

NOTES: SEMG Advisory Council

Date: September 13, 2022

Time: 1:00 pm

Location: Via Zoom

Expected Outcomes:

1. Gather and begin
 2. Update from Chair and Extension Agent
 3. Finance Committee – Budget review and approval
 4. Standing Committees updates, issues, action requested
 5. Update from State Advisory Council
 6. Finance Committee
 7. Feedback from guests
- absent: Rachel Z, JohnT,

	Topic	Topic Leader	Process	Preparation/Completion Date
1a	Gather and begin	Barbara Boyd	<ul style="list-style-type: none"> ● Welcome Non-Council Members ● Introduce everyone 	Barb B, Beth M, Meg H, Penny L, Sandy L, Kate S, Scott L, Michelle W, Mo C
1b	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 	Fredine, Teresa H, Kevin, Ginger G, Sharon S
2a	Update from Chair	Barbara Boyd	<ul style="list-style-type: none"> ● Update on members paying dues – Beth ● Update on members submitting hours – Mo ● Distribute voting in Survey Monkey to those who are current on dues and hours. Send out by September 15 ● Decide on next month meeting – annual meeting prep on October 18 and annual meeting on October 22. Do we need a separate Advisory Council meeting? ● Purchase Life Member gifts – 4 at \$50 apiece, need help! 	<p>-71 paid members + 22 Life Members = 93 current active out of 153 active members in 2022 => 60 members who have not paid dues.</p> <p>-hours are being collected on Survey Monkey by Stephanie Reese.</p> <p>-vote needs to be sent out 30 days prior to Annual Meeting - ballot will be sent on 9/15 to all paid+life members - “stragglers” will be sent ballots individually until 9/21 (voting NOT contingent upon completion of hours)</p> <p>- Barb will send reminder to pay dues, and she will send the ballot on 9/15</p> <p>- Oct 11 AC meeting canceled in lieu of 10/18 (1p) practice on zoom + 10/22 annual meeting</p>

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				<ul style="list-style-type: none"> - 4 Life Member gifts - Michelle W source and submit the costs to Beth - one super MG award in form of 'gift certificate' for a scholarship towards conference fees
2b	Update from Extension Agent	Rachel Zweig Not able to attend	<ul style="list-style-type: none"> ● Rachel is moving to the El Zocalo building in Bernalillo – 264 S Camino Del Pueblo 87004 ● Want to take inventory of what we have that is moving to Rachel's office and what we have that is in MG garages. Determine if we need to rent a storage unit ● Follow up on items from last meeting: <ul style="list-style-type: none"> ○ Meeting with Santa Ana pueblo – went well, consider doing again - Penny ○ Update on volunteer management software – train the trainer 6- 1 hour classes 	<ul style="list-style-type: none"> - Rachel is on the second floor of El Zocalo Building (there is concern that the building exterior is kept locked.) - AC recommends seed catalog + pamphlets be returned to the county building at Idalia. This will allow public access during business hours and SEMG to publicize location and availability as well as ease of restocking seeds. AC will ask Rachel to work on this. - All - please send list of SEMG items (tables, banners, etc) to Barb so we can inventory items; Ginger will check on 4 found banners at the office. - Michelle W will check with Food to Table project about what items currently in the office they need/want to keep. - Beth will order new business cards and they will be kept at Extension Office. - Scott will share the list of resources / pamphlets with Barb, she will send to AC for use at other events. - suggestion: stock two tubs with items for Outreach events (pamphlets, business cards, etc); one for Growers Market and one for other events - Volunteer management software has been purchased; still a process with training, etc, to come.
4a	Standing Committees updates and issues - Membership	Mo Casey	<ul style="list-style-type: none"> ● Report on members in good standing that will be allowed to vote – dues paid and hours submitted – Mo and Beth ● Survey Monkey sent to those in inactive status just last week 	<ul style="list-style-type: none"> -responses will be collected soon from the survey sent to inactive members

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4b	Standing Committees updates and issues - Communication	Kate Shadock Scott Lake	<ul style="list-style-type: none"> ● Intern application on website - Scott ● Any communication committee updates ● Preparation for Annual meeting – what is needed from Advisory Council for the presentations? 	<p>- Kate will ask Elizabeth H if she can write info about the 4 new Life Members (for Annual Meeting and Newsletter) and put this into a paper program for distribution.</p> <p>- there will be no powerpoint at annual meeting - we will use last year's powerpoint as a script for the meeting itself</p> <p>- all AC members please submit inputs/changes to Annual Meeting script by 10/12 to Kate S for the annual meeting draft - this will then be posted to the website for those unable to attend, and it will include Rachel and Lynda's updates.</p> <p>- Each team's mentors will award certificates, badges, aprons to their intern team for Graduation. Barb already has all signed certificates.</p> <p>- Mo will send Barb the list of 5 and 10 year anniversary MGs to award recognition pins to these MGs</p> <p>- 2023 intern MG application is live on the website.</p> <p>- Tracy B will be helping out with the website.</p>
4c	Standing Committees updates and issues - Education	John Thompson Michelle Witte	<ul style="list-style-type: none"> ● Preparation for graduation. October 22 is graduation and annual meeting. ● Venue for graduation and annual meeting (details attached) – Meg ● Update on logo items for annual meeting – Kate and Ginger ● Save the date was sent to mentors and interns but not many RSVPs ● Need to get Life Member gifts – discuss ideas 	<p>- (see notes above and below)</p> <p>- venue notes at bottom of these notes</p>
4d	Standing Committees updates and issues – Outreach	Penny Lindgren Sandy Liakus	<ul style="list-style-type: none"> ● Information sharing from Committee meeting earlier this month ● Bernalillo Library garden and open space – exploring possibilities with them for possible project - Penny 	<p>- Placitas Garden Tour - 7 gardens; 600 or so tickets; 300-400 visitors at each garden - one garden had a shuttle bus! Sandy is grateful for all MG volunteers including many 2022 interns.</p>

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				<ul style="list-style-type: none"> - Meg and Rachel will advise us what MGs need to do with regards to sign-in sheets, etc, for NMSU, and will look into having lanyards / nametags available for current interns who volunteer with SEMG before graduating. Please note: our current protocol is collecting names, then ‘assigning’ male / female then applying racial demographics of Sandoval County rather than guessing at race. - please send info from sign in sheets to Scott L so he can add people to newsletter distribution list - Bernalillo Library possibility - community leader would like for SEMG to participate in creating and maintaining a ‘Reading Garden.’ This is at the very beginning stage. an exploratory meeting will be held at the Bernalillo Library (Penny, Sandy, Dawn F, Meg will attend) at 10a on 9/20. - Outreach had a table at ‘Sunday is Fun Day’ in Rio Rancho - a good way to get MG info to the Rio Rancho community - Home Visits have been steady; often Rachel attends - new resident gardening pamphlet is still in process - in need of better photographs - may be ready by Thanksgiving. - Outreach present at Sandoval Co Fair + Santa Ana Pueblo Health Conference - Outreach Committee proposes that SEMG ‘reserve’ a certain number of spots for people in outlying areas (outside Corrales, Rio Rancho, Placitas, Bernalillo). If these reserved slots are not filled by a certain date, they would open to all applicants from Sandoval County (with leftover spots going to residents of Bernalillo County). Michelle will ask the Education Committee to affirm this proposal; then AC will decide action in November. SEMG can send out info about the MG classes to these outlying areas.

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3	Finance Committee	Beth Murphy	<ul style="list-style-type: none"> Treasurer Report for last month using new FY 2022-2023 budget to actual 	<ul style="list-style-type: none"> July 1, 2021 - June 30, 2022 bank statements will be sent to Lynda G to submit to NMSU for tax status. Beth is grateful for the leadership of Rachel at county level and Lynda at state level, for the checks and balances this provides. graduation line item in budget includes Life Member gifts
5	Update from State Advisory Council	Sandy Liakus	<ul style="list-style-type: none"> Update from NMSU EMG Advisory Council 	<ul style="list-style-type: none"> SouthWest Harvest for Health grant not received from NIH, but NMSU will apply again. volunteer software is delayed a bit. intern training - in future, there will be a standard application; payment to NMSU will remain \$100 per intern public MG classes could be modeled after Colorado model where the public will have an increased fee; after completing course, they have 3 years to apply to be a MG statewide MG conference may be hosted in Sante Fe NMSU now using calendar year (vs Oct - Sept year); and encourages chapters to use this for collecting volunteer hours - this would be easier and may encourage year round programming. Sandy recommends AC changing to this schedule, perhaps 2023? Qualtrics survey will be sent in January rather than in the coming weeks.
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"> extensive agenda - still a lot to be done... enjoy listening to comments and dialogue. a lot to cover; enjoyed attending congratulate Sandy on a great Placitas Garden Tour; may need to update website to reflect the 5th grade Corrales Elementary project on hiatus Gardening with the Masters (in-person offering) - Michelle W will contact Sharon W about asking Scott to add their schedule to public website

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				- Barb - closing remarks - thank you to all of you for all you have done; without your dedication and sharing of your talents SEMG could have folded - we stayed together and worked together! It's been a tough (and rewarding) three years. Thank you Barb!!

SEMG Annual Meeting and Graduation - Saturday 10/22/2022

at St Francis Episcopal Church
2903 Cabezon Rd, Rio Rancho, NM 87124

Meeting and graduation will be held in the Nave / Sanctuary. Seating is ample; we can use the church's sound system; we are allowed to move Altar furnishings as needed. No drinks / food allowed in this space. Doors can be propped open to allow greater airflow.

Indoor Lobby and front porch (partially covered) will be the location for the reception. There is a kitchen with refrigerator and microwave off the lobby that can be used for 'staging' reception's finger foods. Handicap accessible bathrooms are just down the hall from the lobby. We can use additional church chairs and church tables located in a closet in the Parish Hall. Please note: the Parish Hall is an early voting space on 10/22.

Parking lot is also ample.

Cost: \$150 plus a refundable \$25 key deposit.

Reserved for 1p-4p, but we will be able to get in earlier for set up. SEMG will need to do the set up / tear down. As we are planning a light reception, I think this will be minimal.

There is a dumpster on site, but any recycling will need to be carried home with SEMG folks.