

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Nov. 30, 2016

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

Members Present: Vicki Jones, Venia Etta McJunkin, Rolland Stokes, Linda Roth, Dian Green, Candice Sims, Mary Willis, Carolyn Creager, Carol Ferguson, Kate Posey, Paul Pugliese

Members Not in Attendance: Steve Zuber, Phil Aplin, Dianne Bennett, Jim Humphreys, Edna Martinez, Sandra Howell

Review:

1. Review Aug. 10th PDT meeting minutes and action items. Minutes approved.
2. Budget Update: Net income is \$2,299.22
3. Downtown Cartersville Planters were replanted on November 11th.
4. Rose Lawn Festival, Allatoona Lake Cleanup, Kingston Downtown Tree Plan completed.
5. 4-H Forestry Team placed 3rd at district competition on September 7th.
6. Wreath seminar was filled for both sessions.

Education:

1. Bartow will be a host site for 2017 MG Grow Strong Update: February 24th, from 10am-3pm. Cost will be \$30, includes t-shirt and lunch. Have BBQ catered for lunch.
2. Review seminar surveys from 2016.

Plan Upcoming Programs and Events:

1. Recruit applicants for 2017 MGEV training classes (June 2 – 28, MWF): Applications available online in January and the deadline will be March 31st.
2. Arbor Day on February 17th – 1,000 Redbud Trees; 1,000 Crepe Myrtles (need to separate). Kate Posey will coordinate a workday for dividing up trees.
3. Shakespeare Demo. Garden at Legion Theatre moving to Grand Theatre/Ross's Diner Alley. A workday will be scheduled for December 14, 15, or 16.
4. Confirm speakers for 2017 Bartow Lawn & Garden Seminar schedule. Proposed seminars include: Basic Beekeeping, Herbs (Mary), Diseases of Vegetables (Paul), History of Bartow Farming (Paul), Organic Gardening (Paul), Basic Landscape Design (Phil), Pet Safe Gardens (Renee), Wreath Making (Kate). Monthly meetings will start at 5:30pm prior to 7pm seminars.
5. Finalize 2017 Ask a Master Gardener clinic schedule: Arbor Day, Rose Lawn, Farmer's Markets, Allatoona Cleanup, Home Depot/Lowes, other festivals/events around town.
6. Begin promoting North Georgia Garden Symposium at North Metro Campus on Feb. 23rd.
7. Seek sponsors for Garden Symposium, food, door prizes. Updated sponsorship form given to each member. Be sure to take symposium schedules to leave at sponsor's locations. Each member should contact Vicki Jones as soon as a sponsor or door prize is confirmed. Be sure to label door prizes with the sponsor's name. Vicki will coordinate lunch and assign volunteer jobs.

Engage Members:

1. Rose Lawn Demo. Gardens (Phil/Rolland): irrigation repair/maintenance needs; severe pruning needs to be done in February/March.
2. Office Help Desk/Library (Mary/Carolyn): Need to follow up with new trainees for hours.
3. Publicity (Jim/Vacant): Recruit new publicity coordinator(s)
4. Ask a MG Clinics/Plant Sales (Kate/Carol): Recruit clinic co-coordinator(s)
5. Seminars/Speaker's Bureau (Dian/Edna): Dian will work on 2017 seminar schedule.
6. New MG Training (Venia Etta/Kate): Plan a Mentor Meet & Greet in mid-May.
7. School Garden Clubs/Youth Workshops (Marcia/Dian): Marcia has contacted local schools.
8. Cookbook Committee (Mary/Candice): about 20 books left to sell.
9. Garden Symposium (Vicki/Paul): List of sponsors was divided among committee members.

Additional Information:

-Next PDT meeting: **February 15 @ 1-3pm at Extension office.**

Action Items

Action Items	Person(s) Responsible	Completion Date
Shakespeare Garden signup sheet	Paul Pugliese	December 6, 2017
Nominate Mary Willis for new secretary	Linda Roth	December 6, 2017
Recruit new publicity coordinators for 2017	Dian Green/Linda Roth	December 6, 2017
Follow up with trainees about office hours	Mentors	December 6, 2017
Recruit MG Clinic co-coordinator(s)	Carol Ferguson	December 6, 2017
Finalize 2017 seminar schedule	Dian Green	December 31, 2017
Finalize 2017 MG Clinic schedule	Carol Ferguson	December 31, 2017
Seek sponsors/vendors for Symposium	All PDT Members	January 31, 2017
Purchase reusable table cloths	Vick Jones	February 23, 2017
Recruit 2017 Master Gardener Trainees	All PDT Members	March 31, 2017