

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Feb. 22, 2018

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

Members Present: Dian Green, Candice Sims, Vicki Jones, Venia Etta McJunkin, Janet Martin, Mary Willis, Carol Ferguson, Lisa Clark, Phil Aplin, Emily Bryson, Paul Pugliese

Members Not in Attendance: Kate Posey, Carolyn Creager, Linda Roth, Steve Zuber

Review:

1. Review Nov. 29th PDT meeting minutes and action items. Minutes approved.
2. Budget Update: Net income is \$2,184.86
3. Seminars: Winter Vegetables (20 attendees); Pruning (10 attendees)
4. "Trees for Bees" Arbor Day was on Feb. 16th. (460 contacts)
5. KBB Edible Neighborhoods Grant – 60 fruit trees were planted at five locations on Feb. 15, 16, 19, and 20th: Kingston Elementary, Hickory Log Assisted Living, Georgia Highlands College, Allatoona Resource Center, and South Central Middle.
6. GMGA grant for replacement roses at Rose Lawn. Phil Aplin has the 12 new roses and new signs are at the Extension office. Summary report due this spring. Kate will follow up?*
7. 4-H Junior Garden Club had their first activity on Jan. 30. Next club meeting is Feb. 27.
8. Shakespeare Garden signs installed Feb. 5th. Discussed having MG's adopt this as an ongoing demonstration garden. Carol and Candice will co-chair this new sub-committee.

Education:

1. 2017 Bartow MGEV Annual Summary Report shared as a handout showing volunteer time valued at over \$105,000 to Extension office (FTE of 3 employees). Also shared breakdown of hours per project and public contacts.
2. Annual Committee Chair Planning Guide shared with the group as a template for MGEV project committee meetings. Each committee chair should report the following to PDT at next meeting: team member responsibilities, training needs, and budget needs.*
3. Thoughtful Thursdays Webinars will be archived online and we will share these at upcoming MG monthly meetings for continuing education starting in March with "School Gardens and STEM". Discussion was brought up concerning the ability to have open online discussion groups with other MG's using the same technology?

Plan Upcoming Programs and Events:

1. Allatoona Community Garden advisory board next quarterly meeting is **April 3rd** @ 8:30-9:30am. Need two volunteers to serve as **liaisons**: see action item below.*
2. Allatoona Community Garden Spring Planting Day is **April 21st**. Need a few master gardeners to help lead Cross Point Church Garden Team volunteers: see action item below.*
3. Promote upcoming seminars: Pesticide Training (**March 16**), Cooking with Herbs (**April 14**), Container Gardening (**April 28**), Landscape Design (**June 5**).
4. New MGEV Training tentatively set for February/March 2019 hosted at Bartow Extension auditorium. Applications will be available by summer/fall 2018.
5. Rose Lawn May Market: **May 5-6**; pot up left over Arbor Day trees to sell as fundraiser. Piggyback with 20-minute seminars/demonstrations throughout the day at Rose Lawn: Carol Ferguson will coordinate speakers.*

Engage Project Committee Members:

1. Demonstration/Community Gardens (Phil/Carol): Venia Etta suggested having an “Annual Beautification Day” as part of a Rose Lawn workday with hands-on training, spring cleaning, and provide a lunch for MG’s that help out.* March 7th from 9am to 2:30pm was proposed. March 14 and 21 will be alternate rain dates, if needed. Emily will send out a reminder.
2. Office Help Desk/Library (Mary): Had committee meeting on January 11.
3. Publicity (Janet/Dian): Had committee meeting on February 2. Need publicity information for May Market seminars.*
4. Ask a MG Events/Plant Sales (Carol/Kate): Preparing for Rose Lawn May Market.
5. Seminars/Speaker’s Bureau (Lisa C./Dian): Need to line up folks for Panel Discussion Seminar.*
6. New MG Training & Mentoring (Venia Etta/Kate): Mentors need to reach out to mentees from 2017 class to make sure they are engaged and getting their volunteer hours on time.
7. School Garden Clubs/Youth Programs (Marcia/Dian/Carol/Lynn): Give out boxes of seeds that were donated by KBB in MG office.
8. Plant Propagation Committee (Kate/Kerry): Arbor Day trees need to be potted up for May Market.

Additional Information: Next PDT meeting: **Friday, May 11 @ 1-3pm**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Recruit 2 MG’s to attend Allatoona meetings.	Carol Ferguson	April 3
Recruit MG’s to assist with Allatoona Spring Planting Day	Carol Ferguson	April 21
Plan seminars/demos for Rose Lawn May Market	Carol Ferguson	May 5
Rose Lawn Beautification Day & Lunch	Venia Etta McJunkin, Phil Aplin, Carol Ferguson	May 7
Publicity for May Market Seminars	Janet Martin, Carol Ferguson	May 5
Committee Chairs Report team member responsibilities, training needs, and budget needs	All Committee Chairs	May 11
Line up panel discussion seminar with local experts	Lisa Clark, Paul Pugliese	September 4
GMGA Grant summary report	Kate Posey/Steve Zuber	Spring 2018