

Meeting: SEMG Advisory Council

Date: February 18, 2021

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 updates

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
1	Gather and begin	Barbara Boyd	2 min	Council Members Attending	Barb, Gilbert, Mo, Sam, Beth, Scott, John, Linda
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	Council members and non-Council members were asked to introduce themselves
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 and testing	Barb reporting for Sandy. No State Advisory Council meeting since Nov. Steve Lucero has asked Eduardo for Council meetings to resume, with escalation to Patrick
4	Finance Committee	Beth Murphy	10 min	<ul style="list-style-type: none">• Share budget, budget to actual, and funds in bank• Update: Payment of Intern Fees• Update: Reconciliation process	Collected Intern Revenue with few expenses in January. Beth presented budget. Barb now reconciles bank statements and Barb and Beth are working on a way to also reconcile the PayPal account
5a	Standing Committees updates and issues - Education	John Thompson and Suzanne Bollenbach	15 min	<ul style="list-style-type: none">• Information: Update on first class of Interns and testing• Information: Update on first mentor/intern meetings	John updated class progress. John credited Paget with upgrading webpage. Veterans can access classes and

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				<ul style="list-style-type: none"> • Information: Advanced classes • Information: Veterans access to classes 	<p>Paget is writing a newsletter article to let them know how to access the classes. Testing will be done with Survey Monkey as we did not get a testing tool from NMSU.</p> <p>Public Classes planned: Rio Rancho Libraries wanting classes and so far three are planned till mid-March. All public classes will be available for registration on our web page.</p>
5b	Standing Committees updates and issues – Outreach	Gilbert Galvan and Sam Thompson	10 min	<ul style="list-style-type: none"> • Information: Update on reporting to County and NMSU 	<p>Report on hours of volunteer work for MG's and community is attached. Thank you to Sam for collecting.</p> <p>Gilbert researching a speakers' bureau which would be a core project</p> <p>*Barb, Paget, Sam, Gilbert, and Scott will put together a SEMG form to account for volunteer hours in different projects and committees</p>

5c	Standing Committees updates and issues - Membership	Mo Casey	10 min	<ul style="list-style-type: none"> • Decision Requested: Decide on memorial for Ed Barts • Decision Requested: Decide on updated protocols presented by Mo for handling those members who are in an Incomplete status and want to become active again • Decision Requested: Reinstatement of Eleni Otto (2001) 	<p>*Sam reporting on a bench honoring both Ed and Therese Barts. Sam is asking Jude Rudder to help raising money. SEMG will donate \$100. Motion to approve donating \$100 toward the bench passed unanimously.</p> <p>*Mo will develop a preliminary standardized process/requirements for members rejoining after a certain number of years and present to Council for discussion and approval.</p> <p>Continuing: Mo will keep track of Air Table Vickie is working on Mail Chimp Barb is managing Zoom meetings until a Zoom Scheduler can be found Paget sends updates on intern and veteran membership to Barb on a monthly basis to use for member email distribution</p>
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. • Update: Google Drive and Zoom usage • SEMG Zoom calendar on member part of website (http://sandovalmastergardeners.org/zoom-meeting-calendar/) 	<p>Paget created page for plant clinic to gather questions. Scott has worked on membership section including intern training and roster and Zoom calendar.</p>
6a	Member engagement updates	Gilbert Galvan, Sandy Liakus	10 min	<ul style="list-style-type: none"> • Update: Virtual Plant Clinic 	<p>Two test runs, one open forum Feb 20 and one March 6. We'll</p>

					see how these go.
6b		Sam Thompson, Kate Shaddock	10 min	<ul style="list-style-type: none"> Update: Virtual Plant Sale 	Michell sent in last year's plant sale \$145 and this year's \$28. Variety is good so keep growing!
7	Non-Council members feedback				Non-Council members were invited to provide the Council feedback.

Non-Council Members Present: Mo Mulligan, Remy Gutierrez, Pam Knutsen, Michelle Wittie, Paget Rose, Julie Rohr, Sharon Schultz, Mary Vesley, Karin Stangel, Barbara Brodmerkele, Linda Castrone

Include Zoom link, budget, reporting, calendars