

Meeting: SEMG Advisory Council

Date: April 15, 2021

Time: 10:00 am

Location: Via Zoom

Meeting Notes

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
7. Old business
8. New business
9. Feedback from guests

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
1	Gather and begin	Barbara Boyd	2 min	<ul style="list-style-type: none">• Welcome Non-Council Members• Introduce everyone	Barb, Linda, John, Scott, Sam, Kate, Gilbert, Sandy, Beth, Mo,
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	
3	Update from State Advisory Council	Sandy Liakus	10 min	<ul style="list-style-type: none">• Update from NMSU EMG Advisory Council. Any update on contact with public from NMSU?	No recent meetings to report
4	Finance Committee	Beth Murphy	10 min	<ul style="list-style-type: none">• Share budget, budget to actual, and funds in bank• Share funds received from Virtual Plant Sale• Discuss budgeting process for new fiscal year. What does each committee need in terms of funds? Present in May	Gilbert recommended turning off hotline phone and keeping the phone in case needed later. Gilbert will look into Google Voice to keep number. Scott: Request to update sign-up sheets app. \$89/yr. Gilbert moved to approve expense. Linda 2nd, Motion approved unanimously Beth will be asking committees for budget

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					requests for next year in order to begin creating next year's budget. She will need expense estimates by June.
5a	Standing Committees updates and issues - Education	John Thompson and Suzanne Bollenbach	15 min	<ul style="list-style-type: none"> • Information: Update on Intern training and testing. When is project information due to the Interns? How best to do? Video? • Information: Update on mentor/intern meetings 	<p>Intern retention has been excellent. New speakers on irrigation and bosque tree health are planned. Paget and Sangeeta reported on intern/mentor groups. Teams are working well. Kate will begin gathering blurbs from each committee to present to interns so they get an idea of where they might want to volunteer.</p>
5b	Standing Committees updates and issues – Outreach	Gilbert Galvan and Sam Thompson	10 min	<ul style="list-style-type: none"> • Reminder: Reporting due to County and NMSU. How is it going for Chairs and Project leads? • Information: Update on Public classes • Information: Project and budget update for upcoming fiscal year (July 1, 2021 through June 30, 2022) • Question: Should we turn in the hotline phone? 	<p>Gilbert: volunteer project & committee hours report will go out next week. Sam: Quarterly hours were easy except for GWM. Tomato talk went to over 90 people! Sam will be stepping down from outreach to work with Lynda on Seed Saving. New projects will be submitted to the Advisory Council in May and continuing budgets should be submitted to the Advisory Council in June. There has been no direct communication from NMSU regarding contact guidelines so SEMG will continue to conform to County guidelines</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. See attached information on pavers at County building. • Decision Requested: Review and decide upon updated membership protocols 	<p>Membership committee will advise Agent on Membership status when needed. Revised Membership Rules will be published on public side of web page. Gilbert moved that we accept Revised as stated SEMG membership policy. 2nd Scott The motion was approved unanimously.</p>

					<p>Gilbert explained the memorial garden design created by Teresa Harner. Sam suggested putting the memorial drawing design in SEMG Newsletter and asking for memorial donations.</p> <p>Gilbert and Mo will give Kate newsletter info and will also get an estimate of costs for the budget by June.</p> <p>An announcement of the proposed memorial will also go on the SEMG home page.</p>
5d	Standing Committees updates and issues - Communication	Kate Shaddock and Scott Lake	10 min	<ul style="list-style-type: none"> • Update: Airtable with Membership • Google Drive and Zoom usage • See Zoom meeting roles and practices attached 	Kate continues to work on the newsletter and will be including movies.
6a	Member engagement updates	Gilbert Galvan, Sandy Liakus	10 min	<ul style="list-style-type: none"> • Update: Virtual Plant Clinic 	
6b		Sam Thompson, Kate Shaddock	10 min	<ul style="list-style-type: none"> • Update: Virtual Plant Sale 	Michelle and Barb will work on blurb for plant sale timing
7	Old business	Barbara Boyd	5 min	<ul style="list-style-type: none"> • Update: on 1/8 acre plot to garden 	This year Corrales Family Practice Garden volunteers will clean up and add cover crop with circular standing irrigation. Next year we will add a food crop.
8	New business	Paget Rose, Gilbert Galvan	15 min	<ul style="list-style-type: none"> • Decision Requested: Formation of Meeting, A/V, and video services – please see attached proposal • Decision Requested: When to change Zoom password? Should we wait until mentor/intern meetings are done? 	<p>Kudos to Paget for design and work on Communications Services including video, equipment maintenance, scheduling etc. Proposal discussed.</p> <p>In May a write-up and help wanted article will go in the Newsletter.</p> <p>Barb moved that we form a support services team for all audio/visual/classes. Sam 2nd.</p> <p>Motion passed unanimously.</p> <p>There will be an opt-in on public class registration for participants to receive the newsletter. Paget and Barb will work on implementation.</p>

					We will decide on a zoom password change at end of classes, end of May beginning June
9	Feedback from guests			<ul style="list-style-type: none"> • Non-Council members to provide feedback and suggestions to the Council 	Michelle W, Julie R, Teresa H, Barb B

Include Zoom link, budget, paver proposal, updated membership protocols, Zoom meeting roles and practices, Meeting, A/V, and video services proposal