

Meeting: SEMG Advisory Council

Date: August 25, 2020

Time: 1:30 pm

Location: Via Zoom

Expected Outcomes:

1. Call meeting to order
2. Ground rules for Zoom meeting
3. Introductions
4. Issues to address regarding Lynda's departure
5. SEMG Advisory Council structure changes requested
6. Decide how to recognize interns' graduation
7. Establish Nominating Committee
8. Prepare for Annual Meeting
9. Approve overall Budget FY2021
10. Annual Reporting of Volunteer hours

Members Present: Barb Boyd, Lynda Garvin, Linda Walsh, Gilbert Galvin, Suzanne Bollenbach, Mo Casey, Scott Lake, Mary Vesely, Rebecca Pulford, Kate Shaddock, Sam Thompson, John Thompson

Members Not Present: Joe Martinez

Non-Members present via Phone: Steve Lucero and Elizabeth Hackett

	Topic	Topic Leader	Time	Process	Notes
1	Call meeting to order	Barbara Boyd	2 min		1:33 p.m.
2	Ground rules for Zoom meeting	Barbara Boyd	2 min	<ul style="list-style-type: none">• Zoom will be recording the meeting and minutes will be produced from the recording• Raise hand to be recognized• Mute your computer when noise in background	Rules for Zoom were established and all present were made aware of the recording of the meeting
3	Introductions	All	10 min	<ul style="list-style-type: none">• Welcome Acting Vice Chair – Linda Walsh• Welcome co-chairs of Standing Committees• Welcome Steve Lucero and Elizabeth Hackett	Introduction of Acting Vice Chair and co-chairs of Standing Committees. See Attached Steve Lucero and Elizabeth Hackett acknowledged as phone attendees

4	Issues to address regarding Lynda's departure	Barbara Boyd	30 min	<ul style="list-style-type: none"> Request Steve Lucero to share vision of his role as Extension Agent Determine what needs to be covered immediately (In addition to the items on today's agenda) 	<p>Additional Agenda Items: Scott is working on Web Page to update reflecting Lynda's departure.</p> <p>What Committee is involved in Membership Engagement? Has been mostly Lynda. Gilbert: Now it should be a split between membership (see survey and individual hours) and Outreach project opportunities. Mo: Collecting hours and annual dues and short survey could come out of membership. Survey responses can be passed on to committee chairs to determine which committee is appropriate. This year Barb and Mo will send survey to chairs and collect hours from members. Gilbert and Sam in Outreach will collect project hours. All hours should be in by the end of September. We still need to share the impact of the MG with NMSU and the County.</p> <p>Kate will remind people of the deadline for hours in the newsletter.</p> <p>This is not Steve's first rodeo with Master Gardeners, and he wants the organization to continue as it has. He will refer questions of horticulture to us. If we are stumped with a horticulture question, send to sandoval@nmsu.edu and Steve will get it to the proper specialist. Steve will also help us set up Zoom using the NMSU license.</p>
5	SEMG Advisory Council Structure	Barbara Boyd	15 min	<ul style="list-style-type: none"> Reminder of the new structure of the Advisory Council (attached) Request change to have standing committee chairs/co-chairs as members of the Advisory Council 	<p>*The Advisory Council (AC) agreed to the proposed changes to have committee chairs/co-chairs as members of the AC and to add a Treasurer to the AC. Treasurer will be 2nd person on Bank Account.</p>

				<ul style="list-style-type: none"> Request change to have a Treasurer 	<p>Succession to committees and Chair/co-chair positions:</p> <ul style="list-style-type: none"> The Committee recommends a chair for their Committee to the A/C Chair A/C Chair proposes individual to a position It is discussed and approved by full A/C. Barb will add these proposals to structure for approval of AC. <p>Newsletter can announce annually what committee is open and request member participation.</p> <p>*See attached current AC Structure</p> <p>Vice Chair will edit zoom transcriptions</p> <p>Barb will send updated structure</p>
6	Interns' graduation	Barbara Boyd	10 min	<ul style="list-style-type: none"> Decide how to recognize Interns' graduation Determine who will take lead 	<p>The Educ committee will decide how to recognize graduating interns. This will consist of Suzanne and John with their committee</p> <p>Kate agreed to produce a special newsletter of interns with photos if possible.</p> <p>A separate zoom with full membership just for graduation separating graduation from annual meeting.</p> <p>Pins and certificates can be distributed by mentors. Mentors can pick up at admin bldg..</p>
7	Nominating Committee	Barbara Boyd Linda Walsh	15 min	<ul style="list-style-type: none"> Establish nominating committee Determine term limits of current Advisory Council members Agree upon positions to be filled: Chair, Vice Chair, Treasurer 	<p>Linda will chair nominating committee which will include Gilbert and Kate. Chair, Vice Chair and Treasurer will be nominated with 2 year term limits. Need to determine term limits of current A/C members</p>
8	Annual Meeting	Barbara Boyd Mo Casey	10 min	<ul style="list-style-type: none"> Preparation for voting – annual dues collection by Membership (consider 	<p>Life member Ann K to be recognized at annual meeting.</p>

				<p>waiving the requirement for those having financial difficulty due to Covid)</p> <ul style="list-style-type: none"> • Decide how to orchestrate annual meeting • Determine who will take lead 	<p>A/C agreed to wave dues requirement for those with financial difficulty. Kate will notify membership of dues due in newsletter and Barb will send email blast(s) to full membership with instructions on how to pay. Method of payment TBD.</p> <p>Reminder, Interns do not pay dues for the coming year.</p> <p>Vicki McConnachie can help us with voting by sending out Survey Monkey.</p> <p>Mo will chair ad-hoc committee consisting of Linda and Barb</p>
9	Approve Annual Budget	Barbara Boyd	15 min	<ul style="list-style-type: none"> • Approve FY2021 budget 	<p>A preliminary budget was presented. Final approval will come after further data is available. Sam Thompson will assist Barb.</p> <p>Communication team will look at all identification/logo items and make recommendations concerning banners, ID badges etc and will also advise membership of the name change from SCMG to SEMG. Kate and Scott will work on this with their committee.</p>
10	Annual Reporting of Volunteer Hours	Mo Casey	10 min	<ul style="list-style-type: none"> • Reporting of hours even though not required • Membership to orchestrate 	See above #4