

**Santa Fe
Master Gardener
Association
Handbook
2008-2009**

**Jan Patterson, SFMGA President: 982-6111
Patrick Torres, County Extension Agent: 471-4711
Webmaster: albo@apfwebs.com**

**Ask a Master Gardener?
<http://www.sfmga.org>
or
Hotline: 471-6251**

Table of Contents

I. The Santa Fe Master Gardener Association ..1	
A. SFMGA Board of Directors ..1	
B. FAQs about SFMGA and Becoming a Master Gardener ..2	
II. History of the Master Gardener Program ..4	
III. What it means to be a Master Gardener ..4	
IV. Training and Certification Process ..5	
V. Conduct of a Master Gardener ..6	
VI. Santa Fe Master Gardener Association ..7	
A. The Executive Committee of the Board of Directors ..7	
B. Standing Committees ..7	
C. SFMGA Education Committee ..8	
D. Organizational Support ..9	
E. Bare Root, the SFMGA Newsletter ..9	
VII A. SFMGA Projects for 2008-9. ..11	
B. SFMGA Project Profiles for 2008-9 ..12	
C. SFMGA Project Proposal Request ..24	
VIII. SFMGA Membership Responsibilities ..26	
A. SFMGA Training & Certification Process ..26	
B. Quarterly Hours Report ..27	
IX. BY-LAWS OF SFMGA ..29	
X. SFMGA Member List ..36	

I A. The Santa Fe Master Gardener Association

In 1998, a group of Santa Fe residents—Beverly Hafner, Ann Summers, Ray Olson, Nancy Olson, Janet Pozel, and Ladonna Mayer—formed the local Master Gardeners Association.

Like other groups in the national movement, the Santa Fe Master Gardener Association was organized as a branch of the Santa Fe County Extension Service. Our group is part of the New Mexico Master Gardener Program run by the New Mexico State University (NMSU), a land-grant university.

In order to become a Master Gardener one must complete a course offered by the NMSU Cooperative Extension Service that teaches the most reliable, current, research-based and safe gardening methods and must complete their internship with volunteer hours for certification. To continue certification Master Gardeners fulfill annual volunteer hours and pay annual dues.

The purpose of this handbook is to provide Santa Fe Master Gardener Association students, interns and members with a printed reference for the policies and operating procedures of the Master Gardener Association.

We wish to thank the Fayette County Master Gardeners in Lexington, Kentucky, upon whose Handbook this document is based. We thank Susan Umberger, a Fayette County Master Gardener, for having loaned us her Handbook. We also thank Patrick Torres, our Santa Fe County Extension Agent, for his sage advice, and all the Santa Fe Master Gardeners who offered suggestions.

I B. SFMGA Board of Directors, 2008-2009

Jan Patterson, President

Florence Wright/Sheila Cooper, Vice President/Communications

Sylvia Crain, Secretary

Joy Mandelbaum, Treasurer

Bobbie Plauth, Director/Membership Coordinator

Glenda Hodgson/Stephanie Spong, Director/Advertising/PR

Jeannie Dodson Edgars, Director/Education

Jill Foster, Director

Bob Markham, Director/Santa Fe Course Coordinator

Carl Troy, Director

Gary Moran, Director

Committees and Activities Leaders, 2008-2009

Clo Mingo, Handbook Editor (2008)

Peggy Rudberg, Handbook Editor (2009)

Carol Shriver, Social Committee

Lynn Holm, Eldorado Course Coordinator

Joey Geran, Interim Intern and Projects Liaison

I B. FAQs about SFMGA and becoming a MASTER GARDENER

What is the mission of the Santa Fe Master Gardener Association?

The mission of the SFMGA is to promote locally responsible gardening through reliable, current, research-based practices.

What is a Master Gardener?

A Santa Fe Master Gardener is a Santa Fe County resident who:

- successfully completes the MG training course by attending at least 14 of the 16 training sessions and achieves a passing grade (70) on all take home tests
- completes a 14-month internship (February 1, 2008 through March 31, 2009) by volunteering a minimum of 30 hours in three support areas: public contact, project participation and organizational support
- performs a minimum of 25 volunteer service hours annually to maintain Master Gardener certification and pays \$25 annual membership dues

What does the training course consist of?

The classes run once a week (3 ¼ hours) for 16 weeks. NMSU educators and local experts teach the classes in lecture and PowerPoint format. Each student is given a permanent class binder that includes handouts for each class. After each class session, students are given a take home test. Passing score is 70 and students are expected to pass 14 of the 16 tests. Students are allowed to miss two classes without penalty but must make up tests for missed classes. Students successfully completing the training become interns for one year. All classes are taught in English.

What is the curriculum for the training?

These topics are covered: Soils and Nutrient/Compost, Basic Botany, Microclimates and Water, Principles of Xeriscape, Perennials, Ornamental Trees and Shrubs, Small Fruits and Herbs, Native Grasses and Turf, Entomology, Pesticide Safety and IPM, Pest Control, Vermicomposting, Fruit Trees, Ground Covers, Plant Diseases, Weed ID and Control, Evergreen ID and Pests, Vegetables, Drip Irrigation and Pruning plus an additional training on handling public gardening inquiries. If you would like to view a sample class binder, please call the County Extension office at 471 4711.

What are the volunteer requirements for interns?

Interns must complete 30 volunteers in three categories: 12 hours of Public Contact (PC) in activities where you are directly advising and supporting the public on gardening issues, such as the information booth at the Farmer's Market; 14 hours of Hands-On (HO) work in one of our project gardens, such as the garden at the Audubon Center; and 4 hours of Organization (ORG) activity which is all non-gardening work such as planning, office support, committee involvement, phone calling, working at the Garden Fair.

What happens if I don't complete the internship requirements?

Students who don't finish their internship may elect to become second year interns on April 1, 2008, completing 30 new volunteer hours by March 30 of 2009. They may not carry over hours from year one. Or, they may accept a Certificate of Completion for the individual class sessions for which they have achieved a passing grade.

What are the volunteer projects Master Gardeners work on?

Master Gardeners act as horticultural advisors to the home gardener and support locally responsible gardening in various ways, including answering gardening questions and diagnosing plant problems via telephone hotline or in person at regularly scheduled 'Ask a Master Gardener' information booths around Santa Fe. Master Gardeners also perform hands-on gardening for the Audubon Center Garden, Habitat for Humanity new home landscaping, the SFMGA herb garden, Eldorado waterwise demonstration garden and County Extension demo garden as well as other garden sites in the community. Each season, new gardening projects become available for MGs to support. Our signature event, the SFMGA annual Garden Fair, offers a multitude of opportunities for interns and MGs to volunteer and use both advisory and administrative skills.

Can I receive MG credit for volunteer work with other organizations?

Students, interns and MGs only get credit for activities approved by the County Extension Agent with the agreement of the SFMGA Board of Directors. Volunteer hours performed for other gardening organizations are not eligible for MG credit. Master Gardeners may not receive pay for work performed under SFMGA auspices.

When can I begin volunteering?

Students can begin work on volunteer projects at any time after the class starts. All volunteer work counts toward internship credits, which must be completed by March 31, 2009.

What are the benefits of being a Master Gardener?

The Master Gardener program is a fun, valuable volunteer activity, offering its members a sense of camaraderie, community spirit, and accomplishment and continued learning. Master Gardeners are highly regarded in the community and enjoy a host of benefits that include:

- membership in a group of committed, talented, like-minded individuals who share a passion for gardening and with whom a gardening dialogue is always available
- training in research-based and locally responsible horticultural practices
- access to information and learning opportunities with NMSU educators and other experts in the field including authors, local nurserymen and specialists
- the prestige and recognition for being part of an internationally respected organization
- the opportunity to be of genuine service to homeowners, schools and organizations in the community that need horticulture information and support
- invaluable hands-on experience and learning through gardening events, classes and work projects available to Master Gardeners only

What other skills does the SFMGA need besides gardening?

We have lots of opportunities for Students, Interns and Master Gardeners to contribute administrative and organizational skills as project leaders, writers, computer techies, social organizers, graphic designers, teachers, garden designers, carpenters and many others. Please check the areas you can help on the last page of the class application or give us a call to volunteer.

What else do Master Gardeners do besides volunteer?

We have fun! We have quarterly potlucks that are famous for delicious food and good times. Our continuing education fieldtrips are always great learning experiences and one of the best ways to meet other members. We often get invited to programs and events of other organizations, again another way to learn and make new acquaintances. It takes a lot of folks to make SFMGA successful and we try always to have a good time doing it.

Who runs the Master Gardener organization?

The SFMGA operates under the auspices of Patrick Torres, Santa Fe County Extension Agent and, as such, exists to support the NMSU Cooperative Extension Service in their mission. SFMGA is a membership drive, nonprofit organization guided by a board of directors and governed by bylaws. In addition to the board, project leaders and committee heads support the activities of the organization.

FOR MORE INFORMATION ON MASTER GARDENERS, VISIT WWW.SFMGA.ORG or contact us:

Patrick Torres
County Extension Agent
471-4711

or

Jan Patterson
President, SFMGA
982-6111

II. History of the Master Gardener Program

Back in the early seventies, a Cooperative Extension Service agent in Seattle found he was receiving numerous calls from home gardeners and looked for a way to enlist volunteers to handle the volume of calls. What started as a grassroots effort to train volunteers to handle these queries has grown into the international Master Gardener program. Nationally, through land-grant universities in each state, volunteers can work toward certification as Master Gardeners trained to give the public up-to-date, reliable information on planting and caring for horticulture around their community. Students complete a 13-week series of classes and a one-year internship of volunteer hours and additional learning opportunities. After completing their internship, they then become Master Gardeners and retain their certification by completing volunteer service and public contact requirements annually.

III. What it means to be a Master Gardener

Created to serve anyone interested in gardening, the Master Gardener program has grown to become a fun and useful volunteer activity, offering its members a sense of community spirit, accomplishment and continued learning. The Santa Fe Master Gardener Association (SFMGA) focuses on the needs of the local community, developing projects around a range of gardening issues and providing ongoing educational opportunities for members and the general public.

Volunteer workers are one of the most important and unique aspects of the Cooperative Extension Service. In keeping with the Extension's philosophy that active citizen participation in planning and implementation insures program success, Master Gardeners enjoy an array of benefits:

- research-based and locally pertinent training in horticultural practices;
- access to information and further training via NMSU educators and other experts in the field including authors, local nurserymen and specialists;
- participation in an organization of committed, talented like-minded individuals who share a passion for gardening and with whom a gardening dialogue is always available;
- prestige and recognition for being part of internationally respected lay authority on gardening and horticulture;
- opportunity to be of genuine service to individuals and organizations in the community that seek horticulture information and support; and
- hands-on experience and learning through a variety of horticultural events and projects available to Master Gardeners only.

Additional information about the SFMGA can be found at www.sfmga.org.

The 2009 International Master Gardener Conference will be held in Las Vegas, NV, March 22-29.

IV. Training and Certification Process

Certification goals: The various categories of volunteer service and their hourly requirements have been designed to help students and interns become proficient in the roles Master Gardeners play in the community.

Student (S + year, ex: S08)/ Intern (I + year, ex: I08)

Students must complete 13 weeks of classes and pass weekly tests before becoming interns. At the end of the training students become interns prior to becoming a certified Master Gardener. Interns have 15 months, from the start of the class until March 30 of the following year, to complete 30 hours of volunteer work, divided among various categories as detailed on the following pages.

Students learn of volunteer opportunities early on in their training and may begin volunteering at any time. The Master Gardener Interim Intern Liaison, Joey Geran, 986-9728 is the link between students/interns and all volunteer opportunities.

Students/Interns are encouraged to become active in the organization across as many activities as possible to expand their gardening skills and knowledge. Once Interns complete 30 hours of volunteer service, they become Master Gardeners with full membership benefits.

If, after completing classroom training, students are unable to complete their volunteer hours, they may elect to become second year interns on April 1 of the next year. Requirements for a second year intern are slightly different from first year with 12 months allowed to complete the second year internship. Please see chart in Section VIII A. Hours earned during first year internship may not be applied to second year certification. Upon completing second year internship requirements, interns become certified Master Gardeners with full membership privileges. Interns unable to complete a second year internship will be asked to re-enroll in the course in order to certify.

Graduation ceremonies for all new Master Gardeners are held in late May or early June where Master Gardener badges and certificates are awarded and interns are welcomed as certified Master Gardeners.

Certification challenges: If a special circumstance or difficulty with completing volunteer hours arises, interns and Master Gardeners are encouraged to contact Jan Patterson (President) to discuss the situation. Your membership is highly valued and every effort will be made to support your continued participation as a Master Gardener.

Explanation of Participation levels:

Master Gardener (MGA)

Once certified, Master Gardeners complete 25 total volunteer hours annually and pay annual dues to remain a full member. To review the exact requirements, please see chart in Section VIII A.

Friend (FRN)

Master Gardeners may go on inactive status and become a Friend of the organization. Friends do not perform volunteer hours nor wear the MG badge but receive communications and invitations to social and special events and pay nonmember fees for such events, if applicable. Friends support the organization by paying annual dues.

Friends may reinstate themselves at any time by notifying Patrick Torres or Jan Patterson that they wish to begin performing volunteer hours to become active again. Please note that re-certification requirements are unique for Friends. Please see chart in Section VIII A.

Other (OTH)

Others are individuals who advise, educate and support the Master Gardeners. They do not perform volunteer hours nor pay dues but enjoy invitations to our special events and receive our newsletter and other communications.

V. Conduct of a Master Gardener

- A. Master Gardeners are representatives of the Cooperative Extension Service. While Master Gardeners are covered by the Extension Service's liability insurance when performing their volunteer duties, Master Gardeners need to be very careful that any information given to the general public is factual and carefully grounded in Extension recommendations. MGs need not be afraid to respond to any question, with "I'm sorry, I don't know. May I get back to you with an answer?"
- B. Master Gardeners must be especially careful with pesticide recommendations and know that use of chemicals in the garden is usually a last resort. Please refer all pesticide questions to Patrick Torres, the County Extension Agent, unless you've been told by Patrick that a certain recommendation can be made.
- C. Participation in a commercial activity, association with commercial products, or giving implied University endorsement of any product or place of business is in violation of NMSU policies (NMSU Master Gardener Program).
- D. Gratuitous payments for speaking or other activities on behalf of the New Mexico Cooperative Extension Service are strictly prohibited. Donations, however, may be received by the SFMGA.
- E. Master Gardeners may identify themselves as such only when doing unpaid community service work in a NMSU- or SFMGA-approved program.

VI. Santa Fe Master Gardener Association

Our organization was formed in 1998 to provide representatives to the County Extension Council to handle funding, help MG course graduates make joint decisions about their own activities, and to provide input for Santa Fe County horticultural training.

A. The Executive Committee of the Board of Directors

The SFMGA is a membership-driven, non-profit organization governed by a set of Bylaws (Section IX) and a Board of Directors. The Executive Committee of the Board of Directors is elected for a one-year term at the Annual Membership meeting held in March. It consists of five officers: President, Vice President, Secretary, and Treasurer and Membership Coordinator.

The Board of Directors currently holds open meetings on the second Tuesday of each month in the County Extension Service Annex Building on Rodeo Road at 5:00 PM:

April 8, 2008
May 13, 2008
June 10, 2008
July 8, 2008
August 12, 2008
September 9, 2008
October 14, 2008
November 11, 2008
December 9, 2008
January 13, 2009
February 10, 2009
March 10, 2009 (Annual Meeting & election of Board)

B. Standing Committees

- a. Volunteer Projects (see Project Profiles in Section VII B)
 - i. Projects should be based on community needs that support the goals of the Santa Fe Extension Office.
 - ii. New projects may be proposed for consideration by providing a written description following the guidelines and templates (Section VII C).
 - iii. The variety of projects available should enable any volunteer to find an area in which to fulfill the public service hours required to establish and maintain membership.
 - iv. Master Gardeners are teachers of the community and not providers of free horticultural labor. Thus our projects should focus on education.
 - v. If working with another community agency, roles and responsibilities of each party must be clearly identified in writing.
- b. Duties of the Project Leaders
 - i. The leader(s) of each project is selected at the Annual Membership meeting in March for a term of one year unless asked to serve an additional year.
 - ii. If the leader(s) is unable to attend a Board of Directors meeting, she/he will submit a written report to the President prior to the meeting. She/he will present a year-end report, with evaluation and recommendations, to the Board of Directors at its final yearly meeting.

- iii. The leader(s) organizes the volunteers for the project assuring that Master Gardeners are matched with interns.
- iv. The leader(s) makes sure that volunteer hours are recorded, tabulated, and reported to the Membership Coordinator.

C. SFMGA Education Committee (CE hours)

The Education Committee, with direction from the County Extension Agent, will identify, research, plan, and implement continuing education programs and social duties of the SFMGA Education Committee leader

- i. The leader is selected at the annual membership meeting in March for a term of one year unless asked to serve an additional year.
- ii. The leader is the liaison between the Board of Directors and the SFMGA education committee. If the leader is unable to attend a Board of Directors meeting, she/he sends the President a written report prior to the meeting. A year-end report, with evaluation and recommendations, is presented to the Board of Directors at its final yearly meeting.
- iii. The leader will oversee the existing committee until her/his term expires at the end of March.
- iv. The leader will then organize a new committee and will chair the new committee's first meeting; at this time, the newly selected Education Committee leader will assume her/his position.

b. Duties of the SFMGA Education Committee

- i. The term of the committee is one year, from April 1 to March 31.
- ii. The committee shall implement the programs and activities already planned by the previous committee for the next year.
- iii. Each program/activity should:
 - 1. Have identifiable and measurable goals.
 - 2. Identify a target audience.
 - 3. Establish a timeline.
 - 4. Have mechanisms in place to run the program/activity (i.e., number of volunteers required, volunteer job descriptions and time commitments, training required, and identified program/activity leader).
- iv. The committee shall identify, research, and plan a minimum of four (4) programs/activities during each year.
- v. The calendar of programs/activities, upon approval by the Executive Committee, shall be presented to the membership at the Annual Membership Meeting.
- vi. The educational programs planned by this committee will be for Master Gardeners and interns; however, any educational program may be open to the public at the committee's discretion.
- vii. It is expected that committee members will attend a majority of the programs.
- viii. All educational programs shall support the goals of the County Extension Service.

c. Procedure for Organizing Programs/Activities

- i. The committee sets the topic, recruits the speaker(s), handles all correspondence related to the program, and implements the program.
- ii. The committee creates whatever advertising is appropriate to the intended audience, and meets necessary guidelines set by the media, i.e., public service announcements for public events, fliers, SFMGA newsletter, website, and follow-up calls to members.
- iii. The committee organizes any refreshments.
- iv. Rooms in the Extension Building are available and must be reserved in advance with an office secretary.
- v. The committee has an operating budget that they must monitor. The SFMGA Treasurer can provide details on the amount of funds available. Receipts for expenditures by committee members must be submitted to the Treasurer for reimbursement.
- vi. The County Extension Service can assist with computer setup, mailing labels, and printing IF necessary materials are submitted soon enough to meet deadlines. If outside commercial duplicating firms are used, the expense will be charged against the committee budget.
- vii. The County Extension Agent will be available to help organize and implement the program, but will not assume major responsibility for functions organized by this committee.

D. Organizational Support (ORG hours)

- a. ORG hours are all hours of work for SFMGA other than Public Contact (PC), Continuing Education (CE) or Hands On (HO). This includes time spent planning, organizing, working on events, socials, projects, classes, workshops; attending meetings (including Board, committee); making phone calls; and working in the office.
- b. Organizational support can be in the MGA office or other meeting facility, your home, or event venues.
- c. The goal of organizational support is to support the internal work of the organization.
- d. Volunteers should:
 - i. have organizational, computer, and writing skills;
 - ii. like to plan and organize social or public events;
 - iii. enjoy making phone calls, attending committee meetings, assembling mailings
 - iv. have commitment to keeping the SFMGA running smoothly.
- e. Contact Jan Patterson at 982-6111 or jansinthegarden@earthlink.net

E. Bare Root, the SFMGA Newsletter

The newsletter will be published on an as-needed basis, within budget guidelines, and based on the availability of new materials contributed by members. Its articles will be made available on the website, <http://www.sfmga.org>

Members should contribute articles whenever they wish to publish. Articles can be sent to florencewright@gmail.com or 32 E. Chili Line Road, Santa Fe, NM 87508.

- a. Publication Guidelines
 - i. The printed newsletter is sent to all members and interns whenever published. Any item promised for the newsletter will also be on the website.

- ii. One newsletter per year will include notice of the Annual Membership Meeting, elections, and membership information.
 - iii. Newsletters will include County Extension Service special reports, information on volunteer opportunities, and SFMGA education programs.
 - iv. Newsletter contributions may be edited and/or rejected at the County Extension Agent's discretion.
- b. Mailing List Policy
The SFMGA will always keep the mailing list of our Association to be used for SFMGA members only (Section X). It will not be sold or shared with other organizations.

VII A. SFMGA Projects for 2008-9

These are the projects the SFMGA Board has approved for 2008-09 by which MGs and interns can earn certification. New projects may always be proposed by MGs and interns. Please see Project Proposal Request in Section VII C for details.

*Audubon Native Plant Demonstration Plot	Joy Mandelbaum	992-1970
*Eldorado Flea Market May 12 and Sept 15	Pat Bell	466-3768
Eldorado Demonstration Garden	Dana Simmons Jill Charbonneau	466-2294 466-2702
*Farmers Market Information Booth (Tues & some Sat)	Shelley Winship	351-4412
Garden Fair	Richard Angelos Tom Osgood	473-9279 690-8158
Habitat for Humanity Landscaping	Gary Moran Julie Brisendine	466-3833 466-2035
Herb Garden	Christina Gale	982-1221
*Home Gardening Hotline (Sat & Wed, 9-12 am)	Rube Lamarque Jill Foster Karin Roth	466-6000 660-8872 471-4764
Hoop House	Jill Foster	473-1075
Railyard Garden	Janet Hirons	424-0415
*SF Greenhouse Information Booth (Sat)	Cindy Templeton	982-6295
Xeric Demonstration Garden	Bob Markham	577-7875

*Ask a Master Gardener counts for public contact (PC) hours

VII B. SFMGA Project Profiles for 2008-9

Project: Audubon Wildlife Demonstration Garden

Description/History:

We reclaimed an overgrown garden in spring of '03, did major pruning and weeding, and planted initial trees, shrubs and perennials. We add more plants every spring, mulch in spring and fall, and staff (with an intern and a Master Gardener) an "Ask a Master Gardener" table in the garden in June, July and August. Routine maintenance is also done at this time.

Location:

Randall Davey Audubon Center at the end of Upper Canyon Road

Goal:

To have at least one of every wildlife-attracting plant for this zone represented in the garden, labeled so visitors can use the garden as an educational resource, enjoy the garden, and talk with a Master Gardener. We also promote the SFMGA, as this is a well-used public facility.

Looking for volunteers who:

Enjoy hands on gardening, making planting recommendations, planting, and pruning, weeding, mulching and talking with visitors in the garden.

Work Schedule: All workdays are Fridays, 10 AM-12 Noon

Spring:	April 11	Pruning and cleaning up garden
	April 18	Plant perennials
	May 2, 16	Mulch
Summer:	June 6, 13, 20, 27	"Ask a Master Gardener" in the garden
	July 11, 18, 25	
	August 1, 8, 15, 22, 29	
Fall:	October 19, 26	Mulch

Additional Info:

Volunteers receive 20% discount in the Gift Shop.

Tools are available, bring your own only if you prefer using them.

E-mail reminders and updates are sent out, so make sure your name is on Joy's list!

Reporting hours:

Hands On (HO) and Public Contact (PC) for "Ask the Master Gardener"

Contact:

Joy Mandelbaum
992-1970
joyfulnm@aol.com

or

Judy Hamilton
988-5631
bhamilton@brookshamilton.com

Project: Eldorado Flea Market Information Booth

Description:

Staffing a public information booth at the outdoor Flea Market on (2) Saturday mornings: May 10 and Sept 13, 2008.

Location:

Eldorado Community Center, One Hacienda Loop, Eldorado

Goal:

To provide information to the public about gardening in and around Santa Fe (much like the Master Gardening Hotline or Farmers Market Booth) and to educate the public about the Master Gardener program and SFMGA, with an eye toward expanding our membership.

Looking for volunteers who:

Can staff the booth in 2 or 4-hour shifts, answer general gardening questions and provide information about the Master Gardener program. Where answers to questions are not immediately known, we expect to take names, phone numbers and addresses so that either information booth or hotline volunteers can provide follow-up information. Also included in the shift's work will be taking down our materials at the end of the market and tracking the inquiries that are received.

Work Schedule:

Saturday morning, May 10 and September 13.

Shifts are: 8 AM to 10 AM and 10 AM to 12 PM.

A double shift from 8 AM-12 PM is allowed if desired.

Additional Info:

Each shift will be staffed by a minimum of two people, but preferably three.

One must be a certified Master Gardener.

Event is outdoors in an uncovered parking lot. Jackets and hats are desirable as the mornings can be cool.

Reporting hours:

Public Contact (PC)

Contact:

Pat Bell,

466-3768

pbell@womenwalking.com

Project: Eldorado Demonstration Garden

Description:

This is a new Master Gardener Project located in Eldorado, 12 miles SE of Santa Fe off Rte. 285. The demonstration garden will inform and educate the general public on good gardening techniques and practices for the harsh semi-arid environment of Eldorado. Volunteers are needed to design and build a new garden from the ground up.

Location:

In the open space behind the railroad depot at the Eldorado Community Center, One Hacienda Loop, Eldorado.

Goal:

Year 1: To create and establish the overall physical layout and design of this new demonstration garden

Looking for volunteers:

Who want to create a new garden from the ground up by helping to design the garden layout, contour land, prepare soil, and plant trees, shrubs and perennials with attendant above-ground irrigation.

To work with grounds crew to oversee placement of hardscape including large boulders and excavation for and laying of slate walkways.

To create signage for exhibits, and prepare handouts and teaching materials to explain water-wise gardening principles with step-by-step instruction for design and care of a residential garden.

Work Schedule:

Work groups will meet on scheduled Wednesday evenings and Friday mornings from May through October. Specific work groups may schedule independent meetings as is convenient for those group members.

Additional Info:

Through a special agreement with the Eldorado Community Improvement Association the Demonstration Garden is open to all Santa Fe County Master Gardener volunteers.

Reporting hours:

Hands On (HO)

Contact:

Jill Charboneau
466-2702
charboneau@santabaragardener.com

or **Dana Simmons**
466-2294
danagsimmons@gmail.com

Project: Farmers' Market Information Booth

Description:

Staffing a public information booth at the outdoor Farmers' Market on Tuesday and Saturday mornings from May 3 through October 28, 2008.

Location:

Saturdays--PERA Parking Lot located between E. De Vargas Street, Old Santa Fe Trail and Paseo de Peralta. Tuesdays—to be determined. The Market hopes to be operational at their new Railyard by mid-July. Once the Market relocates to the Railyard, both days for working the Farmers' Market Information Booth will move to the Railyard parking lot.

Goal:

To provide information to the public about gardening in and around Santa Fe, to educate the public about the Master Gardener program. By creating a permanent, visible presence at the Market, we hope to establish SFMGA as a viable community resource.

Looking for volunteers who:

- 1) Can staff the booth, answer general gardening questions and provide information about the Master Gardener program. When answers to questions are not immediately known, we will take names, phone numbers and addresses so that either we (or Hotline volunteers) can provide follow up information. Also included in the shift's work will be setting up the booth, taking down our materials and tracking the inquiries received.
- 2) Are willing to serve as "team leader" for one-month shifts. This entails ensuring that booth handouts are regularly restocked and all supplies and equipment are successfully transferred to volunteers working the next shift. Team leaders must be certified Master Gardeners.

Work Schedule:

Saturday and Tuesday mornings from May 3 through October 28. Be at the Market at 7:30 AM to set up and remain until 11:30 AM (or at least noon on busy Saturdays) to take down booth.

Additional Info:

Each shift will be staffed by a minimum of two people, but preferably three, with at least one certified Master Gardener per shift.

Reporting hours:

Public Contact (PC) for interns and MGAs or Organizational Support (ORG) for team leaders.

Contact:

Shelley Winship

995-3021 weekdays; 351-4412 evenings and weekends

swinship@cybermesa.com, swinship@santafeopera.org (please use both)

Project: Garden Fair

Description:

Annual Master Gardener's Association Garden Fair, to be held on Saturday, April 26, 2008, from 10 AM – 4 PM. The Fair includes speakers, exhibits, MGA Demonstrations and Info Booth, and a Xeric and Native Plant Sale. It is a FUN day and a great way to meet and work with other students, interns and Master Gardeners. There will be local experts, representatives from clubs and societies, greenhouses and nurseries – all under one roof for the gardening public.

Location:

County Extension Buildings, 3229 Rodeo Road

Goal:

Offer novice to experienced gardeners the information and local resources needed to garden responsibly and successfully in the challenging Santa Fe environment.

Looking for volunteers who:

Would enjoy working on this fun project. Assignments can include setting up the exhibit halls, decorating the building interiors, directing parking, helping with plant sale, or staffing the "Ask a Master Gardener" table.

Work Schedule:

3 hour shifts the day before and the day of the Fair, Friday April 25 and Saturday, April 26, 2008

Additional Info:

Great opportunity to be part of a fun event and earn credit hours!

Reporting hours:

Public Contact (PC) for staffing "Ask a Master Gardener" table
Organizational support (ORG) for your labor in running the fair smoothly
Continuing Ed (CE) for attending lectures

Contact:

Richard Angelos
473-9279
angelostak@earthlink.net

or

Tom Osgood
690-8158
ducktraptom@yahoo.com

Project: Habitat for Humanity® Landscaping

Description:

Generally beginning in April and ending October, we may meet once a month to landscape and complete a Habitat for Humanity home by grading (rake and shovel), installing border boards, digging and planting about 10 shrubs and one tree. We also rake in a gravel mulch and water. We give plant care information to the homeowners.

Location:

Terra Contenta off Jaguar Road, and Aldea off Rt. 599 in Northwest Santa Fe.

Goal:

To aid the new homeowner in establishing landscaping which in turn enhances home values and quality of life for the residents and neighborhood. Also to provide information that enables the homeowner to care for the new plantings and promotes water-wise plantings.

Looking for volunteers who:

Don't mind getting a little dirty and a little sore for a good cause. Everyone can help, from digging to watering to picking up tools. We often need someone to water and check on plantings in cases where the new owner hasn't moved in yet. We need someone to prepare information for the new homeowner, including plant care and water conservation. Sometimes Spanish-language skills are needed for communicating with the new homeowner.

Work Schedule:

We begin at 8 AM, have breaks and generally finish up by 3 PM. We also need volunteers who can work half days. I try to alternate weekdays and weekends to accommodate schedules.

Additional Info:

Scheduling depends on house completion and dedication deadlines.

I send out email announcements for the upcoming projects, so I need current e-mail addresses.

Reporting hours:

Hands On (HO)

Contact:

Gary Moran
466-3833
mgm@nmex.net

or

Julie Brisendine
466-2035
brisjulieb@aol.com

Project: Herb Garden

Description:

Do regular garden maintenance; transplant volunteer herbs to Hoop House, and harvest herbs; clean up garden at end of growing season.

Location:

Adjacent to Santa Fe County Extension Office complex, 3229 Rodeo Road

Goal:

Learn about culinary herb cultivation; share knowledge about successful herb growing and propagation in the Santa Fe area.

Looking for volunteers who:

Want hands-on culinary herb gardening experience.

Work Schedule:

Work 2 hours on two Tuesdays a month, May through October.

Additional Info:

You will be allowed to take home harvested herbs!
This is not a medicinal herb garden.

Reporting hours:

Hands On (HO)

Contact:

Christina Gale
982-1221
happy27_801@msn.com

Project: Home Gardening Hotline

Description:

The Home Gardening Hotline is offered as a service to the public. Certified Master Gardeners and Interns answer questions related to all aspects of home gardening. Team members usually use one or more of the following sources in responding to questions:

- The MGA library
- Personal experience
- Consultation with County Agent Patrick Torres
- Consultation with New Mexico State University faculty, as needed

Phone calls are answered, information is obtained from the caller and then calls are returned after the problem is researched. It's a useful way to get to know what's on the minds of other home gardeners who often are facing gardening problems similar to our own.

Location:

Master Gardener Office, County Extension Service Annex Building, 3229 Rodeo Road.

Goal:

Assist the County Extension Agent by answering questions from home gardeners.

Looking for volunteers who:

Enjoy speaking with the public and are eager to investigate gardening problems and questions.

Work Schedule:

Saturday and Wednesday mornings from 9 AM-12 Noon. Begins the first week in May and runs through October.

Additional Info:

Reporting hours:

Public Contact (PC)

Contact:

Jill Foster
473-1075
660-8872 (cell)
idigyardwork@gmail.com

Rube Lamarque
466-6000
lamarques@comcast.net

Karin Roth
471-4764
karinroth@msn.com

Project: Hoop House

Description:

The Hoop House is a space shared with the Santa Fe Botanic Garden, the New Mexico Native Plant Society, NMSU, the Santa Fe County Extension Agent, and SFMGA. It was built as a demonstration project and now is used by the Botanic Garden and the Master Gardeners to propagate plants.

Location:

Just behind the Herb Garden adjacent to the County Extension Building on Rodeo Road.

Goal:

To grow plants for the Garden Fair Plant Sale and perhaps also for the Xeric Demonstration Garden, to beautify the County Fairgrounds, and for door prizes at SFMGA events.

Looking for volunteers who:

Wish to learn how to start and care for plants from seed in a greenhouse situation.

Work Schedule:

Planting dates in 2008 on Feb. 2 at 1:30 PM, Feb. 29 at 2:00 PM and March 15 at 10:00 AM. There will be signups for twice weekly checking and watering through February. We will need to check the young plants almost daily when the weather warms.

Additional Info:

Do you have seeds you want to experiment with? Bring them to the planting sessions.

Reporting hours:

Hands On (HO)

Contact:

Jill Foster
660-8872 or 473-1075
idyardwork@gmail.com

Project: Railyard Garden

Description:

Partnering with the Santa Fe Parks Division, this project will initially focus on the grooming and management of a designated portion of the gardens to be created within the Santa Fe Railyard Park. In addition to tasks such as pruning, weeding, mulching, etc., this project will involve being on site at scheduled times to interact with the visiting public, distribute handouts on the design and care of the garden, and participate in scheduled educational workshops or talks at the site.

Location:

Santa Fe Railyard Park, Cerrillos Road at Guadalupe Street

Goal:

To maintain a garden space that draws interest and to educate visitors about locally effective and responsible gardening techniques and practices.

Looking for volunteers who:

Enjoy hands-on gardening (pruning, weeding, mulching), talking with visitors in the garden, teaching and promoting locally responsible and effective gardening practices.

Work Schedule:

This is a new project. Schedule to be determined.

Additional Info:

Volunteers working in the garden will be identified with badges and/or vests.

Reporting hours:

Hands On (HO)

Public Contact (PC) for "Ask the Master Gardener"

Contact:

Janet Hiron

424-0415

jmhirons@comcast.net

or

Susi Keller

983-4405

kelleras@hotmail.com

Project: Santa Fe Greenhouses Information Booth

Description:

Respond to questions on gardening from customers and visitors to Santa Fe Greenhouses (SFGH), refer them to the demonstration gardens, specific plant areas or, if needed, to Santa Fe Greenhouses staff.

Location:

Santa Fe Greenhouses at 2904 Rufina Street.

Goal:

Inform the public about good gardening principles and promote the Santa Fe Master Gardener Association.

Looking for volunteers who:

Like to talk about and share information on gardening, enjoy meeting people from all over the country, enjoy being outdoors in a beautiful environment, like to help solve garden problems, and want to increase gardening knowledge.

Work Schedule:

Saturdays 9-12 AM.
April 26 through July 12, 2008 (approximately).

Additional Info:

Certified Master Gardeners will receive a SFGH Gift Certificate for volunteering at SFGH. SFMGA supplies most of the reference material but if you have a favorite gardening reference source, bring it with you. You will be called a few days before your scheduled date to answer any questions you may have and to provide set up information. Bring water and a hat.

Reporting hours:

Public Contact for "Ask the Master Gardener" table

Contact:

Cindy Templeton
982-6295
cindy@tryoninc.com

Project: Xeric Demonstration Garden

Description:

Intended to demonstrate appropriate soil, plantings and efficient watering system for the Santa Fe area.

Location:

County Extension Office, 3229 Rodeo Road

Goal:

Develop an aesthetic garden that can be maintained easily in times of drought.

Looking for volunteers who:

Want to learn about plant selection, planting, mulching and drip system techniques for a successful xeric garden.

Work Schedule:

Schedule is to be arranged.

Additional Info:

Call to find out when work hours are scheduled.

Please bring your own hand tools and gloves.

Reporting hours:

Hands On (HO)

Contact:

Bob Markham

577-7875

bobinsf@aol.com

VII C. SFMGA Project Proposal Request

1) Project Coordinator

- a) Name of proposed project _____
- b) Name of person submitting proposal _____
 - i) Email _____
 - ii) Phone _____
- c) Name of Proposed SFMGA Project Coordinator _____
 - i) Email _____
 - ii) Phone _____

2) Project Description

- a) Is this a one-time event or an ongoing commitment? _____
- b) Where in the Santa Fe County is the worksite? _____

- c) What is your timeline for this project? _____

- d) What is the opportunity either for Master Gardeners to educate the public or for the participating Master Gardeners themselves to learn? _____

- e) If there is no educational component, of what other benefit to the SFMGA would this project be? _____

- f) Is there any other background/historical information that would be useful in evaluating this proposal? _____

- g) Describe your project and define its objective. Describe in as much detail as possible how you propose to achieve this objective. _____

3) Resources Needed

- a) How many Master Gardener hours will be needed to complete this project (or during one year of this project if it is ongoing)? _____
- b) If you are asking for SFMGA financial support, please attach a budget for this project: plants, irrigation equipment, mulch, fence or gate, etc.
- c) If you are not asking for SFMGA financing, where will you get the supplies needed for this project? _____

4) Project Evaluation

- a) How will you determine whether or not this project achieved its objective? _____

--If you are not asking for SFMGA financing, where will you get the supplies needed for this

- b) What criteria will you use? _____

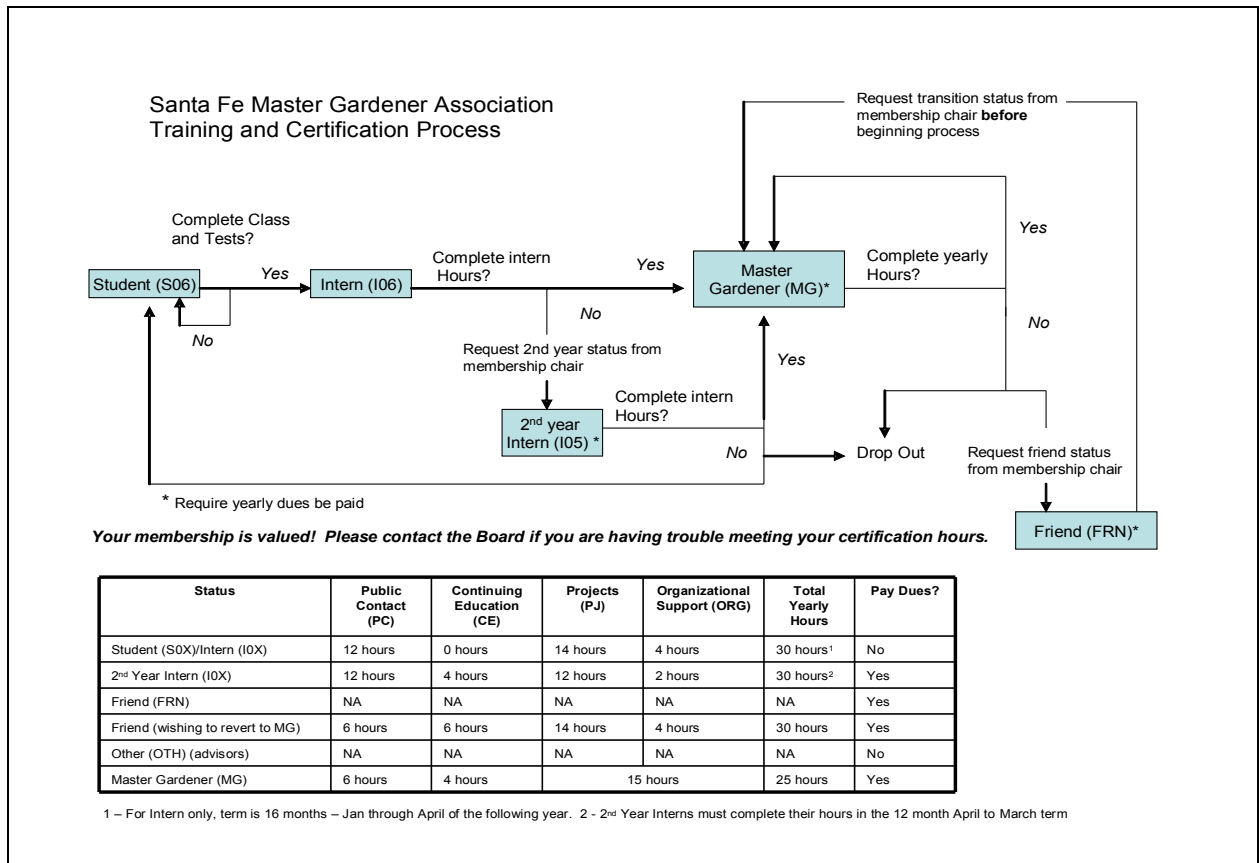
Please mail your proposal to:

Jan Patterson
6 Starfire Lane
Santa Fe, NM 87505
or
jansinthegarden@earthlink.net

For further information, please call Jan at 982-6111 or email her.

VIII A. Membership and Responsibilities--Training & Certification

Below is a graphical description of the SFMGA training and certification process and the benefits of various status within the SFMGA. A textual description of these graphs are available in Section IV of this handbook.



Santa Fe Master Gardener Association Benefits Based on Status

Status/Benefits	Pay for MGA Community "fee" classes	Social Events	MGA Communications	Credited for Work Hours	Able to wear MGA Badge
Student (S0X) Intern (I0X)	Yes	Yes	Yes	Yes	No
2 nd Year Intern (I0X)	Yes	Yes	Yes	Yes	No
Friend (FRN)	Yes	Yes	Yes	No	No
Other (OTH)	No	Yes	Yes	No	No
Master Gardener	No	Yes	Yes	Yes	Yes

Santa Fe Master Gardener Association

Quarterly Hours Summary Report

Name: _____ Phone: _____ E-mail: _____

Year (circle one): 2008 2009

Date: _____

Quarter (circle one): April 1 – June 30 July 1 – Sept 30 October 1 – December 31 January 1 – March 31

(Please submit within 30-days of the end of the quarter)

ENTER YOUR TOTAL HOURS IN EACH CATEGORY BOX. YOU ONLY NEED TO REPORT THESE HOURS. YOU MAY USE THE PROJECT/ACTIVITY WORKSHEET BELOW TO HELP YOU TALLY YOUR TOTALS.

Public Contact	Continuing Ed	Hands On	Organizational

Mail or E-mail your completed hours to:
 Bobby Plauth
 53 Thundercloud Road, Santa Fe, NM 87506
whplauthjr@aol.com

PROJECT/ACTIVITY WORKSHEET FOR YOUR USE ONLY

Project or Activity	Date(s)	Number of Hours			
		PC	CE	HO	ORG
Audubon Wildlife Garden			NA		
Board, Committees or Planning		NA	NA	NA	
Continuing Education		NA		NA	
Eldorado Flea Market			NA	NA	
Eldorado Demonstration Garden			NA		
Farmers Market			NA	NA	
Garden Fair				NA	
Habitat for Humanity		NA	NA		
Herb Garden		NA	NA		
Home Gardening Hotline			NA	NA	
Hoop House		NA	NA		
Railyard Garden			NA		
SF Greenhouse			NA	NA	
Xeric Demonstration Garden		NA	NA		
Total					

Access this form at www.sfmga.org

SEE BACK

Requirements & Opportunities for Credit Hours in 2008-09

Intern Requirements for Certification:

PC 12 hrs **CE** 0 hrs **HO** 14 hrs **ORG** 4 hrs **Total 30 hrs**

Master Gardener Requirements to Maintain Certification:

PC 6 hrs **CE** 4 hrs **HO/ORG** 15 hrs (combined) **Total 25 hrs**

- These are minimum required hours; there is no maximum number of hours you may volunteer. We encourage you to volunteer for a variety of projects, rather than just one.
- The SFMGA year is from April 1, 2008 - March 31, 2009. Hours earned by MG's prior to March 31, 2008 are credited to 2007.
- 08 Interns have from January 1, 2008 through March 31, 2009 to complete their hours. 2007 Interns who have completed their required hours are Master Gardeners on April 1, 2008.

PC (Public Contact)

(Organizational)

“Ask a Master Gardener”

Audubon Wildlife Garden
Eldorado Flea Market
Eldorado Demo Garden
Farmers Market
Garden Fair
Home gardening Hotline
Railyard Garden
SF Greenhouse

CE (Continuing Ed)

Lectures, classes, workshops

Garden Fair
SFMGA sponsored events
Others as approved

HO (Hands on)

Gardening

Audubon Wildlife Garden
Eldorado Demo Garden
habitat for Humanity
Herb Garden
Hoop House
Railyard garden
Xeric Demo Garden

ORG

SFMGA Support

Planning/organizing/ working on
events, socials, projects,
classes, workshops
Attending meetings (including
Board, committee)
Making phone calls
Working in the office

Category Definitions:

PC (Public Contact): providing gardening advice to the public at “Ask a Master Gardener” sites

CE (Continuing Education): attending approved lecture, classes, workshops, etc.

HO (Hands On): working in an approved garden...pruning, planting, fertilizing, weeding, etc

ORG (Organizational): all other work for SFMGA such as planning/organizing/working on events, socials, projects, classes, workshops; attending meetings (including Board, committee); making phone calls; working in the office or in other approved areas.

Hours are due quarterly to help stay up to date and make record keeping easier.

Thank you for honoring these guidelines.

See the SFMGA web site (www.sfmga.org) for currently approved CE opportunities and special projects. Other suggestions can be submitted to the CE Committee for approval.

For additional information, please refer to your SFMGA Handbook.

Hours Questions?

Contact Membership:

Bobby Plauth
988-3607
whplauthjr@aol.com

Project Question?

Contact the Project Coordinator:

Joey Geran
986-9728
dbgeran@aol.com

BY-LAWS OF SANTA FE MASTER GARDENER ASSOCIATION

Unanimously adopted as revised by the Board of Directors on August 9, 2005

ARTICLE I. NAME

The name of this association shall be the SANTA FE MASTER GARDENER ASSOCIATION.

ARTICLE II. OBJECTIVES

- B. The Santa Fe Master Gardener Association (hereinafter SFMGA) is a non-profit non-discriminatory, educational association that trains and provides individuals to assist the County Extension Agent in teaching the general public the most reliable, current, research-based, safe gardening information. The SFMGA operates as part of the New Mexico State Master Gardener Program, administered by New Mexico State University in accord with the Santa Fe County Office of NMSU's Cooperative Extension Service.
- C. The SFMGA is not affiliated with and does not endorse any commercial enterprise or products.

ARTICLE III. MEMBERSHIP

- A. Members
 - 1. have completed a New Mexico Master Gardener Course administered by the Cooperative Extension Service of New Mexico State University;
 - 2. have completed either the:
 - a. internship requirements for initial Master Gardener certification; or
 - b. volunteer service hours required yearly for maintaining Master Gardener certification;
 - 3. have paid their annual dues. Tuition for the Master Gardener Course includes the annual dues for individuals who complete requirement III.A.2 within eleven (11) calendar months of finishing the class; and
 - 4. reside within Santa Fe County or by special permission of the Santa Fe County Extension Agent.
- B. Friend
 - a. have completed the Master Gardener class and internship administered by the Cooperative Extension Service of New Mexico State University.
 - b. have failed to complete their MGA volunteer hours for one (1) year.
 - c. have paid their annual dues
 - d. will receive all mailings and invitations
 - e. may attend all SFMGA functions
 - f. may reactivate at a future time

- C. The Santa Fe County Extension Agent shall be the liaison to New Mexico State University and shall be a non-voting, non dues-paying member.

ARTICLE IV. MEETINGS AND QUORUMS

- A. All meetings of the Board of Directors and of the Membership shall be held within Santa Fe County. Ad hoc teams, workgroups, or committees may meet wherever is convenient for their participants.
- B. Board of Directors Meetings
 - 1. The SFMGA's Board of Directors shall meet from time to time as needed to conduct the business of the Association.
 - 2. The quorum necessary for meetings of the Board of Directors shall be five (5) members of the board.
 - 3. Notice of the date, time, and place of meetings must be provided to members of the Board two (2) weeks prior to the meeting.
- C. Membership Meetings
 - 1. The Membership shall meet at least annually.
 - 2. Annual Meetings of the Membership shall be held in February or March of each year.
 - 3. Special Meetings of the Membership may be called by the Board or by a majority of the Members. Notice of the time, date, place, and purpose of Special Meetings must be sent to each member two (2) weeks prior to the meeting.
 - 4. A simple majority of Members present shall be necessary for voted decisions.
 - 5. The quorum necessary to conduct business at the Annual Meeting and Special Meetings of the Membership shall be those Members in attendance.

ARTICLE V. BOARD OF DIRECTORS

- A. The Board shall consist of a minimum of seven (7) Directors. Five (5) of these shall be the Officers of the Board: President, Vice President, Secretary, Treasurer and Membership Coordinator.
- B. Directors and Officers of the Board shall be elected at the Annual Meeting after selection by an ad-hoc nominating team or by nomination from the floor.
- C. The term for all Board positions shall be one (1) year beginning April 1st and running through March 31st of the following year.
- D. Directors and Officers must be Members of the SFMGA at the time of election and shall remain Members as defined in Article III throughout their term or forfeit their position on the Board.
- E. Resignations from the Board may be made verbally or submitted in writing to the Board. Any vacancy occurring on the Board may be filled for the unexpired term by a simple majority vote of the remaining Directors, or the Board may choose to leave the vacancy unfilled provided there are at least five (5) remaining Directors.

ARTICLE VI. DECISION MAKING

- A. Decisions in both Board Meetings and at the Annual Meeting of the SFMGA will be made by consensus, except for voted decisions: election of Directors, changes to the By-Laws or Standing Rules, and resolution of consensus stalemate. The President or her/his designate shall announce when a consensus has been reached and state that opinion. Disagreement with the stated opinion shall prompt further discussion of the issue, until the President or designate again believes that consensus has been reached. The process will continue in this fashion.
- B. Should a discussion become deadlocked without reaching consensus, any Member present may request a parliamentary vote.
 - 1. Issues submitted to parliamentary vote of the Board shall be decided by a simple majority of the Directors present for adoption.
 - 2. By-Laws may be adopted, deleted, or changed by an affirmative of two-thirds of the Board of Directors.

ARTICLE VII. ELECTIONS

- A. A Nominating Committee shall be appointed by the President each November.
- B. Officers and Directors shall be elected by written ballot at an Annual Meeting of the membership.
- C. If only one candidate is nominated for any position, by motion from the floor, election to fill the position may be by voice vote.
- D. Members must be present in order to vote.

ARTICLE VIII. OFFICERS, POWERS, AND DUTIES

- A. The officers of the SFMGA shall consist of the President, Vice President, Secretary, Treasurer and Membership Coordinator.
- B. Officers will assume office on April 1 following the Annual Meeting.
- C. The Board of Directors is responsible for the management of the affairs of the SFMGA including, but not limited to:
 - 1. developing or supporting programs or projects for the education of SFMGA members or the public
 - 2. establishing the criteria for membership in the SFMGA to the extent that the criteria do not conflict with State-wide requirements for earning and maintaining certification as a Master Gardener
 - 3. setting the amount and collection of membership dues
 - 4. electing or appointing chairs for membership, publications, etc as necessary
 - 5. expending SFMGA funds.
- D. To carry out responsibilities, the Board may adopt or from time-to-time modify its Standing Rules of Operational Procedure by a two-thirds majority vote of the Directors present at any properly-called meeting of the Board.

- E. The President shall:
 1. preside at all meetings
 2. nominate leaders to chair ad-hoc teams, committees, or workgroups as needed with the confirmation of the Board
 3. be an ex-officio member of all teams, committees, or workgroups
 4. have the authority to sign checks
- F. The Vice President shall:
 1. preside at meetings in the absence of the President
 2. sign SFMGA checks in the absence of the President.
- G. The Secretary shall:
 1. provide required notice to Members of meetings
 2. record minutes of all Board meetings and the Annual Meeting including documenting the outcome of any matters brought to a vote
 3. provide Board members with a copy of each meeting's minutes
 4. provide a copy of the By-Laws and Standing Rules of Operational Procedure to each new Member and to all Members when the Handbook is distributed.
- H. The Treasurer shall:
 1. receive all monies and keep an exact account of cash flow
 2. pay Board-approved bills on receipt of a written invoice and proof of purchase
 3. promptly report the receipt of Members' dues payments to the Secretary
 4. report regularly to the Board on the status of expenditures against the annual budget
 5. report annually to the membership on the financial condition of the SFMGA
 6. present the accounting books for inspection upon request by any Director
- I. The Member Coordinator shall:
 1. maintain an accurate membership with mailing list, email and phone numbers
 2. Keep track of volunteer hours

ARTICLE IX. ADMINISTRATIVE YEAR

- A. The fiscal and administrative year of the SFMGA will start on April 1 and end on March 31 of each year.

ARTICLE X. AMENDMENTS TO THE BY-LAWS

- A. Any Member desiring to amend or change the By-Laws shall submit a written request containing the text of such change to the President for consideration by the board.
- B. The President must bring the proposed language before the Board of Directors for a vote within 60 days of receiving the request.
- C. Amendments or changes in these By-Laws may be approved by a 2/3 majority of the members of the Board.
- D. Each voting director's position on the proposed change must be documented in writing.