

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Dec. 3, 2019

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

Members Present: Paul Baron, Phil Aplin, Dian Green, Kerry DeFoe., Samijo Miron, Lisa Clark, Candice Sims, Carol Ferguson, Mary Willis, Kate Posey, Steve Zuber, Vicki Jones, Don Hassebrock, Dee Anne Wyse, Jim Humphreys

Members Not in Attendance: Janet Martin, Lynne Frye

Review:

1. Review Aug. 30 PDT meeting minutes and action items. Minutes approved.
2. Budget Update: Current balance is \$3,917.56
3. Seminars: Growing Daylilies (31 attendees); Succulents Seminar (35 attendees); Tree ID (23 attendees); Cooking with Herbs (14 attendees); Grape Wreath Making (24 attendees); Troubleshooting Vegetables (13 attendees), Wreath Workshop (28 attendees).
4. Rose Lawn Irrigation Matching Grant Awarded \$3,000 on Sept. 20th to Bartow County.
5. Rose Lawn Fall Festival/Plant Sale: Sept. 21-22 (\$547.00 profit)
6. 4-H Forestry Team Practices (7 Seniors; 5 Juniors) – 3rd place at state contest Sept. 28th!
7. Lake Allatoona Cleanup Education Expo: Oct. 5th
8. Kingston Elementary Outdoor Classroom Workday: Nov. 2nd
9. New Admin. Assistant, Angelena Jarrett started Nov. 4th
10. Adairsville Middle School STEM Walk: Nov. 22nd
11. Barbara Todd's last day in the office was Nov. 22nd

Education:

1. QuickBooks Accounting Changes for next year may require us to use a new voucher form to track profit and loss by program. Treasurer will have to track program budgets in Excel spreadsheets.
2. No Thoughtful Thursday webinars in December or January. Series will resume in February.
3. 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.
4. Annual Committee Chair Planning Guide and Calendar of Events **due by next PDT meeting**. Please discuss a chair transition plan to rotate every two or three years.

Plan and Promote Upcoming Programs and Events:

1. 2020 Workshop Proposals – Lisa Clark has a draft schedule; Lead persons assigned to each workshop: Jim Humphreys, Kerry DeFoe, Vicki Jones, Don Hassebrock, JoAnn Dorsey, Mary Willis, Lisa Fowler, Carol Ferguson, Samijo Miron, Dee Ann Wyse, and Kate Posey. Lead persons will be responsible for recruiting additional helpers to facilitate hands-on workshop, confirm location, secure materials, and final details by **January 7**.
2. STEM Walk at White Elementary School: **December 13 @ 8:30am** – any MG can attend.
3. STEM Walk at Adairsville Middle School: **February 14 @ 8:15am** – any MG can attend.
4. Arbor Day on **February 21st** - Kate Posey
5. Tellus Museum Spring Break STEM event – **1st week of April** – Dian Green
6. Rose May Market: **May 2-3** – Mary Willis
7. New Master Gardener Training: **June 1 – June 26** (Mon, Wed., Fri. classes); Location TBA.
8. Next Regional MGEV Leadership Conference: **Nov. 6 @ Carrollton**. Counts for advanced leadership credit.
9. Office Help: Follow up with Master Gardeners to make sure hours are reported by end of year. Eleven have reported less than 25 hours for 2019. Five trainees have not completed

first 25 hours yet.

Engage Project Committees:

1. Seminars/Speaker's Bureau (Lisa C./Dee Anne): Finalize schedule by January 7.
2. Demonstration Gardens (Phil/Paul B.): Meeting with Harvey after New Year to discuss RL irrigation installation. New signs purchased by Steve Zuber for RL Roses. Hickory Log blueberry planting date TBA.
3. Publicity (Janet/Amelia): Need help promoting the 2020 workshops.
4. Office Help Desk/Library (Mary/Kerry): Updating office manual.
5. Ask a MG Events/Plant Sales (Carol/Kerry): Events for next year TBA.
6. Plant Propagation Committee (Steve/Kerry/George): Propagate for May Market plant sale.
7. School Garden Clubs/Youth Programs (Marcia/Dian/Carol/Lynn): Allatoona Elementary School seed starting on January 7th with Carol and Gisele.
8. New MG Training & Mentoring (Mary/Kate): Plan a quarterly mentee update/education event in February; combine with next Thoughtful Thursday webinar.
9. Finance Committee (Dee Anne): Final budget proposal for 2020 is ready for vote of approval at December general meeting.

Additional Information: Next PDT meetings: **February 28 @ 1pm – 3pm; May 22 @ 1pm-3pm; August 21 @ 1pm – 3pm; November 20 @ 1pm – 3pm.**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Approval of 2020 Budget	Dee Anne Wyse	December 9
2020 Workshop Schedule	Workshop Lead Persons	January 7
Follow up with Volunteer Hours Reporting	Mary Willis	January 7
Confirm Meeting with Harvey Evans	Phil Aplin; Paul Pugliese	January 7
Confirm Hickory Log Blueberry Planting date	Phil Aplin; Paul Pugliese	January 7
Complete Committee Chair Planning Guides	Committee Chairs	February 28
Quarterly Mentee Update	Kate Posey; Mary Willis	February 28