

**Meeting: SEMG Advisory Council**

**Date: November 17, 2020**

**Time: 1:30 pm**

**Location: Via Zoom**

**Expected Outcomes:**

1. Call meeting to order
2. Protocol for Zoom meeting
3. Introductions
4. Congratulations!
5. Finance Committee
6. Standing Committees updates and issues
7. Cross Committee items
8. Update from State Advisory Council
9. Membership engagement

	<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		Present: Barb, Linda, Mo, Sangeeta, Beth, Gilbert, Sam, John Sandra, Paget, Scott
2	Protocol for Zoom meeting	Barbara Boyd	2 min	<ul style="list-style-type: none"><li>• Raise hand to be recognized</li><li>• Mute your computer when noise in background</li><li>• Non-Council members will be automatically muted upon entering – questions and comments put into chat</li></ul>	
3	Introductions	All	5 min	<ul style="list-style-type: none"><li>• Welcome Beth and Sandy</li></ul>	
4	Congratulations!	Barbara Boyd	2 min	<ul style="list-style-type: none"><li>• Congratulations to the Advisory Council and Committees for a well-run and productive Intern Graduation and Annual Meeting</li><li>• Messaging was repeated in the November newsletter</li></ul>	
5	Finance Committee	Beth Murphy	10 min	<ul style="list-style-type: none"><li>• Reminder – FY2021 budget is July 1, 2020 to June 30, 2021</li><li>• Share budget, budget to actual, and funds in bank</li><li>• Discuss shortfall for this fiscal year</li><li>• Share intent of \$1,500 for Outreach</li></ul>	<ul style="list-style-type: none"><li>-Fiscal year July-June</li><li>-Barb will reconcile bank account while Beth will do books.</li><li>-Beth presented financial report thru Oct 31<sup>st</sup> which will be</li></ul>

	<b>Topic</b>	<b>Topic Leader</b>	<b>Time</b>	<b>Process</b>	<b>Preparation/Completion Date</b>
				from Placitas Garden Tour (Discussed in Outreach report)	posted to membership on the web page.

6	Standing Committees updates and issues	Education Outreach Communication Membership	30 min	<ul style="list-style-type: none"> <li>Present updates and issues that need to be brought to the attention of the Advisory Council for information, understanding or decisions</li> </ul>	<p>Educ Committee Report:</p> <ul style="list-style-type: none"> <li>-Intern application is ready. -</li> <li>-Website updated for How to Become a MG.</li> <li>-Mentor Application Completed.</li> <li>-Plan complete for matching Intern to Mentor.</li> <li>- We are assuming 11 Core Classes &amp; a 15 week program beginning 1<sup>st</sup> wk in February.</li> <li>-Ready to begin advertising. -</li> <li>Scott will let Kate know advertising to begin</li> <li>Outreach: Gilbert presented. Meeting minutes attached.</li> <li><b>Recommend MG's with less than 5 yrs be required to participate in email and phone helpline. Discussion followed and Council agreed to table a decision. Outreach will present us with options.</b></li> <li>Communication: Paget &amp; Scott are updating project pages. Public view will be reduced to three pages of "Working With" and a Membership Project Page will contain more data.</li> </ul>
7	Cross Committee items	Mo Casey	10 min	<ul style="list-style-type: none"> <li>Best way to use the Communication team – specifically data needs</li> </ul>	<ul style="list-style-type: none"> <li>-Discussed Leave of Absence policy. Mo will contact those on LOA and Sam will identify members who she knows will not be returning. Anyone over a year will be taken off the membership list. We will change password as of Jan 1. Mo recommends each</li> </ul>

					committee produce statements of need and let Communications figure out how to produce it.
8	Update from State Advisory Council	Sandy Liakus	10 min	<ul style="list-style-type: none"> <li>Share latest information from NMSU that concerns SEMG</li> </ul>	Sandy presented details of the Oct 21 <sup>st</sup> State Advisory Council meeting which dealt mainly with intern training classes. Larger counties will use Canvas and Zoom. Further discussion of Home Visits put on hold until Covid more under control.
9	Member engagement	Gilbert Galvan and Barbara Boyd	10 min	<ul style="list-style-type: none"> <li>Virtual Plant Sale</li> <li>Virtual Plant Clinic</li> <li>Other ideas?</li> </ul>	<p>Plant Sale: Gilbert proposed sub-committee to determine how a fund-raising plant sale might occur. Beth Murphy agreed to help with a plant sale.</p> <p>Plant Clinic: Gilbert requested forming a sub-committee to determine how a plant clinic might be held. Sandy Liakus agreed to help research how other counties held virtual plant clinics.</p> <p><b>AC approved the formation of sub-committees to explore Plant Sale and Plant Clinics possibilities.</b></p> <p>Recommendations for how to spend \$1500 contribution from Placitas home tour. Proposed 1) Zoom license with chat rooms and 2) Creation of a horticultural pamphlet for new residents to Sandoval County.</p> <p><b>A/C approved spending up to \$1500 on a zoom license and an intro pamphlet for new</b></p>

					<b>County residents.</b>
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Topic: SEMG Advisory Council Monthly Meetin home  
Time: Nov 17, 2020 01:30 PM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/88996840662?pwd=c3UvK2ozYUVBRktrMjYrdUZhUThGZz09>

Meeting ID: 889 9684 0662  
Passcode: 861152

## Report to Advisory Council - November 17, 2020

- We continue to develop standard responses to email inquiries - commercial Ag, marketing, partnership, etc.
- Sandy L. and Rebecca P. begin making a round of calls to project leaders and Outreach will work with the website folks to further refine the project pages. Sam and Gilbert met with the Communication/website folks to plan our next steps.
- Outreach Committee recommends to the Advisory Council that the \$1,500 donation to outreach efforts from the Placitas Garden Tour be spent on a Zoom account and the creation/publication/distribution of a new pamphlet for new county residents.
- Email Helpline will require 2021 MG's to participate in a training session. We will hold these training via Zoom and the will take place quarterly. - **TABLED**