

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Aug. 10, 2016

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

Members Present: Steve Zuber, Rolland Stokes, Vicki Jones, Mary Willis, Phil Aplin (Peri), Kate Posey, Venia Etta McJunkin, Dian Green, Dianne Bennet, Carol Ferguson, Paul Pugliese.

Members Not in Attendance: Linda Roth, Jim Humphreys, Edna Martinez, Carolyn Creager, Candice Sims, Sandra Howell.

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

1. Review May 2nd PDT meeting minutes and action items. Minutes approved as read.
2. YTD Budget Update: Net income is \$2,238.75
3. Griffin Research Station Tour was on June 6th - we had 9 master gardeners on the tour.
4. Kingston Elementary School workday was on May 27th. Site for fruit orchard is ready to plant this fall. Waiting to hear about another workday later this year for planting.
5. Master Gardener 4-H Day Camp was on June 14 and 16th.
6. Bartow History Museum Bake Sale and Backyard Farms was on August 6th. Paul and Mary Willis gave presentations on Bartow farming history, herb gardening, and organic gardening. An Ask a Master Gardener tent was also setup during the event.
7. Rolland Stokes' Planting for Wildlife seminar was attended by 12 people.

Educate – Briefly describe the educational component of the meeting.

1. Risk Management Training for Master Gardeners will soon be available in MGLOG. All volunteers must complete this training by September 15th if they haven't completed it already this year. This training must be renewed once per year to remain an active volunteer.
2. Signup Genius website – some folks are having trouble accessing the links. If you can't get it to work, just contact Paul, Mary, Steve, or Beth and we'll get you signed up online.
3. Volunteer Retention Survey – anonymous survey takes about 30-45 minutes online and will be sent to Bartow master gardeners next week. Data from this survey could be useful as we plan to recruit new volunteers in the future.

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

1. Publicity for upcoming Wreath seminar and Ask a Master Gardener Clinics ongoing.
2. Water conservation booth at Allatoona Lake Cleanup: September 24 @ 10:30am – 2pm, Carol Ferguson will be the clinic coordinator since Paul will be gone for 4-H Forestry Competition.
3. Rose Lawn Arts Festival plant clinic/plant sale: Sept. 17 & 18; setup on Sept. 16th @ 9am-noon; plant donations should be dropped off during setup on Friday morning.
4. Recruit applications for 2017 MGEV training classes in June. Spring deadline TBA.
5. Shakespeare Demo. Garden at Legion Theatre moving to Grand Theatre/Ross's Diner Alley. A workday will be scheduled later this fall.
6. Begin outline for 2017 Bartow Lawn & Garden Seminar schedule. Proposed seminars include: Beekeeping, Herbs, Diseases of Vegetables, History of Bartow Farming, Organic Gardening, Basic Landscape Design. Consider having business meetings around 5pm prior to seminars on the same nights. Steve will bring this up for discussion at next monthly meeting.
7. North Georgia Garden Symposium at North Metro Campus on Feb. 23 (tentative). Consider making two flyers targeting industry and consumers separately.
8. Kingston Downtown Tree Plan (Julian Powell) to assist with identifying any existing trees.

9. 4-H Awards Ceremony on Aug. 18th @ 6:30pm – please donate a dessert for the reception.

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): Try online signups for rose garden workdays.
2. Office Help Desk/Library (Mary/Steve): Mary is planning to meet with committee next week.
3. Publicity (Jim/Dian): Contact Dian if you would like to help with publicity in 2017.
4. Ask a MG Clinics/Plant Sales (Kate/Carol): Start thinking about 2017 schedule.
5. Seminars/Speaker’s Bureau (Steve/Edna): Steve will schedule dates for seminars.
6. New MG Training (Venia Etta/Kate): Begin recruiting applicants after new year.
7. School Garden Clubs/Youth Workshops (Marcia/Dian): Dian and Kate coordinating a library exhibit for 4-H Day Camp artwork from Oct. 3 – Nov. Reception will feature artwork on Oct. 11
8. Cookbook Committee (Mary/Candice): Ongoing.
9. Garden Symposium (Vicki/Paul): Confirm date and line up speakers by next PDT meeting.

Action Items

Action Items	Person(s) Responsible	Completion Date
Add signup for Rose Lawn Festival setup	Paul Pugliese	Sept. 6 th
Add signup for Rose Lawn workdays	Paul Pugliese/Steve Zuber	Sept. 6 th
Discuss 2017 seminars & meeting times/dates	Steve Zuber	Sept. 6 th
Confirm date for 2017 Garden Symposium	Paul Pugliese/Vicki Jones	Sept. 6 th
Confirm dates for 2017 MGEV classes	Paul Pugliese	Sept. 6 th
Recruit new PDT members for 2017	Steve Zuber/Paul Pugliese	Sept. 6 th

Additional Information:

-Next PDT meeting: **November 30 @ 1-3pm at Extension office.**