

SEMG ADVISORY COUNCIL MINUTES

Meeting: SEMG Advisory Council

Date: June 11, 2024

Time: 1:00 pm

Location: Via Zoom

Sandoval Extension Master Gardeners educate and serve our communities in sustainable high desert gardening.

Sandoval Extension Master Gardeners envision more sustainable gardens throughout Sandoval County.

Expected Outcomes:

1. Gather and begin
2. Update from Chair and Extension Agent
3. Standing Committees updates, issues, action requested
4. Finance Committee
5. Update from State Advisory Council
6. Feedback from guests

	Topic	Topic Leader	Process	Preparation/Completion Date
1 a	Gather and begin	Meg Hunn	Welcome and Introductions	Present: Advisory Council: Mo Casey, John Thompson, Julie Rohr, Meg Burkel Hunn, Michelle Whitte, Sandra Liakus, Kate Shaddock Master Gardeners: Joan Ellis, Nancy Rutland, Antwanette Hailey
1 b	Protocol for Zoom meeting	Meg Hunn	Raise hand to be recognized. Non-Council members will be automatically muted upon entering – questions and comments put into chat	

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2 a	Update from Chair	Meg Hunn	<p>-Graduation: Nov 16, morning w potluck lunch to follow</p> <p>-El Zocalo office space: Sam, Sandy, Penny, and Meg surveyed + sifted through our items on June 5; outreach table items will be moved to the Extension Home Office.</p> <p>-Better Impact volunteer software roll out: likely late summer. Reports are very positive from the new volunteers</p> <p>-new email to send (pics of sign in sheets: volsheets@sandovalmastergardeners.org)</p> <p>- quarterly report survey will come out end of June</p>	<p>Graduation meeting notification will go out to the membership soon from the SEMG Administration</p> <p>When Outreach tables, table cloths and educational items are needed they must be obtained from Madeline or Elizabeth at the Extension office, 711 S. Camino del Pueblo where they are stored. This will be by appointment only.</p> <p>Lynda Garvin is organizing a Volunteer Software Committee to continue work on Better Impact. This will start work later in the summer</p>
2 b	Extension Agent	Madeline Gurney, County Program Director	-update on search for new agents. As of this time there are no new applicants	Madeline was unable to attend
3	Finance Committee	Beth Murphy	-last month's financial report	Financial report given by Meg: Monies for Financial Aid should be under expenditures, this will be examined.

	Topic	Topic Leader	Process	Preparation/Completion Date
			-July 1, 2024-June 30, 2025 budget vote	<p>Discussion of whether or not alcohol should be purchased for the SEMG gatherings. Private property vs public property. Liquor purchased vs liquor donated. Is this a county vs NMSU policy? Julie Rohr will ask Lynda Garvin if there are NMSU rules concerning alcohol at gatherings. John Thompson will consult John Perea about his experience with providing alcohol at gatherings.</p> <p>They will report back and further discussion will occur. Nancy Rutland stated that there will be no alcohol purchases for Team Fun this year until this is settled.</p> <p>Budget changes included increasing Family Practice Garden from \$1000 to \$1046 and Membership Engagement from \$750 to \$1000.</p> <p>Sandy Liakus moved and Mo Casey seconded that the budget be approved with these changes. Budget approved, unanimous vote of the AC</p>
4	Standing	Committees		
4a	Education	John Thompson Michelle Wittie	<p>- upcoming surveys:</p> <ol style="list-style-type: none"> 1. determine topics for Advanced / public classes 2. scheduling and number of field trips during intern coursework <p>-upcoming classes -intern teams and helpline</p>	<p>Survey of interns for years 2023-2024 with purpose of determining best times for workshops and new field trip ideas. Survey questions presented to AC.</p> <p>Survey of general membership to determine if they have attended field trips or classes they would like to have offered. Survey will have a list of classes/workshops that have been suggested.</p> <p>Feedback on classes that have been presented is noted by attendance.</p>

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				<p>Attendance with Gardening with the Masters has been lower but occasional topics have been well attended.</p> <p>Loma Colorado Library has improved their advertising of Gardening with the Masters, this may improve the attendance.</p> <p>Education Committee will look into working to Sharon Walsh to improve attendance by providing what topics will be covered</p> <p>Can we list Gardening with the Masters offerings in Sandoval Signpost, Corrales Comment, Rio Rancho newspapers? Kate S will follow up with Communications Committee PR person.</p>
4 b	Outreach	Sandy Liakus Penny Lindgren	<p>-Request: AC approval for a \$200 donation for Corrales Growers Market in gratitude for their continuing support to SEMG and their efforts to support agriculture in Corrales.</p> <p>- guidelines for donations: based upon the SEMG PROJECT AND VOLUNTEER ACTIVITY GUIDELINES (7.6.23 Rev.) - pasted below agenda</p> <p>-Progress on Pesticide/Herbicide policy for SEMG and for New Mexico Master gardeners</p> <p>-Soil texture trifold - review late June</p>	<p>AC unanimously voted for a \$200 donation for Corrales Growers Market in gratitude for their continuing support to SEMG and their efforts to support agriculture in Corrales.</p> <p>A discussion about donations to organizations who have been working hand in hand with SEMG, and the important role of the AC in determining the amount and recipients.</p> <p>We will need to decide to print or use a QR code to link to the trifold online. A QR generator is a possible purchase for the Outreach Committee</p> <p>The Pesticide/Herbicide policy for SEMG is under construction.</p> <p>Sustainability discussion included: How will we include sustainability in all of our Master Gardener events? Would additional education for membership be helpful?</p> <p>Sustainability will have a greater emphasis in the Corrales</p>

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			<ul style="list-style-type: none"> -meets on last Thursdays at 2:30p -how can we put more emphasis on 'sustainability' for our members and the public? -Team Fun's Garden Party held 5/18: 	<p>and Placitas garden events next year. Planned educational events including some courses on starting and maintaining sustainable gardens are being planned.</p> <p>Team Fun's next event will be on August 11 at the Jam factory</p>
4c	Member-ship	Mo Casey		<p>Air table will be removed as a vehicle for the Roster. Discussion of what information will be placed on the new pdf for the Roster going forward.</p>
4d	Communication	Kate Shaddock Tracy Bogard	<ul style="list-style-type: none"> -decision whether to renew our AirTable contract (now used only for membership roster as we have the new "Projects Page" on the website) --project leads need to review their project page regularly and alert webmaster of updates -possible move from website plug-in Sign-Up sheets to 'Sign Up Genius' - potential sign up sheets volunteer identified -protecting membership personal information / roster page 	<p>Air Table has been removed from the Roster, and Tracy will provide a pdf for the Roster on the website.</p> <p>The roster will protect membership personal information and will be on the members only portion of the website.</p> <p>Projects Page is new but will need frequent updating from the project chairs. Tracy requests that project chairs alert the webmaster when there are updates from a project.</p> <p>There is a volunteer who will work on the signup sheets collected at Outreach tables throughout the year. This information will be used to distribute the newsletter, and to determine where in the county our Outreach efforts are effective.</p>

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			<p>-Reminder: private events should NOT be advertised on social media or in public facing webpages / newsletter. In addition, no links to pages in the member-only section should be available to the public.</p> <p>-update: Ask an Expert button link to the helpline email is now: Ask a Master Gardener</p>	<p>The new Ask a Master Gardener logo composed by Tracy our webmaster was shown to the Advisory Council</p>
5	Update from State Advisory Council	Julie Rohr	<p>Meetings will be quarterly with one in person meeting at the end of the year. Lynda Garvin will hold on line meetings over the next few months. Julie</p>	<p>Lynda Garvin will hold quarterly zoom meetings of the state Advisory Council starting in September. There will be one in person meeting before the beginning of 2025. A list of working committees was given including:</p> <ul style="list-style-type: none"> Advanced Education & Training Volunteer Recognition & Awards Leadership Development Newsletter Agent Peer/Mentoring Volunteer Management Software (Better Impact) <p>Lynda is asking for volunteers for these committees</p>
6	Feedback from guests		<ul style="list-style-type: none"> • Non-Council members to provide feedback and 	No feedback

	Topic	Topic Leader	Process	Preparation/Completion Date
			suggestions to the Council	

Attach: zoom invite; May 2024 financials; proposed 2024-2025 budget; additional reports

2024 Project Leaders / Co-Chairs

PROJECT / COMMITTEE	SEMG LEADER(S)	EMAIL - omitted from Public View
Outreach	Penny Lindgren	
	Sandy Liakus	
Education	John Thompson	
	Michelle Wittie	
Communication	Tracy Bogard	
	Kate Shaddock	
Membership	Mo Casey	
Treasurer	Beth Murphy	
State EMG rep	Julie Rohr	
Corrales Community	Sam Thompson,	

Gardens		
	Judy Jacobs	
Corrales Family Practice Garden	Linda Walsh	
	Barb Boyd	
Corrales Growers Market	Pat DeSalvo	
	Scott Lake	
	Kathleen Wettengel	
	Jan Henfling	
Curandera Garden	Dr. Bette Allen	
Indoor Plant Watering	Michelle Wittie	
New Beginnings Garden	Sandra Liakus	
	Sheila Coneen	
	Lynette Fields	
Placitas Community Library Garden	Rebecca Pulford	
	Dawn Foster	
Placitas Elementary Afterschool Garden	Sandra Liakus	

	Donna Popp	
Placitas Garden Tour	Sandra Liakus	
	Peggy Butzer	
Sandoval Historical Society/ DeLavy Landscape	Dawn Foster	
	Donnie Hall	
Sandoval Seed Swap and Share	Michelle Wittie	
Seed2Need	Pat Melhop:	
	Cindy Ramontrik:	
Tree Stewards	John Thompson	
Water Wise Garden	Carol Groppe,	
	Laure Dreher,	
SSCAFCA Pollinator Garden	Debi Stumpff	
	Cassandra D'Antonio	
Santa Ana Pueblo Teaching Garden	Silvia Martins	
	Meg Buerkel Hunn	

SEMG PROJECT AND VOLUNTEER ACTIVITY GUIDELINES (7.6.23 Rev. Draft)

Education and Integrity Aspects of Approving an SEMG Project or Volunteer Activity

1. Sandoval County Extension Master Gardener (SEMG) approved projects and volunteer activities “embrace the horticultural education objectives of the Cooperative Extension Service, in cooperation with NMSU and the United States Department of Agriculture.”
(Source: *NMSU EMG State Advisory Council Bylaws 09/1/2018, 1. EMG Program Mission Statement, Page 4 of 24*)
2. SEMG “volunteers may not provide commercial recommendations or endorsements”. Thus, SEMG volunteers should not participate in projects or activities that may give the impression that they are recommending or endorsing a commercial business or product. (Source: *NMSU EMG State Advisory Council Bylaws 09/1/2018, 3. EMG Program Integrity, Page 4 of 24*)
3. Requests for SEMG volunteer labor to perform commercial or private garden work are generally not appropriate and should be discouraged.
4. Notices of horticultural related employment opportunities may be shared with the SEMG membership, but an EMG may not use their title or badge while engaged in such employment. An EMG may not personally or financially benefit from their title.

Budgetary Aspects of Approving an SEMG Projects and Volunteer Activity

5. SEMG Project or volunteer activity budgets should not finance a commercial or other non-profit organization’s (permanent) landscape infrastructure. Exceptions may be made for specific plants and items that are part of the educational scope of the project. Donations or financial support to other entities, as deemed appropriate, must be approved by the SEMG Advisory Council.
6. A budget must accompany a new project submittal as needed in order to request SEMG funding. Annual budgets for existing projects and committees are to be submitted and approved by the SEMG Advisory Council by the start of the fiscal year.

7. SEMG volunteers, project and committee chairs should not be unduly burdened by personally financing activities related to NMSU Extension Master Gardening and its partners. Requests for reimbursement should be encouraged via a check request. Non-budgeted item reimbursement should be addressed with the SEMG Advisory Council. (Reference: SEMG Check Request Form)

Strategic Aspects of Approving an SEMG Project or Volunteer Activity:

8. The volunteer resources of the SEMG organization must be taken into consideration when reviewing a new project or volunteer activity request. The project or activity under consideration should not interfere with or destabilize existing SEMG projects and volunteer activities by diluting the pool of available volunteers, unduly burdening a few volunteers, and distracting from the County EMG focus.
9. A project or activity under consideration should have at least two SEMG project co-chairs. Exceptions for the latter may be advised by the Outreach Committee and subsequently approved by the Advisory Council. Project and volunteer collaborations/partnerships should be identified and scrutinized for conflict-of-interest issues. The number of SEMG and public volunteers needed to effectively carry out the stated objectives of the project must be identified. (*Reference: SEMG New Project Submittal Form.*)
10. Each current and proposed project or volunteer activity should have a strategic plan indicating the probable or desired longevity of SEMG volunteer involvement and the benefits to the SEMG organization.
11. Educational and strategic audits of SEMG projects and annual volunteer activities by the County EMG Agent and an assigned SEMG committee should take place at least every 5 years, or more frequently as needed.
12. If a current SEMG project has no volunteer hours to report for at least a year, the project will be considered on hiatus. The project leaders must resubmit a project approval form to reactivate.