

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: June 7, 2019

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

Members Present: Carol Ferguson, Dian Green, Marcia Humphreys, Jim Humphreys, Dee Anne Wyse, Lisa Clark, Janet Martin, Candice Sims, Barbara Childers, Paul Pugliese

Members Not in Attendance: Phil Aplin, Paul Baron, Kerry DeFoe, Steve Zuber, Mary Willis, Kate Posey, Lynn Frye

Review:

1. Review March 22 PDT meeting minutes and action items.
2. Budget Update: Current balance is \$6,981.18. Transferring \$3,000 to investment fund plus an additional \$2,000 from Extension office training budget.
3. Seminars: Growing Daylilies (31 attendees); Succulents Seminar (35 attendees); Tree ID (23 attendees); Cooking with Herbs (14 attendees); Grape Wreath Making (24 attendees).
4. Tellus Museum STEM Day on April 5th (10 volunteers)
5. MGEV 40th Anniversary at State Botanical Garden (8 volunteers)
6. Rose Lawn May Festival - Plant Sale (20 volunteers)

Education:

1. Expense Vouchers for Reimbursement - must have receipts, sign-in sheets attached, and treasurer's signature before submitting to Extension office. There will be a Treasurer's drop box for Dee Anne on the MG Help Desk.*
2. Be sure to update Youth Risk Management Training in MGLOG starting July 1. -Dian Green and Mary Willis will be calling to remind folks in mid-July.* Also a good time to update reporting your volunteer hours.
3. Volunteer Engagement – YTD Summary Report attached (21 MG's have not reported any hours this year). 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. A suggested quarterly mentee event or social activity should be offered along with continuing education.*
4. Budgets, Fundraising ideas, etc. (see attachments): Options include plant sales, silent auctions, fees for workshops, donations, and grants. Raffles require too much red tape.

Plan and Promote Upcoming Programs and Events:

1. Mentors: please continue to work with your new MG mentee during the next year.
2. MGEV Thoughtful Thursday Class on **June 13** at Extension office from 1:30-3:30pm
3. 4-H Play in the Dirt Day Camp on **June 18-19** at Extension office from 9:30am-3:30pm
4. Allatoona Community Garden Youth Day Camps on **June 19 and July 17** at 10am-12pm; expecting 10 kids; Carol F., Jeri H. and Lisa F. are signed up to help so far.
5. 4-H Forestry Team Practices (**July 5, July 19, Aug. 2, Aug. 21** - see attached schedule)
6. Cartersville Farmer's Market Tomato Festival on **July 27**
7. Troubleshooting Vegetable Garden Problems Seminar on **Aug. 6** at 7pm.
8. Allatoona Community Garden Meeting on **Aug. 27** at 8:30am

Engage Project Committees:

1. Seminars/Speaker's Bureau (Lisa C./Dee Anne): Consider seeking sponsors for 2020 seminars, incentives and door prizes to encourage more attendance at seminars.*

2. Demonstration Gardens (Phil/Paul B.): Irrigation proposal is in the works; meeting with County Commissioner on June 14th to decide funding direction.
3. Publicity (Janet/Amelia): Proposed MG display banner to hang on sign boards by road will be \$65 and lettering can be changed for various events.* Suggestion to create a “publicity needs request” form. Suggestion to have a digital newsletter in the future. Printed fliers for distribution around town do not appear to be an effective advertising strategy.
4. Office Help Desk/Library (Mary/Kerry): Still training new master gardener volunteers.
5. Ask a MG Events/Plant Sales (Carol/Kerry): Fall Festival Plant Sale will be chaired by Mary Willis and Kerry DeFoe.
6. Plant Propagation Committee (Steve/Kerry/George): Working to propagate and grow out Fall Plant Sale inventory items.
7. School Garden Clubs/Youth Programs (Marcia/Dian/Carol/Lynn): Red Top Middle School (formerly South Central) will begin having morning club meetings; they now have a classroom dedicated to the garden club; recommend submitting a budget request. Update MGLOG to reflect new school name.*
8. New MG Training & Mentoring (Mary/Kate): Need to update mentor responsibilities and chair responsibilities for this committee per comments above for “Volunteer Engagement.” Recommend submitting a budget request for activities outside of the basic training.*
9. Finance Committee (Dee Anne): Recruiting volunteers for new finance committee (TBA).*

Additional Information: Next PDT meeting: **August 23 @ 1pm – 3pm.**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Update MGLOG for Red Top Middle School	Paul Pugliese	June 15
Add Treasurer Mailbox to MG Help Desk	Paul Pugliese	June 15
Appoint Finance Committee Members	MG Executive Board	June 30
Plan quarterly mentee updates/education	Mary Willis/Kate Posey	August 23
Purchase New Publicity Banner	Janet Martin	August 23
Call reminders: Youth Risk Mgt. training due	Dian Green/Mary Willis	August 23
Seek seminar proposals/sponsors for 2020	Lisa Clark/Dee Anne	August 23