

Meeting: SEMG Advisory Council

Date: November 9, 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. 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	AC Present: Barb B, Mo C, Meg H, John T, Sandra L, Beth M, Kate S, Scott L, Michelle 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	Guests: (none)
3	Update from State Advisory Council	Sandy Liakus	10 min	<ul style="list-style-type: none">● Update from NMSU EMG Advisory Council● State Extension Manager job posted October 28● Update on interviews for Sandoval County	State MG position posted 10/20 will run for 1 month on NMSU jobs site. Intern training 2022 - all online, Jan-Apr, 15-16 classes, weekly live Q+A, attendees have a code. Course

				<p>Extension Agent - Barbara</p>	<p>content theoretical <i>and</i> practical/hands on.</p> <p>Sandy will request training session for mentors + website support</p> <p>Sandy will ask if volunteer (COVID) policy has changed.</p> <p>Interviews for Sandoval Co Extension agent completed 11/5.</p> <p>NMSU will background check and offer selected person position. Barb hopes position will be filled by end of year.</p> <p>Sandy will ask Sonya Jo (from NMSU) / next State Advisory Mtg for a county MG logo - as promised by NMSU years ago.</p>
4	Finance Committee	Beth Murphy	15 min	<ul style="list-style-type: none"> ● Treasurer Report for October ● Update on dues payments 	<p>Financials include operating reserve fund (\$3K) and moved a few dedicated fund source lines (Corrales</p>

				<ul style="list-style-type: none"> • May chair purchase gift for Paget? Around \$50? Would take from Annual Meeting fund 	<p>Family Practice + Corrales Community Gardens) to restrict usage of those funds to the designated project</p> <p>89 out of projected 100 MGs have paid due - wait until January.</p> <p>Budget shows operating at loss of \$3000</p> <p>Sandoval Co Health Commons Demo Garden has a separate fiscal agent for this garden. (SEMG \$1600 goes for memorial stones)</p> <p>No one from NMSU has asked for SEMG finances for the purposes of an audit. SEMG is a 501C3 under NMSU MG TIN/EIN; Lynda Garvin is bank account owner (need an NMSU person); but we can access and move \$</p>
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					Barb was approved to purchase a thank you gift for Paget
5a	Standing Committees updates and issues - Education	John Thompson	15 min	<ul style="list-style-type: none"> ● Welcome Co-Chair Michelle Witte ● Update on logo items for Interns for 2020 and 2021 – Kate ● Update on mentor recruiting ● Update on Intern applications ● Information sharing from Committee meeting earlier this month 	<p>logo aprons: Promowizard.com</p> <p>Distributing gifts: Most 2021 Interns have received gifts, 2020 gifts more of an issue.</p> <p>Kate S will email 2020s - leftovers will be sold to veterans for \$18</p> <p>Mentor recruitment: 11 mentors committed / 6 likely (hope for 16 = 4 teams of 4 mentors)</p> <p>18 confirmed and paid intern applications.</p> <p>Welcome to MichelleW as co-chair of education!</p> <p>Intern orientation plans still being worked out - to include signing Code of Conduct / commitment agreements, providing self photo to Kate S.</p>

					Jan 10 online w NMSU. Waiting for info on how training log-on works, for interns and veterans.
5b	Standing Committees updates and issues – Outreach	Penny Lindgren Sandy Liakus	10 min	<ul style="list-style-type: none"> ● Update: Corrales Growers Market and email helpline <ul style="list-style-type: none"> ○ Tom Neiman stepping down as chair of Growers Market ○ Scott Lake willing to step in with help ○ Discuss how proceeding to get help ● Question – did the way we signed up for Corrales Growers Market work? ● Update: On Health Commons Garden funding ● Question – are we going to do Gardening with the Masters this winter/spring? ● Additional information sharing from Committee meeting earlier this month <ul style="list-style-type: none"> ○ Valle de Oro classes update 	Email helpline needs volunteers/one week commitment in fall and winter State Plant Clinic closed from mid-Nov to mid-Jan. Outreach Comm exploring considerations to resuming phone helpline Sandy to create a Home Visits log. Banners - no NMSU logo now - will await new agent's call on this. (All written materials have NMSU logo and etc.) Valle de Oro class - info can be distributed to SEMG by Barb. Gardening with Masters Online - to include Virtual Plant Clinic. Continuing

				<ul style="list-style-type: none"> ● Consider: Project mapping for all demonstration gardens and put on our website ● Would like to schedule visits to all Working with Dirt projects in the spring. Who would like to attend? ● Discuss: Survey of members to determine what tomatoes and veggies they planted and how they performed? Include growing conditions. (S2N question) ● Discuss: Ways to improve outreach to community 	<p>GWMO would be good; and outreach needs tech support. Kate and Scott invited to 12/2 outreach mtg. Scott will do video editing and posting for GWMO. Remi to do Zoom meetings / tech. Sam will need a co-chair to line up speakers.</p> <p>Possible in-person Gardening with the Masters / Virtual Plant Clinics - this could be done as a hybrid (livestream video).</p> <p>Michelle W - houseplant expert: add to GWMO / resources for helpline volunteers</p> <p>John T will contact NMSU to see about tech training for SEMG.</p> <p>Trifold for new residents being updated.</p> <p>Next business cards with SEMG logo rather than photo</p>
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					<p>REQUEST: map on website of where projects / gardens are - a dot with a drop down info. Interactive is difficult. Desire: show how extensive SEMG reach is. Barb will try the big map idea.</p> <p>OR imbed a little map next to the Project Title / for directions - good intermediate step.</p> <p>Scott Lake to help chair Corrales Growers Market - with help. Specific people will be invited to assist. Scott will coordinate meeting with Tom (and 2 other volunteers) - may change sign up protocols</p> <p>'MG Garden Tour' to facilitate visits to projects.</p> <p>Barb will work on survey w Stephanie R about varieties of seeds, climates,</p>
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					<p>successes, failures, lessons learned. Survey to MGs and public, to help in planning 2022 gardens - with published results! Linked thru newsletter and FB</p>
5c	<p>Standing Committees updates and issues - Membership</p>	Mo Casey	15 min	<ul style="list-style-type: none"> ● Update on ballots being sent and lessons learned for next year - Barb ● Update on audit of member agreement forms with Elizabeth (ON HOLD) ● How many are in the three categories and plan to communicate to member – <ul style="list-style-type: none"> ○ paid and not completed hours (place on LOA for 2021), ○ completed hours but not paid (place on Inactive status until paid) ○ not paid and not completed hours (place on Inactive status) 	<p>Mo will work on audit of members at beginning of 2022. Mo will reach out to those who are on LOA / Inactive, etc to clean up membership - at beginning of 2022.</p> <p>2022 SEMG admin email to alert MGs that voting ballot will come from Survey Monkey. all of Cableone email will shut down this year - announce in newsletter that Cableone email will shut down, update your email at membership@sandomastergardeners.org</p>

					Scott will scan newsletter distribution list for possible people w Cableone emails
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5d	Standing Committees updates and issues - Communication	Kate Shaddock and Scott Lake	10 min	<ul style="list-style-type: none"> ● Feedback on Graduation and Annual meeting ● Potential process improvements <ul style="list-style-type: none"> ○ What could have been done differently to get information from Interns? ○ What could be done differently to help more members vote? ○ How to communicate better to get more participants? ● Update on purchase of SSL certification for website 	<p>lower attendance this year. (25 this year / 50 last year) we missed the NMSU representatives. consider a short meeting to intro the new agent and/or the State MG coordinator once hired! Education will get info from interns at orientation Increase votes by highlighting that ballot depends on hours+dues by the deadline and stressing RIGHT to vote is important! Start pushing in August. SSL certificate may be more costly (\$100/annual).</p>
6	Feedback from guests			<ul style="list-style-type: none"> ● Non-Council members to provide feedback and suggestions to the Council 	<p>(no guests) Michelle W is a house plant expert - a GWMO topic and helpline expert.</p>

Include Zoom link, agenda, October treasurer report and September amended treasurer report