

**Meeting: SEMG Advisory Council**

**Date: September 22, 2020**

**Time: 1:30 pm**

**Location: Via Zoom**

**Expected Outcomes:**

1. Call meeting to order 1:35
2. Ground rules for Zoom meeting
3. Introductions
4. Approve Annual Budget FY2021
5. Update from Nominating Committee
6. Update on Intern Graduation
7. Prepare for Annual Meeting
8. Items for Advisory Council from Standing Committees
9. Thank you to members-at-large

	<b>Topic</b>	<b>Topic Leader</b>	<b>Time</b>	<b>Process</b>	<b>Preparation/Completion Date</b>
1	Call meeting to order	Barbara Boyd	2 min		1:35 Barb Boyd, Suzanne Bollenbach, Sam Thompson, Scott Lake, Mo Case, John Thompson, Mary Vesely, Gilbert Galvan, Kate Shaddock, Linda Walsh
2	Ground rules for Zoom meeting	Barbara Boyd	2 min	<ul style="list-style-type: none"><li>• Zoom will be recording the meeting and minutes will be produced from the recording</li><li>• Raise hand to be recognized</li><li>• Mute your computer when noise in background</li></ul>	
3	Introductions	All	5 min		
4	Annual Budget FY2021	Barbara Boyd	10 min	<ul style="list-style-type: none"><li>• Budget to be sent prior to meeting</li><li>• Discuss any questions, concerns or missing items</li><li>• Thank you to Sam for helping me!</li></ul>	Suzanne will check on price of online testing app. This is a preliminary budget and the Council will monitor actual income/expenses
5	Nominating Committee	Linda Walsh Mo Casey	15 min	<ul style="list-style-type: none"><li>• Update from nominating committee</li><li>• Preparations for voting – slate provided to Communications (Vickie</li></ul>	Barb Boyd has agreed to remain as Chair, Linda Walsh will run as Vice Chair and Beth

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				McConnachie) for Survey Monkey	Murphy will run as Treasurer Mechanics of voting are in place. Barb will Notify Kate of election results and requirements for voting
6	Intern Graduation	John Thompson Suzanne Bollenbach Kate Shadock	15 min	<ul style="list-style-type: none"> <li>• Update from the Education Committee</li> <li>• Update from Communication (Kate Shadock) on special newsletter</li> </ul>	<p>Intern grad will be Friday, Oct 23<sup>rd</sup> on zoom. Exact time tbd</p> <p>Certificates and badges will go to mentor groups. Mentors will ask interns for their quotable impressions and for photos to be presented at graduation.</p> <p>Sangeeta will host graduation</p> <p>John and Suzanne should get blurbs on interns to Kate by Oct 12<sup>th</sup>.</p> <p>Sam and John will coordinate with Albuquerque Sarah Moran-Duran regarding the start date and classes content etc</p>
7	Annual Meeting	Barbara Boyd Mo Casey	10 min	<ul style="list-style-type: none"> <li>• Share percentage of members who've paid dues</li> <li>• Agenda prepared and shared</li> <li>• Need to get Zoom meeting from Steve</li> <li>• Discuss gifts for Lynda and presentation of gifts</li> </ul>	<p>35% dues are in</p> <p>Agenda deas discussed</p> <p>Gilbert, Scott and Barb will work on the invite to members for the Annual Meeting including info on how to participate in Zoom</p> <p>Barb will invite Steve Lucero (Acting Extension Agent) and Patrick Torres (Regional dir of Extension) and Eduardo Servinto (Mgr of Training for NM) to the annual meeting for a brief intro.</p> <p>Mo will send proposed agenda</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					for annual meeting to Kate for Newsletter
8	Standing Committees	Education Outreach Communication	20 min	<ul style="list-style-type: none"> <li>Present issues that need to be brought to the attention of the Advisory Council for information, understanding or decisions</li> </ul>	<p>Gilbert asks that: 1) Committees submit minutes to Council on reg basis 2) Committees submit monthly column to newsletter 3) Advanced projects ie tree stewards and seed saving etc coordinate with education for advanced classes.</p> <p><b>See Attachment #1</b></p> <p>Outreach suggests 2 wk stints for email question/answer. This will satisfy 10 hrs of outreach for members. Kate will publish this change in newsletter.</p> <p>Outreach Committee will be 7 participants this year.</p> <p>Communication Committee will work on Facebook and Instagram. Will be updating hours worksheet and project descriptions</p> <p>Mo asked for sub-committee for data management</p> <p>A help needed column will go into newsletter and member page – Sam will compose.</p> <p>Communications acts as support to all the committees</p> <p>Barb asked that the committees begin thinking about what they are missing from not having an extension agent.</p> <p>Newsletter should contain information on each committee</p>

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					and each project
9	Thank you	Barbara Boyd		<ul style="list-style-type: none"> <li>Thank you to the members-at-large for their service on this Council</li> </ul>	Barb thanked Mary for her long and active service on the SEMG board. Meeting ended 3:17 pm Next Meeting to finalize the Annual Meeting to be Oct 20 <sup>th</sup> @ 1:30 pm

Zoom meeting invitation

Topic: SEMG Advisory Council Meeting

Time: Sep 22, 2020 01:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://nmsu.zoom.us/j/91908679657>

Meeting ID: 919 0867 9657

Passcode: 831636