

SCMG Board Minutes
March 18, 2015
Sandoval County Extension Office (Casita)
711 South Camino del Pueblo
Bernalillo, NM

Call to Order: The meeting was called to order by Coordinator Sam Thompson at 2:30 PM.

Roll Call: Board members present were Sam Thompson, Mickie Frazier-Koontz, Keith Lewis, Sandra Liakus, Julia Runyan, Gretchen Neiman, Mary Vesely, and Extension Agent Lynda Garvin.
Excused: JoAnn Beuerle, Nancy Bresenham. Quorum present.

Approval of the Agenda: Correct item “January Treasurer’s Report” to “**February** Treasurer’s Report.” Motion to approve by Sandy Liakus, second by Julia Runyan, unanimous approval.

Approval of Minutes of Feb. 18, 2015: Regarding Action Item #6, correct wording to indicate only that an intern in the current class has made the decision to drop out of the program. (The intern did not request a refund of tuition.) Motion to approve minutes with one change by Gretchen Neiman, second by Mary Vesely, unanimous approval.

Extension Agent Report: Lynda is conducting many classes in several different locations. She now has an intern paid with Federal funds 20 hours weekly who is helping with paperwork and some computer work. Attendance at the Southwest Homeowners series has been good and she has received positive comments class content. The Corrales Historical Society has asked Lynda to teach a full day workshop as a fundraiser for the Old San Ysidro Church on gardening for beginners.

February Treasurer’s Report: copy attached to minutes. Tuition refunds for two students have been processed, but only one is reflected in the report as the second check was written in March. Mary processes requests for reimbursement immediately, but the bank doesn’t process immediately. She doesn’t know the check number until the check is cashed.

The line item “Mailing and Printing” is changed to “Correspondence.”

Julia Runyan’s position on the Communications Committee is changed to Corresponding Secretary. Job description to be changed accordingly.

Motion to approve made by Julia Runyan, second by Gretchen Neiman. Unanimous approval.

Action Items:

1. Finalize financial aid packet (Mickie Frazier-Koontz): see attachments to minutes. Two lines will be added to the application form as presented. One: Financial aid is limited to no

more than 50% of tuition. Two: The remainder of tuition is due with the program application.

Sandra Liakus will create an addendum to SCMG policies to reflect the financial aid plan.

Motion to approve by Julia Runyan, second by Gretchen Neiman. Unanimous approval.

2. Volunteer Hours Reporting Form Presentation (Mike Stoy): the new reporting form includes an electronic version, instructions for the paper version, a paper version for those unable to use Excel, and a paper version with examples already filled in. The new system is intended to correct problems with which categories activities belong in, a problem that generated the most complaints about annual hours reporting. All necessary items to fill in the necessary cells are selected from pull-down lists, so nothing needs to be typed. More than one activity can be entered for the same date if needed. "Grand total" shows everything, "SCMG total" shows minimum organizational requirements. Gretchen Neiman will give instruction to interns in using the new system and dates will be set for training for veterans as well.

Motion to approve as new reporting system as demonstrated made by Julia Runyan, second by Sandra Liakus. Unanimous approval. Mike will mail out to the Board today for find review before releasing it to all members and interns.

3. Plant Identification for Corrales Garden Tour (Gretchen Neiman): issue from a previous meeting regarding whether SCMGs can earn additional hours by volunteering to help identify plantings in yards on the Garden Tour. However, the answer is that this will be done during pre-tour preparations for volunteers who will be helping with the tour in those gardens, so no additional hours identifying plants should be needed.

4. Tuition Refunding (Mary Vesely): Mary received requests to refund tuition to two students in the class of 2014. She recommends that the policy should be for immediate refunds to be processed (the past policy has been to hold onto tuition if a student wants to try to attend the next year and says to just hold onto his/her money until then).

5. Rototiller repair (Lynda Garvin): One of the tillers does not work as it is missing a starter. Mike Stoy volunteered to investigate.

Motion to adjourn by Julia Runyan, second by Mary Vesely.

Respectfully submitted,

Mickie Frazier-Koontz, Secretary