

Extension Program Development Team Minutes

Agent: Paul Pugliese

County: Bartow

Date: May 22, 2013

Program Area: Bartow County Master Gardener Extension Volunteers

Members Present: Karen Capito, Carolyn Creager, Dian Green, Jim Humphreys, Kate Posey, Paul Pugliese, Steve Zuber, and Sandra Howell

Members Not in Attendance: JoAnne Barre, Venia Etta McJunkin, and Rolland Stokes

R.E.P.E. Report

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

- Review February minutes: All action items complete
- Project Coordinator Updates:
 - Plant clinic at Home Depot
 - Rain barrel seminar

Educate – Briefly describe the educational component of the meeting.

- New resources for Bartow MG's i.e. Cleanscapes Materials
- PDT Budget Update: Balance \$621.77 with credits and debits in and out for plant sale and projects

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

- 2013 Seminar Series & Plant Clinic schedules
(6 signed up for lawn care, 9 for composting, 11 adults for wreath making class)
- Master Gardener Field Trip to UGA – May 31st @ 7am – 6pm
- 2013 4-H Forestry Team
- 2014 MG Training Schedule TBA (Probably Summer 2014)

Engage – Describe the tasks and/or roles members will play in upcoming educational programs and events.

See below.

Action Item	Person Responsible	Completion Date
Instruct MG's on properly filling out log sheets at next meeting	Jim Humphreys	June 4, 2013
Create check list for supplies for future plant clinics	Karen Capito	June 20, 2013
Email reminder for field trip to state botanical gardens	Paul Pugliese	May 30, 2014

Recruit a new Speaker's Bureau Coordinator at next meeting	Jim Humphreys	June 4, 2013
Begin planning for 2014 seminar schedule	Steve Zuber	Dec., 31, 2013
Begin making arrangements for December party	Kate Posey	Nov., 30, 2013

Additional Information:

Steve Zuber has agreed to head up the Seminar and Speakers Bureau. Jim Humphreys will recruit someone to coordinate the Speakers Bureau and serve as Steve's Co-Chair at the next meeting. Kate Posey has agreed to coordinate the plant sale at the Roselawn Arts and Crafts Festival in September. Next PDT meeting: August 27th at 1 PM at Ag Center.