

DRAFT MINUTES

Meeting: SEMG Advisory Council

Date: March 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, Penny L, Sandy L, Kate S, Scott L, Meg H, Mo C, Michelle W
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, Stephanie 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: Working with Dirt visits set for April 30 – Julie Rohr ● Final approval regarding conference discounts – Sandy and Barb update based upon feedback from last meeting 	<p>-listening tour will begin after membership audit complete</p> <p>-Working in Dirt garden tour Sat. 4/30 at 9a - Seed to Need, Corrales Library, Corrales Family Practice gardens; 20 min presentations at each garden = 1 hr cont ed. Followed by social with snacks. Open to all veteran and intern MGs. Julie R organizing.</p> <p>-Conference Discounts - Sandy made a motion to approve Conference Benefit Hybrid Plan as written (see A below). Discussion - concern that \$2500 each year is a big portion of SEMG annual expenditures. Consensus that we need to approve budget amount on an annual basis. Sandy amended her motion to ‘Approve as written, and reviewed on an annual basis with budget review in June.’ Motion passed unanimously.</p> <p>-Question: can we give MG 2022 Interns their education certificates at Rio Rancho Water Wise Garden? Good idea;</p>

	Topic	Topic Leader	Process	Preparation/Completion Date
				Michelle and John will pick a date for this. This could be a 'Working with the Dirt Tour' - Barb suggested Julie R may help with setting up. Intern classes end 4/16.
3	Update from State Advisory Council	Sandy Liakus	<ul style="list-style-type: none"> • Update from NMSU EMG Advisory Council • Is face-to-face ok by NMSU? Growers Market • Update Sandoval County Extension Agent – Barbara 	<p>-Lynda Garvin: 'masks are no longer required in NMSU facilities' - this also applies to all MG events, indoors and outdoors. Food should be 'grab and go' rather than potlucks. Food should be served by a designated person. Question: What about Garden to Table demos? (this project was never started due to Covid). Sandy suggested to run this by Lynda G when ready to go. Barb will get with Cassandra to get Garden to Table started again.</p> <p>-LyndaG says we can remove Covid safety notice statement on website. Scott will remove. We will link to NMSU website for COVID protocols.</p> <p>- Logo: all programs should use NMSU logo with program name. Logo on Facebook page could be background/profile pic.</p> <p>-Lynda Garvin, new State MG Coordinator, has her office in Bernalillo County Complex at 1510 Menaul Blvd NW (4-H Annex), Albuquerque, NM 87107</p> <p>-newer business cards (no helpline phone number) are available in Idalia Office - call Elizabeth to get them</p> <p>-Penny has 100 Enchanted Xeriscape guides for library expo and grower's market</p> <p>-concern that there are 12 counties now without Agents. Agents are needed for risk management</p> <p>-State MG Conference - may be in 2023</p> <p>-Sandoval Agent posting (3rd round); interviews coming</p>
4	Finance Committee	Beth Murphy	<ul style="list-style-type: none"> • Treasurer Report for last month • Update on dues payments • Accept dues through end of February – closing now • Update on moving phone to Google – Beth and Penny 	<p>- \$25.24 income in Feb; \$74.10 spent. General funds available \$18,534.68. One more member's due came in; dues for 2021-22 year are closed now.</p> <p>-phone was disconnected; <u>not</u> moved to Google Phone. Penny has physical phone.</p> <p>-Growers Market will buy one table to be used only for Growers Market events during season. (two SEMG tables are stored at Idalia Road).</p>

	Topic	Topic Leader	Process	Preparation/Completion Date
			<ul style="list-style-type: none"> Found 2 tables at Idalia office, Corrales Growers Market team will buy 1 table 	
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 	<p>-John - we need a policy about refunds for dropouts. (suggested: no refunds for drop outs)</p> <p>-Conversation: issues causing drop outs: computer tech and attendance requirements. NMSU charges \$100 per graduate <i>after</i> education programming; dropouts still have access to website and passwords; Education Comm will prepare a proposal for no drop out refunds - this policy will need to be included on the application form.</p> <p>-2023 include in interview and screening process that MGs need to be aware they WILL be volunteering for 3-5 years (Penny - this was included in the interviews in 2022) AND ability to utilize computer technology.</p> <p>-training on ‘volunteer protocols’- IE how to be a good volunteer. Maybe do this when they get their education certificate - or as part of final class on project descriptions.</p> <p>-Feedback from mentor teams meeting: some hiccups, but really good; zoom mentor/intern meetings good and well attended; some would like to do some in-person events; - advanced classes: Lynda G will start working on these (ex. seed saving, restoration and erosion, maybe some of the tree steward classes, cover crops).</p> <p>-Sharon Walsh heading Gardening with the Masters (in person) probably will start this summer.</p> <p>-new Broadmoor Senior Center in Rio Rancho has a kitchen set up for tv classes - Michelle W will connect with Cassandra for Garden to Table demos possibly here.</p>

	Topic	Topic Leader	Process	Preparation/Completion Date
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 – updated to reflect discussion from last month ○ Review and approval ● Update: Corrales Growers Market Plant Sale <ul style="list-style-type: none"> ○ Co-chairs are Michelle Witte and Ginger Golden ● Update: Virtual Plant Sale – Michelle Witte, chair ● Update: Gardening with the Masters online and Virtual Plant Clinic ● Update: Garden Expo at Loma Colorado library – Ginger Golden chair 	<p>-TriFold - work in progress; Probably ready by summer.</p> <p>-Outreach Committee Clarified Roles and Responsibilities. (see B below) Outreach has Shared Files for project descriptions and budgets - if projects are determined to be AC oversight, then AC needs to file the descriptions and budgets. Outreach Committee Roles and Responsibilities will be saved in the Governance Docs on website. (Barb will work on this).</p> <p>- Outreach committee will review public facing projects page for updates</p> <p>-SEMG needs to tell interns about what projects are available for volunteering. Ideally, this would be an hour-long presentation w/ all chairs of volunteer projects and chairs of committees.</p> <p>-Barb will get with Remi to see if he can coordinate w project chairs and host a zoom project description for the interns. Need to make sure member contact for committees is updated on website.</p> <p>-Growers Market Plant Sale - 4/24 - Barb to send another email to encourage MGs to grow extras</p> <p>-Virtual Plant Sale - Michelle W hosting</p> <p>-GWMO March 25 - Alternative Gardening Techniques plus Q+A's</p> <p>- April 21 - Teresa Harner and the Art of Landscaping</p> <p>- GWMO plans to do Native Seed Starting w Mike Halverson at Santa Ana with a videographer</p> <p>-Garden Expo at Loma Largo - March 26 - Michelle will bring houseplants and seed exchange and business cards. Ginger will exhibit about sprouting seeds in plastic bags + kid friendly booklets</p> <p>-NMSU has no budget for overnight shipping for plant pathology. Sandy and Barb will work together to determine how to post items; Barb will contact Steve Lucero. (Options: ask homeowner for \$10 to help cover cost; or ask NMSU to invoice SEMG; or we ask owner to send in their own samples, but this takes SEMG out of the loop.</p>

	Topic	Topic Leader	Process	Preparation/Completion Date
5c	Standing Committees updates and issues - Membership	Mo Casey	<ul style="list-style-type: none"> • Discussion and decision: Regarding Leave of Absence for FY 2021. 57 members did not complete 10 outreach hours. Council to consider waiving that requirement for FY 2021 due to late notice(July) and COVID. • Update: Share final list of Active Members for FY 2022 • Review: of members who have passed • Pending: Mo will be conducting an audit with Elizabeth to ensure all members have a volunteer agreement on file 	<p>-2021-2022 dues and outreach hours have been closed off</p> <p>-Mo will audit for Volunteer Agreements in each MG's folder</p> <p>-Membership Report (see C below)</p> <p>-most 'Resigned' have moved out of area</p> <p>-Inactive MGs who have not resigned will be sent hard copy letters</p> <p>-Recommendation to waive the 55 people who didn't get 10 outreach hours requirement in 2021, but who have paid 2022 dues.</p> <p>-Decision: Place those who haven't completed 2021 outreach hours requirement into Leave of Absence instead (55 people)</p> <p>-Barb and Mo will contact the MGs affected by phone or email.</p>
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 • Update: “Growing Success” Survey results – Kate (see attachment prepared by Stephanie Reese) 	<p>-Stephanie R presented Power Point about 2021 Growing Success survey, based on 15 respondents. Stephanie noted only 3 of 15 would consider contacting the county extension office for help. Most do online research. And 6 of 15 respondents have had soil tested.</p> <p>-by April meeting - Stephanie will have more info about recommended varieties of seeds</p> <p>- good info; will alter survey next year to help with aggregating info and will send out in Sept closer to harvest time (sent out in Jan 2022)</p> <p>-Kate S- recommends highlighting this survey in the newsletter</p> <p>- and that the survey will come in September (so people will remember better their successful varieties)</p>
6	Feedback from guests		<ul style="list-style-type: none"> • Non-Council members to provide feedback and suggestions to the Council 	<p>-got a lot done!</p> <p>-very thorough, thank you for the time the AC puts in</p>

Include Zoom link, agenda, February treasurer report, Slides with results from the “Gardening Success” Survey, Membership report

A.

SEMG Member Conference Benefit Hybrid Proposal March 2022

- 1. Full Registration Fee Reimbursement for 3-5 Selected Master Gardeners based on outstanding volunteer performance in the previous year for one approved horticulture conference each per fiscal year. The total budgeted amount for this will not exceed \$1000/year.**
- 2. 10% Registration Fee Reimbursement for Certified Master Gardeners for one approved horticulture conference each per fiscal year. The total budgeted amount for this will not exceed \$1500/year.**

Total Budget for the above: \$2500.00/ fiscal year

Presented at the February 2022 Advisory Council Meeting:

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 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.

Alternative Proposal #2:

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

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

=====

B.

Roles & Responsibilities for Outreach Committee (OC) *(As approved at the SEMG Advisory Committee on 2.08.22 and further reviewed at the OC on 2.16.22)*

I. Outreach Committee Primary Responsibilities

- Help Line - both email and phone
- Home Visits
- Growers' Markets and Event Garden Information Tables
- GWM Online and Possible Oversight or Assistance with GWM Live

- Policies and Procedures Regarding the Above (*Not included at the AC review, but understood*)
- SEMG Information and Promotional Materials for Outreach (i.e. brochures and business cards)
- New Projects and accompanying forms will go to the OC, who will determine if they fall under OC responsibility, or review and approval by the Advisory Council (AC). The form will be submitted to the Chair of the AC for distribution to the council members for the latter.
- Filing of Approved OC related project forms in the SEMG Project Google Drive Shared File (*Not discussed at the AC meeting, but this still needs to be completed.*)

II. Advisory Council (AC) Roles & Responsibilities Regarding New and Current Projects

- New Projects (not related to OC Responsibility as listed in I. above) and corresponding budget requests will be reviewed and approved considering current SEMG resource limitations.
- Budget requests for all projects will to be submitted to the Treasure and/or a Budget Review Committee for new and annual budget reviews and approvals.
- Responsibility for filing approved projects and associated budgets in the SEMG Project/ Budget Google Drive Shared File
- Contact and point of referral for the New Project Form requests by non-SEMG members requesting volunteer Master Gardener support
- SEMG Project Chair replacement assistance for key projects as needed
- Project leadership training for sustainable project management practices. (*Discussed at the AC meeting.*)

Sjliakus 2.7.22

C.

Membership Report

As of: 5 March 2022

Maureen Casey, Membership Chair

- Deceased – 13
- Active - 192
 - Have Not Paid – 46
 - Did Not Complete 10 Outreach Hours – 55
 - Did Not Pay and Did Not Complete Outreach Hours – 39
- Inactive – 126
- Resigned - 77

Recommendations

- Send letters to the inactive members who did not respond to e-mail
- Place those who have not paid FY 2022 dues on Inactive status
- Waive FY 2021 outreach hour requirement for those active members who have paid their dues but did not complete the 10 hours of outreach
 - Due to COVID restrictions there were limited outreach opportunities
 - The Membership Policy Document did not take affect until FY 2022