

Meeting: SEMG Advisory Council

Date: June 15, 2021

Time: 1:00 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. Membership engagement updates
7. New business
8. 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 	Council Members in attendance: Barb, Gilbert, Sandra, Scott, Mo, Beth, Kate, Sam, John
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"> • Discuss: update from NMSU EMG Advisory Council on in person Master Gardener activities • Decision Requested: communication plan to members including talking points and vehicles • Information: Are allowed to ask a volunteer if vaccinated, they are allowed to refuse to answer 	<p>The NMSU law department has revised the Master Gardener Volunteer Agreement form. Sandy will send the new form to Scott, who will replace the old form with the new on the website. This form will be used going forward. There is no need for anyone who signed the old form between 2016 and now to sign the new form. Mo will connect with Elizabeth to conduct an audit of the hard copies of the volunteer agreement forms for the current interns in the office.</p> <p>NMSU has provided an updated Covid-19 document that addresses</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					<p>adult volunteer policy, including mask wearing, meeting in person, and interacting with the public. This policy follows current CDC guidelines. We need a plan for communicating this information to our members. It was suggested that a broad statement be written for the website and newsletter, and more detailed guidelines distributed to the project chairs. Kate will work on creating these documents, and share this with the Advisory Council.</p> <p>It is unclear as to whether all members are required to take covid-19 training, or to read the training packet. Sandy will ask Lynda what is required of adult volunteers.</p>
4	Finance Committee	Beth Murphy	10 min	<ul style="list-style-type: none"> • Treasurer Report • Information: Present Budget FY 2021-2022 • Decision Requested: accept changes to Health Demo Garden 2020-2021 budget 	<p>The Health Commons Demonstration Food Garden requested an additional \$300 for 2020-2021 for hand tools and marking and measuring equipment to prepare for a site visit by county commissioner(s) in the hopes of receiving funding from the county. All equipment purchased will remain on site in a locked storage shed. Motion to approve the revised budget was passed.</p> <p>May revenue was 909.50 from the MDVIP dedicated donation to the Corrales Family Practice garden. Expenses were \$822.45. We have a total of 21966.53 in the bank. If any projects have a balance remaining in their 2020-2021 budget, they are encouraged to make those expenditures prior to the end of June. Project chairs are asked to contact Beth if they are unsure of their project's remaining budget balance.</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					<p>Included in the 2021-2022 budget is an estimate of 25 interns attending training, and \$1200 income for online plant sales.</p> <p>We are currently running at a deficit of \$1400. We have over 21,000 in the bank. Should we be running even? Is our cash reserve too large? Perhaps we should only maintain a cash reserve large enough to cover 18-24 months of operating expenses (~\$9000/year). Barb and Beth will work on a draft outlining our policy on these issues.</p>
5a	Standing Committees updates and issues - Education	John Thompson and Suzanne Bollenbach	15 min	<ul style="list-style-type: none"> Information: Any feedback from latest Intern class? Information: How did the project presentations to Interns go? 	<p>Project presentations went well, with a lot of information provided to the interns. We could consider providing annual Zoom project presentations to the members.</p> <p>We have not reviewed any feedback from the interns concerning their intern training experience. Paget volunteered to poll the interns via Survey Monkey.</p> <p>A state education committee has been formed to determine recommendations for structure and content for intern training, with a possible tiered structure. Sam Thompson is a member of this committee. It is hoped that the new structure can be implemented for 2022.</p> <p>Because there will be a requirement for in-person training next year, we need to start looking for a venue that will support training for approximately 30 interns.</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					There are smart phone apps, tools and e-books available that cost money and require special training that could be quite useful for people working on the helpline.
5b	Standing Committees updates and issues – Outreach	Gilbert Galvan and Sam Thompson	20 min	<ul style="list-style-type: none"> • Welcome Penny Lindgren • Information: Corrales Growers Market approach • Information: Project and budget recommendation for upcoming fiscal year (July 1, 2021 through June 30, 2022) • Information: Update on phone – when does it get turned off? • Discussion: Discuss requirement for outreach hours as a chapter or are there other ideas on how to generate volunteerism? • Information: Update on project reporting 	<p>We will begin staffing the information table at the Corrales Growers’ Market at the beginning of July. To volunteer, people will contact Tom Nieman. There will be a 3 people limit per shift. First priority will be given to those who work full-time or are not available to do outreach during the week. There is \$150 remaining in the Growers’ Market budget. Sam will reach out to Tom to see if he needs anything, possibly a new bunting for the table.</p> <p>2021-2022 budget requests total \$3364. There are several projects that have not submitted a 2021-2022 budget. Any project can request additional money at any point during the year. Sam expressed a concern that a number of projects do not submit a budget, with members instead spending their own money and considering it a donation. The motion was made that we accept the budget as presented. Motion passed.</p> <p>Corrales Family Practice chairs Barb and Linda will meet with Penny prior to the next Advisory Council meeting to get their budget included.</p> <p>Paget and Beth will meet to clarify the process of porting the phone number to Google Voice.</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					<p>Paget and Barb will meet to finish revising the Activity Hours reporting tool, which needs to be in place prior to the end of June.</p> <p>Sam spoke to Lynda to clarify whether we can require our members to earn 10 hours of outreach this year. Lynda stated that yes, we can, because we provide both in-person and at-home options. People are slow to sign up for email helpline and for the growers' market. We want to add as much support as possible for those working on outreach hours: Sam, Penny and Meg are working on a general outreach orientation for members; we want to add more standardized responses to avoid re-inventing the wheel; we are putting together a more complete list of standard places to get information. We also need to inform the membership of other ways they may earn outreach hours, such as the Placitas Garden tour, by sharing horticultural information with the public while working on a project, or by advising friends and neighbors.</p> <p>A motion was made by Sam that we will require as a condition of membership that all of our members complete 10 hours of outreach prior to the end of September. The motion passed.</p> <p>Barb and Kate will put together a communication to the membership concerning the Outreach hours requirement and opportunities, and stating that if an individual is unable to meet the requirement, we</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					ask that they contact us as early as possible.
5c	Standing Committees updates and issues - Membership	Mo Casey	5 min	<ul style="list-style-type: none"> Information: Update on list of deceased members – is the list updated and correct? 	Mo has put together a list of 11 deceased members. There is currently space allocated in the memorial garden for 25, but we can add additional bricks. It was decided that we do not need to get permission from family members to create and display the bricks. If there is an objection, a brick can be removed. There is a memorial plaque in the office. Mo will check this plaque for additional names of deceased members, and send the completed list to the Advisory Council for review.
5d	Standing Committees updates and issues - Communication	Kate Shaddock and Scott Lake	5 min	<ul style="list-style-type: none"> General information sharing 	<p>Kate has received positive feedback on the new monthly newsletter column “Movies for the Masters – and the rest of us”, and is considering adding a similar column on books. She is looking for movie and book suggestions.</p> <p>Scott had nothing to report.</p>
6a	Member engagement updates	Gilbert Galvan, Sandy Liakus	5 min	<ul style="list-style-type: none"> Update: Virtual Plant Clinic 	<p>Virtual Plant clinics are currently on hold, but perhaps will start up in the fall when we are no longer doing outdoor activities.</p> <p>Sandy would like to resume home visits. Beth verified that \$300 has been included in the 2021-2022 budget for reimbursement of mileage.</p>
6b		Kate Shaddock, Michelle Witte	5 min	<ul style="list-style-type: none"> Update: Virtual Plant Sale 	No updates from Michelle.
7	New business	Barbara Boyd	5 min	<ul style="list-style-type: none"> Thank you to Gilbert and Sam 	Gilbert and Sam were thanked for all their work on Outreach, and for being willing to ask the tough questions necessary to get to good resolutions. They were awarded

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					lovely appreciation gifts selected by Barb.
8	Feedback from guests			<ul style="list-style-type: none"> Non-Council members to provide feedback and suggestions to the Council 	Non-council members in attendance: Remy Gutierrez, Paget, Teresa H., Mirakhel Windsong, Penny Lindgren, Sharon Schultz, Eydie

Include Zoom link, treasurer report, and recommended project budget