

**Meeting: SEMG Advisory Council minutes - Date: Feb 13, 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. Update from State Advisory Council
4. Finance Committee
5. Standing Committees updates, issues, action requested Update from State Advisory Council
6. Feedback from guests

	<b>Topic</b>	<b>Topic Leader</b>	<b>Process Preparation/Completion Date</b>
1 a	Gather and begin	Meg Hunn	<ul style="list-style-type: none"> <li>● Welcome and Introductions</li> </ul> <p>AC members: Meg Hunn, Sandy Liakus, Julie Rohr, Tracy Bogard, John, Michelle Witte, Kate Shaddock</p> <p>Visitors: Gil, Scott, Nancy Rutland, Saul Wiesel, Sam Thompson, Joan Ellis, Sue Bond</p>
1 b	Protocol for Zoom meeting	Meg Hunn	<ul style="list-style-type: none"> <li>● Raise hand to be recognized</li> <li>● Non-Council members will be automatically muted upon entering – questions and comments put into Chat</li> </ul>

2 a	Update from Chair	Meg Hunn	<p>NMSU reporting: 1) Downloadable reporting sheets are on SEMG members only website. Large events tally(listed as Sandoval stats) can be done by observation of attendees. Asking each large event attendee to fill out demographic information is not necessary.</p> <p>2) Classes taught will have a different reporting sheet, that will ask for demographic information(listed as Regular Attendance Sheet)</p> <p>3) Volunteer signup sheets and Tally of Question types are also available.</p> <p>Submitting sign in sheets: Completed sign in sheet will be taken to office at El Zocalo for tallying</p> <p>Volunteer hours in 2024 will be reported quarterly. NMSU software that will centralize Master Gardener contact information, skills, and interests, along with reporting volunteer hours is being built and will be available for reporting sometime in 2024</p>
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	Topic	Topic Leader	Process Preparation/Completion Date
			<p>+action items</p> <p>1. Web Hosting Tracy: Proposal with SWCP will be less expensive, it will be easier to debug because everything is on one site. We get a non profit discount, experts with SWCP are well known with users of web press. <b>Migration will be done by SWCP with assistance of Tracy and her team.</b> Integration is good. Questions from the A/C were asked and answered. This will be a superior program and will be easier to manage. GoDaddy's contract will be over in the fall. Thanks to Tracy and Scott for working on</p>

			<p>this project. <b>The migration to SWCP was approved by all Advisory Council Members.</b></p> <p>2. Ask an Expert - Change this website function to Gardening Questions? Ask a Master Gardener. <b>Tracy will make this change which will be more accurate. Approved by all Advisory Council Members.</b></p> <p>3. Timeline for graduation for 2024 interns: Is it possible to move the graduation to 2 weeks before or after the election? <b>Meg will check with St Stephens about having graduation the Saturday after the election.</b></p> <p>3. Nancy Rutland reported on the progress of the Member Retention Committee. They are planning three engagement events in 2024. They have met with Tracy Bogard to discuss the best way to publicize the events. <b>Request \$750 for event costs was approved by all Advisory Council Members.</b> Attendance at engagement events will count for 1 volunteer hour</p>
2 b	Extension Agent	vacant	
3	State Advisory Council	Julie Rohr	<ul style="list-style-type: none"> <li>• Update from NMSU. Bylaws vs Standing rules discussed. State bylaws are the floor, minimum level or rules, Standing Rules are the ceiling – making a bylaw more stringent or rigorous to meet your chapter’s needs, for example required number and type volunteer hours. State bylaws must be approved by NMSU legal. County bylaws do not. State bylaws are posted here: <a href="https://mastergardeners.nmsu.edu/">https://mastergardeners.nmsu.edu/</a> under Resources</li> </ul> <p>The State Conference will be held Saturday September 14th from 8:30 AM to 5:30 PM at the historic Fuller Lodge in Los Alamos. Our theme is "Planting for Our Future" there will be 8 speakers. Early registration opens mid July, only 100 attendee spots available. Contact for the Conference: <a href="mailto:janinefales@gmail.com">janinefales@gmail.com</a></p> <p>Only 50 of the 1000 registered MG in the state have signed up for the internship course that is available to them.</p> <p>Leadership training is planned for the Master Gardeners throughout the state.</p>

			<p>Lynda Garvin wishes to have a reference guide on what vegetables that do well in certain counties.</p> <p>Junior Master Gardener training program is online, registration is closed for this year. Check the website to register in August for the next year. <a href="https://jmgkids.us/2023jmgnt/">https://jmgkids.us/2023jmgnt/</a></p> <p>Questions on when the new agents will be hired. Estimations are that it will take 18 months</p>
54	Finance a Committee	Beth Murphy	<p>1. Treasurer Report - standard report of finances. I would also like to add the following comments/explanations</p> <p>a. The revenue for Intern Fees has gone down from last month due to refunds to Interns who resigned from the program.</p> <p>b. I reclassified \$130 of revenue from Miscellaneous Income to Donations. I had previously reported it in the wrong category. No difference in the bottom line, just a reporting change.</p> <p>c. We received \$3,000 from MDVIP Foundation for the Corrales Family Practice garden. I have sent a thank you/acknowledgement letter to them. This money has been added to the CFP dedicated funds.</p>
5	Standing Committe es:  Communi cat ion	Kate Shaddock Tracy Bogard	<p>1) Newsletter is out. Tracy is asking for contributions to the blog, Kate is doing a contribution this week. It will be available on the blog site.</p>

5 b	Membership  Casey		No report at this time. There is a possibility of using one database for information on MG members. Tracy noted that the new software program from NMSU is a statewide database. What are our organization's needs to manage the data, and can we use the state program for SEMG? Mo has been working with the state program to let the state know our requirements. <b>Mo will send our requirements for the state program software to the advisory council.</b>
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5 c	Outreach	Sandy Liakus Penny Lindgren	<p>Volunteer hours projects discussed, input from Linda Garvin reported. We want volunteer projects in Sandoval County to take priority as is outlined in the state bylaws(included). <b>As Lynda Garvin noted, out of county hours can be approved on a case by case basis. It's up to chapter management to decide where volunteers can serve their hours.</b> If they can't volunteer their hours in Sandoval County, they can transfer to Bernalillo County to serve there.</p> <p>Meeting with Placitas principal Joseph LePre on rebooting the Placitas garden classes for the 4th-6th grades at Placitas elementary. There are 4 volunteers starting to work on this program. Sam Thompson updated the committee on discussions with Mike Halveson and Judith Phillips that included:1)Developing pollinator spaces in the Middle Rio Grande Valley, 2)A class on when and how to collect native plant seeds. to increase the number and variety of native plants grown in Sandoval County, 3)A class on how to use native plants in the lawn to increase pollinators and decrease water use.</p> <p>Meeting with Madeline reported, we need an inventory of the equipment and informational pamphlets at the El Zocolo office. <b>Michelle is going to work on restarting Garden to Table.</b></p> <p>Membership retention committee reported(see above).</p>
5 d	Education	John Thompson Michelle Wittie	<p>Project proposal from Sam and John Thompson: <b>Native Plant Seed Saving presented. All Advisory Council members approved the project proposal.</b> Volunteers for this project will be needed before the start time of August 2024.</p> <p>Michelle has been receiving requests about presentations on house plants from libraries in</p>

			<p>Bernalillo county. Tracy and Michelle will work on a presentation on House plants that could be distributed through the SEMG website or on social media Discussion on how to find additional MG presenters for education.</p> <p>Two advanced classes have been recorded, Aquaponics has been published on youtube. Santa Ana nursery will be working with John Thompson on water saving and storage. Positive feedback from John Thompson on interns.</p> <p>March will have Rose Pruning, March 30 and Gardening with the Masters March 25. Restoration program at the County Fair is still going forward.</p> <p>Seed to Need tree pruning course was poorly attended due to blizzard.</p>
6	Feedback	No feedback from guests	
7	Proposed Collaborations with Mike Halverson		<a href="#">w Proposed Future Collaborations with Mike Halverson.docx</a>
8	Information on Host Switch		<a href="#">SEMGHosSwitchFeb2024 ACMeeting.docx</a>

9	Pdf for Native Seed Saving		file:///Users/pennyindgren/Downloads/SEMG_Project_Form-V3_May_2021-2%20(1).pdf
	Membershi p retention report February 24		☰ Member Retention Report Feb 2024

Attach: zoom link, financials, additional reports including NMSU 2023 +Survey,

Member Engagement Task Force Report / Action Item (budget request): Nancy, Polly, Charlene, Laura

— We will plan & orchestrate 3 engagement events in 2024. The event purpose is to get to know one another, to have fun, and to stay engaged or to re-engage with SEMG.

— Our three proposed 2024 events and coordinators are:

1. Garden Party in May/June (Charlene) w/ SEMG project tables. Charlene will see if Mary Vesely will offer her garden and hone in on a date
2. Ice Cream Social in July/August (Nancy) at Heidi's Ice Cream Factory. MGs encouraged to invite a MG friend not currently

active (Do you know a MG who is no longer engaged in master gardening? Bring them to the Ice Cream Social!) 3. Harvest Dinner at Tres Hermanas Farm in September/October (Laura) w/ garden tour & meal from one of the international refugee gardener communities

- An event may be just for MGs or open to the public or to guests depending on the event
- An event may qualify for .5 hour of education &/or .5 hour of outreach as garden parties did in the past, depending on the event and with board approval.
- Our publicity plan includes spreading the word to interns & mentors via their meetings, and handing out a printed list of our upcoming events at MG advanced classes, field trips, and any live event
- The Advisory Board will be asked to provide us a line item budget of \$750 for three events in 2024 to pay for honorariums, supplies, and food.

Next steps are:

- Firm up event dates and times—coordinators will report back progress at next meeting. We'll pick dates that don't conflict with field trips, advanced classes, or Corrales or Placitas garden tours.
- Request a \$750 budget line item in the 2024 budget & I'll volunteer to present and answer questions at the Feb.13th 1pm Advisory Board meeting if they would like.
- Arrange meeting w/ Lynda Garvin to discuss best communication & engagement practices statewide —Arrange meeting w/ Tracy Boggart to discuss website, emails and options for getting our event info out, signing up and paying for our events, embedding links in emails, creating a box at top of front page on website to list engagement events

