

Meeting: SEMG Advisory Council

Date: January 11, 2022

Time: 1:00 pm

Location: Via Zoom

Expected Outcomes:

1. Gather and begin
2. Protocol for Zoom meeting and Update from Chair
3. Update from State Advisory Council
4. Finance Committee
5. Standing Committees updates, issues, action requested
6. Feedback from guests

	Topic	Topic Leader	Process	Preparation/Completion Date
1	Gather and begin	Barbara Boyd	<ul style="list-style-type: none">● Welcome Non-Council Members● Introduce everyone	Barb B, Scott L, Beth M, Sandy L, Penny L, John T, Mo C, Meg H, Michelle W, Kate S
2a	Protocol for Zoom meeting	Barbara Boyd	<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	Ginger G, Remy G, Roberta F, Mary V, Julie R, Linda C, Sharon S
2b	Update from Chair	Barbara Boyd	<ul style="list-style-type: none">● Continued learnings<ul style="list-style-type: none">○ Also need to thank our volunteers for the services they have provided at the time of the service○ We need to be grateful for the work performed○ Recognition that “We are all volunteers here”● Sent out current roster with interests from the classes of '18, '19, '20, '21<ul style="list-style-type: none">○ Class of 2020 – 5 out of 36 no longer○ Class of 2021 – 5 out of 33 no longer – will investigate with membership chair	<p>- Barb reminded council of her continued learnings from MGs who have stepped back: We are ALL volunteers here + we need to thank all volunteers.</p> <p>- Mo + Barb will explore how the 5 from 2020+2021 left.</p> <p>- Listening tour w MGs who want to share more about how SEMG can do better</p> <p>- Checked list of current committee chairs and members - Scott to publish on the website.</p>

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			<ul style="list-style-type: none"> ● Set up listening tour with those who have left with membership chair ● Review Advisory Council and Committee list 	
3	Update from State Advisory Council	Sandy Liakus	<ul style="list-style-type: none"> ● Update from NMSU EMG Advisory Council ● State Extension Manager ● Update Sandoval County Extension Agent - Barbara 	<p>- State MG position: interview committee has selected three top candidates, reviewing references on top candidate, hope to make offer soon.</p> <p>- MG online training class went 'live' on Jan 8</p> <p>- Veterans who want credit for continuing education must complete survey at end of each module</p> <p>- The MG course may be offered to the public for a fee in the future (still many questions about this).</p> <p>- NMSU promoting Southwest Harvest for Health program (in partnership w UNM for individual MGs to garden with cancer patients/survivors). Sandy recommends SEMG explore and offer this project to current MGs. Barb send invite / info email</p> <p>-Junior NM MG program in the works at state level based on TX program</p> <p>- Sandy will send an org chart of NMSU MG committee - liaisons, agents, etc to Advisory Council</p> <p>- Sandoval County Agent update: top candidate declined the position due to pay range; the opening is posted again (3rd time). Sandoval Co is one of 10 open positions in NM. What can be done differently? Barb will escalate to NMSU</p>

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				once a State MG Agent is in place. A suggestion was made to consult w the other 9 vacant counties.
4	Finance Committee	Beth Murphy	<ul style="list-style-type: none"> • Treasurer Report for December • Update on dues payments and how long we are accepting 	<p>- beginning cash \$23,050, revenue \$2,198.60, expenses \$520.88 = total SEMG funds \$24,727.72</p> <p>- less: \$3,000 operating reserve, Corrales Family Practice - MDVIP at \$196.52, Village of Corrales at \$1000, and \$1,500 revenue from Placitas Garden tour designated for Outreach = \$19,031.20 available</p> <p>- no membership fees collected in December, but a few intern fees.</p> <p>- treasurer showing restricted use to achieve transparency about where money is</p> <p>- last date to accept current MG membership dues set for end of February 2022; then SEMG will update Membership Policy with a firm annual date for fees to be paid.</p> <p>- Scott will take the membership dues payment button off the homepage beginning of March.</p> <p>- Scott will change web password and Barb will send out change today (1/11) to current MG members.</p> <p>- On 1/13, Barb will email current roster instructions on how to get into Canvas / On Demand Training (hosting the NMSU MG intern training), and how to access tech support questions.</p>

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5a	Standing Committees updates and issues - Education	John Thompson	<ul style="list-style-type: none"> ● Information sharing from Committee meeting earlier this month ● Veterans access to training ● Update on apron distribution - Kate ● Further discussion of sponsoring a MG attending the Think Trees conference 	<p>- 29 interns for 2022; 6 interns missed orientation meeting Jan 10</p> <p>- (Beth has 30 intern payments - she will determine who we are missing)</p> <p>- 4 teams; 17 mentors</p> <p>- Ed Comm trying to make provisions for mentors to be able to access Q+A zoom link (only open to interns, and mentors are registered as veterans)</p> <p>- John will send out volunteer agreements to interns</p> <p>- Kate will send out selfie request to interns</p> <p>- 2 different training access links: one for veterans, one for interns (Scott will post both online)</p> <p>- aprons: there will likely be about 8 to sell at \$18 to veterans, Kate will work w Beth to collect money</p> <p>- Think Trees Conference: discussion - if we offer scholarship for TTC, we might need to start offering scholarships to all conferences; conferences might give discounts to MGs; could each MG be helped to pay for a chosen conference; could SEMG get a 'pay-back' (an online/newsletter 'share what you learned'). We have enough money in our account to help MGs fund continuing education. We should limit to one/year per MG. Sandy will write a proposal of how this could work for February Advisory Council agenda / discussion.</p>

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5b	Standing Committees updates and issues – Outreach	Penny Lindgren Sandy Liakus	<ul style="list-style-type: none"> ● Information sharing from Committee meeting earlier this month <ul style="list-style-type: none"> ○ Trifold ○ Business cards ○ Tools for email helpline ● Update: Corrales Growers Market <ul style="list-style-type: none"> ○ Share how proceeding ● Update: On Health Commons Garden ● Update: Gardening with the Masters online and Virtual Plant Clinic ● Update: Project mapping for all demonstration gardens and put on our website - Scott ● Update: Will schedule visits for Working with Dirt projects in the spring - Barb and possibly Julie Rohr ● Update on Survey to members about garden performance this year - Barb 	<ul style="list-style-type: none"> - next meeting will be 1/19 - trifold work going ahead (Sandy, Ginger, Mike J); hopefully done by next outreach meeting for ‘fresh eyes’ - will reprint business cards once current ones are gone (3+ months) + brochures for xeric gardening - need volunteers for email helpline: Penny will write email and Barb will send out email for helpline coverage - Health Commons Garden Project - hardscapes will begin in a week’s time, description / thank you plaque in progress. Mo will send a validated list for inscribed bricks to co-chairs Gilbert and Teresa (but then who puts the bricks in place?) - Scott added addresses for projects (working with dirt) on the website - All Projects need to check to make sure chairs listed on web are current - update names with Outreach; Outreach to alert Scott. - Outreach needs to collect hours for last quarter - Barb will work w Stephanie R to create a Survey Monkey to ask for last quarter’s outreach hours, and she will send to updated current roster of project chairs. - Corrales Growers Market - have volunteers for Sundays; one volunteer might do a Wednesday/month - Cameron Webber contacted Penny about a possible MG project at the Casa San Ysidro field to plant native species. Proposal will go to Outreach, Outreach to recommend to AC. - Julie Rohr will work w Barb to start schedule for visiting projects this spring. - survey sent out to gather info from gardeners about garden results from last year. This survey

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				<p>will be good to build upon in the future and to share with MGs and local gardeners.</p>
5c	<p>Standing Committees updates and issues - Membership</p>	<p>Mo Casey</p>	<ul style="list-style-type: none"> ● Update on audit of member agreement forms with Elizabeth (ON HOLD) ● Consider addition to Membership committee ● 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 	<ul style="list-style-type: none"> - no copies of MG Certificates were kept, we can validate year by when member agreement was signed. - files organized by year of completion, not alpha order. - concern: MGs trained prior to the member agreement requirement would ‘lose’ accredited years. Suggestion: old treasurers notebooks would include roster of all members. - do we need to send treasurer reports and minutes to Elizabeth at the end of each year? Mo will meet with Elizabeth to work towards validating member list. Current membership roster is aggregated from several rosters.

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5d	Standing Committees updates and issues - Communication	Kate Shadock Scott Lake	<ul style="list-style-type: none"> ● Update on installation of SSL certification for website ● Update on newsletter ● Consider updated language or placement of COVID information on our website - Sandy 	<ul style="list-style-type: none"> - SSL certification completed - 25th of month is deadline for next issue of newsletter - Kate will interview for project highlights articles! - Feb issue needs to advertise seed starting for plant sale - Seed to Need and Corrales Practice Gardens - both interviewed for Corrales Mainstreet Newsletter - need to review / change COVID policy on the web; suggestion to move info to a link rather than front page. Sandy, Penny, and Janet Blair will work on this and advise Scott for website. - Barb and Michelle W will ensure schedule of classes are in synch (between NMSU and SEMG web listing)
6	Feedback from guests		<ul style="list-style-type: none"> ● Non-Council members to provide feedback and suggestions to the Council 	<ul style="list-style-type: none"> - lot of good info - rolling along smoothly - several website questions addressed during the meeting. Intern and Veteran manuals were completely redone for 2022: Penny will send to Scott for posting. - Scott will review and update Intern Class Material this page, including removing 'testing' from the webpage. - question about Garden Expo at the Loma Colorado Library to be addressed at Outreach Committee. - suggestion: SEMG could make a connection to all of the libraries in Sandoval County to disseminate info; Michelle will research and get info to Outreach. - Mary has 2 extra aprons - will return to Kate if not collected soon

Include Zoom link, agenda, December treasurer report, list of Advisory Council members and Committee members