

Meeting: SEMG Advisory Council

Date: May 9, 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 |
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| 1 | Gather and begin | Barbara Boyd | <ul style="list-style-type: none"> ● Welcome Non-Council Members ● Introduce everyone | <p>Advisory Council: Barb B, Beth M, Meg H, Michelle W, Kate S, Scott L, Sandy L, Mo C</p> <p>absent: John T, Penny L</p> |
| 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 | non AC members present: Ginger G, Teresa H, Janet W, Sharon S, Stephanie P |
| 2b | Update from Chair | Barbara Boyd | <ul style="list-style-type: none"> ● Thank YOU for all who participated in the Plant Sale and the MG table for opening day at the Corrales Growers Market! Total of over \$2,300 raised! ● Analysis of first Working in the Dirt Garden Tour – Julie Rohr ● Preparation for the next Working in the Dirt Garden Tour (Rio Rancho/Placitas/Bernalillo) | <p>- Ginger, Kate, Michelle - thank you for the plant sale work! proceeds will be noted in the May financial report.</p> <p>- Working in the Dirt tour was a success and informative for MGs. Good to be together in person! Barb will connect Stephanie P to Julie R to help w Bernalillo part of tour.</p> |
| 3a | Standing Committees updates and issues - Membership | Mo Casey | <ul style="list-style-type: none"> ● Present analysis of active members (see attachment) ● Password to the members only part of website– when to change? – Scott and Barb | <p>- (see April minutes for attachment)</p> <p>- Scott will change the password; Barb will send out the email notifying current members</p> <p>- Mo printed off hardcopies to file for MG member files.</p> <p>- concern raised: we have 153 inactive members (who have not paid dues) - and they will not be able to get into</p> |

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| | | | <ul style="list-style-type: none"> ● Pending: Mo will be conducting an audit with Elizabeth to ensure all members have a volunteer agreement on file | <p>the Member's side of the website after password change to sign up for volunteer opportunities. It is noted that there are alternative ways to get in touch IF they want to volunteer.</p> |
| 3b | <p>Standing Committees updates and issues - Communication</p> | <p>Kate Shadock Scott Lake</p> | <ul style="list-style-type: none"> ● Any communication committee updates ● Update: Donation button on website ● Presentation and discussion of policy for public facing documents to exclude member contact information | <p>- website donation button was created a year ago, but was not posted on the webpage. Scott will put donation button on page; Barb suggested front page on top right. Beth will recreate it with note stating SEMG is a 501c3 - Kate will notify via newsletter that we don't publicize private contact info. This policy needs to be in SEMG policy documents. - Success survey still hasn't been published. Could it be posted on website with link listed in the newsletter? Scott can put Success Survey slides up as a webpost. Barb will send Scott the presentation. Post it asap. - newsletter has two distribution lists with MailChimp; one for MGs and one for the public. Scott has refreshed the MG list, removing many names - but this may result in some complaints of missing newsletter as people could have been miscategorized. Scott will update MailChimp w updated email addresses received from Barb. Barb will send these to Mo also.</p> |
| 3c | <p>Standing Committees updates and issues - Education</p> | <p>John Thompson Michelle Witte</p> | <ul style="list-style-type: none"> ● Information sharing from Committee meeting earlier this month ● Update: Do Interns have their education certificates now? ● Update: When will Interns have access again to Canvas to use as a resource? ● Preparation for graduation. In discussion on venue. Date best for everyone? To coincide with annual meeting. | <p>- Mentor training is finished! - Training for veterans will stay live until December or beyond. Interns can access Canvas site until September when they have MG veteran status in October (with volunteer hours). - graduation preparation. 2022 Graduation and Annual Meeting, combined and in person. (Last 2 years these 2 have been separated and on zoom.) Voting occurs the month ahead of annual meeting. Venue possibilities: St Francis in Rio Rancho or El Zocalo in Bernalillo. Possible afternoons of 10/22 or 10/15. In 2019, annual meeting included 10 year recognition + Life Members. Possibly an 'order table' for aprons, tshirts, etc - run by</p> |

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| | | | | <p>an outside vendor or by MGs - Beth, Kate, Michelle will explore options of MG hosted and/or vendor hosted sales table.</p> <p>- 2022 Interns will receive aprons. 24 interns completed 2022. In past, April's completion certificate was distributed during a potluck and plant sale. We will need to check with NMSU about food service / potlucks. Another venue option: Turtle Mountain Brewery in Rio Rancho (with a party room, and prepared foods esp if potlucks not allowed by NMSU). Meg and Barb will explore venues.</p> |
| 3d | <p>Standing Committees updates and issues – Outreach</p> | <p>Penny Lindgren Sandy Liakus</p> | <ul style="list-style-type: none"> ● Information sharing from Committee meeting earlier this month ● Update: Plant sale at Corrales Growers Market ● Update: Preparing project leaders to submit budgets ● Update: Homescapes – Barbara ● Discussion: Volunteering at Santa Ana ● Review and provide feedback on new business cards | <p>- Business cards: 2 options. FRONT: Council liked the light green design with the vertical line, but the dark green color scheme. Consider using the red from the back to highlight the front SEMG name. Consider with similar fonts as the NMSU side. BACK: dark green card, with extended light green box so MGs are able to write on the card if/as needed. Sandy will ask designer to tweak it and Barb will send out to the AC for approval. Cost for 1000 may be around \$30. Stephanie Perea (new MG) is a designer!</p> <p>- Trifold is ready to go to designer, but designer is about to have hand surgery, so there will be a delay.</p> <p>- Ginger and Michelle will be 2023 Plant Sale Co-Chairs. Is it possible to do a sign-up for what plants MGs will bring?</p> <p>- Santa Ana Project - Mike Halverson presented at intern zoom project highlights, but Santa Ana is not an official project. This is a Native Nursery (not a store, but still a business); we have one MG volunteering there, who does not want to serve as a project chair. Could it come under the project 'Xeric Islands' headed by John T? Kate is trying to get with Mike H for an interview for newsletter - to jumpstart volunteer effort. Is oversight for this project better suited for Education Committee or should it be an official volunteer project? Sandy, Barb, John, Penny,</p> |

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| | | | | <p>Michelle will get together to determine who oversees the project (/ who is responsible for reporting hours, leadership, and a communication liaison).</p> <p>- SEMG is discontinuing HomeScapes project - there has been no communication from chairs. They will offer class thru the Placitas Library in September. SEMG would like to promote their work, and also willing to promote the work of other nonprofits. HomeScapes is moving forward with September classes. MGs will not get credit hours. It was suggested that this promoting of 501c3 without being an official MG Project is also needed in policy documents.</p> <p>- Heritage Day at Casa San Ysidro - booth and table and chair provided. 5 volunteers already from 10a-4p . Ginger needs to know where to get table cloth and sign - Scott can arrange, but will need it back for Sunday morning Grower's Market.</p> <p>- Intern teams are running the helpline email right now. Only a few inquiries from Valencia County. Lots of tree issues.</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>- Sandoval will be getting an agent 6/1! Rachel Zwieg will be Agricultural Agent for Sandoval County.</p> <p>- NMSU EMG Advisory Council - met 5/2. Dona Ana County reported there is an increase in Ash Yellow Disease in that county. Seed to Supper - mini MG course for public with target being lower-income adults. SW Harvest for Hope still looking for funding. There will be feedback sessions for Intern Training. Lynda Garvin looking for members for MG Continuing Ed Committee. Consideration is being given to offering a public-facing course (without volunteer commitments of MGs, and priced higher than courses thru counties' EMG programs). Survey sent out to all counties EMG. Lynda reports that MGs have been recognized nationally for participation in food security thru USDA's NIFA Food</p> |

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| | | | | Security Blog: https://www.nifa.usda.gov/about-nifa/blogs/master-gardeners-numbers |
| 4 | Finance Committee | Beth Murphy | <ul style="list-style-type: none"> Treasurer Report for last month | Highlights: Received one more annual due / \$25 in revenue. \$2544 expense (to pay NMSU for intern course fees). |
| 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"> - Clarification: Veteran Mentors fulfill all their hours (volunteer, outreach, etc) by serving as a mentor. Also important to report extra hours. Advisory Council meetings count as volunteer admin hours. - Thank you to Sandy for taking on the branding! - Happy that graduation will be in person! - MGs from other places can transfer to Sandoval County by asking their current agent to send a letter to admin email that they are a MG in good standing. - we don't know where the new agent will be housed, probably in Bernalillo building. |

Include Zoom link, agenda, Prior month treasurer report, business card options