

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Feb. 4, 2016

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

Members Present: Steve Zuber, Mary Willis, Dian Green, Carolyn Creager, Linda Roth, Venia Etta McJunkin, Dianne Bennett, Vicki Jones, Jim Humphreys

Members Not in Attendance: Kate Posey, Edna Martinez, Candice Sims, Rolland Stokes, Carol Ferguson

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

1. Review Dec. 7th PDT meeting minutes and action items. Minutes approved.
2. YTD Budget Update: Net income is \$2,235.87.

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

1. Discussion about school and community gardens in Bartow County i.e. Bartow Carver Park, Allatoona/Adairsville Community Resource Centers, The ROC, local schools.

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

1. Final draft of seminar schedule and ask a master gardener clinics ready for distribution.
2. Promote North Georgia Garden Symposium at North Metro Campus on Feb. 25th and upcoming seminars/clinics. Master Gardeners that are not on the volunteer committee must register to attend for \$35.
3. Update on sponsors for Garden Symposium, food, door prizes, signs, booths, etc. Arrive at 7:30am to setup for symposium. Sponsorships are coming into the office.
4. New MG Trainings at North Metro: Host dates are Feb. 17 and Feb. 24; Pot luck lunch provided by mentors on Feb. 15 (first class) and March 23 (last class). Certified MGEV's are invited to audit any of the classes for continuing education.
5. New MG Orientation and Lunch on March 2nd after mid-term. All project coordinator chairs should be available after lunch to give an overview of their committee. Venia Etta will coordinate a box lunch purchase/pickup for mid-term exam.
6. Arbor Day – dogwood and catalpa trees; brochures will be ready for pickup at Extension auditorium. Five locations from 9am-11am. Kate is coordinating volunteers at each location.
7. Growing Success with School Gardens Teacher Workshop: June 16th at GA Highlands - \$30.

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): research project to develop a “master plan” with Jane Drew. Pruning workdays coming up in February.
2. Office Help Desk/Library (Mary/Steve): signup for office dates when Beth/Paul are out of the office; Beth is attending MGEV training classes. Mary has boxes setup for seminar packets and is organizing the office committee to better train new MGEV's.
3. Publicity (Jim/Dian): always need help with covering MG activities, taking pictures, etc.
4. Ask a MG Clinics/Plant Sales (Kate/Carol): Need a volunteer to take charge of plant sales and coordinating volunteer needs with Warren Davenport.
5. Seminars/Speaker's Bureau (Steve/Edna): 2016 seminar schedule is finalized.
6. New MG Training (Venia Etta/Kate): see above needs for trainings/orientation.
7. School Garden Clubs/Youth Workshops (Marcia/Dian): 4-H Day Camp on June 14th and 15th. School Garden committee will meet on Feb. 27th at Moore's Market.
8. Cookbook Committee (Mary/Candice): Toy Harris (Native American speaker) gave recipes; add kid's section and grilling/outdoor sections.
9. Garden Symposium (Vicki/Paul): see above needs.

Action Items

Action Items	Person(s) Responsible	Completion Date
School Garden Committee meeting	Dian Green	Feb. 27
Post Seminar schedule online	Paul	Feb. 2
Move Bob Lust to alumnus status	Paul	Feb. 2
ROC Signup sheet at monthly meeting	Steve Zuber	Feb. 2
Office Help Desk Committee Meeting	Mary Willis	March 8
Bartow MGEV Tour of UGA Griffin Gardens	Paul	May/June?

Additional Information:

-Next PDT meeting: May 2nd @ 1-3pm at Extension office.