their training venues including meals. **(UPDATE Contact no longer needed)**
- **Sue** and **Jennifer** will get back with **Cathy Rambach** hopefully later today to share their findings and **Cathy** will get this information out to the others so that a site can be reserved and finalized this week.
- Once the site is finalized, Cathy will verify with Emory A/V that the venue is suitable for videotaping the presentation. **(UPDATE: Emory A/V to do site visit—no issues anticipated)**

Although the site will dictate the final maximum capacity for attendance, it is hoped that we can open registration to around 100 attendees. **(UPDATE: Conference Room B seats up to 150)**

SPONSORS

The registration fee will be \$50 with an optional \$10 fee for those interested in obtaining CEs. All funds will be put toward conference costs (food/video/tracking data of those who watch video). NASW will handle the CE piece but will not collect a fee for doing that for those who attend the conference.

Several members agreed to make contacts to see if they could get sponsors to cover part the workshop cost. It is estimated that food costs would be about \$25 per person to cover breakfast and lunch expenses.

- **Lisa Federico** will talk to GaCares and Pfizer to see if they would be willing to sponsor any of the food costs and will also talk to Project Open Hand about the cost of box lunches.
- **Barbara Rosenberg** will talk to JFCS to see if they could sponsor any of the food costs
- **Sue Fort** will ask Magellan if they would sponsor a meal.

CEs

6.5 CEs will be available to those attendees who pay the optional \$10 CE cost. NASW will handle this.

ADVERTISING

Sue Fort will create an eBlast “Save the Date” notice today that gives the highlights of the workshop content, featured speakers, and CE availability. She has asked to send it to **Cathy** for review before she sends it out to her contacts. **Cathy** will then share the eBlast with the other Coalition members so they can distribute it to their list serves.

VIDEO

There was discussion on whether or not the venue might impact the ability to produce a good video of the presentation. Cathy said she would contact Emory A/V which she has. They report that it is preferable to video tape in a setting that has a sound system, however they can bring in their own – it just increases the cost. Emory A/V plans to do a site visit to check what audio equipment is already there and what they will need to supply for taping.

SPEAKERS

Release Form:

The Emory University release for videotaping will be used for those presenting.

- **Cathy** will send a copy to Lisa and Sue.
- **Sue** will get the release to Dr. Nancy Kropf for signature.
- **Lisa** will get the release to Dianne O'Donnell for signature and will confirm that she still plans to present at the conference.

CV/Course Objectives:

Each speaker will need to send a copy of their CV and a brief outline of their course objectives to **Sue Fort**.

- **Lisa** will mention this to Dianne O'Donnell
- **Sue** will obtain from Dr. Nancy Kropf
- **Eve Byrd** will send hers to Sue.
- **Susan Peterson-Hazan** has submitted hers already.
- **Dr. Bulot's** has been submitted.
- **Dawn Read** will need to submit hers to Sue.

REGISTRATION

Once all the details are finalized, NASW will handle the registration process. It was agreed that a line would be added to the registration form informing the registrant that the session was being videotaped and that that by registering for the workshop, they were agreeing to be taped.

OTHER

The Georgia Institute on Aging has offered to help get the word out to their contacts once a flyer is available.

NEXT MEETING DATE

The next regularly scheduled meeting is December 15, 2010.