

## Extension Program Development Team (PDT) Minutes

**Agent:** Paul Pugliese

**County:** Bartow

**Date:** May 19, 2015

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

**Members Present:** Jim Humphreys, Venia Etta McJunkin, Carolyn Creager, Steve Zuber, Dian Green, Mary Willis, Candice Sims, Paul Pugliese

**Members Not in Attendance:** Kate Posey, Sandra Howell, Vicki Jones, Carol Ferguson, Karen Capito, Jane McElreath, Rolland Stokes, Dianne Bennett, Edna Martinez

### **R.E.P.E. Report**

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

1. Review Feb. 17<sup>th</sup> PDT meeting minutes and action items. Minutes approved.
2. YTD Budget Update. Net income is \$1,974.90 – No new budget requests from project chairs.

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

1. New Bartow County Extension Plan of Work 2015-2018: “Increasing Agricultural and Environmental Literacy” to address food myths and concerns about pesticides, GMO’s, etc.
2. New Family and Consumer Science Agent to be hired this summer to replace Kathy Floyd.

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

1. Promote upcoming 2015 Garden Seminars and Ask a MG Clinics/Plant Sales
2. Farmer’s Market Kickoff & Plant Sale: May 30 @ 8am-noon  
 → Farmer’s Market Advisory Meetings on 3<sup>rd</sup> Thursdays @ 4-5pm at Train Depot.  
 → Zucchini festival at Farmer’s Market on June 27<sup>th</sup>  
 → Tomato festival at Farmer’s Market on July 25<sup>th</sup>
3. 4-H Day Camp ‘Playing in the Dirt’: June 17 @ 9:30am-3:30pm (9 signed up so far)
4. 4-H Forestry Team Practices: July 17, 24, and 31 @ 9am-3pm (need volunteers)
5. Preparing schedule and applications for new MGEV training classes in February-March 2016.
6. Shakespeare Demo. Garden at Legion Theatre – S. Lukas/J. Holland/C. Creager will take lead.
7. Bartow Carver Park Pollinator Demo. Garden – Jane McElreath exploring project.
8. Do we need to create a new committee/coordinator for school projects?

**Engage** – *Describe the tasks and/or roles members will play in upcoming educational programs and events.* Project Coordinator Updates: See action item below.

1. Demonstration Gardens at Roselawn (Kate/Steve):
2. Office Help Desk/Library (Steve/Carolyn/Edna/Mary):
3. Publicity (Jim/Dian/Lisa/Joy/Jerilyn):
4. Ask a MG Clinics/Plant Sales (Karen/Kate/Jane/Carol/Steve):
5. Seminars/Speaker’s Bureau (Steve/Edna/Sandra H.):
6. New MG Training (Venia Etta/Kate):
7. Keep Bartow Beautiful Liaison (Kate/Carolyn):

**Action Items** (To add rows, press “Tab” in the last table cell.)

Action Item	Person(s) Responsible	Completion Date
Each project committee will meet to plan project needs for year i.e. how many volunteers, how often to meet (set dates), and determine any supply needs/budget requests.	All Project Coordinators (see attached list)	August 25
Committee for 2 <sup>nd</sup> Edition of Cookbook	Mary Willis	Ongoing

### **Additional Information:**

Next PDT meeting: August 25 @ 1-3pm