

Meeting: SEMG Advisory Council

Date: December 15, 2020

Time: 1:30 pm

Location: Via Zoom

Expected Outcomes:

1. Gather and begin
2. Protocol for Zoom meeting
3. Update from State Advisory Council
4. Finance Committee
5. Standing Committees updates, issues, action requested
6. Cross Committee items
7. Membership engagement update

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
1	Gather and begin	Barbara Boyd	2 min		
2	Protocol for Zoom meeting	Barbara Boyd	2 min	<ul style="list-style-type: none">• Raise hand to be recognized• Mute your computer when noise in background• Non-Council members will be automatically muted upon entering – questions and comments put into chat	Attendees: Paget Rose for Scott Lake, Kate Shaddock, Mo Casey, John Thompson, Sam Thompson, Barb Boyd, Linda Walsh, Beth Murphy, Suzanne Bollenbach, Sandy Liakus
3	Update from State Advisory Council	Sandy Liakus	10 min	<ul style="list-style-type: none">• Share latest information from NMSU that concerns SEMG, especially Intern training	We will be sharing the same class schedule as Valencia Co and the schedule is mostly finalized. Recorded lectures with live Q&A
4	Finance Committee	Beth Murphy	10 min	<ul style="list-style-type: none">• Share budget, budget to actual, and funds in bank• Decision Requested: Propose expenditure for L. Garvin going away gifts• Update: Payment of Intern Fees• Information: Thank you letter sent for \$125 donation	Beth went over the budget and funds in bank. Sam made a motion to reimburse Barb for L Garvin gifts. 2nd by Kate. Motion passed unanimously. Seven interns have paid for coming year.

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
5a	Standing Committees updates and issues - Education	John Thompson and Suzanne Bollenbach	15 min	<ul style="list-style-type: none"> • Information: Status of 2021 Intern Class schedule and applications • Information: Mentor applications and handbook • Information: Advanced classes • Cross Committee Action Requested: Mentor page on website; publicity of Intern Classes 	<p>John & Suzanne will verify dates for Q & A with class teachers.</p> <p>Seven applications are in and two more have expressed an interested.</p> <p>We will accept Sandoval Co resident's 1st, then Bernalillo Co then discuss how to bring interns from other counties that may require additional project approval</p> <p>Suzanne has volunteered to be the Coordinator for Intern Classes</p> <p>Linda will interview prospective applicants.</p> <p>There will be a seed starting class in January.</p> <p>Ed Minutes Attached</p>
5b	Standing Committees updates and issues – Outreach	Gilbert Galvan and Sam Thompson	10 min	<ul style="list-style-type: none"> • Understanding: Update on phone hotline; follow up on discussion from last month regarding recommendation that MG's with less than 5 years be required to participate in email and phone hotlines • Information: General updates 	<p>Phone helpline on hiatus. We will use email.</p> <p>Each two-week shift, starting in Jan, will get 10 outreach hours.</p> <p>Mentors will do hotline in the summer with interns.</p> <p>Kate asks that each Project Chair write something for the newsletter every year.</p> <p>Sandy has two interns to help with coordinating home visits.</p> <p>Rio Rancho libraries are interested in seed libraries and have a grant to develop them.</p> <p>Sam will get further info and report back to the Council.</p>
5c	Standing Committees updates and issues - Membership	Mo Casey	10 min	<ul style="list-style-type: none"> • Information: As of 12/7 have 266 members and 124 that have not paid their dues. Moved 117 to archived • Decision Requested: Decide and document requirements for those who are in an Incomplete status and what to become active again <p>Back to intern status?</p>	<p>As of 12/15/20 we have 144 paid, exempt or on waiver, 122 have resigned, died, or moved, and 113 have not responded to emails.</p> <p>Members can take a 1yr leave of absence and pay dues. If more time is required, they must submit a special request. After two years there are additional requirements to be reinstated as a full member and the agent or Council will specify. Mo will work on protocols to be</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					added to NMSU Charter online, in the governing documents section.
5d	Standing Committees updates and issues - Communication	Kate Shaddock and Scott Lake	10 min	<ul style="list-style-type: none"> Present updates and issues that need to be brought to the attention of the Advisory Council for information, understanding or decisions 	Janet Blair and Michelle will collaborate in advertising for upcoming classes.
6	Cross Committee items	Mo Casey Scott Lake	10 min	<ul style="list-style-type: none"> Membership roster nearing complete update Decision requested: When do we change the member password and send out email to the updated roster containing active members? 	<p>Paget gave report. Member roster update almost complete.</p> <p>We will use January 15 as the deadline for a new password on the SEMG web page.</p> <p>We will also post member photos on the member roster.</p>
7	Member engagement updates	Gilbert Galvan, Sandy Liakus, and Beth Murphy	10 min	<ul style="list-style-type: none"> Update: Virtual Plant Sale Update: Virtual Plant Clinic 	<p>Beth and Michelle will coordinate online plant-sale for Facebook. The plant sale may become an ongoing online event.</p> <p>Kate will post the plant sale in the newsletter</p>