

**SEMG ADVISORY COUNCIL MINUTES**

**Meeting: SEMG Advisory Council**

**Date: Sept 10, 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

	<b>Topic</b>	<b>Topic Leader</b>	<b>Process</b>	<b>Preparation/Completion Date</b>
1 a	Gather and begin	Meg Hunn	Welcome and Introductions	AC Members: Meg Burkel Hunn, Penny Lindgren, Mo Casey, Beth Murphy, Sandy Liakus, John Thompson, Tracy Bogard, Kate Shaddock, Julie Rohr, Michelle Wittie MG guests: Linda Padilla, Gil Mogavero,
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	
2 a	Update from Chair	Meg Hunn	-Better Impact, new volunteer software management system	Huge thanks to Gil Mogavero for being SEMG’s Better Impact administrator this year and to those who have assisted him: Sam Thomopson, Mo Mulligan, Carleen Santos

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			-final month for third quarter reporting -graduation: 10a Saturday, 11/16, followed by potluck luncheon	Third quarter reporting will be due mid October.  <b>10am graduation time approved by Advisory Council</b>
2 b	Extension Agent	Madeline Gurney, County Program Director	-update on search for new agents.	Absent -
3	Finance Committee	Beth Murphy	-last month's financial report	Income 6/24:\$3234 8/24 \$1,091.80 (International Harvest Dinner) Balance \$22,221.66 Complete report will be posted on website SEMGs are asked to please recommend / volunteer to be the 'treasurer-in-training' to work alongside Beth with a hand-off sometime in 2025
4	Standing	Committees		
4 a	Education	John Thompson Michelle Wittie	- survey results -2025 intern preparations -upcoming classes -meets 1st Tuesday of the month	BI might not be up in time for 2025 applications - propose using SurveyMonkey as a backup - will know after meeting with Lynda Garvin this week Prep for intern training - handbooks updated, suggested start date 13 Jan 2025 with intern orientation proposed for 9 Jan 2025. Still working on course schedule and field trips Planning for 5 mentor teams; accepting 40 applications for now unless more mentors volunteer.

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				<p>Final name list for 2024 interns to be submitted from teams for ordering graduation badges</p> <p>Next advanced class Native Plant Seed saving 26 Sept</p> <p>Espalier (and grafting) workshop with J Veirs slated for March</p> <p>GWTM classes for the fall are scheduled</p> <p>Wants to use standard SEMG emails for communication with GWTM and Interns - list available on the 'contact us' webpage</p> <p>GTWM sign ins/tracking - suggestion we collect emails and send out information for upcoming classes</p>
4 b	Outreach	Sandy Liakus Penny Lindgren	<p>- Progress on Pesticide/Herbicide policy for SEMG and for New Mexico Master gardeners</p> <p>-meets on last Thursdays at 2:30p</p> <p>-QR Code - OC recommends the one w NMSU logo upper left justified as the preferred one for SEMG to use - <b>seeks AC approval</b></p> <p>- possible changes to oversight for the Helpline</p> <p>-Placitas Garden Tour</p> <p>- ice cream social attracted one 'lapsed' member</p> <p>-Tres Hermanas farm dinner- will open to add'l non-MG guests if needed</p>	<p>From Penny</p> <p><b>QR code approved by AC</b></p> <p>Old QR ok'd for using until we run out of items that have them, Tracy states old code will still go to the SEMG web site</p> <p>Sandy sends thanks for Placitas Garden Tour volunteers</p> <p>Over 400 people were counted at the Placitas Library</p> <p>Signup for Tres Hermanas Harvest Dinner ongoing sign up for non MG available</p> <p>Helpline change considered - 4 to 6 managers to manage 2-3 months per manager would be required</p> <p>County fair - more people should come - it's fun, good publicity - gets better every year - and wonderful 4H exhibit from Madeline of extension office</p> <p>Corrales Harvest Festival 9/28-9/29 signup on website - Outreach, Information and Seed Art for kids.</p> <p>Herbicide/Pesticide policy - awaiting Lynda Garvin feedback</p> <p>Potential participation in Rio Rancho harvest festival?</p>

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			-upcoming in-person Outreach: Corrales Harvest Festival (9/28+29) needs volunteers!	
4c	Membership	Mo Casey	-report attached	Active – 166 Inactive – 194 Resigned – 88 2024 Awards 1 Life Member confirmed 6, 10-yr Pins 13, 5-yr Pins <b>AC approved listing interns in the membership roster on the website</b> - their designation as 'intern' will be updated once completing the course and requirements.
4d	Communication	Kate Shaddock Tracy Bogard	-New sign-up sheet volunteer -New events calendar volunteer -AirTable - roster -standardized email addresses in place (Contact Us) - we have more... -Affirmative Action - 10 min presentation on style guide by Linda Padilla (tentative)	Welcome - sign up sheets and calendar volunteer: Kristi Vasquez - to request a sign up sheet, please use this email address: <a href="mailto:signup@sandovalmastergardeners.org">signup@sandovalmastergardeners.org</a> (THANK YOU to Lisa Miller and Adrienne Smith for their work in these posts!) Welcome = social media volunteer : Linda Padilla (and thanks to Joan Ellis for her previous work!) - <a href="mailto:socialmedia@sandovalmastergardeners.org">socialmedia@sandovalmastergardeners.org</a> Latest roster formatted to pdf and posted to <a href="#">website</a> Standard emails published on <a href="#">Contact Us page</a> Please refrain from using personal emails and use the standard emails! We have an email for intern committee and GWTM if we want to utilize... New calendar software approved and in process of testing Working with NMSU to obtain ownership of social media Thanks to Adrienne Smith who stepped down from calendar/event duties and...

	Topic	Topic Leader	Process	Preparation/Completion Date
				<p>Welcome: Kristi Vasquez - <a href="mailto:calendar@sandovalmastergardeners.org">calendar@sandovalmastergardeners.org</a></p> <p>Working with Ext. Office to ensure affirmative action is displayed properly on website-outreach and education and all publications as well</p> <p>Linda Padilla/Tracy Bogard - SEMG Style guide completed</p> <p>AC asked to consider what a new logo might look like - cost for a graphic design expected to be around \$1000, but will size up or down</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>● <b>Send out style guide to AC council for review and approval next month</b></li> <li>● Work with Kate to edit style guide</li> <li>● Remove personal information and personal emails</li> <li>● Add Word-friendly RGB codes to style guide</li> <li>● Conform newsletter to style guide</li> <li>● Post 2024 A/C minutes and treasurer's report</li> <li>● Send out preliminary Social Media plan to AC in preparation for next month (TBD if it can be on the agenda)</li> <li>● Configure calendar, import events as possible, and handoff to Kristi</li> <li>● Work with education committee to activate and populate emails for GWTM and intern team</li> <li>● Work with Gil to test Better Impact email then configure for team per Gil's instructions</li> </ul>

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5	Update from State Advisory Council	Julie Rohr	- State EMG Conference in Los Alamos September 14 -other information	- No meetings held
6	Feedback from guests		<ul style="list-style-type: none"> <li>• Non-Council members to provide feedback and suggestions to the Council</li> </ul>	

Attach: zoom invite; July and August 2024 financials; QR Code recommendation; additional reports