

Extension Program Development Team (PDT) Minutes

Agent: Paul Pugliese

County: Bartow

Date: Aug. 27, 2013

Program Area: Bartow County Master Gardener Extension Volunteers

Members Present: Edna Martinez, Jim Humphreys, Steve Zuber, Karen Capito, Dian Green, Carolyn Creager, Venia Etta McJunkin, Kate Posey, JoAnn Barre, Sandra Howell, Paul Pugliese

Members Not in Attendance: Rolland Stokes

R.E.P.E. Report

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

- Review May meeting minutes
- Project Coordinator Updates:
 - a. Mark Allen replaced by Lisa Fowler as Publicity Co-chair
 - b. Rolland Stokes replaced by Steve Zuber as Seminar/Speaker’s Bureau Chair
 - c. Sandra Howell replaced by Edna Martinez as Seminar/Speaker’s Bureau Co-chair
- Updated Master Gardener roster and year-to-date volunteer hours checked for accuracy.
 - 38 “active” members; only 23 have reported volunteer hours this year.

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

- New resources for Bartow MG’s i.e. Cleanscapes Materials available Sept. 5th
 - Advanced Master Gardener Training “Cleanscapes, Landscapes, Septic Systems, and You” - TBA
- PDT Budget Update
- New references for MG helpdesk (purchased with class monies)

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

- Ask a MG Clinic at Home Depot – tentatively scheduled for October 19th from 9am-12pm.
- 2013 4-H Forestry Team after-school practices 9/5 and 9/10 @ 4pm -7pm
- 2014 Master Gardener Training June 2 – June 27 (Mon, Wed, Fri)
 - Begin advertising and accepting applications this fall/winter; deadline February 28th
- “Landscape & Garden Training” at Chattahoochee Tech./North Metro, Acworth (Feb.20 or 27)
- 2014 Seminar Series & Plant Clinic schedules
- New business: Have a Master Gardener representative attend Keep Bartow Beautiful Board meetings – Kate/Carolyn volunteered.

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

- Magnolia Garden Club Flower Show & Rose Lawn Festival Publicity - Dian Green
- Wreath Seminars 11/16 morning and afternoon sessions for adults – Kate and Susan

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

Action Item	Person Responsible	Completion Date
Contact Clarence Brown Conference Center	Dian Green	9/15

about Home & Garden Show		
Have new MG applications ready for Rose Lawn festival	Paul Pugliese	9/13
Layout schedule for Home & Garden Show, contact speakers to confirm	Kate, Jim, Karen, and Steve	12/3
Finalize 2014 seminar schedule, contact proposed speakers to confirm	Steve, Edna	12/3
Finalize 2014 Ask a MG schedule	Karen, Kate	12/3
Attend Keep Bartow Beautiful Board Meeting	Kate, Carolyn	12/3

Additional Information:

Next PDT meeting: December 3rd @ 1-3pm

Tentative 2014 Bartow Lawn & Garden Seminar Schedule:

February 20 or 27 – Landscape & Garden Workshop at Chattahoochee Tech/North Metro

February TBA – Garden Seminars at Home & Garden Show

April 1 – Home Lawn Care Seminar, Paul Pugliese

June 21 – Making a Hypertufa Pot, Kate and Vicki

July – How to Build Rain Barrels???

September 2 – Fall/Winter Vegetable Gardens, need a speaker

November 15 – Holiday Wreath Making, Susan and Kate