

ELS Program Development Team Minutes

Agent: Paul Pugliese

County: Bartow

Date: Oct. 19, 2011

Program Area: Agriculture & Natural Resources – Master Gardener Volunteers

Members Present: Karen Capito, Sandra Howell, Venia Etta McJunkin, Kate Posey, Rolland Stokes, Steve Zuber

Members Not in Attendance: JoAnne Barre, George Mattson

R.E.P.E. Report

Review – *Briefly describe the activities and events reviewed and evaluated during the meeting.*
Paul reviewed the minutes from the last meeting on July 13th. PDF info was reviewed. Hours and education were discussed. Project coordinators and their duties were discussed. MG projects for 2011 were reviewed and evaluated. MG projects and seminars for 2012 were considered.

Educate – *Briefly describe the educational component of the meeting.*
Project coordinators and their responsibilities were discussed. Organizational details were reviewed. Job descriptions were distributed for each project area. A strong educational aspect to each project was emphasized.

Plan – *Describe the planning for upcoming educational programs and events.*
Types of programs and activities to be delivered to the community for 2012 were considered and will be implemented as described below.

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

Project coordinators were selected. Each coordinator is to meet with Paul and make plans for 2012.

1. Demonstration Garden Team Coordinator (Roselawn Museum, Pettit Preserve Composting Site, etc.) – Karen Capito and Kate Posey
2. MG Help Desk/Office Coordinator (scheduling & training office volunteers) – Carolyn Creager and Steve Zuber
3. Publicity Coordinator (promotional fliers, new releases, marketing all MG programs/activities, etc.) – Jim Humphries
4. Plant Clinic Coordinator (Ask a MG booths, Arbor Day, Farmer's Market, etc.) – Karen Capito and Kate Posey
5. Seminar and Speakers Bureau Coordinator (schedule speakers and coordinate adult gardening classes, i.e., hypertufa, rose care, wreath making, etc.) – Sandra Howell and Rolland Stokes
6. New MG Training Coordinator (assign mentors, host classes, orientation sessions, etc.) Venia Etta McJunkin and Kate Posey

7. Fundraiser Coordinator (develop a budget, set goals/funding needs, carry our fundraiser events, apply for grants, etc.) - TBD

Coordinators are responsible for recruiting teams and determining how many volunteers with what skills are needed for each project as well as recruiting directors and volunteers to carry out each assignment. They should lead and motivate others to be involved.

The next PDT meeting is scheduled for Wednesday February 15th from 3-5pm, immediately following the MG training class that day.

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

Action Item	Person Responsible	Completion Date
Memorandum of Agreement	Paul Pugliese	12-31-12
MG Log Sheets & summaries	Each MG	12-15-11
Schedule of Events	Each chair	2-15-12
Meeting with Paul	Each chair	2-15-12

Additional Information

Bartow Mg's will host the new MG training Jan 25th – Feb 8th.