

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

**Agent:** Paul Pugliese

**County:** Bartow

**Date:** Nov. 4, 2022

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

**Members Present:** Mary Willis, Renee' Carleton, Candice Sims, Steve Zuber, Kate Posey, Jim Humphreys, Venia Etta McJunkin

**Members Not in Attendance:** Dee Anne Wyse, Vicki Jones, Carol Ferguson, Don Hassebrock, Sandra Adams, Phil Aplin

### **Review:**

1. Review: August 12th PDT meeting minutes and action items.
2. Budget Update: Current MGEV program balance is \$6,376 | Investment Fund: \$28,013.
  - Greenhouse donation from Coosa River Conservation District: \$359.
  - Candice: Motion to purchase greenhouse in this fiscal year and then begin site preparation and fencing for holding area in 2023. Venia Etta seconded motion. Motion passed.

### **Education and Updates:**

1. Upcoming Thoughtful Thursday (2pm) Webinars: Nov. 10 – Therapeutic Horticulture.
2. Continuing Education Requirements for 2023 (10 hours).
3. Youth Protection Training (MGLOG): 53 completed/remaining active for 2023.
  - All 10 of our MG trainees have completed hours from class of 2021.
4. 2023 Master Gardener Volunteer Training – Hybrid Program: 20 applications received.
  - Bartow will accept 12 applications for the class due to limited space in auditorium.
5. MGEV Annual Committee Chair Planning Guide and Volunteer Annual Intent to Renew.\*

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

1. BCMG Workshops: Wreath Making (Nov. 19).
2. Office Volunteers Needed: Nov. 10, 15, 16, 17, 21, 22, 23; Dec. 1, 6; Jan. 4, 25; Feb. 8, 10, 13-15; March 22-24, 28.
  - a. Please use Sign Up online for Extension Office: <https://t.uga.edu/73J>
  - b. Extension office will be **closed for holidays: Nov. 24-25; Dec. 24-Jan. 2**
3. Arbor Day: Feb. 17<sup>th</sup> (Kate Posey will be liaison for KBB)

### **Engage Project Teams:**

1. Continuing Education: (Carol, Samijo, Sandy): Renee' suggested a topic on adaptive gardening techniques for seniors.
2. Workshops/Presentations (Dee Anne): Need a vice-chair.\* Send workshop suggestions to Dee Anne by Nov. 16<sup>th</sup> to finalize schedule.
3. Rose Lawn Garden (Steve/Phil): Ordering new roses with county maintenance budget.
4. KBB Projects (Pete/Candice/John): Shakespeare garden in good shape after Sept. 28 workday.
5. Seed Starting (Jim/Samijo/Mary): Meeting Mondays at 10am-noon. Won't meet on holidays.

6. Plant Propagation (Steve/Venia Etta): No updates.
7. School Garden Consults (Kate/Marcia): Request from Cartersville Middle for school garden workday this month. Kingston Elementary workday TBA.
8. 4-H/Day Camp/Forestry (Sandy/Don): Sandy will take the lead on forming a 4-H day camp committee for 2023.\*
9. Community Gardens/ARC (Gisele/Carol J.): Workdays held in October with Bless coalition.
10. Mentoring New MG (Don/Mary/Kate/Venia Etta): Class of 2023 will be Fridays, January 6 to March 17 from 9am-3pm. Meet and greet will be on Jan. 6 and office orientation will be March 17. Renee' asked for a list of class names/contacts to send a welcome message.\*  
Katie Martin will be working on pairing up mentors with students. Please let Katie know if you are interested in being a mentor.
11. Media Promotion (Jim): Jim working on a summary of “best practices” for workshop publicity.
12. Office Support (Mary): Need a vice-chair.\* Mary will need some help with training new MGEV trainees after March 17<sup>th</sup>.
13. MGEV Finance/Fundraisers (Jim/Mary/Dee Anne): Need a vice-chair for finance.\* Need to finalize budget and committee chair planning guides for 2023.\*

**Additional Information:** Upcoming PDT meetings: **Feb. 2, May 19, Aug. 18, Nov. 3 @ 1pm.**

**Action Items:**

*Action Items	Person(s) Responsible	Completion Date
Send workshop ideas to Dee Anne	All members.	Nov. 16
Form summer 4-H day camp committee	Sandy Adams	Nov. 30
Submit 2023 budget requests to Dee Anne	Committee Chairs	Nov. 30
Committee Chair Planning Guide	Committee Chairs	Nov. 30
Sign up for new MGEV Mentors	Katie Martin	Dec. 31
Fill Committee Vice-chair vacancies	Renee' Carleton	Ongoing
Annual Intent to Renew	All members	Dec. 31
Reporting MGLOG volunteer hours for 2022	All members	Dec. 31