

Meeting: SEMG Advisory Council minutes - Date: March 12, 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

	Topic	Topic Leader	Process	Preparation/Completion Date
1a	Gather and begin	Meg Hunn	<ul style="list-style-type: none"> ● Welcome and Introductions 	AC members: Meg Hunn, Sandy Liakus, Julie Rohr, Tracy Bogard, John Thompson, Kate Shaddock, Penny Lindgren, Mo Casey, Visitors: Natasha Vretenar, Gil Mogarevo, Vickie McConnachie, Lisa Miller, Kristin Hampton, Joan Ellis, Teresa Harner, Emily VanMater, Sam Thompson

1 b	Protocol for Zoom meeting	Meg Hunn	<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 	
2 a	Update from Chair	Meg Hunn	<p>Chair update</p> <p>Form for volunteer hours outside of Sandoval County: Outreach is preparing a form so SEMG can request approval of volunteer hours not in Sandoval County (FOR THE FIRST 20 HOURS?). SEMG prefers Master Gardeners to complete volunteer hours in Sandoval, and we realize this may be difficult for some SEMGs. Many of our SEMGs complete 20+ volunteer hours in Sandoval County and contribute their time to organizations outside Sandoval County - we do want to 'count' these hours as well.</p> <p>Project Chairs have been notified that reporting will return to a quarterly basis. First surveys will be sent soon. Meg will work with</p>	

	<p>Stephanie Rees on creating reports aligned with state EMG requests.</p> <p>Outreach events: per Lynda Garvin, all classes, workshops, seminars need to continue to sign in sheets that collect REG (Race, Ethnicity, Gender). Large drop-in events (like library expo, growers markets, etc) need a count of visitors only. Lynda Garvin says NMSU is convening a meeting in the next week or so for further Civil Rights collecting advice. Sign-in forms - please return to the green box when returning Outreach Table items to the office and/or send digital pictures and/or mail to the extension office.</p> <p>Better Impact Volunteer Management Software: Carleen Santos SEMG 2023 is now the SEMG administrator. Mo Mulligan and Sam Thompson have been working on this as well.</p> <p>Plant Sale: April 28! Steve Lucero</p>	<p>For large events we need to record an account of the number of visitors. We can take a picture, and return to the extension office. Quarterly reporting will be started, Meg and Stephanie, will look at the present reporting tool and change it as needed to meet the state requirements.</p> <p>Sam Thompson reported on the progress of Better Impact. Carleen Santos will be the Admin for Better Impact. Better Impact will standardize the hours reporting for the state. Individuals will report their own hours using the software. EMG Intern Applications will also be done by Better Impact. Each county will have the ability to record as much detail as needed, including hours in and out of the county. County information will be private and viewed only by the State Extension Master Gardener Program Director. This will launch sometime in May.</p> <p>Discussion of gift for Steve Lucero. Ideas for gifts for Steve Lucero are requested from the Advisory Council.</p>
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2 b	Extension Agent	vacant		
3	State Advisory Council	Julie Rohr		Meetings are every other month. Report on Lynda Garvins emails. There is a project to find all the MG run pollinator gardens in the United States. The new Master Gardener manual is going to be coming in 2025. The Advisory Council has these questions to take to the State Advisory Council: Ask for information on state approved forms for reporting on demographics, Ask for information on Ready, Set, Grow so it can be publicized in the News Letter, We need information on a “decline to answer” section on the demographic forms, where would this be placed?

4 4 a	Standing Committees: Finance	Beth Murphy		See treasures report included.
b	Communica tion	Kate Shaddock Tracy Bogard		<p>Where are the Ready, Set, Grow class dates and information?</p> <p>Tracy is still in the process of migrating the @sandovalmastergardener.org email accounts. There is an added feature that will forward emails to members of the committees.</p> <p>Scott and Adrienne have checked the new web hosting and it is working well. Tracy B requested that SEMG buy a Canva membership that will enable SEMG access to pictures, and to have templates for Facebook, and other social media sites. Discussion of whether this is worth the money vs using the free version. The Advisory Council approved the cost of using membership in Canva at \$119 per year.</p>
4 c	Membership	Mo Casey	No report	

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4 d	Outreach	Sandy Liakus		Email helpline is transitioned to 2 volunteers per week due to a possible increase in calls. The increase in volume is intermittent. Steve is leaving so the Restoration of the Sandoval County fairgrounds is on hold. MG volunteering outside of Sandoval County, these hours do not count as the requirement for county hours, but those hours will be counted on Better Impact and are encouraged. Discussion on Civil Rights Reporting was reported. State wants numbers only for large events, but for educational events, demographic data is required. Volunteers who are working at projects must also have demographic data(this may already be collected by Survey Monkey) Membership re-engagement report: the 1st event in June, date TBA. Placitas elementary garden project is going forward, the project is seeking more volunteers.
4 e	Education	John Thompson	Education Meeting	Report on Intern classes and teams. Canvas and modules have been working well. The updates on the Canvas intern class are excellent. St Francis is likely available for update: November 16 for the graduation potluck. The Ed. committee agrees that the certificates can be given out at the potluck. Lanyards for the intern badges have been ordered. Advisory council approves this expense. Kate

				<p>will do the Rose care advanced class at the rose garden, La Entrada in Corrales. The Education Committee is asked how much time can be counted as volunteer time. Each MG or intern can decide how much time will count as education or volunteer time.</p> <p>Upcoming educational opportunities discussed, along with field trips. SCAAFCA field trip later in the year discussed. Kate requests for MG to attend the Gardening with the Masters class April 22 to assist with the program</p>
5	Feedback from guests	Guests		<p>Thanks for the invitation to be at the meeting, and for all the work done by the advisory council. Meg noted that attending the Advisory Council counts as volunteer hours for interns and MG veterans.</p>
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