



UNIVERSITY OF GEORGIA

EXTENSION

Master Gardener Program

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Nov. 3, 2023

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

Members Present: Deborah Beck, Greg Frisbee, Renee Carleton, Candice Sims, Vicki Jones, Steve, Zuber, Mary Willis

Members Not in Attendance: Dee Anne Wyse, Kate Posey, Rick Shireman, Don Hassebrock, Sandy Adams, Venia Etta McJunkin

Review:

1. Review: August 18th PDT meeting minutes and action items.
2. Budget Update: Current MGEV program balance is \$12,701 | Investment Fund: \$28,013.
3. Greenhouse delivered on Aug. 21st to county maintenance shop on Douglas Street. See attached floor plan. Working on sealed bids for installation with county purchasing office.
4. Orange Pomander Workshop on Oct. 21st had 8 attendees.
5. Native Tree Walk on Oct. 14th had 16 attendees.
6. Rose Lawn Festival on Sept. 16-17th had 135 contacts.
7. Youth Risk Management Training in MGLOG past due: Only 63 out of 67 completed.

Education and Updates:

1. Continuing Education Requirements for 2023 (10 hours): 15 have reported 10+ hours YTD.
2. Upcoming Thoughtful Thursday Webinars (2pm): **Nov. 9** – MGLOG Tips.
3. NW GA Green Update in Canton (8:30am-3:30pm): **Dec. 1st** | \$25 fee (see flyer)
4. Advanced Master Gardener Training Series: “Teaching with Demonstration Gardens” will be hosted in Bartow on **Dec. 6th @ 10am-3:30pm**. Free! Please RSVP.
5. KBB Trainings in auditorium (8:30am-2pm): Project Learning Tree (**Nov. 13**), Project Wet (TBA) | \$30 includes books | Bring a lunch.
6. Discuss new logo to replace “hands logo” (see top of agenda). Advanced training in 2024 on marketing/branding TBA. Trained volunteers will have access to Canva templates.
7. Equal Opportunity and ADA Statements and Posters (see attached).
8. Discuss New Workshop Sign-in sheets for Civil Rights Compliance (see attached).
9. Master Gardener Volunteer Organization Chart (see attached).
10. MGEV Annual Committee Chair Planning Guide and Volunteer Annual Intent to Renew.*
11. Discuss SignupGenius, Email Listservs, Text Messages, Calendar, Communication, etc...
 - Poll audience at November meeting for preferred communication(s).
 - Send links for SignupGenius by text message.
 - Bring back signup sheets at meetings and transfer to Signup Genius.

Plan Upcoming Programs and Events:

1. BCMG Workshops: Wreath Making - **Nov. 18** (\$20 | max 15 people per session – class full)
 - a. Discuss workshop price and advance registration process for 2024.
2. Extension office will be **closed for holidays: Nov. 23-24; Dec. 23-Jan. 1; Jan. 15.**
3. Arbor Day: **Feb. 16th** – Coordinator: Kate Posey

Engage Project Teams:

1. Continuing Education: (Carol, Samijo, Sandy): Potential speakers: Etowah Valley Landscape (Sims Bark), USDA NRCS Composting Workshop
2. MGEV Finance/Fundraisers (Dee Anne/Mary): Need a vice-chair for finance. * Submit budget requests for 2024 before November meeting.
3. Workshops/Presentations (Dee Anne): Need a vice-chair. * See 2024 schedule attached.
 - a. New Lunch and Learns (Shirley): Bog Gardens – **Feb. 15**; Native Plants – **March 14**; Landscape Design – **April 18**.
 - b. Perhaps look at adding “kid friendly” workshops in the future.
4. KBB Projects (Pete/Kate/Katie/Gracie): Hayes Park Rain Garden Workday: Nov. 6 at 10am. Installing 60 plants and need help weeding.
5. Propagation and Seed Starting (Rick/Mary): Rose Lawn May Market – May 4-5.
6. School Garden/STEM Consults (Kate/Katie/Gracie): See STEM Showcase Calendar. RSVP with Gracie Jordan.
7. Rose Lawn Garden (Steve/Paul B.): Roses slowing down this fall, not as much maintenance until spring pruning.
8. 4-H/Day Camp/Forestry (Tricia/April/Don): Play in the Dirt June 10-12, 2024.
9. Mentoring New MG (Vicki/Venia Etta): Mentors should continue to check-in with new mentees as they complete their 50 volunteer hours. Invite them to committees, etc. Eight have completed 50+ hours. Five have less than 25 hours reported to date.
10. Office Support (Mary): Need a chair and vice-chair. * Office Volunteers Needed: Nov. 1, Nov. 13-15; Dec. 1, 7. Update seminar packets for 2024 with new sign-in sheets.
11. Media Promotion (Deborah/Greg): Reaching a diverse audience with publicity (parity data). Daily Tribune, WBHF Radio, Social Media, Flyer Distribution, Local Websites such as Cartersville Patch, Chamber, CVB, local festivals, churches, etc.
12. Community Gardens/ARC (Gisele): Workdays on Wednesdays and Fridays from 6:30pm-8pm. Third Saturday of each month workdays 9am-11am. Teaching mini-gardening classes on third Saturdays 9:30-10:30am during workday.

Additional Information: Upcoming PDT meetings: **Feb. 2, May 17, Aug. 16, Nov. 1 @ 1pm.**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Committee Chair Planning Guide	Committee Chairs	Nov. 30
Annual Intent to Renew Forms	All members	Dec. 31
Reporting MGLOG volunteer hours for 2023	All members	Dec. 31
Recruit Vice-Chairs for vacant committees	Renee Carleton/Vicki Jones	Dec. 31
Attend STEM Showcases at local schools	School Garden Volunteers	Ongoing