

Meeting: SEMG Advisory Council

Date: August 17, 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 	Barb B, Mo C, Kate S, Beth M, Penny L, Scott L, John T, Sandy L, Linda W
2	Protocol for Zoom meeting	Barbara Boyd	2 min	<ul style="list-style-type: none"> • Raise hand to be recognized • 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"> • Information: anything new from NMSU on volunteer participation based on the Delta variant? • Information: update from NMSU EMG Advisory Council on Education for 2022 • Update on hiring of Extension Agent for Sandoval County - Barb 	<p>-State A/C met 8-2, Low volunteer participation this past year reported.</p> <p>-SC Outreach flyer shared with the State A/C</p> <p>-Grab & Go recommended for food at all SEMG gatherings. Outreach will share info with project chairs.</p> <p>-Covid Safety guidelines should be added to web page.</p> <p>-Sandy will investigate reporting volunteer hours for state purposes. We will continue to gather volunteer hours with Survey Monkey</p> <p>-NMSU is currently without an etymologist. Tom Domingus of Santa Fe will help with ID until a permanent hire is made.</p> <p>-MG training will be hybrid this coming year. We</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
					<p>will rely on core recorded classes and add classes for each regional interest.</p> <p>-State looking for MG volunteers for their education committee.</p> <p>-9/12-17th = Int'l MG Conference which will be this year on Zoom. Barb will notify members about the conference by email.</p> <p>-An offer has been extended to one of the Extension Agent applicants. We should have a new agent in Sept or shortly after.</p>
4	Finance Committee	Beth Murphy	15 min	<ul style="list-style-type: none"> • Treasurer Report for July • Present Final 2020-2021 Financials • Information: Present Budget FY 2021-2022 • Discussion: Operating Reserve Fund policy 	<p>-SEMG had a \$19,731 balance as of July 31</p> <p>-Final report showed a \$2,438.07 Net income ending 6/30/21.</p> <p>-Proposed Budget Discussed</p> <p>-Reserve Fund Policy discussed. Proposed reserve of \$3000 based on 18 month admin costs. - Council approved the reserve amount and policy.</p>
5a	Standing Committees updates and issues - Education	John Thompson and Suzanne Bollenbach	10 min	<ul style="list-style-type: none"> • Question: Can we give project presentations to membership? • Question: When will we post next class? • Do we have name tags made for graduates? 	<p>Yes, we can give project presentations to membership on a separate project page. Paget & Scott will discuss and implement.</p> <p>Educ Comm will keep an email list for those interested in next year's classes.</p> <p>-Scott will put contact us type of page on the website to gather information on those that are interested in next year's MG training.</p>
5b	Standing Committees updates and issues – Outreach	Penny Lindgren Sandy Liakus	20 min	<ul style="list-style-type: none"> • Update: Corrales Growers Market (need September 26) and email helpline (need after September 13) • Information: Update on phone – when does it get turned off? Wait until agent arrives – however it is costing us \$360 per year and would need to put back in the budget 	<p>-We will leave phone for agent to decide.</p> <p>-Gilbert will have update on video equipment next meeting.</p> <p>-Expense for Corrales Community Garden approved unanimously by Council vote.</p> <p>-Sandy will get with Edie to address problem with plants at Admin Bldg.</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
				<ul style="list-style-type: none"> Information: Need to have storage for banners and supplies for outreach tables 	
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 up to date, and correct? Finalize so that bricks can be etched Update on audit of member agreement forms with Elizabeth 	<p>-A/C advised that Tom Wilson is very ill. He co-chairs Sandoval historical garden.</p> <p>-Mo read up to date list of diseased and we will proceed with having bricks etched for memorial garden.</p> <p>-Mo will also check that volunteer agreements are up to date when access to records possible.</p>
5d	Standing Committees updates and issues - Communication	Kate Shaddock and Scott Lake	10 min	<ul style="list-style-type: none"> Update on making project videos available to members Include additional billable collaborator on Air Table for Membership Chair? General updates 	Mo will have access to Air Table from SEMG account.
6	Member engagement updates	Kate Shaddock, Michelle Witte	5 min	<ul style="list-style-type: none"> Any updates on Virtual Plant Sale or Virtual Plant Clinic? 	
7	New business	Barbara Boyd	15 min	<ul style="list-style-type: none"> Update on Health Commons Garden funding Switch day Advisory Council meets to second Tuesday starting in October Continue on Zoom for Council meetings? Preparation for Graduation, Annual meeting and annual data gathering and dues payments. In person? Zoom? <ul style="list-style-type: none"> Survey monkey out by August 20 and due back by September 15 to gather projected hours through September 30 To be eligible to vote must have completed 10 	<p>-Health Commons Garden funding was approved by County Commission. Gilbert will talk to finance director from county for final approval.</p> <p>In Sept we will meet on the 3rd Tues. In Oct we will meet on the 2nd Tuesday.</p> <p>Graduation & Annual Meetings:</p> <p>-Volunteer Hours should be reported now.</p> <p>-Dues must be paid and hours must be reported 30 days before voting at the annual meeting.</p> <p>-Dues must be in by Sept 15th</p> <p>-Annual meeting will be by zoom.</p> <p>Barb and Kate will start communication with membership</p> <p>-Scott & Beth will put paypal on Web for dues</p> <p>-Paget and Barb will set up a dress rehearsal on zoom.</p> <p>-We will ask Interns for photos and to</p>

	Topic	Topic Leader	Time	Process	Preparation/Completion Date
				<ul style="list-style-type: none"> ○ outreach hours and paid dues by September 15 ○ Need 30 days between September 15 and final day to vote ○ Then Annual meeting - select a date ○ Separate Annual meeting and Graduation like last year? Select dates ○ If doing via Zoom we must use best practices established by Zoom team and have practice prior to meetings 	<p>complete a brief questionnaire. Kate will give us the questions.</p> <p>-Mentors will distribute badges and certificates</p> <p>-Barb will activate timeline.</p>
8	Feedback from guests			<ul style="list-style-type: none"> ● Non-Council members to provide feedback and suggestions to the Council 	Paget Rose, Gilbert Galvan, Pam Knutsen, Julie Rohr, Kathryn, Sharon Schultz, Jennifer Le Fever, Michele Wittie

Comments for Council: Congrats to professionalism of Council. Nice to see budgeting and financial responsibility. Update on S2N. Meetings run well.

Include Zoom link, treasurer report for July, final 2020-2021 financials, budget FY 2021-2022, reserve fund policy