

Meeting: SEMG Advisory Council

Date: February 8, 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, Beth M, John T, Michelle W, Penny L, Sandy L, Kate S, Meg H, Mo C,
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, Sharon S, Charlene S, Julie R,
2b	Update from Chair	Barbara Boyd	<ul style="list-style-type: none"> ● Need to set up listening tour with those who have left with membership chair ● Update: from latest listening session ● Update: “Gardening Success” Survey ● Discuss and Decide upon conference discounts – Sandy and Barb ● Update: Corrales (June 5) and Placitas (Sept 11) Garden Tours 	<p>- listening tour results, continued: wise to have 2 chairs. Discovered a leadership program for MGs run by Charlene and Sandy in 2015 Sandy will send presentation to Barb.</p> <p>- completed garden success survey 1/31 - Stephanie R is compiling the (complex) data - Kate will help transform this into a March newsletter article</p> <p>- Conference discounts/scholarships discussion (see B. below). Discussion: SEMG should reach out to conferences to see what they can offer to MGs. SEMG should compile a list of statewide conferences. SEMG should review w State EMG coordinator to make sure offering scholarships this way is okay. If SEMG helps pay for a conference registration, we should ask for a post-report for newsletter. Consensus: SEMG will use a hybrid option: scholarships for super volunteers plus reimbursed percentages for others to see how many ‘bite.’ Sandy L and Barb will meet to work on this</p>

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				<p>proposal; revised proposal to be presented at the next AC for approval</p> <ul style="list-style-type: none"> - Perks are helpful to keep MGs involved. - Corrales and Placitas garden tours dates are set. Barb met w Corrales Garden Tours leaders (from Village of Corrales) and suggested a donation to SEMG for MG volunteers. Jerry K and Charlene S are co-chairing MG effort with Corrales Garden Tours. Outreach Committee approved the project, but the volunteer hours may need to be adjusted (administrative hours in other capacities are NOT included as SEMG volunteer hours - only the time spent in the garden with tourists). - FYI Albuquerque Garden tour 22 May
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 	<ul style="list-style-type: none"> - State MG Coordinator is officially Lynda Garvin (Feb 16 start date) - Intern Education is going smoothly - Lynda will send out a National MG form for collecting volunteer hours - Sandoval Co Agent position is posted for a 3rd time, prob closes mid-month. Barb will escalate concern about absence of agent w Lynda (now there are 12 of 33 counties without agents)
4	Finance Committee	Beth Murphy	<ul style="list-style-type: none"> ● Treasurer Report for December ● Update on dues payments ● Accept dues through end of February ● Request: Volunteer to take on project of moving phone to Google – cost concern 	<ul style="list-style-type: none"> - correction: January Treasurer’s report - beg balance \$24,727.72; end of Jan \$24,280.06; general fund \$18,583.54. Negative outlay because 3 interns were refunded their tuition. Gathered a few veteran’s dues. Negative revenue of \$373.56 - 2022 phone budget \$50, we’ve spent \$210 this year. Discussion: considered converting to google phone to keep the number (which has been removed from media and cards), questions were raised about whether volunteers would ever again answer a telephone helpline. SEMG will turn off the phone. Penny will locate phone; Beth will look for paperwork (account with Cricket Phone).

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				<p>- Corrales Growers Market team report the Growers Market will provide portable shelter, but not a table, and they will not store the MG items. A bag for the items has been created. Need \$55-60 for a portable folding table. It was suggested that SEMG purchase three tables for all projects' access and stored at Idalia first floor (locked) office. Growers Market Team will buy three tables. SEMG will continue to request each volunteer to bring their own chair.</p> <p>- There will be an email vote by AC to approve project Corrales Garden Tour (not included in budget - but needs no \$)</p>
5a	Standing Committees updates and issues - Education	John Thompson	<ul style="list-style-type: none"> ● Information sharing from Committee meeting earlier this month ● Update: Intern training and mentor engagement ● Update: Veteran access to training 	<p>- All mentor-intern teams are doing well.</p> <p>- Interns are passing tests.</p> <p>- Mo will write an article for the newsletter about the high quality of intern classes to encourage veterans to view.</p>
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"> ○ Clarified roles – see separate document ○ Review and approval ● Update: Corrales Growers Market <ul style="list-style-type: none"> ○ Allowing Plant Sale on April 24 – need co-chairs for this project ● Update: On Health Commons Garden ● Update: Gardening with the Masters online and Virtual Plant Clinic ● Update: Working with Dirt visits – first one scheduling for April 30 - Barb and Julie Rohr ● Update: Garden Expo at Loma Colorado library ● Update: Virtual Plant Sale - Michelle 	<p>- Discussion and decision: Clarification of roles for Outreach Committee (see A. below). Current additional OC responsibilities will be handed to AC. Some responsibilities may be handled by ad hoc committees. This decision will be put into a policy roles/responsibilities document by Sandy L. New Projects will complete forms (from website) and send to email address on the form. OC will determine if new project falls under OC or AC. New Projects' contact would be thru the SMEG Chair or a MG or the Agent or Helpline. A separate budget request to be submitted after approval as a valid project by the AC.</p> <p>- Corrales Growers Market giving SEMG opening day (4/24) for MG fundraising plant sale. Need volunteers to grow and sell. Michelle W will chair Corrales Growers Market plant sale. Money collection an issue: SEMG's Square is MIA for credit card sales. Sandy L will check to ensure face to face sales okay per NMSU guidelines.</p> <p>- Health Commons Garden - funding \$25K thru state probably not coming; wrong forms. Barb will meet with the County</p>

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				<p>Grant person soon. Still receiving \$10K from county commissioner.</p> <ul style="list-style-type: none"> - GWMO - combo of presentation and virtual plant clinic; first one went well (Michelle W / Houseplants). GWMO will direct post presentation questions to the MG helpline. - Working with Dirt visits - Barb and Julie organizing Saturday, 4/30, highlighting 3 Corrales gardens (Seed 2 Need, Corrales Garden Project at library, Corrales Family Practice Community Garden) ending with a social event. AC positive about this - suggestions include requiring registration, publicize thru SEMG email (not newsletter as this includes the public). - Garden Expo at Loma Colorado Library - Ginger and Michelle are cochairing for SEMG. - Seed Libraries discussed. Large amount of work required. Corrales Library's is open; questions about Loma Colorado Library's. SEMG to let them go for now as they are. Will revisit fall 2022.
5c	Standing Committees updates and issues - Membership	Mo Casey	<ul style="list-style-type: none"> ● Update: Pending update on dues paid for 2022 and outreach hours completed for 2021 ● Review: of members who have passed ● Mo will be conducting an audit with Elizabeth to ensure all members have a volunteer agreement on file ● Consider addition to Membership committee 	<ul style="list-style-type: none"> - Mo will audit membership records with Elizabeth for signed volunteer statements - Mo has a list of deceased members who will be included in Health Commons Garden bricks. - current list of inactive members - most resigned because they've moved away. Still cleaning up membership roster. - Mo could use help; but it is hard to have multiple people looking at a roster. She will look at membership spreadsheet 'Admin Column' for a potential volunteer to assist her. Beth M has a lot of stamps - and will help with letters to inactive MGs.
5d	Standing Committees updates and issues - Communication	Kate Shaddock Scott Lake	<ul style="list-style-type: none"> ● Consider updated language or placement of COVID information on our website - Sandy 	<ul style="list-style-type: none"> - on hold: updated COVID wording for website

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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"> - there is a LOT to do - great meeting. - Thank you for help with ideas for these new projects

Include Zoom link, agenda, January treasurer report, Roles for Outreach Committee, Conference Discounts proposals

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A. Roles for Outreach Committee, which consists of only 5 active members, would like to propose some boundaries on our responsibilities as generally indicated below:

1. Outreach Committee Primary (Classic) Responsibilities

- Help Line - both email and phone
- Home Visits
- Garden Information Tables (Events and Policies over Grower Market Projects)
- GWMO and Possible Oversight and/ or Assistance with GWM Live
- SEMG Information and Promotional Materials (i.e. brochures and business cards)

2. SEMG Advisory Committee and Officer Responsibility

- Other Projects (Demo, Therapy, Food Bank & vegetable Gardens, Garden Tour Volunteer Participation, School Projects, Restoration projects, Church Projects, Landscape project, Plant Sales, Community projects etc.)
- New Project Submittal Receipt, Review and Approval
- Budget Submissions Receipt, Review and Approval

Discussion:

- Any oversight needed on the “Other Projects” listed above?
 - Quarterly reporting, finding project organizers (e.g. Corrales Garden Tour)
- Budget Submissions to Treasurer and Finance Committee (Chair, Vice Chair and Treasurer)
- New Project Submissions to Advisory Council

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B. Conference Discount/Scholarship Proposal

Background and Benefit: A Think Tree Conference Board member/ SEMG member recommended that SEMG cover the full registration expense for a SEMG member. It was pointed out that several SEMG members already regularly attend the Think Trees Conference, the Xeric Conference (Land and Water Summit), and other horticultural conferences on an annual basis. Additionally, conference fee % reimbursement will benefit Master Gardeners that are working on outside horticultural professional certification such as ISA CEUs and similar credits. It will also encourage MG to interact and network with other community and professional horticultural organizations.

Proposal: Approved Horticultural Organization Seminar or Conference % Registration Fee Reimbursement for Certified SEMG Members

1. 10-15% registration fee reimbursement (not to exceed \$25) on Approved Horticultural Organizational Seminars/ and or Conference. (Not to include SEMG Training Classes or other public education classes.)
2. To Be Reimbursed after Tuition is Paid with Receipt submitted via SEMG check request form). Include proof of attendance such as writing a paragraph written on information gained required or validation per conference leader.
3. This is a Once per Fiscal Year Benefit for a Certified SEMG member
4. Benefit to include NMSU State MG Conferences and International MG Conference tuition/ registration fee.
5. MG would share what was learned either through a newsletter article, blog on the website, or GWMO presentation.

Alternative Proposal #1:

Select MGs that have more than exceeded volunteer hours and offer to pay for the entire conference of their choice as recognition of their service to the organization. Establish a budget per year to enable X number of MGs to attend conferences. Determine criteria for exceeding volunteer hours. MG would still be required to share what was learned.

In Either Proposal:

Contact the popular annual horticultural conferences in the Albuquerque and surrounding cities, and lobby them to provide a special no-fee condensed half day program for area NMSU certified EMGs organizations utilizing 1-2 key presenters from the conference. This is already provided by the Think Tree Conference most years on the following Saturday morning of the conference week.

Examples of Approved Conferences:

- Think Trees
- Land and Water Summit
- Pollinator Conferences
- Organic Farming Conferences
- Soil for Water
- State MG Conferences
- International MG Conference
- Others per approval by Agent or Advisory Council

***Note:** Average multiday conference fee range - \$120 - \$150 per conference

Current Active SEMG Membership: _____

Annual budget if given to those exceeding volunteer hours

5MG x \$150 = \$750, 10MG x \$150 = \$1,500