

Mid-Year Meeting

Committee Responsibilities:

- This committee is responsible for planning and implementing the FACAA Mid-Year Meeting.
- May need only 2-3 people on committee.

Monthly Duties:

September: Survey of possible topics from membership at the FAEP meeting. This might already be included in the FACAA membership meeting.

October: Welcome committee members and outline expected duties and timeframe. If survey is conducted, total the results.

November:

- Set date and location for Mid-Year Meeting.
- Avoid Mondays as the Board typically meet the day before
- Check with site coordinator to determine parking arrangements, security issues, etc.

December: Work with Board to set agenda.

January:

- Make lunch arrangements
- Consider variety of choices to include vegetarians and special needs
- Contact any guest speakers; consult with Board for ideas.

February:

- Send e-mail to all FACAA members of meeting plans via FACAA list serve.
- Update website by contacting person controlling website.
- Provide details about date, time, location and menu if possible.

March: Registration:

- Send e-mail to all FACAA members a reminder of date and cost of registration.
- Include details of date, time, location, directions, etc.
- Provide receipts for those who may receive reimbursements.

April: Host Mid-Year Meeting (typically held the first part of April). Be prepared to give a brief report to the attendees. Provide Board with a copy of attendees.

May: Wrap-up with appropriate thank you notes to site host and committee members, etc.

June:

July: Submit committee report to Chair of FACAA Annual Report.

August:

Awards and Plaque Information: Outstanding Student in Extension Education Awards

Additional Suggestions:

- Invite Dean for lunch.
- Give FACAA districts time to meet.

Mid-year Meeting Report:

Committee Members: Rebecca L. Jordi and Elena Toro

Meeting:

Place: Florida Farm Bureau

Address: 5700 34th St., Gainesville, FL

When: Wednesday, April 12

Time: 9:30am

Attendees: 48 attendees, 5 no-shows