

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Nov. 30, 2018

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

Members Present: Steve Zuber, Vicki Jones, Jim Humphreys, Lisa Clark, Candice Sims, Venia Etta McJunkin, Kate Posey, Linda Roth, Carol Ferguson, Janet Martin, Emily Bryson, Paul Pugliese

Members Not in Attendance: Phil Aplin, Dian Green, Mary Willis, Kerry DeFoe

Review:

1. Review Aug. 24th PDT meeting minutes and action items. Minutes approved as read.
2. Budget Update: Current balance is \$1,188.79
3. Seminars: Winter Vegetables (20 attendees); Pruning (10 attendees); Pesticide Training (41 attendees); Cooking with Herbs (17 attendees); Container Gardening (9 attendees); Landscape Design (22 attendees); Allatoona Garden Workshop in June (11 attendees); Q&A Discussion Panel (14 attendees); Wreath Workshop (30 attendees); Allatoona Garden Workshop in October (8 attendees)
4. 4-H Forestry Senior Team Placed 3rd at District and 4th at State competitions. Junior 4-H'er Sasha Morgan ranked 1st for individual score at District!
5. Rose Lawn Festival & MG Plant Sale; Rose Lawn Fall Cleanup Day
6. Fall Picnic at Pugliese Farms; Tour of Warren Davenport's Research Farm well attended.
7. Allatoona Lake Cleanup - Ask a MG Tent on Oct. 6th. Give away tree seedlings next year?
8. Hickory Log Blueberry Patch – Will have to delay planting until 2019 after we can meet with the Hickory Log board of directors.
9. Farm Bureau Women's Committee – 9 attendees; Next meeting will be March 26 at 5:30pm.

Education:

1. Master Gardener Volunteers must show activity (reporting hours) every 6 months to maintain "active" status. If you go inactive, you will have to complete a new background check.
2. Please return Educational Activity Reports to Extension office no later than one week after an event occurs. Paul is required to enter these reports online every month.
3. Annual Committee Chair Planning Guide and Calendar of Events due by next PDT meeting.
4. Talent/Media Release Form must be signed by any clients photographed during an event. All MG volunteers and 4-H'ers are already covered with standard agreements.
5. MGEV Budget Worksheet – limited to 50% carryover in annual budget unless allocated for a specific project. Please let Paul know what your committee estimates for income (if any) and expenses for 2019 by next PDT Meeting.

Plan and Promote Upcoming Programs and Events:

1. New MGEV Training set for **February 4 – March 14**, Monday/Thursday Classes from 9am – 3pm hosted at Bartow Extension auditorium. Applications due by Dec. 4. Cost \$175.
2. Master Gardener Leadership Conference: **Feb. 12th** @ Bartow Extension office from 10am – 3pm. Free program that counts for Advanced Training credit. (call office to sign up)
3. Master Gardener Grow Strong Conference: Broadcast Live on **April 9th** @ Bartow Extension office from 10am – 3pm (registration available online in January). Optional Botanical Garden Tour on **April 8th** if you want to ride the bus to Athens for a day trip: Call the Extension office to sign up for the bus ride.
4. Recruit mentors for 2019 and prepare for New MG Meet & Greet on **January 28th** @ 5:30pm. Bartow will "host" refreshments at first four classes: **Feb. 4, 7, 11, and 14**. Final Exam and potluck lunch will be **March 11th**.

5. New MGEV Orientation will be **March 14th** at 9am. Committee Chairs should be present to give an overview of your upcoming projects and events. No lunch.
6. **December Office Help:** Follow up with Master Gardeners to make sure hours are reported by end of year. Nine members have not reported any hours for 2018. Eight more have reported less than 25 hours for 2018.
7. Finalize 2019 Lawn & Garden Seminar Schedule by **January 8th** – Lisa Clark
8. Finalize 2019 Ask a Master Gardener Schedule – Carol Ferguson
9. Arbor Day is coming up on **Feb. 15th** – Kate Posey
10. Next Allatoona Community Garden Meeting on **Jan. 29th** at 8:30am – Carol & Emily

Engage Project Committees:

1. Seminars/Speaker's Bureau (Lisa C./Dian):
2. Demonstration/Community Gardens (Phil/Carol): Each location needs a co-chair.
3. Publicity (Janet/Dian): Had four meetings in 2019. Suggestion to send to gifts to newspaper staff as thank you's. Annual scrapbook in progress.
4. Office Help Desk/Library (Mary): Need volunteers to help with training new MG's in 2019.
5. Ask a MG Events/Plant Sales (Carol/Kerry): Need co-chairs for each event/location. Fall plant sale? Resale through nursery? Wreath making machine for a wreath sale?
6. Plant Propagation Committee (Kate/Kerry):
7. School Garden Clubs/Youth Programs (Marcia/Dian/Carol/Lynn):
8. New MG Training & Mentoring (Venia Etta/Kate):

Additional Information: Next PDT meeting: March 22 @ 1-3pm

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Report 2019 Volunteer Hours in MGLOG	All MG's	December 31
Finalize 2019 Lawn & Garden Seminars	Lisa Clark	January 8
Recruit and fill co-chairs for all committees; current chairpersons can either step down or continue in 2019. Suggest one person should serve as chair on no more than 2 committees.	Committee Chairs	January 8
Signup 30 mentors for new MG Trainees	Venia Etta/Kate	January 28
New MG Meet & Greet at 5:30pm	Mentors	January 28
Call/Email Extension office to sign up for MG Leadership Conference on Feb. 12 th	Open to everyone	Feb. 5
Arbor Day Coordination of Volunteers	Kate Posey	February 15
New MG Volunteer Orientation	Committee Chairs	March 14
Complete Committee Chair Planning Guide/Calendar of Events	Committee Chairs	March 22
Committee estimates for income (if any) and expenses for 2019 budget	Committee Chairs	March 22
Call/Email Extension office to sign up for Botanical Garden Tour on April 8 th	Open to everyone	April 2
Register online for Grow Strong Conference Live Broadcast on April 9 th	Open to everyone	January TBA