

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Feb. 4, 2021

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

Members Present: Vicki Jones, Don Hassebrock, Venia Etta McJunkin, Mary Willis, Phil Aplin, Jim Humphreys, Lynne Frye, Kerry DeFoe, Paul Pugliese. Online via Zoom: Dee Anne Wyse, Dian Green, Gisele Butker.

Members Not in Attendance: Candice Sims, Lisa Clark, Carol Ferguson, Steve Zuber.

Review:

1. Review Nov. 13 PDT meeting minutes and action items. Minutes approved.
2. Budget Update: Current MGEV program balance is \$6,638.83 | Investment Fund: \$5,000.
3. Wreath Making Workshops: Nov. 21 (27 attendees)
4. Updated MGLOG for new Projects: Seed Starting, Lunch & Learns, School Garden Mentors.

Education:

1. Updated Mentoring Guide – Don Hassebrock (see attached handout)
2. Updated Projects List and Coordinator Roles – Vicki Jones: revising the project names in MGLOG to make it easier to report volunteer hours. Also assigning project coordinators the role of overseeing committees under their designated project group.
3. New MGEV Handbook Update – Paul Pugliese: New handbook will be available later this year with 36 heavily revised chapters and new content. Photo contest for new book cover; submit photos by March 1st. This year's class will receive a copy of both the old and new editions.

Plan Upcoming Programs and Events:

1. New Master Gardener Training & Mentoring: **March-May 2021 (online classes)**
2. Arbor Day: **Feb. 19 @ 11am – 2pm (Kate Posey coordinator)**
3. Promote 2021 Workshops: March workshop cancelled. April Raised Bed Garden workshop TBA (Don Hassebrock). May Fairy Dish Garden workshops TBA (Vicki Jones).
4. New MGEV Orientation: **March 17 @ 5:30pm (tentative)*** – All trainees and mentors should plan to attend in-person at auditorium. We have accepted 13 applications.
5. Rose Lawn May Market: **May 1-2 (need chair/co-chair)***

Engage Project Teams:

1. Workshops/Speaker's Bureau (Lisa C./Dee Anne/Kerry): See above notes.
2. Demonstration Gardens (Phil/Paul B./Gisele/Carol): Rose Lawn Pruning In-Service with small groups starting mid-March (TBA). Allatoona Community Garden spring planting in early March (TBA).
3. Media Promotion/Publicity (Jim): Planning for 2021 in progress.
4. Office Help Desk/Library (Mary/Kerry): New books suggested for library.
5. Ask a MG Events/Fundraisers (Carol/Kerry/Samijo): See above notes.
6. Plant Propagation (Steve/Kerry/Venia Etta): Cuttings being rooted for May Market.
7. School Garden Mentors/Youth Programs (Kate/Marcia/Dian/Carol/Lynn): Hamilton Crossing memorial tree planted; cleanup in progress for spring; no youth garden club. Dogwoods planted at White Elementary (Mary and Warren).
8. Seed Starting Team (Jim/Samijo, Mary): Meeting/in-service on Feb. 8 at 1pm. Focus on starting heirloom plants, trap plants, pollinator plants, and edibles.
9. Lunch & Learns (Jim): 20 minute presentations "one for the garden". Limit to 20 people. First class on soil testing Feb. 17th.

10. New MG Training & Mentoring (Don/Mary/Kate/Venia Etta): See above notes.
 11. Finance Committee (Dee Anne): Treasure report given on Feb. 2nd member meeting.

Additional Information: Upcoming PDT meetings: **Friday May 14, August 13, and November 12 @ 1pm – 3pm.**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Appoint Rose Lawn May Market chair(s)	Vicki Jones	April 6
New MGEV Orientation & Mentoring	Don Hassebrock	March 17

A Guide to Mentoring New Master Gardeners

A mentor is someone who can guide and train a new colleague. They are available to give advice and to support the mentee. A mentor helps their mentee improve his or her abilities and skills through observation, assessment, modeling and by providing guidance. A mentor should make their mentee aware of the "Volunteer Hours Policy."

As a master gardener mentor, the job of mentoring is a year long commitment. From the meet and greet at the beginning to when they get their 50 hours *and they are comfortable in the organization*, a mentor should be there to answer questions, inform them of what projects we have going on, how they can help and how to use the computer to enter hours and sign up for activities.

Get to know your mentee. Where are they from? What is their background? What got them interested in pursuing the master gardener program? What would they like to be involved with in the mg program? Do they have special interests or skills that will be useful to help our organization? Perhaps they love to work with kids, or have building skills, garden or landscape experience. Perhaps they enjoy public speaking or fund raising. This information can help you direct them to projects and activities they would enjoy. Or they may want to reach out and do something they've never done before.

During training:

1. Make sure they have your contact information and let them know you are there for them.
2. Be there to be sure they understand the class material. Reassure them. They don't have to know it all. See if they are picking up on the important points. Tell them to listen for "and this you will see again," or "this is an important or key part of information."
3. Help them prepare for the mid-term and final exam. Celebrate their successes with them!
4. Discuss the different projects we have around the county and possible show them in person. This would be a great field trip for the mentor and mentee.

Post training:

1. See if they understand what is said during the orientation. Reassure them that it is a lot of information and you are there to help them learn what to do and how to do it.
2. Make sure they know when they should wear their MG badge. Re-iterate that we are part of the University of Georgia system and should always behave accordingly.
3. Familiarize them with the projects we have going on.
 - Roselawn Demonstration Garden
 - Shakespeare Garden
 - Master Gardener Plant Clinics,- Arbor Day, tomato festival, Roselawn festivals, Farmer's market to name a few.
 - Allatoona Resource Center- community garden
 - STEM School Gardens
 - Hickory Log Blueberry Farm project
 - Seminars for the public
 - Assist with 4-H projects at times
 - Office help and our plant/landscape library
 - Lunch and Learn
 - Hardin Bridge Pollinator Garden
 - Keep Bartow Beautiful Projects

4. Mentors and mentee should choose a project to work on together to complete 10 hours of volunteer hours.
5. Set up a time to sit with mentee at a computer and make sure they know how to access our web site, access the calendar and get the details of a project, know how to use sign-up genius and how to enter their hours in the mg log.
6. Mentors should follow up with new trainees throughout the year. If a trainee misses a monthly meeting, it would be good for the mentor to call their mentee and debrief them on what was missed; invite them to the next meeting or a committee activity. Let them know we missed them.
7. Finally, when they get their hours and become a master gardener celebrate with them in a special way.



Bartow County Master Gardener Extension Volunteers

Bartow County Master Gardener Volunteer Hours Policy

CERTIFICATION

To become a Certified Georgia Master Gardener, trainees must successfully complete the Master Gardener Training Program administered by UGA Cooperative Extension and fulfill a minimum of 50 hours of volunteer service within the first year (12 months) of class completion.

Out of the total 50 hours of volunteer service, the following are suggested:

- At least 10 hours if non-employed/retired or 5 hours if employed should be completed in the County Extension office under the supervision of the County Extension Secretary, Extension Agent, and/or Program Assistant. Office orientation during the first office visit should be conducted under the guidance of a certified Master Gardener mentor. Contact the Extension office helpdesk coordinator to schedule training and office hours.
- At least 10 hours should be completed on the project that the mentor and mentee choose to complete.
- At least 5 hours should be completed at 'Ask a Master Gardener Clinics'. These clinics are scheduled throughout the year at local farmer's markets, Arbor Day events, and other local festivals. Trainees will be required to have a mentor or veteran Master Gardener present during their first clinic experience. Contact the 'Ask a Master Gardener Clinic' coordinator to sign up for scheduled events.
- All Master Gardener volunteers (trainees and veterans) are required to sign up and serve on at least 2 project committees per year. Most committees meet at least once or twice per year (or more often as deemed necessary). The amount of time you will spend working on a committee will vary depending on your involvement with program planning and implementation. New Master Gardeners are encouraged to serve on a committee at least one year before taking on a chair or co-chair leadership role.

Please go to this website to sign up for these volunteer activities:

<http://ugaextension.org/county-offices/bartow/anr/mgev/resources.html>

Completion of volunteer service hours while the Master Gardener Training classes are in session is not recommended. It is intended that interns successfully complete all class requirements and pass examinations so that they will be properly trained prior to giving back volunteer service hours. The classroom training program will build confidence and knowledge in various areas of consumer horticulture and gardening so that one should be able to provide informed answers and/or research answers to common questions asked by the general public.

The office portion of your volunteer service is intended to give you a practical, hands-on internship experience by assisting local clients with real-world questions and providing science-based recommendations. Many interns find that they learn more through this type of problem solving interaction with clients and enjoy the challenge of learning something new in the process!

ACTIVE STATUS

To maintain **active** status as a Master Gardener, a minimum of 25 hours per year is required after completion of the initial 50 hours. All volunteer hours should be logged online at <http://ugamgev.org/>. If you are unable to access your account, contact the Extension office at 770-387-5142 for assistance.