

SCMG BOD minutes

SCMG BOD Meeting – Call to order		
10.17.2017	1:30 a.m.	Corrales Senior Center
Meeting called by	Barbara Dawson	
Type of meeting	Monthly Board of Directors (BOD) Meeting	
BOD Attending	Barbara Dawson, Julia Runyan, Gailen Zody, Janet Blair, Marian Matthews, Polly Gardner, Johanna Johanson, Sam Thompson, Michael Maurer, Lynda Garvin (Quorum Achieved)	
Member Attending	Colleen Friel, Charlene Spiegel, Mary Vesely, Jan Kohler, Eileen Welch	
Recurring Agenda Items		
Welcome and Gratitudes		
Agenda Approval: Julia moved to approve, Michael seconded, passed unanimously		
September Minutes: Julia moved to approve, Polly seconded, passed unanimously		
Treasurers Report: Gailen moved to approve, Polly seconded, passed unanimously		
Old Business		
No old business		
New Business		
<p>Purchase of Card Readers: Gailen made a motion for the organization to purchase three Pal Pay card readers, at a cost of \$14.97 each (and in turn receiving a fourth one free), for use with organization purchases like plant sales, registration for state conference, quilt raffles, silent auctions, etc. Julia seconded the motion. Discussion: The device is attached to electronic devices with the appropriate downloaded software to allow electronic purchases. Money would go directly into a Pay Pal account, which could be retrieved only by our Treasurer. Cons: software not compatible with some devices. Pros: Only requires an email address for use; It is a common, convenient tool; only accepts the money—no one can take the money out except Treasurer; information is encrypted. Motion passed.</p> <p>Another motion was made by Marian, seconded by Polly, to have the Treasurer to write a clear “who, what, where, when, how” protocol for use, where they are stored, how to check them out, etc. Lynda would store the cards in the locked cabinet. Motion passed.</p>		
<p>Conference Update: Committee updates were given to each attendee, and will continue to be updated monthly. The registration website is still being worked out as a few small details need to be confirmed. It is intended that the registrations will be online by Saturday morning so that people can register at the Annual Meeting/Graduation Ceremony. Mary will send Johanna an updated budget.</p>		
<p>NMSU Fiscal Policies-Potential Financial Issues: A memo prepared by Marian Matthews was distributed to all present (see attached). A lively discussion followed concerning what next steps the board might take relating to the new fiscal policies of NMSU. A brief history of the process was outlined and discussed. Janet made a motion that the board states that it wishes to continue to strenuously advocate for autonomy for financial independence and programing. Polly seconded the motion. Discussion: It was felt that new board members should have all the institutional history and might welcome a meeting with the old board to get them up to speed on the situation. Voting: 7 members for the motion, 2 members against the motion, and 1 member abstained. Further action will wait for the 2018 board members to take office.</p>		
<p>Election Results: Polly stated that the election is going well and will be ready for the announcement of new board members at the Annual Meeting on Saturday, Oct. 21. It was stated that 35% of our members have voted.</p>		
Project and Committee Reports		

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Members at Large Project and Committee Reports:

- **Gardens** (Marian) report and pictures posted on website and in newsletter. Water Wise Garden will be meeting on Nov. 28th meeting to discuss tree project.
- **Communication/PR:** (Janet) trying to get journal to post articles, but so far has had no luck. She will resubmit. Having pictures attached to membership roster is still in the works.
- **Mentor:** (Gailen) due to feedback from this year's interns, some changes in the program are being discussed. More to come at a later date.
- **School Projects:** (Judy) mentioned that she has first had knowledge that Placitas Elementary is working well; not all school reports have been turned in.
- **Public Outreach:** (Mike) all projects were contacted 2-3 times this year—nobody requested assistance.
- **Governance:** (Polly) new system for recording hours and paying dues according to preset dates has been very successful. Seventy-five out of 130 eligible members have voted (about 35% of total membership). Fundraising is all set. Safety, library have not responded. Membership is now chaired by Eileen Welsh.
- **Education:** (Sam) reports have been submitted. Evaluations are being made. Sam is willing to continue heading up all Education Programs until she gets someone to replace her. She is looking into reducing the number of free community classes because the number of people signing up for the next Intern Class is low.
- **Barbara's comments:** Barbara gave a heartfelt thanks for her two years as BOD President. She will be missed!

Please note:

- next BOD meeting is scheduled November 21st (same week as Thanksgiving) 1:30 to 3 o'clock. Place to be determined.
- Annual Meeting October 21st, 1-5pm, at St. Francis Episcopal Church

SCMG September BOD Meeting - Adjourned

October, 2017 at 3:10 P.M.

Attached:

MEMO: POTENTIAL FINANCIAL ISSUES AS NMSU IMPLEMENTS ITS FISCAL POLICIES

To: SCMG Board of Directors

From: Marian Matthews October 17, 2017

Since I am leaving the board, I thought it might be helpful to the incoming board if I listed some of the issues that may arise as a result of NMSU's new fiscal policies. I have spent considerable time during the past few months involved in the NMSU effort to impose new and substantial fiscal policies on us.

These issues may or may not arise. My crystal ball is no better than anyone else's. We're still waiting for NMSU to share with us the "accounting rules" they say they are working on.

Impact on Budget

Beginning in 2019, based on the information we've received, our training fees will increase to \$200 per person and the veterans dues (NMSU calls it a continuing education fee) will increase to \$25 per person. Also beginning in 2019 all the training fees and the veterans' dues will go to either NMSU or to the county extension agent.

Based on the budget figures as of September 30, 2017, this will mean that SCMG would lose \$9,400 in annual income (this is using current training fee and veterans' dues amounts, not the increased amounts).

Also using the budget figures as of September 30, 2017, this will leave SCMG with approximately \$4,700 in annual income. That income is generated by various fundraising activities such as the Placitas Garden Tour, plant sales, etc.

Annual expenditures (without figuring in either the projected income or projected expenditures for the state conference) are budgeted at approximately \$20,000 a year. While this figure could probably be adjusted downward without too much pain, it will not easily reduce to less than \$5,000 a year.

The county agent may be willing to contribute to some of the SCMG expenses with the money the agent receives as her share of the training fees and veterans' dues. She will also be authorized to spend that money on extension expenses related to the MG program, such as her travel, conferences, etc., which have not been SCMG normal expenses. I think it's possible that NMSU will pressure county agents to pay many of their expenses from this money.

Bottom Line: One of the planning challenges during the next year may be increased fundraising activities beginning no later than 2019.

Timing of the Changes

Because we are hosting the state conference in 2019, NMSU has agreed not to take our training fees and veterans' dues until January 1, 2019. Since a class begins in January, some of the training fees for that class will presumably be paid before January 2019. It is not clear whether or not NMSU will claim that money.

There is a similar timing "gap" between when SCMG collects veterans' dues and January 2019. Right now those fees are due by September 30 and are considered late in December. It is not clear when NMSU will expect the veterans' dues to be increased to \$25 (from the current \$15) or when they will begin taking that money.

NMSU has told us that it expects to file a joint tax return for us and other SCMG programs for the year ending June 30, 2018.

We should expect that at some point NMSU will require that we change our current fiscal year from September 30 to June 30 to coincide with their fiscal year which the IRS requires for joint tax returns.

Bottom line: If the rollout of the accounting procedures and the requirements for the joint tax returns is as difficult as the rollout of the fiscal procedures themselves has been, it will be a difficult year.

Our Bank Account Balance

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NMSU will at some point require that our extension agent be a signatory to our checking account or may require the county agent to establish a new account and authorize one or more of our members as signatories to that account, along with the county agent. Right now we have a cash balance of some \$18,000 in our account. Because of the state conference we are hosting in 2018 and our other activities, it is difficult to project what our cash balance will actually be as of December 31, 2018.

Assuming for purposes of this memo that we have a positive cash balance carryforward of \$15,000 to \$20,000 at the end of 2018 (or at the end of 2017), does NMSU have any right to exercise control over any of that money by requiring the extension agent be a signatory to our checking account?

Please do not misunderstand the situation. It is very clear from our meeting with NMSU on September 22 that the extension agent will have a veto – not just a vote – as to the expenditure of monies in an account on which the agent is a signatory.

I've asked NMSU several times and not received an answer as to when -- or if -- NMSU is going to claim a right to control these past cash balances. It obviously may make a huge difference to the financial stability of SCMG, at least for a year or two.

Having thought about this for some time, I think it's possible that NMSU would be acting illegally or unconstitutionally if it tried to take what has been SCMG funds and convert any of that to their control, in effect imposing the fiscal procedures retroactively. I am not offering a legal opinion on that question. It just seems to me that that action would not be proper, but I may be wrong about that.

The current bylaws give NMSU the right to SCMG assets (including presumably cash balances) if SCMG was to dissolve.

Assuming that the state conference generates a profit is there any agreement with NMSU (which signed the contract with the hotel) as to whether any profit from the conference is subject to NMSU's control or is SCMG funds? I have not been involved in any discussions between our conference organizers and NMSU and have no idea whether that topic has been discussed. Presumably if the conference does not make a profit, SCMG will be expected to cover the loss, at least to the extent that we have the funds. Again, I have no idea whether or not there have been any discussions about this. Perhaps these matters should be clarified.

Bottom line: My personal opinion – and I could be wrong -- is that NMSU has not carefully thought through implementation of its fiscal procedures and SCMG may well find the process to be as chaotic and disruptive and unclear as everything else NMSU has done in its desire to “standardize” MG programs throughout the state, starting with standardizing fiscal procedures.

It might be a good idea to put NMSU on notice now that the money in our checking account is ours and the fiscal policies cannot be applied retroactively to try to claim our money. Just a thought.