

## Extension Program Development Team (PDT) Minutes

**Agent: Paul Pugliese**

**County: Bartow**

**Date: Dec. 7, 2015**

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

**Members Present:** Jim Humphreys, Steve Zuber, Linda Roth, Carolyn Creager, Venia Etta McJunkin, Dian Green, Kate Posey, Edna Martinez, Candice Sims, Rolland Stokes, Vicki Jones  
**Members Not in Attendance:** Carol Ferguson, Mary Willis, Dianne Bennett

#### **Review – Briefly describe the activities and events reviewed and evaluated during the meeting.**

1. Review Aug. 25<sup>th</sup> PDT meeting minutes and action items. Minutes approved.
2. YTD Budget Update: Net income is \$1,935.87. Rolland recommended a budget request to purchase a video recorder or GoPro camera for archiving seminars and/or creating podcasts, etc. Steve and Jim will explore the feasibility of this technology and cost estimates.

#### **Educate – Briefly describe the educational component of the meeting.**

1. The role of project coordinators/committee chairs in program development: planning, implementation, and volunteer engagement. Committee chairs are encouraged to write an outline for their responsibilities and create a schedule of activities/plan of action for their committee in order to pass this along to future committee chairs. This should be done during the 2016 program year and have a final outline ready at the end of next year. Committees should plan to meet at least once or twice per year (or more as deemed necessary).
2. Discussion of mandatory volunteer hours and committee involvement for new MGEV trainees: a policy will be drafted with the following minimum requirements during the first year: 10 hours at the Extension Office help desk, 10 hours at Rose Lawn, 5 hours at Ask a MG clinics, serve on at least 2 committees. Veteran MGEV's will also be required to serve on at least two committees.

#### **Plan – Describe the planning for upcoming educational programs and events.**

1. Recruit applicants for 2016 MGEV training classes: Deadline December 15<sup>th</sup>. Veteran MG's are welcome to attend and audit any of the upcoming classes; no registration needed; assist with class setup/cleanup if present.
2. Meet & Greet Social for new MGEV class and mentors on January 11<sup>th</sup> at 5pm at Extension office. Paul will send out an email in January for volunteers that want to mentor our new trainees. Mentors are expected to attend the Meet & Greet Social, first class on Feb. 15<sup>th</sup> and last class on March 23<sup>rd</sup>. Mentors should bring a food item for the pot lunch during these two classes. Mentors should also maintain regular contact with their mentee throughout the training by phone/email and provide reassurance before exams. Mentors should continue to work with mentees after training by inviting them to association meetings and encouraging involvement with volunteer projects/committees.
3. Finalize 2016 Bartow Lawn & Garden Seminar schedule. Steve proposed the following speakers: Arty Schronce (native plants); Renee Carleton (bird watching or wildlife resistant landscape plants); Paul Pugliese (food & farming myths); Rolland Stokes (planting food for wildlife); Paul Pugliese (home grown tomatoes); Kate Posey (wreath seminar).
4. Finalize 2016 Ask a Master Gardener clinic schedule: Feb. 19<sup>th</sup> Arbor Day, Rose Lawn, Farmer's Markets, Allatoona Cleanup, other festivals/events around town.
5. Begin promoting North Georgia Garden Symposium at North Metro Campus on Feb. 25<sup>th</sup>.
6. Seek sponsors for Garden Symposium, food, door prizes. Updated sponsorship form was discussed and given to each member. Be sure to take symposium schedules to leave at sponsor's

locations. List of sponsors was divided among committee members. 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 – Describe the tasks and/or roles members will play in upcoming educational programs and events. Project Coordinator Updates:**

1. Rose Lawn Demo. Gardens (Steve/Rolland): Steve has set a goal of scheduling 2 hours per volunteer per month.
2. Rollins Compost Site (Venia Etta): project is self-sustaining; no longer requires MG support.
3. Office Help Desk/Library (Mary/Steve): Mary Willis has updated the office handbook for volunteers. Please review the draft copy and provide any comments for additions/corrections to Mary.
4. Publicity (Jim/Dian): see action item below.
5. Ask a MG Clinics/Plant Sales (Kate/Carol): see action item below.
6. Seminars/Speaker's Bureau (Steve/Edna): see action item below.
7. New MG Training (Venia Etta/Kate): Purchase finger foods/beverages for Meet & Greet Social and provide lunch during mid-term exam on March 2<sup>nd</sup>. Expenses reimbursed by class funds—turn in receipts to Extension office. Also responsible for hosting two classes on Feb. 17<sup>th</sup> and Feb. 24<sup>th</sup> at North Metro Campus—setup coffee/water and provide supplies.
8. School Garden Clubs/Youth Workshops (Marcia/Dian): Jim/Marcia/Dian will seek to recruit a school garden coordinator.
9. Cookbook Committee (Mary/Candice): Kate mentioned the distribution of 20 cookbooks to local elected officials and community supporters.
10. Garden Symposium (Vicki/Paul): see action item below.

**Action Items**

<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Completion Date</b>
Explore video camera feasibility/costs	Steve/Jim	February 8 <sup>th</sup>
Assign mentors to new MGEV trainees	Paul	February 8 <sup>th</sup>
Promote Garden Symposium	Publicity committee	February 25 <sup>th</sup>
Draft Volunteer Hours Policy	Paul	February 8 <sup>th</sup>
Finalize Lawn & Garden Seminar schedule	Steve/Edna	February 8 <sup>th</sup>
Finalize Ask a MG Clinic schedule	Kate/Carol	February 8 <sup>th</sup>
Seek sponsors/door prizes for Symposium	Symposium committee	February 8 <sup>th</sup>
Comments for office volunteer handbook	All PDT members/Mary	February 8 <sup>th</sup>
Seek out school garden coordinator	Jim/Marcia/Dian	February 8 <sup>th</sup>

**Additional Information:**

- Next PDT meeting: February 8<sup>th</sup> @ 1-3pm at Extension office.
- Kate Posey has agreed to serve as the district coordinator for GMGA in 2016.