AAMG EAB Meeting Minutes
5 March 2014

Actions

All:

- All EAB members are to think of a few ideas that any or most projects could do and we will discuss these at the April meeting. These could then become quantifiable education-focused goals for the projects.
- All are to contact their project chairs to let them know the new liaisons.

Mike:

- Mike will bring badges to March meeting for 2012 class.
- Constant Contact Software: Mike will get the license registration numbers and contact the company to cancel its use.
- Mike will contact the banner company to see when the vinyl banners with the new logo will be ready.
- Mike will ask Christie about helping people with the database.
- John will continue to screen candidates, but Mike is to contact him and ask him to write out the criteria he uses.

Carole:

- Dairy Farm Bricks: Carole will get the forms filled out for each class and the EAB and get Mike to write a check for the total.

Kay:

- Kay will rework the map to try to place people more accurately where they really live.
- Kay will ask Christie to update the Handbook.
- Kay will start giving Erin info about what is new on the web page for Newsletter.

Joyce:

- Joyce will attend the State Coordinators Meeting with Mike on April 3 to find out what other groups are doing to improve intern participation.

Sharon:

- Sharon will let Kay know what needs to be removed from the Timesheet section once everyone gets on the new system.
- Sharon will give brief overview at the March meeting with a demo in April.
Rose Mary:

- Rose Mary will send the name of the West County magazine publisher to Carole.
- Rose Mary will continue her great work on the Pilgrimage.

Welcome

In attendance today were Mike Ensor, Joyce Dail, Rose Mary Swartwood, Sharon Smith, Kathy Enderle, Kay Stringfellow, Harry DeLong, and Carole Fullagar. Joyce reviewed EAB duties for the new members, including the duties as Project Liaisons.

Coordinator’s Comments

- Mike will bring badges to March meeting for class of 2012.
- State coordinators meeting is April 3. Joyce will attend with Mike.
- A meeting is being arranged with officials at the prison in Jessup regarding the establishment of an MG project and/or MG group there.

Election of New Officers and EAB Duties

- Chair: Joyce
- Co-Chair: Sharon
- Secretary: Kay and Carole
- Finance: Kathy
- Database Manager: Sharon and Carole
- Web: Kay and Harry
- Publicity: Carole and Harry
- Programs: Rose Mary

Old Business

- Speaker Report: Rose Mary reported these:
  August – Learning Landscape
  September - Megan Garrett - Poplar Island Project
  October – Frank Gouin - Pruning
  November - Chris Pottock, from the non-profit Chesapeake Natives Group
  2015 TBD: Carolyn Keenan to report on her tours; Bill Hubick on the Maryland Biodiversity Project

- Pilgrimage/Advanced Training Day: Rose Mary has had problems hearing back from the trolley/bus company. If she can get it all nailed down, she will pick a date and book it. If not, we will move the event to 2015. At the February meeting, she got 14 volunteers. We will need to limit the event to 50 people. Mike said the UMD Terp bus is a possibility, although it might be large for downtown Annapolis. There is a charge for it.
• Web page: Wildflower Garden was added to the projects. Junior Master Gardener project not yet launched, so that was not added. Sharon will let Kay know what needs to be removed from the Timesheet section once everyone gets on the new system. Kay will start giving Erin info about what is new on the web page for Newsletter.
• Mike will contact the banner company to see when the vinyl banners with the new logo will be ready. We will continue to use the old ones until they arrive.
• Small meetings with project chairs: Prior to meeting with chairs, the EAB will develop a checklist of some “educational best practices” to share with everyone. The MG goal is education, so we want to make sure that all projects are focused on this goal. We would like to help the chairs share ideas on how to get members of the public to stop by a project, increase numbers of contacts. One way is to let people know when members will be working at a site, by posting the information on a bulletin board or on the web site or Facebook, or by having a posted schedule like the Composting project and Ask a MG. Members could plan and give short demos on topics such as soil preparation, planting, pruning, natives, etc. All EAB members are to think of a few ideas that any or most projects could do and we will discuss these at the April meeting. These could then become quantifiable education-focused goals for the projects. One suggestion for obtaining outdoor plexiglass bulletin boards was as an Eagle Scout project.

New Business

• Publicity: Many people have never heard of us. We need to advertise our existence in local periodicals, such as the Maryland Gazette and Annapolis Capital. We believe they are looking for interesting stories such as ours. Rose Mary will send the name of the West County magazine publisher to Carole. We would like to increase membership and projects in the underserved areas of the county.
• Update on Chesapeake Ecology Center: Joyce Donlon will continue to chair the project with Cindy Wells helping as an unofficial assistant. They are trying to convert it from a perennial garden to primarily trees and shrubs to lower maintenance. Zora Lathem got a grant from DNR to purchase $2500 worth of trees and shrubs.
• John Connors will continue to screen candidates, but Mike is to contact him and ask him to write out the criteria he uses.

Finance Report

• We earned $1036 at the “holiday” raffle at the February meeting.
• Other income increase is primarily sale of Dairy Farm bricks.
• Net Income Jan 1 – Mar 5, 2014: $2,970
• Some charges, such as the bricks purchased by the EAB, are not yet recorded.

Hours and Contacts

• Sharon is halfway finished with setting up and sending logins and passwords for the new online tracking database. What’s different from the old system:
- Our old ID numbers are no longer used.
- Members put in all information themselves.
- First thing when you enter the system, change your password on the profile page.
- There are now state activity codes as well as county project codes. Drop down menus make this simple.
- Educational hours, to include monthly meetings, go on a separate section of the database. While we will still sign in at meetings, all must enter their own hours into the database.
- Reports are not yet developed.
- Sharon will give brief overview at the March meeting with a demo in April.

  - For those without computer access or who need additional help, there will be a computer set up to use at the Extension Office. Mike will ask Christie about helping people with the database.

**EAB Project Liaison Assignments and Duties**

- **Duties:**
  - Contact chair to introduce yourself
  - Ask chair to add you to the email distro list
  - Visit project early-ish and late-ish
  - Send notifications as needed
  - Contact them before EAB meetings for reports
  - At end of year, collect year-end reports, review, and evaluate whether the project should continue another year.

- **Assignments are in the file “2014 Projects and EAB Liaisons.”**