

Sandoval County Master Gardeners
May 19th SCMG Board Meeting Minutes
Sandoval County Extension Office
711 S. Camino del Pueblo
Bernalillo, NM

Call to Order: Coordinator, S. Thompson, called the Meeting to Order at 3:02 pm

Roll Call: Present: Board Members present were Coordinator Sam Thompson, Assistant Coordinator Gretchen Neiman, Treasurer Mary Vesely, Past Coordinator Sandra Liakus, Agent Lynda Garvin, and Members at Large Keith Lewis, Nancy Bresenham, Julia Runyan, JoAnn Buerle. Not present: Secretary Mickie Frazier-Koontz.

A quorum was present for voting on business. Sandy Liakus volunteered to record the meeting minutes in Mickie's absence.

Coordinator Welcome/ Announcements: S.Thompson welcomed all the meeting attendees.

- L. Garvin passed around a promotional book mark from the Bernalillo County Master Gardeners to review as a possible marketing/ promotional idea for SCMG.
- G. Neiman passed around a photo copy of the Quilt along with displaying a second quilt both of which will be raffled at the Corrales Garden Tour on June 7, and said she would sell raffle tickets to attendees after the meeting.
- Cathryne Richards, Homescapes Solutions Project Chair, announced that the Homescapes Solutions training schedule this year will better serve adult students and will on two Friday evenings, August 21st and September 11th from 6:30 - 9:30 PM and on Saturday, August 22nd and September 12th from 10 Am - 3 PM, with a 2-week period between classes for team home visits and "hands-on" project startups. Classes will be held at the Sandoval County Extension Center. The course fee is \$85/person and includes course materials and Friday night appetizers and Saturday lunches.
- Lynda asked for a Homescapes Solutions graduate to write an article for the RR Observer on how training made a positive impact on their landscaping.
- Sam and Sandy Liakus reported that the donated Hp laptop that was to be loaded with new MS Office software is missing from the locked cabinet in the Casita. Sandy Liakus was tasked with purchasing the Office software and having it loaded on the laptop at the April Board meeting. This can no longer be accomplished.

A January 2014 SCMG Property Inventory list completed on Casita equipment indicated that the laptop was in storage in the Casita. Lynda Garvin is having her assistant Shirley complete an updated inventory of the SCMG equipment and property in the Casita.

Approval of the Agenda: The motion to approve the May Meeting Agenda as presented (ref: May 2015 Board Meeting Agenda attachment) was moved by J. Runyan, seconded by G. Neiman, and approved by all Board members present.

Approval of the minutes of April 16, 2015: Sam asked that the following changes be made to the April meeting minutes: 1) Under the Extension Agent Report "Lynda will **give**" (rather than go) "a presentation". 2) Under Items for Discussion #2 "Discussion of the possibility of adding **members** to the Board" rather than a member. A motion to approve the April meeting minutes with these changes was made by N. Bresenham, seconded by J. Runyan, and approved by all Board members present.

Extension Agent Report: Agent, L. Garvin, reported on her recent trip to Portland, Maine and attendance at the National Extension Leadership Conference. The Conference's primary focus was on 4-H leadership but there were sessions on Master Gardener leadership as well. Lynda reported on some information highlights on Master Gardener leadership: a "Value/ROI" software spreadsheet tool that will add value to higher skill level volunteer hours, University of Maine Extension "Eat Well Program", a kind of farm-to-table concept project for Food Banks and Farmers Markets that partners Master Gardener volunteers with Extension Home Economics food preparation techniques using fresh produce, and a Master Gardener "Angels" volunteer project to help seniors in the community with their gardens.

Lynda said she was still planning to meet with Northern NM Directors and Agents to discuss revamping the Master Gardener Training class based on the 2015 Intern Class Survey results. Overall the Interns believed the class to be too agriculture related instead of residential gardening/ landscaping related. Long hours sitting in the class room and inconsistency in the chapter tests were also high on the list of issues indicated. Lynda said she would prefer buy-in from the other counties to help standardize the curriculum. This would have been happening if the NMSU State Master Gardener position had been filled. The hiring of the State Master Gardener Coordinator was put on indefinite hold early this year when the preferred candidate was not able to transfer to New Mexico according to Lynda.

S. Thompson stated that the Education Committee and other Master Gardeners will meet in the next week(s) with Lynda to come up with recommendations on how to re-construct the Training Class curriculum to basics for Master Gardener gardening interests and training for competency in answering public outreach questions.

April Treasurer's Report: Treasurer, M. Vesely, presented the April Treasurer's report and the April Budget vs. Actual report. Mary said that a completed SCMG Reimbursement Form will be absolutely required for all expense requests including invoices going forward. She said that there has been confusion on who to pay when just invoices are submitted to her for reimbursement.

Sam noted from the April Budget vs. Actual report that the SCMG made \$1000.00 over budget. This was due to the increased class size over the 2014 class size. Sam noted Refreshment Committee spending is down compared to last year, primarily due eliminating ordering pizza for the last Training Class party.

A motion to approve the April Treasurer's reports was moved by J. Runyan, seconded by G. Neiman, and approved by all the board members present.

Project/ Committee Reports:

Fund Raising Committee Plant Sale(s) Update and Lessons Learned (Julia Runyan): The April 15th Training Class and the May 2 - 3 Idalia Road Market Place plant sales were a success and improvement over last year's initial plant sale at the Idalia Market Place. Julia estimated that the opening May weekend plant sale at the Idalia market and the plant sale at the April last Training meeting netted >\$1,000.00 in profit. Compare this amount to last year's amount of ~ \$250.00. Plant sale income from the April 15th last Training Day party was presented on the April 2015 Treasurer's report. Julia will report at the June Board meeting on the net for the Idalia Market plant sales.

Julia noted the following issues at the May Idalia plant sales with intent to improve on each for next year: 1) Over-booked volunteers. 2) Overstock of vegetable plants not sold. 3) Unsold cottonwood trees. Surplus tomato and pepper plants were donated to the St. Felix Food pantry. Julia still has cottonwood trees and some flowering perennials in her garage. It was brought up in the meeting that surplus plants could have been donated to other Master Gardener garden projects or SCMG Events/ Markets to sell. Sam thought that a 2-day sale at the Idalia market plant sale may be too much for that location alone, and that SCMG should consider the option of an additional location for next year. There was a discussion on an Earth Day (April date) table sale, which may work better to sell plants so that there is time for cold hardening of the plants. The Corrales Growers market will not allow organizational plant sales until the last day of the Winter Market.

Outreach SCMG "Got Questions" Signage (Nancy Bresenham): Nancy presented a completed sign, designed by her and her husband Jack Bresenham and produced by Fast Signs in Rio Rancho. Nancy had Fast Signs make a premium sign made out of metal at a cost of \$75.00 instead of the \$60.00/sign amount previously budgeted. The board approved the design with the addition of the NMSU logo for the next sign. Lynda will email the NMSU logo vector file to Nancy for use on the second sign. Lynda said she had NMSU decals that can be applied to the first sign. Nancy will give Fast Signs the go-ahead to make the second sign. Nancy plans to write an article with photo of the sign for an upcoming SCMG newsletter informing the Master Gardeners that the signs are available for markets and events.

Leadership Training Forms (C. Spiegel and S. Liakus) Updates and improvements to the following SCMG Reporting Forms were reviewed with the Board: Annual Project/ Event, New Project Submittal, Expense Reimbursement, Budget Request. The forms as updated by Charlene were approved with some minor additions as discussed. Final revision forms to be sent to Scott Lake for addition to the web site.

Nominating Committee Update (Nancy Bresenham): Nancy announced that Barbara Dawson has accepted the nomination for the 2016 Coordinator, Terry Ganzel has accepted the nomination for the 2016 Secretary's position, and John Millard has accepted the nomination for the open two year position for Member at Large starting in 2016. Julia Runyan and Keith Lewis will be running for the Assistant Coordinator's position on the 2016 ballot. All of

aforementioned names will be added to the 2016 Ballot for Membership voting for the September Annual meeting.

Governing Documents Updates (S. Liakus/ S. Thompson)

Sandy Liakus reported on the progress of the Ad Hoc Bylaw Review Committee tasked with recommending increasing voting membership representation on the Board. The Committee recommended increasing the Board Members-At-Large to a total of seven from the current 4 members with typical 2 year terms of service. To maintain Board continuity, it is desired that no more than four At-Large members are elected in any given year and three At-Large members are retained. To maintain this ratio, the Board may elect to offer one-year At-Large terms as necessary. Members at large will act as Committee Chairs or be members of Committees and help the Board Officers as requested.

Additionally, the Committee is recommending changing the service term of both the Coordinator and Assistant Coordinator positions from one year terms to two year terms. There were other minor recommended changes in Bylaws as discussed at the May meeting. The Committee requested to meet again for a final review of the document for verbiage and formatting changes to aid reading the document. The revision draft document will be completed for Board review by the June meeting.

Sam asked about membership voting once the Board approves the revisions, and if electronic voting is allowed. The membership would have to be notified at least 30 days in advance of the Bylaw change ballot with a quorum of 2/3 of the eligible SCMG members voting. Sandy said secure email voting is allowed by the current Bylaws. 2015 Interns will not be eligible to vote prior to the Annual Meeting, since they will not be certified until that time. The latter would be a disadvantage of having the Bylaw revision vote prior to the Annual meeting. However, it would be advantageous for the Nominating Committee and to Members running for the new positions to be secure in the knowledge of having the Bylaw revisions approved prior to the 2016 Board Member balloting process.

Annual Meeting (Julia Runyan): Julia reported that she has met with her committee membership in regards to planning for the September 19, 2015 annual meeting to be held at Hendren Hall. Sam had a question on the 2015 Annual Meeting Budget amount of \$450.00. Sandy Liakus said that amount included purchase of life member trophies for honoring 8-10 SCMG members (Class of 2000). There was a discussion about preparing honorary life member biographies as an insert for the annual meeting program. Sam asked Cathryne Richards to help on the 2015 Life Member biographies.

Action Items

1. **Corrales Tree Preservation Volunteer Work (T. Neiman):** Tom presented a new SCMG project request for volunteer participation at once per month committee meetings at the Village of Corrales to review citizen requests for landmark tree status. This is for preservation of older and healthy cottonwood and other historic trees in the Village. The new project description request is attached. Horticultural tree information will

be exchanged at the meetings during the request hearings. Tom and Barbara Dawson, SCMG members, are currently part of this committee.

A majority of board members approved this new project for SCMG volunteer project credit in the Outreach category. One board member abstained from the vote.

2. **Potential Equipment Purchases** - not discussed due to lack of time.

3. **Other - Open Item - Larger Meeting Space for the 2016 SCMG Training Class** - Sam asked meeting participants to recommend and check out community, library and other meeting spaces conveniently located in Sandoval County to accommodate the 2016 Training class with enough space to accommodate Veterans, too. As of last month's Board meeting the Sandoval County Historical Society meeting space in the Delavy House was discussed as a possible space.

SCMG Discussion Section

Responsibilities of Member at Large Positions - See Governing Document Update

May Meeting Minutes Respectfully Submitted By Board Member Sandra Leaks

Attachments:

- May Board Meeting Agenda
- NMSU Attendance Sheet - Meeting Attendees
- April 2015 Treasurer's Report and Budget vs. Actual
- April 2015 Board Meeting Minutes
- New Project Submittal Description from Tom Neiman