

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Aug. 24, 2018

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

Members Present: Phil Aplin, Candice Sims, Venia Etta McJunkin, Kate Posey, Dian Green, Linda Roth, Janet Martin, Mary Willis, Emily Bryson, Lisa Clark, Paul Pugliese

Members Not in Attendance: Carol Ferguson, Kerry DeFoe

Review:

1. Review May 11th PDT meeting minutes and action items. Minutes approved.
2. Budget Update: Net income is \$1,346.28
3. Seminars: Winter Vegetables (20 attendees); Pruning (10 attendees); Pesticide Training (41 attendees); Cooking with Herbs (17 attendees); Container Gardening (9 attendees); Landscape Design (22 attendees); Allatoona Garden Workshop (11 attendees)
4. Allatoona Advisory Board Meeting (Aug. 7th) – Garden information mailbox installed. Suggestion: Add Q&A/comment cards to the mailbox?
5. Ask a Master Gardener Clinics at Farmer's Market (May 12, June 16, July 28, Aug. 4)
6. 4-H Forestry Team Practices (July 6, July 20, Aug. 3, Aug. 20) – 11 students
7. Play in the Dirt 4-H Day Camp (June 12-13) – 14 attendees
8. Advanced MGEV Training (June 15) – 6 attendees
9. Bartow History Museum Backyard Farms Event (Aug. 18)
10. Hickory Log Blueberry Patch – Broke ground this week!

Education:

1. Signup Genius Link: <http://extension.uga.edu/county-offices/bartow/anr/mgev/resources.html>
If someone signs up and then needs to drop, please contact the office to have their name removed from the Signup Genius. As a courtesy, volunteers should notify the project coordinator and suggest an alternate volunteer to replace them. Please communicate about changes to the Signup Genius, as all volunteer time slots are essential to making things run smoothly.
2. Bartow MGEV Email Listserv: All master gardeners can send a personal email to the group by sending to this address: BARTOWMG-L@listserv.uga.edu. When emails are sent through another account, such as office staff, then they get all the questions instead of the original sender.
3. MGEV 'Project Map It' Survey (see attachment) for Project Coordinators to highlight our projects. Each Project Coordinator should complete at least one survey.*
4. Updated forms for Project Coordinators' reporting and Letter of Assurance (see attachments)

Plan and Promote Upcoming Programs and Events:

1. Allatoona Community Garden Fall Planting Day is **Sept. 8 @ 8am** – volunteers needed!
2. Allatoona Resource Center Garden Seminar "'Planting for Pollinators and Growing Native Fruit" is **Oct. 18th @ 6pm-7:30pm**. Call 770-975-3251 to register. Emily will make flyer.*
3. Promote upcoming seminars: Lawn & Garden Expert Discussion Panel (**Sept. 4**), Holiday Wreath Marking (**Nov. 17**)
4. New MGEV Training set for **February 4 – March 18**, Monday/Thursday Classes from 9am – 3pm hosted at Bartow Extension auditorium. Applications due by Dec. 4. Cost \$175. Emily will make a flyer for promote applications.*
5. Two scholarships available for MGEV Training – If someone needs assistance, please have them indicate their need on the standard application.
6. Fall Picnic at Pugliese Farms (**Oct. 2 @ 5pm**) – 1910 Euharlee Rd., Kingston, GA 30145

7. Tour of Warren Davenport's Research Farm (**Oct. 17 @ 10am**) – Bus will leave Extension office at 9:30am if you want to ride. Need a signup sheet at next meeting.*
8. Rose Lawn Fall Cleanup Day: **Sept. 5** – Carol Ferguson is coordinating.
9. Rose Lawn Festival: **Sept. 15-16**; Setup Sept. 13-14; Cleanup Sept. 17
10. Advanced MGEV Training “Regional Business Conference”: **Feb. 12th** at Bartow Extension
11. MGEV Grow Strong 2019 Conference: **April 8-10** at State Botanical Gardens, Athens
12. Taking orders for MGEV Garden Aprons (\$25) due to Extension office by **Sept. 21***
13. Allatoona Lake Cleanup - Ask a MG Tent: **Oct. 6th** @ 11:30am – 2pm

Engage Project Committees:

1. Demonstration/Community Gardens (Phil/Carol): Rose Lawn irrigation system to be discussed with Harvey, Jane, and Sheri Henshaw. Meeting TBA
2. Office Help Desk/Library (Mary): Need to recruit a co-chair.*
3. Publicity (Janet/Dian): Upcoming seminars, New MGEV Training*
4. Ask a MG Events/Plant Sales (Carol/Kerry): Rose Lawn Festival – need volunteers for setup/cleanup.
5. Seminars/Speaker's Bureau (Lisa C./Dian): Begin planning for 2019 Seminars*
6. New MG Training & Mentoring (Venia Etta/Kate): Recruit Mentors for 2019 and begin planning a New MG Meet & Greet for **January 28th** @ 5:30pm.
7. School Garden Clubs/Youth Programs (Marcia/Dian/Carol/Lynn): Meeting TBA
8. Plant Propagation Committee (Kate/Kerry): Meeting TBA

Additional Information: Next PDT meeting: **Friday, November 30th @ 1-3pm**

Action Items:

*Action Items	Person(s) Responsible	Completion Date
Create Allatoona Seminar Flyer	Emily Bryson	Sept. 4 th
Create 2019 MGEV Training Flyer	Emily Bryson	Sept. 4 th
Signup Sheet for Davenport Farm Tour	Linda Roth, Carol Ferguson	Sept. 4 th
Publicity for upcoming seminars	Publicity Committee	Sept. 4 th
Deadline to pay for MGEV Garden Aprons	Paul Pugliese	Sept. 21 st
'Project Map It' Surveys	All Committee Chairs	Nov. 30 th
Proposed Lawn & Garden Seminars for 2019	Lisa Clark	Nov. 30 th
Recruit Office Help Desk Co-chair	Mary Willis, Kate Posey	Nov. 30 th