

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Aug. 25, 2015

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

Members Present: Steve Zuber, Linda Roth, Carol Ferguson, Dian Green, Candice Sims, Kate Posey, Venia Etta McJunkin, Carolyn Creager, Dianne Bennett

Members Not in Attendance: Jim Humphreys, Sandra Howell, Vicki Jones, Jane McElreath, Rolland Stokes, Edna Martinez, Mary Willis

R.E.P.E. Report:

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

1. Review May 19th PDT meeting minutes and action items. Minutes approved.
2. YTD Budget Update: Net income is \$1,773.32.

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

1. Group discussion about MGEV projects, volunteer recruitment, and engagement.
2. Project Committee Signup Sheets will be available at monthly meetings through end of year.

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

1. Promote upcoming 2015 Garden Seminars and Ask a MG Clinics/Plant Sales.
2. Seeding Home Lawns seminar on Sept. 8 @ 6:30pm – 3 signed up so far.
3. Wreath Making seminar on Nov. 14th – 4 signed up so far.
4. 4-H Forestry Team Practices: Sept. 3 & 8 @ 4:30pm-6:30pm (only one volunteer)
5. Water conservation booth at Allatoona Lake Cleanup: September 12 @ 10:30am – 1pm
6. Rose Lawn Arts Festival plant clinic/plant sale: Sept. 19 & 20
7. Recruit applications for 2016 MGEV training classes. Deadline December 15th.
8. Shakespeare Demo. Garden at Legion Theatre – S. Lukas/J. Holland/C. Creager will take lead.
9. Bartow Carver Park Pollinator Demo. Garden – Jane McElreath exploring project.
10. Begin outline for 2016 Bartow Lawn & Garden Seminar schedule.
11. North Georgia Garden Symposium at North Metro Campus on Feb. 25 (tentative)

Engage – *Describe the tasks and/or roles members will play in upcoming educational programs and events.* Project Coordinator Updates:

1. Demonstration Gardens (Steve/Rolland):
2. Office Help Desk/Library (Steve/Mary/Carolyn/Edna):
3. Publicity (Jim/Dian/Lisa/Joy/Jerilyn):
4. Ask a MG Clinics/Plant Sales (Kate/Jane/Carol/Steve/Karen):
5. Seminars/Speaker’s Bureau (Steve/Edna/Sandra H.):
6. New MG Training (Venia Etta/Kate):
7. School Garden Clubs/Youth Workshops (Marcia/Dian):
8. Cookbook Committee (Mary/Candice): 2 cookbooks left; 2nd edition ready to print for festival.

Action Items (To add rows, press “Tab” in the last table cell.)

Action Item	Person(s) Responsible	Completion Date
Signup sheet for Allatoona Lake Booth	Paul Pugliese	Sept. 1, 2015
Signup sheet for Garden Symposium Comm.	Paul Pugliese	Sept. 1, 2015
Find a School Garden Comm. Representative	Dian Green	Sept. 1, 2015
Committee expectations/job descriptions	Each Project Chair	Sept. 1, 2015
Outline 2016 Seminar Schedule	Steve Zuber/Committee	Nov. 30, 2015
MGEV/Mentor Meet & Greet	Venia Etta McJunkin	Jan. 11, 2016@5pm

Additional Information:

Next PDT meeting: Monday, November 30th @ 1-3pm

Bartow County MGEV's

- 55 MGEV's on the roster:
 - 5 listed as trainees (still completing first 50 hours)
 - 10 listed as inactive (no hours reported last year)
- Total 45 "active" (reporting hours)

2014 Reported Hours

- 45 MGEV Reported Hours:
 - 38 completed 25+ hours required to be active
 - 7 reported less than 25 hours
- The workhorse volunteers:
 - 24 reported more than 50 hours
 - 11 reported more than 100 hours

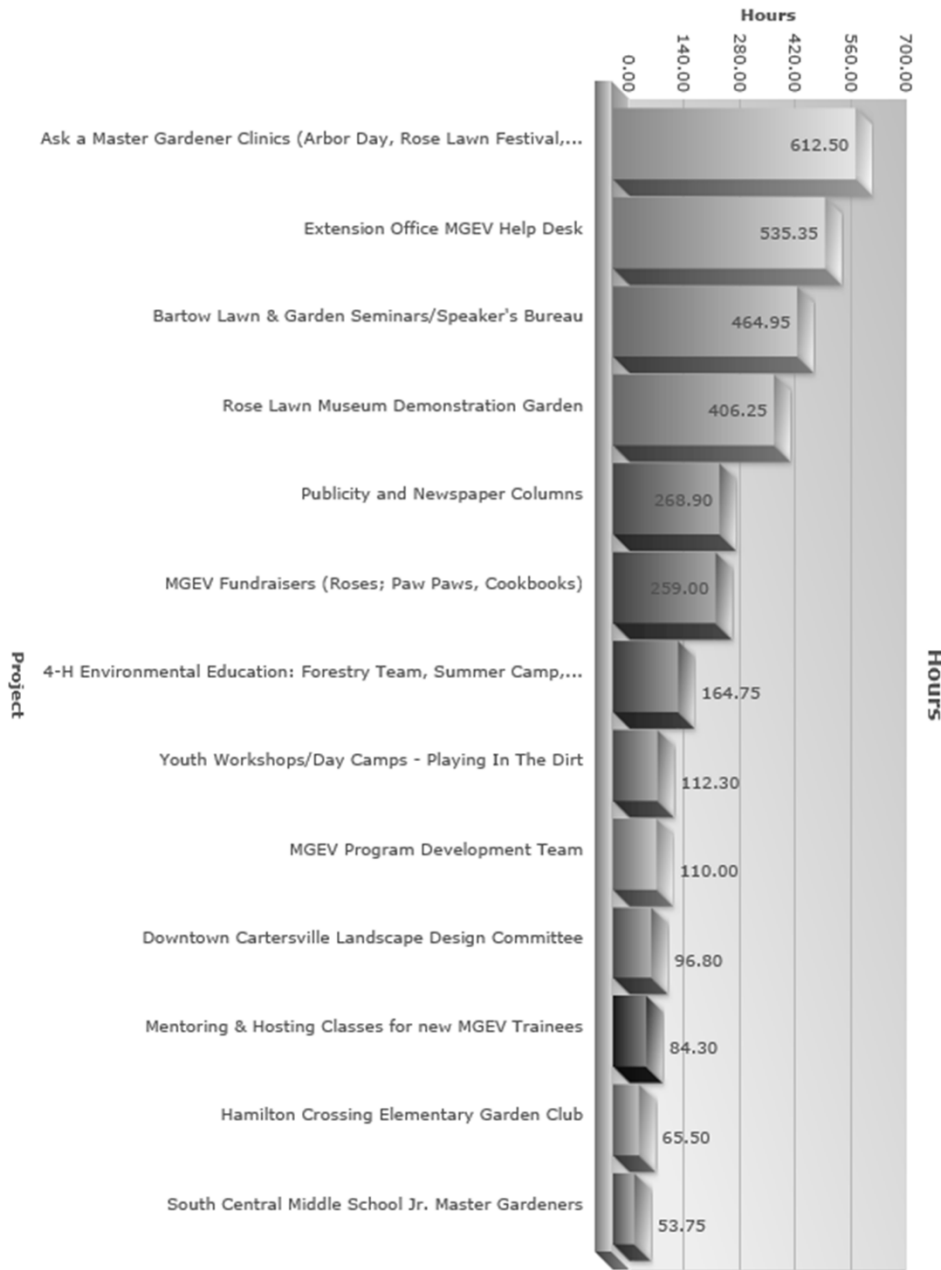
2015 Reported Hours YTD

- 28 MGEV Reported Hours:
 - 16 completed 25+ hours required to be active
 - 12 reporting less than 25 hours
 - 17 have not reported hours this year
- The workhorse volunteers:
 - 12 reported more than 50 hours
 - 4 reported more than 100 hours

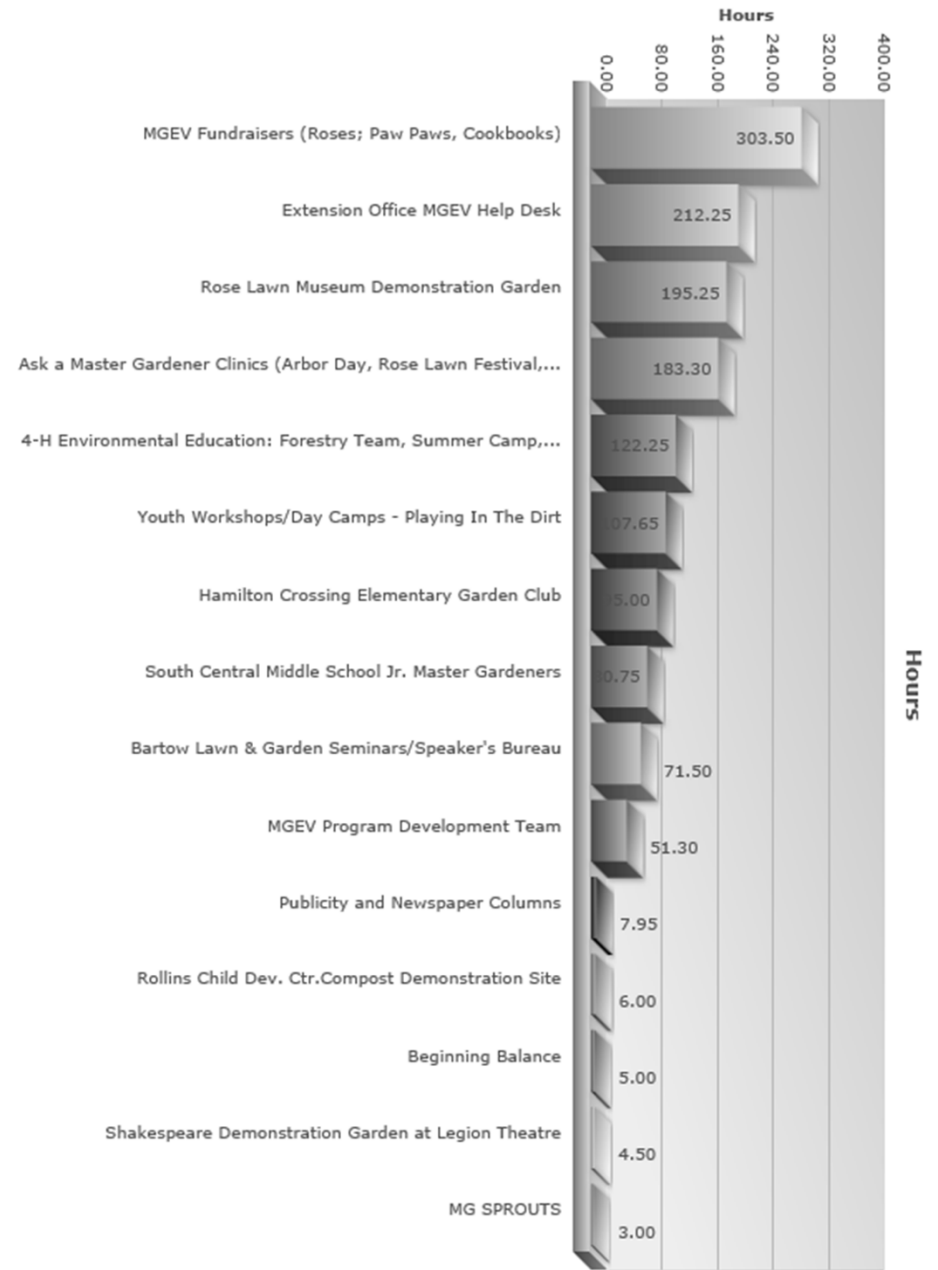
Group Discussion

- How many MGEV's do we need to recruit?
- What projects need more volunteers/hours?
- Projects creating the most impact i.e. education/outreach contacts:
 1. Ask a MG Clinics/Plant Sales
 2. Lawn & Garden Seminars
 3. 4-H Youth Workshops/JMG Clubs
 4. Extension Office Help Desk

2014 Hours by Project



2015 Hours by Project YTD



2015 Bartow Master Gardener Extension Volunteer Project Coordinators*:

*Project coordinators are responsible for recruiting project team members and determining how many volunteers and what skills/training are needed for each program or activity. They should regularly communicate with their team volunteers through periodic project committee meetings as well as lead and motivate others to be involved. Annually determine a list of supply needs and submit budget requests for reimbursement.

1. **Demonstration Garden Team Coordinators** (Rose Lawn Museum, Shakespeare Garden at Legion Theatre, Rollins Child Development Center Compost Site, etc.)
 - a. Steve Zuber, Chair Rose Lawn
 - b. Rolland Stokes, Co-Chair Rose Lawn
 - c. Sandra Lukas, Chair Shakespeare
 - d. Jerilyn Holland, Co-Chair Shakespeare
 - e. Carolyn Creager, Co-Chair Shakespeare
 - f. Venia Etta McJunkin, Chair Rollins
 - g. Carol Partee
 - h. Carol Ferguson
 - i. Linda Roth
2. **MGEV Office Help Desk Coordinators** (scheduling & training office volunteers)
 - a. Mary Willis, Chair
 - b. Steve Zuber, Co-Chair
 - c. Carolyn Creager, Co-Chair
 - d. Edna Martinez, Help Desk Librarian
 - e. Linda Roth
3. **Publicity Coordinators** (promotional fliers, news releases, marketing all MG programs/activities, newspaper columns, etc.)
 - a. Jim Humphries, Newspaper Chair
 - b. Dian Green, Newspaper Co-Chair
 - c. Lisa Fowler (Facebook Updates)
 - d. Joy Leaphart (Facebook Updates)
 - e. Jerilyn Holland (Facebook Updates)
 - f. Dianne Bennett, Photographer
 - g. Suzie Manning
4. **Ask a Master Gardener Clinic and Plant Sale Coordinators** (Rose Lawn Festivals, Arbor Day, Farmer's Markets, Allatoona Lake Cleanup, etc.)
 - a. Kate Posey, Chair (KBB/Arbor Day liaison)
 - b. Jane McElreath
 - c. Carol Ferguson (Farmer's Market liaison)
 - d. Steve Zuber
 - e. Carolyn Creager (Keep Bartow Beautiful liaison)
 - f. Kathy Daniel
5. **Bartow Lawn & Garden Seminars and Speakers Bureau Coordinators** (schedule speakers and coordinate seminars i.e. Hypertufa, Rose Care, Wreath Making, Lawn & Garden, etc.)
 - a. Steve Zuber, Chair
 - b. Edna Martinez, Co-Chair
 - c. Sandra Howell, Co-Chair
 - d. Dianne Bennett
 - e. Mary Willis
6. **New MGEV Training Coordinators** (assign mentors, host classes, meet & greet/orientation, etc.)
 - a. Venia Etta McJunkin, Chair
 - b. Kate Posey, Co-Chair
 - c. Carol Ferguson
 - d. Dianne Bennett
7. **School Garden Clubs and Youth Workshop Coordinators** (South Central Middle, Hamilton Crossing Elem., Woodland High, 4-H Day Camps)
 - a. Marcia Humphreys
 - b. Dian Green
 - c. Dianne Bennett
 - d. Pamela How
 - e. Carol Ferguson
 - f. Steve Zuber
8. **Cookbook Committee Coordinators** (2nd edition)
 - a. Mary Willis, Chair
 - b. Candice Sims, Co-Chair

Paul J Pugliese

From: Paul J Pugliese
Sent: Tuesday, June 16, 2015 11:00 AM
Subject: Master Gardener Program Development Team Minutes

MGEV Team,

Attached to this email is a summary of our meeting minutes from May 19th. I apologize for not getting this out sooner to the group. It's been a very busy summer for me and we're just getting started! We are in the process of hiring a new Family and Consumer Science Agent to replace Kathy Floyd, who retired at the end of 2011. Kathy was hired back part-time for the past three years and her last official day is June 30th.

Also, I have confirmed our 2016 Master Gardener Training dates for February 15th – March 23rd at Chattahoochee Technical College. I posted the application online this week at the following website:
<http://www.caes.uga.edu/extension/bartow/MasterGardener/Apply.html> We can start to take applications now and the deadline to apply is set for December 15th.

Please take a moment to review the attached "2015 Project Coordinators" list. I have tried to consolidate and capture all of the projects that we currently have active in Bartow County. During our last meeting, the group decided that we needed to move forward with making these project teams into formal committees. The goal is to improve communication, have better volunteer recruitment for specific activities, and increase engagement/participation of volunteers. This will be increasingly important as our organization grows with new members.

Our primary action item is to have each project committee meet independently between now and our next PDT meeting on August 25th. I would recommend having a team member/volunteer signup sheet at the next Master Gardener meeting as well as set a meeting date in July or August for each project team. Please consider the project coordinators list as a DRAFT that can be updated/revised based on your committee's recommendations. We may need to rearrange some of the chair/co-chair assignments as we move forward. This is also a great opportunity to engage some of our new members and give them leadership roles in the organization. I would also encourage you to rotate the chair/co-chair assignments every few years to give people a chance to serve in different capacities.

If you are serving as a project chair, please meet with your committee to discuss the following items and be prepared to give an update at our PDT meeting on August 25th:

1. What are the education/outreach goals of our project committee?
2. Who will be the chair and co-chair of our committee?
3. How many volunteers do we need to carry out our project committee?
4. How often does our project committee need to meet for planning work days, seminars, events, etc?
5. How is the best way to communicate with our team members to remind them of specific volunteer assignments i.e. phone tree, email, periodic meetings, etc?
6. What supplies do we need to carry out our project?
7. Do we need to submit a budget request for reimbursement of supplies?
8. Do we need to apply for grants or solicit donations for supplies?
9. What type of volunteer in-service training do we need to make sure everyone can carry out the project tasks consistently?

Please let me know if you have any questions. Thanks for all you do to support the Bartow County Extension office!

Paul J. Pugliese, MPPPM

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County: Bartow

Date: May 19, 2015

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

Members Present: Jim Humphreys, Venia Etta McJunkin, Carolyn Creager, Steve Zuber, Dian Green, Mary Willis, Candice Sims, Paul Pugliese

Members Not in Attendance: Kate Posey, Sandra Howell, Vicki Jones, Carol Ferguson, Karen Capito, Jane McElreath, Rolland Stokes, Dianne Bennett, Edna Martinez

R.E.P.E. Report

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

1. Review Feb. 17th PDT meeting minutes and action items. Minutes approved.
2. YTD Budget Update. Net income is \$1,974.90 – No new budget requests from project chairs.

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

1. New Bartow County Extension Plan of Work 2015-2018: “Increasing Agricultural and Environmental Literacy” to address food myths and concerns about pesticides, GMO’s, etc.
2. New Family and Consumer Science Agent to be hired this summer to replace Kathy Floyd.

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

1. Promote upcoming 2015 Garden Seminars and Ask a MG Clinics/Plant Sales
2. Farmer’s Market Kickoff & Plant Sale: May 30 @ 8am-noon
 → Farmer’s Market Advisory Meetings on 3rd Thursdays @ 4-5pm at Train Depot.
 → Zucchini festival at Farmer’s Market on June 27th
 → Tomato festival at Farmer’s Market on July 25th
3. 4-H Day Camp ‘Playing in the Dirt’: June 17 @ 9:30am-3:30pm (9 signed up so far)
4. 4-H Forestry Team Practices: July 17, 24, and 31 @ 9am-3pm (need volunteers)
5. Preparing schedule and applications for new MGEV training classes in February-March 2016.
6. Shakespeare Demo. Garden at Legion Theatre – S. Lukas/J. Holland/C. Creager will take lead.
7. Bartow Carver Park Pollinator Demo. Garden – Jane McElreath exploring project.
8. Do we need to create a new committee/coordinator for school projects?

Engage – *Describe the tasks and/or roles members will play in upcoming educational programs and events.* Project Coordinator Updates: See action item below.

1. Demonstration Gardens at Roselawn (Kate/Steve):
2. Office Help Desk/Library (Steve/Carolyn/Edna/Mary):
3. Publicity (Jim/Dian/Lisa/Joy/Jerilyn):
4. Ask a MG Clinics/Plant Sales (Karen/Kate/Jane/Carol/Steve):
5. Seminars/Speaker’s Bureau (Steve/Edna/Sandra H.):
6. New MG Training (Venia Etta/Kate):
7. Keep Bartow Beautiful Liaison (Kate/Carolyn):

Action Items (To add rows, press “Tab” in the last table cell.)

Action Item	Person(s) Responsible	Completion Date
Each project committee will meet to plan project needs for year i.e. how many volunteers, how often to meet (set dates), and determine any supply needs/budget requests.	All Project Coordinators (see attached list)	August 25
Committee for 2 nd Edition of Cookbook	Mary Willis	Ongoing

Additional Information:

Next PDT meeting: August 25 @ 1-3pm