

Meeting: SEMG Advisory Council

Date: April 12, 2022

Time: 1:00 pm

Location: Via Zoom

Expected Outcomes:

1. Gather and begin
2. Protocol for Zoom meeting and Update from Chair
3. Standing Committees updates, issues, action requested
4. Update from State Advisory Council
5. Finance Committee
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, Mo C, Penny L, John T, Michelle W, Beth M, Sandy L, Kate S, Meg H
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	Jennifer Le Fevre, Ginger Golden, Ray Iturralde
2b	Update from Chair	Barbara Boyd	<ul style="list-style-type: none">● Called or individually emailed all remaining on list of no dues or no hours. Overall analysis of conversations● Update: Working with Dirt visits set for April 30 – Julie Rohr	-varying responses from inactive members. Helped to explain how LOA works. Several never responded. - FYI: there is a way to waive the fee if membership fee is too much; none expressed that need -most of SEMGs who resigned did so because they have moved. -sign-up sheet for 4/30 is on the website! Barb will send out email asap to get sign-ups and route and etc
3a	Standing Committees updates and issues - Membership	Mo Casey	<ul style="list-style-type: none">● Present analysis of active members (see attachment)● Discuss: Changing password to the members only part of website● Pending: Mo will be conducting an audit with Elizabeth to ensure all members have a volunteer agreement on file	-see below A -6 paid dues since phone calls -157 active members / 156 inactive members -79 resigned -13 deceased - inactive members should not be on the email distribution list

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				<p>-Scott - MailChimp distribution includes 300+ SEMG; used mostly for newsletter (two lists: SEMG members and public). Scott will update MailChimp email lists.</p> <p>-Barb and Scott will change the password for members and send to both active SEMG roster and interns</p> <p>- membership audit done to consolidate our data.</p>
3b	Standing Committees updates and issues - Communication	Kate Shaddock Scott Lake	<ul style="list-style-type: none"> Any communication committee updates Possibility of adding a donation button to website? Create communication policy regarding personal information on website and newsletter - Kate 	<p>- we do not use personal emails and information in the newsletter. Kate will write up a policy about this to add to our governing documents on the website.</p> <p>- more members are referring articles to Kate!</p> <p>- Beth and Scott and Kate will work on adding a donation 'button' for our website.</p> <p>- how will we share success survey? Kate: a page 2 article for May newsletter</p>
3c	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 Education certificate presentation to Interns – Water Wise demonstration park April 23? 	<p>- certificates for interns distributed to / by the team mentors</p> <p>- We need copies of certificates in intern files: both education and MG certificates. Mo will ask Elizabeth for copies of these certificates. Certificates needed should MGs transfer.</p> <p>-24 interns (out of 29) completed education portion</p> <p>- in person classes may get started in June - Sharon and Michelle working on this. Maybe at Meadowlark Senior Center?</p> <p>- Free demo of Mistletoe pruning on Arbor Day 4/29 at 9a at the La Entrada Park at Corrales Library by an arborist - Harrison O'Connor. 2 trees there had mistletoe in 2019, now all 20 have mistletoe. Barb will send out info about this event.</p> <p>- Canvas MG intern training videos will be available for the full year to veterans. Interns may not have access until they become veterans in October. John will check with Linda about this.</p> <p>- turf class is not required for Sandoval MGs</p>

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				<p>- projects will be highlighted for interns on 4/21 zoom gathering + Mike Halverson will talk about Santa Ana and Gilbert Galvin will talk about Health Commons Demo Garden. Many projects are missing AirTable descriptions.</p> <p>- Include Tree Stewards trifolds (electronically) in the helpline information and Resources. Also for the Growers Market opening.</p>
3d	Standing Committees updates and issues – Outreach	Penny Lindgren Sandy Liakus	<ul style="list-style-type: none"> Information sharing from Committee meeting earlier this month Update: Garden Expo at Loma Colorado library – Ginger Golden chair 	<p>- Sandy has made progress on trifold</p> <p>- Ginger - 3/26 at Loma Colorado Library: busy and fun with seed giveaways. Next year -they'd like to see a seed swap added to encourage seed saving. Scott added collected emails from event to the newsletter list.</p> <p>- April 24 - need volunteers for plant sale; only 3 signed up so far. But many MGs will be there and will pitch in. Each plant needs to be labeled. Cash only sales. Barb will send out email reminder - grow, label, bring cash.</p> <p>- Michelle and all will post advertisement in New Mexico Gardeners FaceBook page</p>
3	Update from State Advisory Council	Sandy Liakus	<ul style="list-style-type: none"> Update from NMSU EMG Advisory Council Update Sandoval County Extension Agent – Barbara 	<p>- SouthWest Harvest for Health still seeking funding; a survey will be sent to each chapter soon.</p> <p>- Lynda Garvin's 5 Directives: 1. Volunteer mgmt software that can be utilized by counties - hours, contacts, sign ups, scheduling; 2. Qualtrix experience mgmt software; 3. update State MG website; 4. edit an electric MG manual (w specialists and MG volunteers); 5. offer advanced training and workshops both online and in person for MGs. (examples: coordinate w Tree Stewards / Urban Forestry people, Junior Master Gardener program "Learn, Grow, Eat," and one more scientific based w botany. Lynda also considering how to manage MG program without extension agents? There will be no State MG Conference this year.</p> <p>- Barb part of team that are interviewing 2 agents for Sandoval County Extension Agent position on 4/13.</p>

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4	Finance Committee	Beth Murphy	<ul style="list-style-type: none"> • Treasurer Report for last month • Update on dues payments and payments for Interns to NMSU • Reminder that budgeting for next year is approaching! 	<ul style="list-style-type: none"> - March \$162.74 revenue \$350.63 expenses, general balance \$18,408.78. -bill from NMSU for 2022 interns will show up in April's financials -budgeting process is beginning. Beth reaching out to people responsible for budget line items. - Beth will access the budget form from the shared folder; she will work with Penny and Sandy to make sure she reaches all the people needed; Beth will ask for budget requests.
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"> - very informative; helpful to stay up to date on things - difficulty getting into the meeting (for all). Would like to see a celebration of Arbor Day! Apologies from Barb for the snafu with the Zoom password - likes to find out what's going on.

Include Zoom link, agenda, Prior month treasurer report, Membership report, 2021 Garden Success Survey

A. Membership Report:
Membership Report – April 2022

Active Members

157 Total have all paid their 2021-2022 dues

23 of which are exempt (Life Members)

21 of which are on Leave Of Absence for Year 2020-2021

Inactive Members

156 Total as a result of not paying 2021-2022 dues

26 of which are on Leave of Absence for Year 2020-2021

1 of which have hours for 2020-2021 but no dues for 2021-2022

Resigned Members – 79

Deceased Members - 13