

ELS Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: July 13, 2011

Program Area: Agriculture & Natural Resources – Master Gardener Volunteers

Members Present: George Mattson, Rolland Stokes, JoAnn Barre, Kate Posey, Venia Etta McJunkin, Paul Pugliese

Members Not in Attendance: Sandra Howell

R.E.P.E. Report

Review – *Briefly describe the activities and events reviewed and evaluated during the meeting.*
We discussed current volunteer service projects that Master Gardeners are actively involved with in Bartow County. A list of active projects were compiled including the following: Roselawn Museum Garden; Library Children’s Garden; Sam Smith Park Memorial Tree Planting; Homeless Shelter Vegetable Garden (partnership with Keep Bartow Beautiful); Speakers Bureau; Seminars (i.e. Wreath Making, Rose Care, Hypertufa); Pettit Preserve Composting Demonstration; Georgia Arbor Day; Bishop’s Daylily Garden (show preparation); Georgia Master Gardener Association Conference (Rome); Smith Gilbert Arboretum Workdays (Tuesdays); Local Newspaper Articles.

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

Paul explained the purpose of the “Extension Leadership System (ELS)” and the primary goals of the Bartow Master Gardener Volunteer Program Development Team (PDT). The three main goals are:

1. Program Development - Assist the Extension office with planning and implementing new and innovative educational programs to address current issues in home gardening and consumer horticulture.
2. Marketing/Branding – Assist the Extension office with marketing/branding Bartow County Extension programs and services to local community.
3. Advocacy – Become a voice for the Extension office by sharing the impact of our programs/services with elected officials, local civic groups, and other key stake-holder networks that affect funding, staffing, and support for UGA Cooperative Extension at the county and state level.

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

1. Our first goal is to reevaluate current Master Gardener community service projects and determine how they fit within the mission of UGA Cooperative Extension.
 - a. We discussed the various project categories listed on Master Gardener log sheets as far as what counts/does not count for Extension volunteer hours.
 - b. These project categories are set by the State Master Gardener office and are standardized statewide for annual reporting purposes.
 - c. Each volunteer service project should be assigned to one of the 18 approved project categories on the log sheets.
 - d. Paul mentioned that if a project doesn’t currently fit under one of the 18 approved

project categories, that perhaps the project could be modified in such a way to provide an educational component such as teaching seminars, plant clinics/information booths, or demonstration gardens/guided tours so that it could qualify for volunteer hours.

- e. The “Master Gardener Project Proposal Form” was suggested as a tool to help with program planning and approval for volunteer hours by the County Extension Agent.
 - f. Kate Posey recommended having Rolland Stokes complete a project proposal form for all current volunteer projects to ensure a formal approval was in place for liability purposes. These project proposals will be presented at an upcoming Master Gardener meeting in August or September for member approval. These could also be completed by project coordinators or committee chairs for each service project (might want to discuss this at the next meeting). Paul will be more than glad to assist with ideas on how to make current projects approved for volunteer hours if an educational component is not currently included.
 - g. The Bartow Master Gardener association has the option of continuing community service projects/activities without the approval of the County Extension Agent, but cannot count these projects for Extension volunteer hours and must assume their own liability for these activities. See “Memorandum of Agreement for Master Gardener Associations.”
 - h. Paul would like to have current projects approved and working toward inclusion of an education/outreach component going into 2012. Hours logged thus far in 2011 will be grandfathered in and can count for the annual summary as currently reported.
2. The second part of our discussion focused on improving the accuracy of annual reporting for Master Gardener Extension Volunteer hours:
- a. Current log sheets do not capture “group projects” accurately, which makes compiling the County Annual Summary difficult for Extension offices.
 - b. To make this easier for reporting, the “Master Gardener Program/Activity Report” was introduced by Paul. This form will only be completed by the project coordinator or committee chair for projects approved for Extension volunteer hours.
 - c. Paul mentioned that one Master Gardener volunteer should be assigned as “coordinator” for each project/activity so that they would be responsible for completing this Program/Activity Report. This would also make it easier for the Extension office to communicate with the various project coordinators. For example, if our office gets a request for someone to speak from the Master Gardener Speakers Bureau, that request could be delegated to the appropriate volunteer by a Speakers Bureau Committee Chairman or Project Coordinator.

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

Our next quarterly Program Development Team (PDT) meeting will be in the fall to discuss new volunteer service projects for 2012 such as seminars, plant clinics, new volunteer recruitment/training, etc. This meeting was tentatively set for the week of October 17th at the Extension office.

Sign 2012 Memorandum of Agreement for Volunteer Master Gardeners to renew commitment as an active volunteer with the Bartow County Cooperative Extension office. This form will be due from each member by December 31, 2011 to remain active. Letters will be mailed out from the Extension office in mid-November explaining the Memorandum of Agreement.

Log Sheets and Annual Summaries will be due in the Extension office by December 15th to allow enough time to compile the county annual report and submit to the State Master Gardener office.

Begin thinking about a volunteer recognition banquet this winter (i.e. December or January?) to present awards to members for volunteer hours contributed and give out Lifetime Awards for class of 2001.

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

Action Item	Person Responsible	Completion Date
Present badges to new Master Gardener interns that have completed their 50 volunteer service hours: Jim Humphreys and Iris Stein	Paul Pugliese	August 9 th at next MG meeting.
Complete MG Project Proposal Forms for approval of current projects. Get Paul’s approval of projects for volunteer hours and then present to the Bartow MG Association for membership approval.	Rolland Stokes and Kate Posey	By August 9 th or September 6 th meeting.
Sign Memorandum of Agreement for Master Gardener Associations and present at next meeting.	Kate Posey	August 9 th MG Meeting.
Post new forms online at the Bartow Extension website for members to have easy access.	Paul Pugliese	By next PDT meeting in October.
Update Bartow County Master Gardener Roster to include class year and current status: active, intern, or lifetime	Kate Posey	By next PDT meeting in October.

Additional Information

Next Program Development Team meeting will be the week of October 17th. Date to be announced based on which day is best for the entire group. We need to Sandra Howell’s input as to which day would be best for her.