

## **Extension Program Development Team (PDT) Minutes**

**Agent: Paul Pugliese**

**County: Bartow**

**Date: Aug. 30, 2019**

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

**Members Present:** Steve Zuber, Mary Willis, Marcia Humphreys, Dian Green, Kate Posey, Paul Baron, Linda Roth, Lisa Clark, Carol Ferguson, Lynn Frye, Candice Sims, Dee Anne Wyse, Jim Humphreys, Kerry DeFoe, Paul Pugliese

**Members Not in Attendance:** Janet Martin, Barbara Childers, Phil Aplin

#### **Review:**

1. Review June 7 PDT meeting minutes and action items. Minutes approved.
2. Budget Update: Current balance is \$3,913.23
3. Seminars: Growing Daylilies (31 attendees); Succulents Seminar (35 attendees); Tree ID (23 attendees); Cooking with Herbs (14 attendees); Grape Wreath Making (24 attendees); Troubleshooting Vegetables (13 attendees).
4. MGEV Thoughtful Thursday Class on June 13
5. 4-H Play in the Dirt Day Camp on June 18-19 (15 students)
6. 4-H Forestry Team Practices (7 Seniors; 5 Juniors)
7. Cartersville Farmer's Market Tomato Festival on July 27 (119 contacts)
8. Allatoona Community Garden Meeting on Aug. 27
9. Kingston Elementary, Euharlee Elementary, Adairsville Middle School Gardens Meetings
10. Rose Lawn Irrigation Proposal/Grant Submitted Aug. 1
11. Hickory Log got a water meter for blueberries on Aug. 2

#### **Education:**

1. Updated MGEV Educational Activity Report (see attached)
2. MGEV Advanced Trainings (see attachments)
3. Finance Committee/Budget Timeline (see attachments from Dee Anne Wyse)
4. MGEV Project Review Worksheet (see attachments)

#### **Plan and Promote Upcoming Programs and Events:**

1. 2020 Seminar Proposals – Lisa Clark is working on the schedule and seeking MG speakers. A sign-up sheet will be created by topic.\*
2. Quarterly Mentee Update/Education – Kate and Mary will work on a fall mentee activity.\*
3. Office Help: Beth Pryor's last day as Secretary will be **September 6**. Paul will be out of the office Sept. 9, 10, 11, 12, 17, 23, 24, 25. Barbara Todd will be covering the mornings.\*
4. Rose Lawn Fall Festival/Plant Sale: **September 21-22**. Mary is purchasing a new canopy.\*
5. Lake Allatoona Cleanup Education Expo: **October 5 @ 11:30am – 2pm** – Dee Anne Wyse\*


#### **Engage Project Committees:**

1. Seminars/Speaker's Bureau (Lisa C./Dee Anne): See above.
2. Demonstration Gardens (Phil/Paul B.): Grant proposal submitted.
3. Publicity (Janet/Amelia): Banner purchased. Amelia made a radio PSA. Paul created a new blog website and email subscription titled "Growing and Mowing in Bartow County."
4. Office Help Desk/Library (Mary/Kerry): Sept. committee meeting. Library organization in progress. Need a new bookshelf.
5. Ask a MG Events/Plant Sales (Carol/Kerry): No report.
6. Plant Propagation Committee (Steve/Kerry/George): No report.
7. School Garden Clubs/Youth Programs (Marcia/Dian/Carol/Lynn): Hamilton crossing got a rain barrel donation and has an Eagle Scout working on new raised beds.

8. New MG Training & Mentoring (Mary/Kate): See above.
9. Finance Committee (Dee Anne): See timeline above.

**Additional Information:** Next PDT meeting: **December 6** @ 1pm – 3pm.

**Action Items:**

 <b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Completion Date</b>
Signup Sheet for 2020 Seminars	Lisa Clark	Dec. 6
Quarterly Mentee Update (Fall)	Kate Posey & Mary Willis	Dec. 6
Office Help Signup Sheet for September	Mary Willis	Sept. 3
Purchase New Canopy for Rose Lawn Fest.	Mary Willis	Sept. 21
Lake Allatoona Expo Signup Sheet	Dee Anne Wyse	Oct. 5
Advanced MGEV Training in Carrollton RSVP	Paul Pugliese (driving bus)	Nov. 15

**Bartow County Master Gardener Association (BCMGA)**  
**2020 Budget Process and Schedule**  
**August 28, 2019**

According to the BCMGA By-laws, the budget for 2020 BCMGA should be approved and ready for operation at the January 2020 meeting. To achieve this deadline the following schedule will be implemented.

<b>Deadline</b>	<b>Activity/Milestone</b>
August 30, 2019	Review of BCMGA 2020 Budget Process and Timeline
September 3, 2019	Kickoff off of 2020 BCMG Budget Process (Timeline and process discussion)
September and October 2019	Meetings with project/area leads of budget needs for 2020
<del>November 29, 2019</del> (TBA)	PDT Presentation of 2020 BCMGA Budget
December 3, 2019	1 <sup>st</sup> Reading of 2020 BCMGA Budget
January 7, 2010	Final Approval of 2020 BCMGA Budget

During the months of September and October, the Treasurer and Finance Committee will be meeting with various program/area chairs to discuss the plans for 2020, 2019 expenditures and the planned 2020 expenses.

These program costs will be "rolled" up and evaluated by the Finance Committee and Executive Board for prudence and relevance to the overall BCMGA goals and objectives. The result of these meetings will be presented to the Bartow County Extension Agent, to the PDT and finally to the overall organization for review in December. A copy of the proposed budget will be sent to all members in December for final discussion and approval at the January meeting.

The Financial Committee areas of responsibility and the BCMGA Programs have been aligned as follows:

**Environmental Stewardship** – Increasing consumer awareness and knowledge of landscape and garden management for the optimum use and protection of the environment, including management of all aspects of the residential landscape (soil, plants, insects, diseases and wildlife); and understanding and proper use of equipment, pesticides, fertilizers, and other landscape inputs to have the greatest value with little negative impact on the environment.

**Finance Committee Lead: Don Hassebrock**

<b>Ask A Master Gardener Event/Plant Sales</b>	<b>Carol Ferguson</b>
Arbor Day	Kate Posey
Allatoona Resource Center	Gisele Butler
May Market	Mary Willis
Cartersville Farmer's Market	Carol Ferguson
Roselawn Festival	Keri Defoe
Lake Allatoona Clean Up	Dee Anne Wyse

**Home Food Production** – Teaching the benefits of home food production and developing skills and knowledge in growing food, management community gardens or contributing to food banks or kitchens.

**Health Benefits of Gardening** – Teaching the value of the interior and exterior landscape to human health, well-being, and quality of life, transferring knowledge and skills to intended audiences that they might utilize this information for personal health and a healthier workplace and community,

**Financial Committee Lead: Candice Sims**

<b>Seminar/Speakers Bureau</b>	<b>Lisa Clark</b>
Growing Daylilies	
Tree Identification/Walk	
Cooking with Herbs	Mary Willis
Troubleshooting Veg Garden	
Holiday Wreath Making	Kate Posey

**Gardening with Youth** – Increasing young people's awareness and understanding of the value of horticulture and landscaping, using horticulture as a tool to increase responsibility and leadership for youth, and teaching individuals and professionals (i.e. , teachers and therapists) how to use horticulture to reach young people.

**Financial Committee Lead: Lynn Frye**

<b>School Garden Clubs/Youth Programs</b>	<b>Marcia Humphreys</b>
Hamilton Crossing MS	Lynn Frye
Red Top MS	Marcia Humphreys
Kingston Elem.	?
Montessori	Carol Ferguson
Play in the Dirt/4H Day Camp	Dian Green
Tellus Museum STEM Week	Dian Green

**Value of Landscapes** – Developing within communities the knowledge and skill to ensure proper design, installation, and maintenance of sustainable landscapes for economic benefit to residents, state and local government employees and agencies, and professionals in impacted fields, such as tourism and real-estate development.

**Finance Committee Lead: Paul Baron**

<b>Demonstration Garden</b>	<b>Phil Aplin</b>
Roselawn	Phil Aplin
Hickory Log	Phil Aplin
Shakespeare	Carol Ferguson
Rollins CDC	Don Hassebrock

<b>Plant Propagation</b>	<b>Steve Zuber</b>
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All other areas will be the responsibility of the Treasure to coordinate, these include:

<b>Publicity</b>	<b>Janet Martin</b>
<b>Office Help Desk/Literature</b>	<b>Mary Willis</b>
<b>Club Administration</b>	<b>Carol Ferguson</b>
<b>Postage/Printing</b>	
<b>Insurance</b>	
<b>Refreshments</b>	
<b>Miscellaneous</b>	
<b>Miscellaneous - investment special</b>	

**Bartow Count Master Gardener Association**  
**Finance Committee Roles and Responsibilities**  
June 2019

Financial Management/Oversight

The Finance Committee shall assist the Treasurer in all financial/budgetary issues related to the BCMGA budget, investment accounts and related financial instruments. Each member of the Finance Committee shall assume responsibility of at least one the five priority areas, referred to as state initiatives, and will evaluate financial decisions from that priority area's stakeholders' position:

- Environmental Stewardship
- Home Food Production
- Gardening with Youth
- Value of Landscapes
- Health Benefits of Gardening

Budget Process

The Finance Committee assists in the development of the budget and payment process. The treasurer is responsible for development of the process with input from the Committee. The Financial committee would ensure expenditures are financially sound and support the BCMGA goals and objectives.

Budget Development

The Finance Committee assists in the preparation of an annual budget. The Treasurer will work with each Project Chair to determine expenses and develop a proposed budget. The Treasurer will roll all these up along with forecasted club expenses/income to a proposed budget. The Finance Committee will review and provide guidance as to the viability/feasibility of the budget and make a recommendation to approve/deny the proposed budget.

Budget Review

The Finance Committee reviews the monthly budget to actual report for accuracy and ensuring that expenses are in alignment with the BCMGA goals and objectives. The Treasurer is responsible for compiling the budget to actual reports for review.

Budget Arbitration

The Finance Committee shall assist the Treasurer in resolving budget issues and transfers of funds among projects within the overall budget.

Miscellaneous

The financial committee will meet minimally quarterly in person with some business conducted via email, phone and text, as appropriate. Call meetings will be scheduled as needed/required.

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This following information is pulled from our newly approved Constitution and By-laws.

#### ARTICLE V - DUTIES OF ELECTED OFFICERS, EXECUTIVE BOARD.

Section 4. The Treasurer shall be responsible for the collection and disbursement of all BCMGA funds, pay any bill upon receipt of a written statement and purchase proof, make monthly reports to the membership, and present the financial record of annual audit. He/she shall assist the **Finance Committee** in the preparation of an itemized budget and shall submit it to all members for approval at the January meeting.

#### ARTICLE VIII – FUNDS.

Section 1. The annual budget shall be developed annually by the **Finance Committee** in November. Chair of the Finance Committee shall present the proposed budget to the Executive Committee prior to first reading at the December meeting. After review by the Executive Committee, the proposed budget shall be presented at the December meeting as a first read and final approval shall be made by the membership at the January meeting.

Section 2. The funds of the BCMGA shall be expended according to the budget. No members may incur any indebtedness in the name of the organization without the approval and authorization of the Executive Board.

#### ARTICLE IX – COMMITTEES.

Section 1. Standing committees shall be reviewed prior to the upcoming calendar year. The newly installed President and the Executive Board, if deemed necessary, may reinstate committees whose functions extend beyond the current BCMGA year. All committee chairs shall be responsible for a procedure folder. Procedure folders shall consist of committee job objective(s), any pertinent contact information, special event dates and unfinished business and follow-up reports. Committee chairs may maintain a working folder; a record copy of folder shall be maintained in the Master Gardener office.

Section 3. The standing committees, such as the Bylaws, Finance, and Nominating, shall be considered and appointed by the President and Executive Board, as deemed necessary to carry out the objectives of the BCMGA.

B. The **Finance Committee** shall consist of at least 3 members with the Treasurer being chair. The Finance Committee shall assist the Treasurer in the preparation of an itemized budget and shall make recommendations as to the collection and disbursement of funds. Budgetary input shall be received from project and committee chairs.

# 2019 Master Gardener Budget

1-Aug-19

## Expenses

Program/Class/Area	Chair	Budget Contract labor/services	Actual Contract labor/service	Budget Expenses	Actual Expenses	Budget Supplies	Actual Supplies	Budget Misc.	Actual Misc.	Budget Grand Total	Actual Grand Total	Variance
Seminar/Speakers Bureau	Lisa Clark				\$ 108.49	\$ 200.00				\$ 200.00	\$ 108.49	\$ 91.51
Growing Daylilies										\$ -	\$ -	\$ -
Tree Identification/Walk										\$ -	\$ -	\$ -
Cooking with Herbs	Mary Willis						\$ 88.82			\$ -	\$ 88.82	\$ (88.82)
Troubleshooting Veg Garden										\$ -	\$ -	\$ -
Holiday Wreath Making	Kate Posey									\$ -	\$ -	\$ -
Seminar/Speakers Bureau Total		\$ -	\$ -	\$ -	\$ 108.49	\$ 200.00	\$ 88.82	\$ -	\$ -	\$ 200.00	\$ 197.31	\$ 2.69
Demonstration Garden	Phil Applin									\$ -	\$ -	\$ -
Roselawn	Phil Applin			\$ 852.00	\$ 99.87	\$ 300.00				\$ 1,152.00	\$ 99.87	\$ 1,052.13
Hickory Log	Phil Applin									\$ -	\$ -	\$ -
Shakespeare	Carol Ferguson					\$ -				\$ -	\$ -	\$ -
Rollins CDC	Don Hassebrock									\$ -	\$ -	\$ -
Demonstration Garden Total		\$ -	\$ -	\$ 852.00	\$ 99.87	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,152.00	\$ 99.87	\$ 1,052.13
Publicity	Janet Martin			\$ 200.00	\$ 65.11					\$ 200.00	\$ 65.11	\$ 134.89
Office Help Desk/Literature	Mary Willis					\$ 100.00				\$ 100.00	\$ -	\$ 100.00
Ask A Master Gardener Event/Plant Sales	Carol Ferguson									\$ 200.00	\$ 32.05	\$ 167.95
Arbor Day	Kate Posey				\$ 32.05	\$ 200.00				\$ -	\$ -	\$ -
Allatoona Resource Center	Gisele Buttker									\$ -	\$ -	\$ -
May Market	Mary Willis									\$ -	\$ -	\$ -
Cartersville Farmer's Market	Carol Ferguson									\$ -	\$ -	\$ -
Roselawn Festival	Keri Defoe								\$ 41.78	\$ -	\$ 41.78	\$ (41.78)
Lake Allatoona Clean Up	Dee Anne Wyse									\$ -	\$ -	\$ -
Others										\$ -	\$ -	\$ -
AMG Event/Plant Sales Total		\$ -	\$ -	\$ -	\$ 32.05	\$ 200.00	\$ -	\$ -	\$ 41.78	\$ 200.00	\$ 73.83	\$ 126.17
Plant Propagation	Steve Zuber				\$ 55.80	\$ 200.00				\$ 200.00	\$ 55.80	\$ 144.20
School Garden Clubs/Youth Programs	Marcia Humphreys									\$ -	\$ -	\$ -
Hamilton Crossing MS	Lynn Frye				\$ 107.00	\$ 200.00				\$ 200.00	\$ 107.00	\$ 93.00
Red Top MS	Marcia Humphreys					\$ 500.00				\$ 500.00	\$ -	\$ 500.00
Kingston Elem.	?					\$ -				\$ -	\$ -	\$ -
Montessori	Carol Ferguson					\$ 500.00				\$ 500.00	\$ -	\$ 500.00
Play in the Dirt/4H Day Camp	Dian Green					\$ 200.00				\$ 200.00	\$ -	\$ 200.00
Tallus Museum STEM Week	Dian Green					\$ 100.00				\$ 100.00	\$ -	\$ 100.00
School Garden Clubs/Youth Programs Total		\$ -	\$ -	\$ -	\$ 107.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 107.00	\$ 1,393.00
Club Administration	Carol Ferguson						\$ 364.16			\$ -	\$ 364.16	\$ (364.16)
Postage/Printing					\$ 60.00					\$ -	\$ 60.00	\$ (60.00)
Insurance										\$ -	\$ -	\$ -
Refreshments							\$ 47.75			\$ -	\$ 47.75	\$ (47.75)
Miscellaneous					\$ 44.00					\$ -	\$ 44.00	\$ (44.00)
Miscellaneous - investment special					\$ 3,000.00					\$ -	\$ 3,000.00	\$ (3,000.00)
Club Administration Total		\$ -	\$ -	\$ -	\$ 3,104.00	\$ -	\$ 411.91	\$ -	\$ -	\$ -	\$ 3,515.91	\$ (3,515.91)
Totals		\$ -	\$ -	\$ 1,052.00	\$ 3,572.32	\$ 2,500.00	\$ 500.73	\$ -	\$ 41.78	\$ 3,552.00	\$ 4,114.83	\$ (562.83)



# 2019 Master Gardener Budget

1-Aug-19

## Income

	Budget	Actual	Variance
<b>Contributions, Gifts, Grants</b>			
Donations		\$ 998.00	\$ (998.00)
Affiliate Contributions		\$ 354.16	\$ (354.16)
Registration Fees		\$ 30.00	\$ (30.00)
<b>Sub total</b>		<b>\$ 1,382.16</b>	<b>\$ (1,382.16)</b>
<b>Fundraising</b>			
May Market		\$ 1,995.50	\$ (1,995.50)
Roselawn September			\$ -
<b>Sub Total</b>		<b>\$ 1,995.50</b>	<b>\$ (1,995.50)</b>
<b>Investment Income</b>			
Program Service Revenue/Reg. Fees		\$ 2,552.10	\$ (2,552.10)
		\$ 862.00	\$ (862.00)
<b>Totals</b>	<b>\$ -</b>	<b>\$ 6,791.76</b>	<b>\$ (6,791.76)</b>



## Master Gardener Extension Volunteer Educational Activity Report

(To be completed any time MGEVs offer an event or activity for the public; one report per event/activity)

### I. BASIC INFORMATION ABOUT THE EVENT

Program/Activity/Event Title	
Location	
Start Date	End Date:
What kind of activity was this? <input type="checkbox"/> Exhibit <input type="checkbox"/> Event <input type="checkbox"/> Presentation	
<input type="checkbox"/> We included an audience evaluation. <input type="checkbox"/> We did not include an audience evaluation.	
MGEV Contact	
Lecture Title (if a presentation was given)	

### II. WHO PARTICIPATED IN THE EVENT?

RACE	MALE	FEMALE
White		
Black		
American Indian		
Pacific Islander		
Two or more races		
TOTAL		
ETHNICITY	MALE	FEMALE
Hispanic		
TOTAL		

TARGET AUDIENCES	QUANTITY
Homeowner (consumer/residential)	
Senior Citizen	
Youth (Grade: )	
Volunteer (i.e., the presentation was for other MGEVs)	

___ MGEVs produced (title):		
___ a newsletter article ___ a newspaper article, column, or press release ___ an exhibit or display ___ a PowerPoint presentation	Estimated circulation:	Number of likes or shares:



### III. PROGRAM DETAILS

Hours of instruction per participant (formal teaching time):	
Number of sessions or classes taught	
Total length of program (teaching & non-teaching time)	
Total adult volunteers participating in activity	
Total volunteer hours worked (all volunteer hours combined)	
In-kind Support (\$ value) (i.e., room rental fee waived, seeds donated)	
Funds Donated	

COMMENTS:

### IV. Volunteers involved with activity & hours worked (use another sheet if more space is needed):

NAME	HOURS	NAME	HOURS

Return to Extension office a copy of this EAR form and any of the following (check what you have included):

- |  |   |
|--|---|
| <input type="checkbox"/> Publicity for the program i.e. copy of news articles, letters sent, promo brochures, etc. | <input type="checkbox"/> Sign-in sheet                |
| <input type="checkbox"/> Copies of materials distributed   | <input type="checkbox"/> Evaluation forms             |
| <input type="checkbox"/> Follow up articles or reports   | <input type="checkbox"/> Other supporting information |

\*\*For Office Use Only:

Entered in Georgia Counts on \_\_\_\_/\_\_\_\_/\_\_\_\_



UNIVERSITY OF GEORGIA  
**EXTENSION**



## **Master Gardener Advanced Training**

Edible Landscapes

**Sponsored by: University of Georgia Extension  
Carroll and Douglas County**

**Friday, November 15, 2019  
8:30 A.M. – 4:00 P.M.**

**Instructors:** Greg Huber, Georgia Center for Urban Agriculture; Josh Fuder, ANR Agent Cherokee County; Bodie Pennisi, UGA Professor, Department of Horticulture; Fran Forsyth, West Georgia Native Plant Society.

**Training Focus:** – This six-hour training will focus on in the Edible Landscape, with a look at landscape designs, plant selection, herbs and sharing the experience. **Category: Sustainable Gardens and Landscapes(SGL)**

**WHAT'S INVOLVED?** - If participants wish to use this training for Gold Star Level, application and additional outside work will also be required in addition to completing the sessions. This training qualifies for Silver Star but double credit will not be given. See Advanced Training information and application at: [http://www.caes.uga.edu/departments/hort/extension/mastergardener/MasterGardenerAdvance\\_dTraining.html](http://www.caes.uga.edu/departments/hort/extension/mastergardener/MasterGardenerAdvance_dTraining.html)

**WHERE WILL IT BE?** –Carroll County Ag Center located at 900 Newnan Road, Carrollton, Carroll County, 30117

**WHAT'S THE COST?** - The cost for the program is \$50.00 and covers instruction, all materials, lunch and breaks. Refunds are available up to 11/1/2019 less 20% , no refunds after 11/1/2019.

**WHO CAN ATTEND?** - Any certified active Georgia Master Gardener Extension Volunteer. Registration is limited to 50 participants due to hands on activity and room size. **HOW DO I REGISTER?** - Fill out the registration form on the back of this flyer and return with a check for \$50.00 made out to: Carroll County Extension/4-H. Mail to: UGA Extension Carroll County, 900 Newnan Road, Carrollton, GA 30117. **The deadline for registration is Friday, November 1, 2019 at 5:00 P.M.** **NEED MORE INFORMATION?** - Contact Paula Burke, [pjburke@uga.edu](mailto:pjburke@uga.edu), 770-836-8546 or Kevin Livingston, [kliving@uga.edu](mailto:kliving@uga.edu), 770-9207225



UNIVERSITY OF GEORGIA  
**EXTENSION**



**Edible Landscapes**  
**Friday, November 15, 2019**

**Registration Deadline: November 1, 2019**

**Name:**

**Address:**

**City State**  
**Zip:**

**Volunteer**  
**County:**

**Phone:**

**E-mail:**

**Special Assistance Required?**    Y        N  
**Special Dietary Concerns?**

**Briefly describe something you would like to learn in this class.**

***Registration \$50.00 Please make checks out to Carroll County Extension/4-H***  
***Mail form and payment to:***

**UGA Extension Carroll County**  
**900 Newnan Road**  
**Carrollton, GA 30117**

**Office Use Only**

**Date received:**

**Amount:**

**Check #:**

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origin, age, sex or disability.

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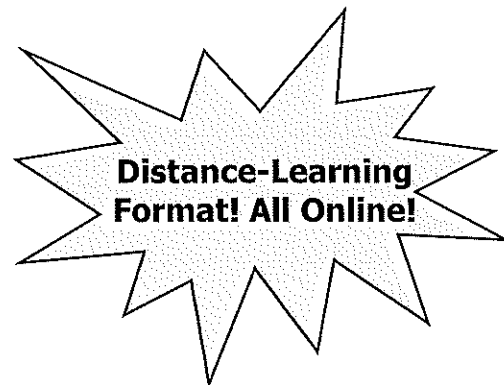


## Master Gardener Extension Volunteer Program

### Master Gardener Advanced Training Teaching with Demonstration Gardens

September 25, October 9, October 23, and  
November 6, 2019  
10:00 am -11:30 am

with Sheri Dorn,  
Extension Horticulturist, Consumer Ornamentals,  
and Coordinator, Georgia Master Gardener  
Extension Volunteer Program



**WHAT IS IT?** – This training is designed to equip active Master Gardeners with additional skills and knowledge to use demonstration gardens as a teaching tool for the public audience. Master Gardeners will learn the importance of signage, create interpretive activities, and explore ways to maximize the outreach of the Extension demonstration garden. Those who receive this training will be expected to assist their respective county Extension offices by providing educational instruction and outreach at demonstration gardens. **Category: [R]**

**WHAT'S INVOLVED?** *If participants wish to use this training for Gold Star Level application, additional outside work will be required in addition to completing AT courses. This training qualifies for Silver Star but double credit will not be given. See Advanced Training information and application at: <http://extension.uga.edu/programs-services/georgia-master-gardener-extension-volunteer-program/volunteer/current-mgev-volunteers/advanced-training.html>*

**WHERE WILL IT BE?** – This training will be held ONLINE using a Zoom connection link and an eLC online classroom will be utilized for sharing course materials (provided in final confirmation materials). *For AT credit, participants must attend all four online sessions and complete assignments.*

**WHAT'S THE COST?** - The cost for this Advanced Training is \$25.00.

**WHO CAN ATTEND?** - Any certified, active Georgia Master Gardener Extension Volunteer can attend. Registration is limited to the first 40 participants. MGEVs are encouraged to sign up with fellow MGEVs in their counties providing leadership for or planning to provide leadership for a county demonstration garden project.

**HOW DO I REGISTER?** – Fill out the registration form on the back of this flyer and return with a check for \$25.00 made out to: **The University of Georgia**. Mail to: Georgia Master Gardener Program, 1109 Experiment St, Cowart Bldg, Griffin, GA 30223-1731. **Registration deadline is Monday, September 9, 2019.**

**MORE INFORMATION?** – Contact the Georgia Master Gardener State Program Office, 770-228-7243.



UNIVERSITY OF GEORGIA  
**EXTENSION**



Master Gardener Extension Volunteer Program

**Teaching with Demonstration Gardens  
Registration Form**

September-November 2019

*\*\* Training will be four online sessions. \*\**

Name:	
Address:	
City State Zip:	
Volunteer County:	
Phone:	
E-mail:	
Special Assistance Required? <input type="checkbox"/> Y <input type="checkbox"/> N	
Briefly describe something you would like to learn in this class.   	
<p><b>Registration is \$25.00. Please make checks out to The University of Georgia.</b> Mail to: Georgia Master Gardener Program, 1109 Experiment St, Cowart Bldg, Griffin, GA 30223-1731.</p> <p><b>Registration deadline: Monday, September 9, 2019. This training is limited to 40 participants.</b></p> <p><b><u>CANCELLATION POLICY</u></b> - Registrants who cancel up to two business days prior to the event will be assessed a processing fee of \$20. There will be no refunds for cancellations within two business days of the event. Substitutions can be made prior to and on the day of the event. In case of inclement weather, event will be rescheduled at an available date and venue. If the event is cancelled due to low course enrollment or other UGA factors, a refund of 100% will be made or registrants may opt to receive a voucher and priority registration for one future training in lieu of refund by check. Refunds by check will be issued within four to six weeks and require that the registrant comply with federal and state requirements to supply correct taxpayer identification numbers to UGA Accounts Payable.</p>	
<b>Office Use Only</b>	
Date received:	Amount:                      Check #:

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origin, age, sex or disability.

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## Master Gardener Extension Volunteer Program

### REVIEWING MGEV PROJECTS<sup>1</sup>

MGEV projects are often created, approved, and left on project lists for years. It is helpful to periodically review each project to ensure that it continues to fulfill its purpose and meet its goals. An objective process and data/information will create a solid foundation for project changes and improvements. It is hoped that these reviews will be positive experiences, invigorate projects, and reinforce what we are doing well in addition to identifying areas for improvement.

There are multiple reasons to review a project, such as new practices related to the project, a drop in MGEV or public participation level, changes in project leadership, problems in project operations, or even a desire to take a fresh look. The project coordinator or an MGEV can volunteer a project to be reviewed, or an agent can select a project for review.

The goal is to review two to three MGEV projects per year, or as needed. More reviews can be done if the need arises and time and volunteers are available. Ideally, all projects will be reviewed at least once within 3 to 5 years. Project review should become a continuous and on-going process.

Review committees should contain at least 3 members. Suggested committee members include the agent and/or program coordinator, project coordinator or a project team member, active MGEVs, an MGEV trainee or first-year veteran, and possibly a project user or community member. The chair person for the project review should be designated prior to the beginning of the review process.

#### GENERAL GUIDELINES FOR DOING A REVIEW

These are general guidelines and steps for all project reviews. It is expected that each review committee will adjust the process as is appropriate for the project being reviewed.

##### Step 1 – Define the Purpose and the Goals of the Review

Define at the beginning of the process what the review is to accomplish. The goals may be general or quite specific to the project being evaluated. Examples of purpose/goals may be:

- Provide an evaluation of xyz program
- Provide information for quality improvement
- Determine how well xyz project has met its goal(s)
- Determine the level of user satisfaction
- Identify methods to improve community outreach
- Increase MGEV volunteer participation in xyz

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<sup>1</sup> Adapted from materials by Oregon State University, COMGA; Review process revision committee: Vicky Kemp, Pat Kolling, Chris Miao, Dowann Thebo. January 2012.



### Step 2 – Define How to Conduct the Review

Begin the review by determining how they will conduct the review, what data or information they want to use, and how to collect that information. Examples may include:

- Report prepared by the project coordinator and project committee (list of possible items follows)
- Survey of project users
- Financial review of current and past years
- Summary of volunteer numbers and hours devoted to the project
- Interviews with agent, office staff, MGEVS, or other key stakeholders
- Literature search for current trends or standards of practice in field

### Step 3 – Set Time Frames and Assignments

Set a schedule for meetings, data collection, reporting, etc. It is suggested that reviews be completed within 2 months after the conclusion of project activities for the year or on a timeframe agreed upon with the agent. Recommendations requiring financial changes should be completed in time to feed into the next budget cycle.

### Step 4 – Collect Data and Information

Committee members are responsible for requesting and collecting data and information. The project coordinator is a key source of information, as well as the treasurer, MGLOG, etc.

### Step 5 – Analyze Results and Develop Recommendations

So that the review is based on objective information rather than subjective opinion, the review committee will undertake a comprehensive analysis of all data and information collected, such as material from the project coordinator, survey results, financial review, trend research, etc. Recommendations should address the goals established at the beginning of the review process and should also include consideration of feasibility of implementation. Recommendations should include input from all committee members and be arrived at by consensus.

### Step 6 – Recommendations

Recommendations will be presented to the agent in a written report in time to allow for project planning for the next calendar year. Recommendations as presented will either be revised or accepted. The project coordinator should be informed of any recommendations for implementation. Any projects that are retired should be unpublished in MGLOG.

### Step 7 – Implementation by the Project

The project coordinator and team members carry out implementation of the recommendations. They will develop an action plan, including timeframes and budget, to carry out any changes. The project coordinator will discuss with the agent any recommendations that cannot be implemented.

### Step 8 – Reporting on Accomplishments

The project coordinator will share progress reports with the agent, including recommendations implemented or delayed, assessment of success, and any other factors considered pertinent. A historical record of review results should be kept by the project coordinator to be able to see the progression of the project over time.



## Master Gardener Extension Volunteer Project Review Worksheet

### I. BASIC INFORMATION ABOUT THE PROJECT

Review Date		Date of Last Review	
Project Name			
Project Description			
Project Purpose			
How does the project address Extension's purpose/mission?			
Start Date	End Date:	<input type="checkbox"/> single event <input type="checkbox"/> ongoing	

Current year project goals:
Did the project meet goals? If not, why? Describe accomplishments.
Describe any new techniques, trends or community needs that could be incorporated into the project.

Resources are required for this project over the past several years:			
Funds			
# Volunteers			
# Volunteer hours			
Annual time commitment (one day event, several days or months)			



## II. WHO PARTICIPATES IN THE PROJECT?

TARGET AUDIENCES	QUANTITY (PREVIOUS YEAR)
Homeowner (consumer/ residential)	
Senior Citizen	
Youth (Grade: )	
Volunteer (i.e., the presentation was for other MGEVs)	

Are participants satisfied with the project, program and service?

Current partners? Potential partners? What do partners do or provide?

## III. CONCLUSIONS AND RECOMMENDATIONS

Project Strengths

Project Weaknesses

Recommendations for next year:

Budget changes:

Recommendations Received and Discussed	Signature and Date
Project Coordinator	
UGA Agent	
Program Coordinator	