Association Annual Meeting Committee Meeting Minutes

Monday, June 29, 2026, 3:00 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

- The Committee recommends that the Board approve a budget of at least $1,000 for the 2026 Annual Meeting.
- The Committee asks that each Board member bring two small Annual Meeting "door prize" items to the September Board meeting.

1. **Call to Order –** Deborah Gansinger Hall called the meeting to order at 1:05 PM.
2. **Roll Call –** Liz Callahan called attendance. Members present were Christine Edwards, Deborah Gansinger-Hall, Betsy Jensen and Shelby MacLeish. Staff present was Liz Callahan.
3. **Locations in Otsego County**
   a. The Committee discussed possible locations in Otsego County and agreed that the collaboration with SUNY Oneonta is good. Parking near Morris Hall is good, and communication regarding parking before the event is important. The committee asked if people can be sent a parking pass/information when they register.
   b. Building on the annual meeting collaborations with both SUNYs (Oneonta and Cobleskill) were discussed, including connections with the Ag school (at Cobleskill), information about CCE-related programs at both colleges (majors/minors/micro-credentials).
   c. Christine suggested that CCESO issue an invitation to college president/cabinet.
4. **Potential Dates**
   a. The Committee is proposing that the Annual Meeting be held on the evening of Wednesday, Oct 21, with a fallback date of Oct 14. The event is traditionally held from 6-8 pm.
5. **Meeting Logistics**
   a. AV set-up (screens and projector)
   b. When the meeting was held at SUNY Oneonta in 2024 the people who were participating virtually couldn't hear the folks in the back. Could this be resolved with two mics (one as a hand held)
   c. Betsy noted that last year there were also issues. The Committee emphasized that we need to do troubleshooting before the meeting to make sure that the Zoom participants have a good meeting experience: suggesting including ironing out the how to of the Zoom vs the presentation; the logistics of the computer doing presentation and the CCE computer being the Zoom.
6. **Promotion**
   a. The meeting will be promoted with a QR code in the FFD guide and newsletter, and through the annual appeal.
7. **Budget**
   a. Need to ask the Board to approve a budget for the annual meeting, at least $1,000
      - Maybe ask catering for suggestions, cider/coffee/tea?

   b. Christine made a motion that the Committee recommend that the Board approve a budget of at least $1,000 for the 2026 Annual Meeting. Betsy Jensen seconded. Approved unanimously.

8. **Meeting Format Might Include**

   a. The committee agreed that the format/agenda has become refined over the years, does not need to change:

      - Informal social interaction with staff (program staff stations/passport)
      - Possible program introductions by a Board/PAC member
      - Summary of program(s), highpoints/stats, "Awe" factors (# of youth… # of farms); "CCESO by the Numbers" with data on outreach/participants
      - Possible presentation/speaker

   b. Door prizes:

      - The Committee will ask that each Board member bring two small Annual Meeting "door prize" items to the September Board meeting.
      - The Committee discussed the logistics of offering door prizes to people participating online as a way to engage them when they can't walk around and talk to staff (maybe gift certificates).

   c. The committee also discussed favors (4-H?), centerpieces (MGVs?) and the possibility of offering a hands-on activity for guests.

   d. Housekeeping: if CCESO is providing staff dinner before the event, see if there is another room where staff can eat.