

Association Annual Meeting Committee Meeting Minutes

Friday, November 21, 2025, 6:30 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

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1. **Call to Order** – President Deb Hall called the meeting to order at 4:30 PM.
2. **Roll Call** – Members present were Deb Gansinger Hall, Betsy Jensen, Tina Douglas, Lynn Dunn and Liz Callahan.
3. The committee met to evaluate the October Annual Meeting:
 - a. Post-business Meeting program staff networking/passport activity
 - Betsy suggested that the staff be polled regarding their thoughts on the networking/passport activity at the meeting
 - Deb added that, IF the passport activity is used in the future, each staff person/program be given a stamp pad and stamp for activity
 - Tina suggested creating a fun contest/challenge among staff to see who engages with the most attendees
 - b. Meeting Format
 - The committee discussed the format of the meeting (hybrid in 2025, 24 and 23):
 - Liz will investigate if/how other CCEs are offering hybrid annual meetings
 - Betsy wondered, specifically, what other 2-county Associations do
 - If the hybrid model is used in the future there are several items to address:
 - Send documents that are reviewed during the business meeting to people who have registered
 - More reliance on hard copies at the in-person meeting, less reliance on AV (documents at tables or handed to each participant at registration)
 - Need to review and improve AV
 - Define who is/should be on camera?
 - Don't show crowd,
 - Share screen/two cameras
 - Next year: do a trial run/clicking through things
4. Explore co-hosting 2026 Annual Meeting (to be held in Otsego Co) with Otsego Co Farm Bureau (Things to iron-out/investigate: Farm Bureau meeting has a meal, cash bar.)
5. Door prize donations need better tracking and documentation; have the staff person collecting the donations complete the forms with the donor at that time if missing.
6. Consider asking participants to complete a post-meeting evaluation next year.