

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Aug. 12, 2022

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

Members Present: Dee Anne Wyse, Vicki Jones, Carol Ferguson, Candice Sims, Renee Carleton, Don Hassebrock, Jim Humphreys, Venia Etta McJunkin, Sandra Adams, Phil Aplin.

Members Not in Attendance: Mary Willis, Steve Zuber, Kate Posey, Gisele Butker

Review:

1. Review: May 20th PDT meeting minutes and action items.
2. Budget Update: Current MGEV program balance is \$10,385 | Investment Fund: \$22,013.
 - a. Purchase a faster wireless printer for plant sale; Dee Anne will explore options. *
 - b. Greenhouse donation from Cartersville Rotary – Paul will accept check on Sept. 21.

Education and Updates:

1. Upcoming Thoughtful Thursday (2pm) Webinars: Sept. 8 – Impacts of Construction on Trees, Oct. 13 – Turf Update, Nov. 10 – Therapeutic Horticulture.
2. Continuing Education Requirements for 2023 (10 hours).
3. Cartersville Farmers Market Economic Impact Survey (QR Code).
4. Renew Youth Protection Training by end of August (MGLOG). 21 out of 58 completed.
5. Ag Building Update: Window Repairs Underway and Movie Filming (Sept. 19-29)
6. 2023 Master Gardener Volunteer Training – Hybrid Program. Applications available Oct. 1st.
7. Master Gardener School Garden Training – Aug. 30 @ 10am (Extension office)
8. Project Wet (Sept. 10) and Project Wild (Oct. 8) Educator Trainings \$45ea. (Katie Martin)
9. NW Georgia Turf Update: Sept. 13 @ 9:30am-Noon in Calhoun (Gordon Extension)
10. GMGA Conference Sept. 30-Oct1 @ Fayetteville (CEU's available).
11. Georgia Pollinator Census Aug. 19-20 (takes 15 minutes).

Plan Upcoming Programs and Events:

1. BCMG Workshops: Invasive Species (**Aug. 20**), Edible Landscapes (**Oct. 15**), Bulb Lasagna (**Canceled**), Wreath Making (**Nov. 19**).
 - a. Be sure to complete the Education Activity Report after each workshop and return to office. Mary has packets with surveys, sign in sheets, and forms ready to pick up.
 - b. Please share any publicity, flyers, etc. with the Extension office a few weeks prior to the event.
 - c. Also, be sure to include UGA/MGEV logos on all publicity materials.
 - d. Let us know if you need copies for publications or handouts.
2. Office Volunteers Needed: Sept. 9, 13, 14, 15, Oct. 3, 4, 5, Nov. 10, 15, 16, 21, 22, 23.
 - a. Please use Sign Up online for Extension Office: <https://t.uga.edu/73J>
 - b. Extension office will be **closed Sept. 5, Nov. 24 and 25 Holidays**.
3. Rose Lawn Festival: **Sept. 16-18**; Vicki will contact Davenports about trees to resell.
4. Lake Allatoona Cleanup: **Oct. 1 @ 10am-2pm** - Education Tent & Children's Activities.

Engage Project Teams:

1. Continuing Education: (Carol, Samijo, Sandy): Webinars offered at each monthly meeting. Carol will send Renee a list of upcoming topics. Venia Etta and Saimjo will have a signup sheet for refreshments each month. *

2. Workshops/Presentations (Dee Anne): Need a vice-chair. * Working on 2023 schedule. Send Dee Anne topic ideas for workshops.
3. Rose Lawn Garden (Phil/Paul B./Steve): Wednesday morning workdays ongoing.
4. KBB Projects (Carol/Pete/Candice/John): Pete and Jeri have been keeping up the Shakespeare garden this summer. Hayes Park Rain Garden planting on September 22nd and Shakespeare garden workday on Sept. 28th.
5. Seed Starting (Jim/Samijo/Mary): Don installed new shade cloth. Explore setting up a purchase account with Griffin Greenhouse and/or Ladd's for invoices. Monday afternoon workdays ongoing. Tomato and Squash plants ready for school gardens along with any leftover plants from the Rose Lawn Plant Sale.
6. Plant Propagation (Steve/Venia Etta): No Coleus plants this year. Aucubas, Hostas, and Rose of Sharon will be ready for Rose Lawn sale.
7. School Garden Consults (Kate/Marcia): Lynn is stepping down from HCES garden and MG's will transition to a consulting role.
8. 4-H/Day Camp/Forestry (Don/Sandy): Sandy will take the lead on forming a 4-H day camp committee for 2023. *
9. Community Gardens/ARC (Gisele/Carol J.): Gardens in good shape.
10. Mentoring New MG (Don/Mary/Kate/Venia Etta): Class of 2023 will be January-March.
11. Media Promotion (Jim): Facebook posts for plant sale and workshops – be sure to pin to top of page. Contact Katie for help with making workshop flyers and Facebook graphics. Be sure to forward any publicity items to Paul for posting on the county email listserv. Jim working on a summary of “best practices” for workshop publicity.
12. Office Support (Mary): Need a vice-chair. * Dian and Mary will make reminder calls for Youth Protection Training. *
13. MGEV Finance/Fundraisers (Jim/Mary/Dee Anne): Need a vice-chair for finance. * Need to start working on budget and committee chair planning guides before October meeting. *

Additional Information: Upcoming PDT meetings: **Nov. 4 @ 1pm – 3pm.**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Youth Protection Training – Call Reminders	Dian and Mary	Aug. 31
Signup sheet for meeting refreshments.	Venia Etta and Samijo	Sept. 6
Purchase new printer for plant sale	Dee Anne	Sept. 15
Send 2023 Workshop Ideas to Dee Anne	All Members	Sept. 30
Form Summer 4-H Day Camp Committee	Sandy	Sept. 30
Submit 2023 Budget Requests to Dee Anne	All Committee Chairs	Sept. 30