

**CCE Schoharie & Otsego Counties**  
**Annual Meeting Committee Meeting Minutes**  
**8 July 2024**

**Date/Time/Location of 2024 Annual Meeting:** Each year the location of the Annual Meeting alternates between Schoharie and Otsego Counties. The 2024 Annual Meeting will be held in Otsego County in Craven Lounge, Morris Hall, SUNY Oneonta on Wednesday October 16, 2024 (reserved from 5:00 pm - 8:45 pm. (There is a meeting before our event that ends at 4:30 pm.) October 16th was booked as dates were booking quickly. SUNY Oneonta was selected due to the connection of Program Advisory Committee members. This college supports the efforts of CCE (we are their guests) and the space has easy access to parking, easy to locate, and is an easy commute from Schoharie.

**Logistics:** The room will be set up in a conference style. We will be requesting Screen, AV projector, and tables around the room. Lectern at the front center of the room with chairs for participants. Confirm configuration of tables and chairs for CCE program stations, refreshments. The Committee would like to recreate the casual format from the 2023 annual meeting with stations representing each program set-up around the room. A formal but short business meeting will be held during this event and then attendees will be encouraged to interact with staff from each program at the stations. This will be incentivized by a drawing for attendees who have their "passports" punched by each program.

**Catering:** Sedexo is the only food service we can use for the venue; the SUNY Oneonta College of Human Ecology has offered to donate some of the cost of the refreshments. We will acknowledge the donation of space and the support for the refreshments in the program, thanking SUNY Oneonta for their donations and support. We will be asking for RSVPs for food and beverage counts for the event.

**Possible activities/additions**

The Committee discussed the possibility of:

- Having live music during the event, however we have to determine if there is funding to pay a musician, or if there are SUNY Oneonta students who might be available. If not we will play background music as not to drown out the staff and attendees as they interact. Liz will ask if there is a way to connect with SUCO students who are musicians.
- Asking the Master Gardener Volunteers if they will provide arrangements/plants for decor. Liz and Marcie will ask MGVs in each County.
- Giving promotional items to attendees as favors and is proposing customized clings. 100 customized clings can be purchased from Stickermule.com for \$113.00. We need to upload an image so we may need to include the cost of graphic designer (Cathleen Berry). Staff (Nicole/Myra) will be asked to complete the order.

**Program Format**

The Meeting will follow the same format/script as last year's Annual Meeting: brief business meeting followed by hospitality and interaction between attendees and program staff.

**Action Items to be Voted on by Board:**

- 1) Location/Date/Time of Annual Meeting:** Craven Lounge, Morris Hall, SUNY Oneonta, Wednesday, October 16<sup>th</sup>, tentative program start 6 pm (reserved 5:00 pm - 8:45 pm)
- 2) Catering:** Sedexo food service is the only food that can be brought into the meeting venue. CCE's budget includes funds for the annual meeting. The Committee is requesting that the Board vote on a catering budget not exceed \$750.00.
- 3) Event Favors:** Committee would like to give physical promotional item(s) to attendees and is proposing customized clings, the cost of which will not to exceed \$200.00 (design and production).

**Action items for Committee/Staff:**

- 1: The Committee is asking each board member to donate/solicit a prize for the passport drawings. A donation letter and thank you will be posted in the board portal. Board members are asked to confirm the donation via email to Liz and to bring the donated item the night of the Annual meeting. Thank you!!
- 2: Save the Date Promotions (postcards, poster, email, FB event) with QR Code will be sent out, Facebook event will be created by Nicole or Madelyne, and administration and board members of School districts CCE works with will be sent invitations. Posters will be distributed to farms to be displayed during Family Farm Day.
- 3: Event Favors will be designed by Cathleen Berry and ordered by staff (Nicole).