Prepared by Ann Sawyer

Issued May 22, 2024

EAB Meeting

Wednesday, April 17, 2025

9:15 to 10:15 AM

**ATTENDEES:**

|  |  |
| --- | --- |
| Nancy Allred | Lajuana Smouse |
| Marilyn Kinkel | Sophia Sterling |
| Neva Leigh | Catherine Salam – Board Chair |
| Ann Sawyer | Maxine Yoon – AAMG Coordinator |

Absent

Pam Hanna

Susan Smouse

Guest

Carole fullagar

1. **Chair’s Opening Remarks**

Meeting called to order.

1. **Approval of March Minutes**

Motion by Nancy Allerd Allred and 2nd by Sophie Sterling to approve the February Minutes. Vote passed unanimously.

1. **Coordinator’s Report**

**Baywise Donation**

*Discussion*

The University of Maryland acknowledged the donation.

**Demographics**

*Discussion*

Maxine made a Tally Sheet. Let her know if you need one. There is a new brochure coming out.

*Action/Person Responsible*

Maxine will send an email with the Demographics Information and answer MG questions.

**Volunteer Tea**

*Discussion*

The certificates of appreciation will be handed out at the Plant Swap instead of a Volunteer Party. The party was canceled due to lack of sign-ups.

*Action/Person Responsible*

Maxine will make sure volunteers get their certificates.

**Educational Opportunities**

*Discussion*

Travel hours are counted for volunteer activities only. Education hours do not include travel time.

*Action/Person Responsible*

Maxine is working on educational opportunities that include a UTube YouTube Channel, information about the production garden, and bee keeping.

1. **Old Business**

**Evaluation: Catherine Salam**

*Discussion*

The evaluation will be for the 2023 end of year report. Reports and a rubric have been sent out.

*Action/Person Responsible*

The EAB members will do reports for projects they have been assigned as liaisons.

**VMS Data: Maxine Yoon, Carole Fullagar**

*Discussion*

The University of Maryland uses VMS data in their annual report. They report contacts with public. They also report volunteer hours which are broken down into MG hours and Intern hours. It is important to record all hours and not stop once your requirements are fulfilled. They track inclusion through demographic data collected at presentations and events.

*Action/Person Responsible*

Maxine will let the MG’s know how important it is to record data at the monthly meeting.

**Satisfaction Survey**

D*iscussion*

Out of 172 surveys 42 people responded.

Program Overall: 47% reported a high level of satisfaction with the program. Nearly 50% reported a high level of satisfaction with the projects.

Project Chairs: Respondents reported somewhat to extreme extremely satisfaction satisfied with the project chair’s work.

Materials: They reported that getting materials was still hard but had improved. Communication with the new coordinator had improved the process.

EAB Liaisons: Most were somewhat to extremely satisfied with the liaisons. There were lots of neutrals and some negative responses. They wanted the EAB’s to make more contacts with their projects.

Communication: Overall the response was good but some respondents were dissatisfied.

Educational Topics: Generally there were positive comments. Some liked all topics but others felt the topics didn’t apply to MG’s. Some wanted more research topics and more in person meetings.

Conclusion

The survey was useful but a 20% response rate is low.

*Action/Person Responsible*

Since the response rate was 20% Maxine will resend the survey. She will ask Pam to mention it in the Friday Flash. Catherine will send Ann the results of the surveys so it can be included with the minutes.

**Speaker for Monthly Meetings**

**May/ Plant Swap May 14**

Confirmed

**June**

Eco Works Confirmed.

**July**

Dairy Farm (Vegetable Garden) Confirmed

**Aug**

Dairy Farm (Ice Cream Social and Open House) Confirmed

**Sept.**

Nothing has been confirmed.

*Action/Person Responsible*

Maxine will contact the University of Maryland about potential faculty speakers. She Marilyn Kinkel will also contact Baywise about speakers. She will send out an email requesting suggestions from MG’s.

**October**

Kevin Kelly has been confirmed. There is no news on paying Kevin.

*Action/Person Responsible*

Maxine will send out an interest survey for Kevin Kelly topics and confirm date. There is no news on paying Kevin. Maxine will ask again.

1. **New Business**

Catherine Salam adjourned the meeting at 10:24 am.

The next meeting will be May 15, 2024 at 9:15 am on zoom.