

## **Extension Program Development Team (PDT) Minutes**

**Agent: Paul Pugliese**

**County: Bartow**

**Date: Nov. 17, 2021**

### **Program Area: Bartow County Master Gardener Extension Volunteers (MGEV)**

**Members Present:** Jim Humphreys, Vicki Jones, Kate Posey, Venia Etta McJunkin, Candice Sims, Don Hassebrock, Mary Willis, Philip Aplin, Steve Zuber, Kerry DeFoe, Carol Ferguson, Dee Anne Wyse, Sandy Adams, Rick Shireman.

**Members Not in Attendance:** Lynn Frye, Dian Green, Gisele Butker.

#### **Review:**

1. Review August 13th PDT meeting minutes and action items.
2. Budget Update: Current MGEV program balance is \$11,308.31 | Investment Fund: \$5,513.76
  - a. \$5,000 transferred to investment fund on 11/9/21.
  - b. Anheuser Busch donation of \$6,500 toward greenhouse on 11/4/21. This donation will also be transferred to the investment fund.
3. Junior 4-H Forestry Team won 1<sup>st</sup> place at District Contest on August 31<sup>st</sup>.
4. Bulb Lasagna Workshop on Oct. 30<sup>th</sup> (25 attendees).
5. Hayes Park Rain Garden was approved by Adairsville City Council on 11/11/21. An MOU is being drafted by Missy Phillips. Phil's design made front page news in newspaper.
6. Hickory Log Blueberries were dug and potted on Nov. 10. Total of 61 plants that will be sold to support greenhouse fund. 6 blueberries were planted at Kingston Elementary.

#### **Education and Updates:**

1. Upcoming Thoughtful Thursday (2pm) Webinars: Feb. 10, March 10, April 14, May 12, June 9, July 14, Aug. 11, Sept. 8, Oct. 13, Nov. 10. These count toward continuing education.
2. Deadline for new MG Handbook pre-orders with discount code is Nov. 19<sup>th</sup>.
3. Committee/Project Team Chair Rotations: Move toward vice-chair, chair, and past-chair succession plan in 2022. [Chair Planning Guides and Calendars](#) should be completed by next PDT Meeting.\*

#### **Plan Upcoming Programs and Events:**

1. Workshops: Wreath Making (**Nov. 20**) is full. Dee Anne has a draft schedule of 2022 workshops. The schedule includes Seed Starting (January), Fairy Gardens (February), Raised Beds (March), Container Gardens & School Gardens (April), Cooking with Herbs (June), Invasive Species (August), Edible Landscapes and Bulbs (October), Wreath Making (November).
2. Office Volunteers Needed: Nov. 22, 23, 24. Dec. 2, 8, 14. Please use Sign Up Genius for Extension Office: <https://t.uga.edu/73J> Extension office will be **closed Dec. 24 – Jan. 3**.
3. Euharlee Festival of Trees **Dec. 10-11**. KBB tree give away to promote Christmas tree chipper recycling. Please signup online to volunteer.
4. Cartersville Farmers Market/Downtown Tree Planting in **January (TBA)**
5. KBB Arbor Day: **Feb. 18** – Kate Posey will Chair; need a vice-chair.\*

#### **Engage Project Teams:**

1. *Ask a MG Events (Carol/Linda): Inactive*
2. Workshops/Presentations (Dee Anne): Need a vice-chair.\*
3. Rose Lawn Garden (Phil/Paul B./Steve): Rose inventory progressing. New roses and other ornamental shrubs being ordered by Jane Drew for winter planting. Working on a plant list.
4. KBB Projects/Shakespeare/Hardin Bridge (Carol/Candice): Workday on Nov. 12 downtown spread 20 bags of mulch. Need a vice-chair.\*

5. Seed Starting (Jim/Samijo/Mary): Winterizing plants with frost covers. Mary is working on a volunteer watering schedule.
6. Plant Propagation (Steve/Kerry/Venia Etta): Coleus cuttings should be ready by May.
7. School Garden Mentors (Kate/Marcia/Lynn): KES workday on Oct. 19 to clean up outdoor classroom. HCES planted containers for Parks & Rec.
8. 4-H/Day Camp/Forestry (Dian/Don): Need a new vice-chair for summer day camps.\*
9. Farm Bureau (Carol): *Inactive*
10. Community Gardens/ARC (Gisele): Hickory Log will be removed from Project List.
11. Mentoring New MG (Don/Mary/Kate/Venia Etta): Six trainees have over 30-40 hours, the other half are making progress and Don will touch base with each of them.
12. Lunch & Learns (Jim): *Inactive*
13. Media Promotion (Jim): Need a vice-chair.\*
14. Office Support (Mary/Kerry): Updating library catalog and spreadsheet. MGLOG hours.\*
15. MGEV Finance/Fundraisers (Jim/Mary/Dee Anne): Need a vice-chair for finance.\*

**Additional Information:** Upcoming PDT meetings: **February 4, May 20, Aug. 12, and Nov. 4**  
@ 1pm – 3pm.

**Action Items:**

*Action Items	Person(s) Responsible	Completion Date
Chair Planning Guides/Calendars	All Committee Chairs	Feb. 4, 2022
Recruit vice-chairs for any Project Teams that don't officially have someone in this position.	Don Hassebrock and Committee Chairs	Feb. 4, 2022
Make sure MGLOG Volunteer hours are recorded by December 31 <sup>st</sup> .	Mary Willis	Dec. 31, 2021