

**Meeting: SEMG Advisory Council**

**Date: January 21, 2020**

**Time: 10:00 am**

**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. Membership engagement update

	<b>Topic</b>	<b>Topic Leader</b>	<b>Time</b>	<b>Process</b>	<b>Preparation/Completion Date</b>
1	Gather and begin	Barbara Boyd	2 min	Council members present	Sandy Liakus, Barb Boyd, Beth Murphy, Linda Walsh, Sam Thompson, John Thompson, Mo Casey, Gilbert Galvan, Scott Lake, Kate Shadock, Suzanne Bollenbach
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	Update from State Advisory Council	Sandy Liakus	10 min	<ul style="list-style-type: none"><li>• Share latest information from NMSU that concerns SEMG, especially Intern training</li></ul>	No meeting set up and Sandy not invited. Problems with communication to educators discussed. Escalated concerns to NMSU
4	Finance Committee	Beth Murphy	10 min	<ul style="list-style-type: none"><li>• Share budget, budget to actual, and funds in bank</li><li>• Update: Payment of Intern Fees</li><li>• Update: Reconciliation process</li></ul>	Beth reported majority of income this month comes from intern applications. Financials posted. Barb and Beth worked out reconciliation process. Barb has access to bank statements and reconciles with Beth.

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					Beth will provide a separate project budget to actual in the future
5a	Standing Committees updates and issues - Education	John Thompson and Suzanne Bollenbach	15 min	<ul style="list-style-type: none"> <li>• Information: Status of 2021 Intern Class schedule and applications</li> <li>• Information: Mentor applications and handbook</li> <li>• Information: Advanced classes</li> <li>• Information: Veterans access to classes</li> </ul>	<p>-So far 23 intern applicants. - Registration will close this Friday if we have 24 paid applicants. If not 24, then registration will remain open till the 2<sup>nd</sup>.</p> <p>-NMSU has not yet set up a system-wide class testing or evaluation.</p> <p>- Mentors will be trained on January 26</p> <p><b>*Gilbert, Barb &amp; Scott will work on procedures for administering Zoom so every mentor meeting does not require Barb to start it.</b></p> <p>-Veteran Members can access classes when they are posted.</p>
5b	Standing Committees updates and issues – Outreach	Gilbert Galvan and Sam Thompson	10 min	<ul style="list-style-type: none"> <li>• Information: General updates on seed library and virtual plant sale</li> </ul>	<p>-Email hotline instructions will be on video and available every quarter. Instructions will also be posted on web for volunteers. The 3<sup>rd</sup> qtr email hotline is reserved for mentors and mentees.</p> <p>-Seed Library- Sam reported that Rio Rancho libraries will roll out seed libraries and we will give them web videos on how to save seeds.</p> <p>Plant Sale: Michelle Wittie will manage on facebook. We will wait for survey results to gauge the level of interest to</p>

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					<p>participate from the membership.</p> <p><b>*Michelle, Kate, Sam and Barb will meet regarding plant sale.</b></p> <p><b>*Barb, Sam, Scott, and Gilbert will talk with Steve to to understand what Steve needs for quarterly reporting.</b></p> <p>-Virtual plant clinic. Sandy id crafting an invitation to a sample of 20 MG's for a trial run on either Sat Feb 20 or sometime in March. Three MGs will lead the discussion on participant questions or there will be a short presentation with MGs present to answer questions</p>
5c	Standing Committees updates and issues - Membership	Mo Casey	10 min	<ul style="list-style-type: none"> <li>• Information: As of 01/12 have 156 members. This roster will be used to send out new password on Jan 15</li> <li>• <b>Decision Requested:</b> Decide on memorial for Ed Barts</li> <li>• <b>Decision Requested:</b> Decide on updated protocols presented by Mo for handling those members who are in an Incomplete status and want to become active again</li> </ul>	<p>-162 paid, exempt and waived members. 222 in Archive</p> <p><b>-Memorial for Ed Barts could be a bench in library gardens supported by SEMG. Sam will explore.</b></p> <p><b>*Sam &amp; Mo will discuss and come back with a recommendation.</b></p> <p><b>*Mo will prepare protocol for inactive status of members and send to Council prior to next meeting</b></p>
5d	Standing Committees updates and issues - Communication	Kate Shaddock and Scott Lake	10 min	<ul style="list-style-type: none"> <li>• Present updates and issues that need to be brought to the attention of the Advisory Council <b>for information, understanding or decisions</b></li> </ul>	<p>Beth- Push on FB reached 2000 people. 2<sup>nd</sup> push postponed due to short time available. We are activating Instagram account. Beth will schedule types of</p>

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					<p>regular posts on fb.</p> <p><b>*Kate will ask for updated member info in newsletter.</b></p> <p><b>*We will also include in newsletter a request to members to check web roster for accuracy.</b></p> <p>Paget- intern training page on web has mentor info</p> <p>-Also, is there a safe place for documents? Yes. The Admin account to Google Drive which Barb has access to serves as safe place.</p> <p><b>*Scott, Gilbert, Paget and Barb will discuss and advise Council on the secure place for all important documents and web copies</b></p> <p>-New Password established and Scott has a way to change all pages with new password</p> <p>-Scott is working with Ed Committee regarding changes to intern training and Paget is learning web page management.</p> <p><b>*Scott will make changes to member only Web page this weekend.</b></p> <p><b>*Barb will send email to members notifying of web down on the 23<sup>rd</sup> Jan.</b></p> <p>-Scott would like to change hosting service, GoDaddy. They overcharge and secure web access will be extra.</p> <p><b>*Scott will explore other web</b></p>

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					<b>access services and report back.</b>
6	Open discussion with non members present			Thank you to these members for being interested enough in our work to join us and provide feedback!	Kevin Konezni '20, mentor '21, Kathleen Wetingale, Sharon Schultz, Michelle Wittie, Barbara Brodmerkle '20, '21 Mentor, Cindy Ramotnik, David Pojmann, Teresa Harner,