

## Extension Program Development Team (PDT) Minutes

**Agent:** Paul Pugliese

**County:** Bartow

**Date:** May 2, 2016

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

**Members Present:** Steve Zuber, Carolyn Creager, Carol Ferguson, Dian Green, Candice Sims, Kate Posey, Venia Etta McJunkin, Sandra Howell, Paul Pugliese

**Members Not in Attendance:** Mary Willis, Linda Roth, Dianne Bennett, Vicki Jones, Jim Humphreys, Edna Martinez, Rolland Stokes

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

1. Review Dec. 7<sup>th</sup> PDT meeting minutes and action items. Minutes approved.
2. YTD Budget Update: Net income is \$2,182.19

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

1. Lawn & Garden Newspaper inset featured in Sunday issue of Daily Tribune.
2. Rose Lawn Master Plan – landscape design developed by Phillip Aplin. Need to plan a meeting with Jane Drew to discuss master plan and set priorities as we move forward.
3. Mosquito Control and Zika Virus (see handout).
4. New County Extension website has been launched.

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

1. Publicity for upcoming seminars and Ask a Master Gardener Clinics.
2. Growing Success with School Gardens Teacher Workshop: June 16<sup>th</sup> at GA Highlands - \$30.
3. 4-H Day Camp on June 14<sup>th</sup> and 15<sup>th</sup>. Dian Green is looking for volunteers.
4. 4-H Forestry Team Practices July 8<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>. Paul will be needing volunteers.
5. Kingston Elementary outdoor classroom workday needs to be rescheduled.

**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):
2. Office Help Desk/Library (Mary/Steve):
3. Publicity (Jim/Dian):
4. Ask a MG Clinics/Plant Sales (Kate/Carol): Farmer’s market kickoff/plant sale on May 21<sup>st</sup>. Kate is looking for Rose Lawn May Market volunteers on May 7<sup>th</sup> and 8<sup>th</sup>.
5. Seminars/Speaker’s Bureau (Steve/Edna):
6. New MG Training (Venia Etta/Kate):
7. School Garden Clubs/Youth Workshops (Marcia/Dian):
8. Cookbook Committee (Mary/Candice): 30 cookbooks are ready to be sold.
9. Garden Symposium (Vicki/Paul):

**Action Items**

Action Items	Person(s) Responsible	Completion Date
Signup sheet for Rose Lawn May Market	Kate Posey	May 3 <sup>rd</sup>
Coordinate date for Kingston Elem. workday	Paul Pugliese	May 3 <sup>rd</sup>
Signup sheet for 4-H Forestry Team	Paul Pugliese	May 3 <sup>rd</sup>
Signup sheet for 4-H Day Camp	Dian Green	May 3 <sup>rd</sup>
Distribute updated flyers for plant clinics	Dian Green	Ongoing
Coordinate date for Griffin Garden tour	Paul Pugliese	May/June

**Additional Information:**

-Next PDT meeting: August 10 @ 1-3pm at Extension office.