

Meeting: SEMG Advisory Council

Date: September 21, 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. New business
7. 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, Maureen C, Scott L, Sandy L, Beth M, Kate S, John T, Linda W, Penny L
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 	Non-Members: Gilbert G, Paget R, Michelle W, Ginger G, Sharon S, Sangeeta M
3	Update from State Advisory Council	Sandy Liakus	10 min	<ul style="list-style-type: none"> • Information: update from NMSU EMG Advisory Council on Education for 2022 • Update on hiring of Extension Agent for Sandoval County - Barb 	9/13 State Council Meeting – -Covid practice update for classroom -Data base is getting up to speed. Work on volunteer, Project Support & Admin is proceeding -State MG coordinator position – There has been a slight modification of requirements delaying hire a bit -MG training report reviewed -\$100 fee/County stands for MG applicants -Extension agent search is ongoing as previous applicants are not longer available
4	Finance Committee	Beth Murphy	15 min	<ul style="list-style-type: none"> • Treasurer Report for August • Information: Steve Lucero approved Operating Reserve Fund policy, request final 	-Beth gave Treasurer’s report. -AC Voted to approve operating reserve fund -Only 38 people have sent in dues so far. Barb

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				approval from Advisory Council	will send reminder email to members
5a	Standing Committees updates and issues - Education	John Thompson	10 min	<ul style="list-style-type: none"> • Discuss: Project co-chair for education • Update: We have name badges and certificates for Interns' graduation • Decide: How to get name badges and certificates to Interns • Decide: How to get information from Interns for graduation presentation • Update: 2022 Intern class ready to publish (see attached) 	<p>-State Ed Committee has list of core classes& schedule beginning 1/17</p> <p>-1st week = orientation and can be scheduled by each county</p> <p>-Video & Q&A “on Demand” will be the same for all counties.</p> <p>-Mentors will pick up badges and certificates from Barb at Corrales Family Practice Garden</p> <p>-Kate will ask interns for pictures and stories. Kate will let the interns and mentors know where to pick up badges and certificates</p>
5b	Standing Committees updates and issues – Outreach	Penny Lindgren Sandy Liakus	20 min	<ul style="list-style-type: none"> • Update: Corrales Growers Market, Corrales Harvest Festival, and email helpline • Needed: Xeriscape booklet from ABCWA and business cards for Corrales Growers Market • Update: On indoor plant situation at the County Offices • Information: Need to have storage for banners and supplies for outreach tables • Update: On Health Commons Garden funding 	<p>-Harvest fest cancelled</p> <p>-Growers Mkt has sufficient volunteers</p> <p>-Michelle updated indoor plant at County offices. 42 plants to be cared for. The team is in place.</p> <p>-Gilbert will give Michelle info on maintenance mgt for the building</p> <p>-Sandy & Penny working on procuring xeriscape booklets</p> <p>-We will wait for an Ext Agent to help with storage of MG materials</p>
5c	Standing Committees updates and issues - Membership	Mo Casey	5 min	<ul style="list-style-type: none"> • Update on audit of member agreement forms with Elizabeth • Information: Mo and Paget will determine who is 	<p>-Mo will get w/ Paget & Beth to see who is eligible to vote</p> <p>AC voted to approve change to years toward life member when an absence has been taken</p>

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				<p>eligible to vote based upon Outreach hours after Sept 23 before Sept 27</p> <ul style="list-style-type: none"> • Information: Beth and Mo will determine who is eligible to vote based upon dues payment • Information: List will be provided to Barbara to send to voting Survey Monkey on September 27 • Decision Requested: Updated Membership Policy for LOA for Life Members (see attached highlighted in yellow) 	
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 • Update on presentations, programs, and agendas for Graduation (October 29 at 3:00) and Annual meeting (October 30 at 3:00) both via Zoom • Schedule dry run of Graduation and Annual meeting • Update: Steve Lucero to speak at annual meeting • Request: purchase SSL certification for website, cost of \$40 per year 	<p>-Time marks to id individual projects will be posted on video for all projects shown of our web page</p> <p>-Kate will have draft of annual meeting and graduation for next meeting</p> <p>-Barb, Paget & Kate will work on getting dry-run for graduation and annual meeting</p> <p>-Next meeting Scott will submit request for funds for encryption of web page</p> <p>-Kate will look into logo clothing for graduating interns and report to AC in Oct</p>

6	New business	Barbara Boyd	15 min	<ul style="list-style-type: none"> • \$7.50 per badge for new badges <ul style="list-style-type: none"> ○ If we replaced all badges to remove County and put in Extension cost about $165 * 7.50 = \\$1,238$ • Update from Paget on Survey Monkey reporting of individual and project hours • Update from Beth on dues paid • Hours and Dues due by September 23 	<p>-We are not proceeding with new badges for existing members</p> <p>-Paget has submitted all info on project hours to Barb to package and send to NMSU</p>
7	Feedback from guests			<ul style="list-style-type: none"> • Non-Council members to provide feedback and suggestions to the Council 	

Include Zoom link, agenda, treasurer report for August, 2022 Intern Classes update, Membership Policy Update

NEXT MEETING OCT 12 @ 1:00 pm