

North Country Master Gardener Volunteers Association Committees

Seed Starting, Saving and Plant Maintenance Committee

Chair: Russ Parker

Members:

Seed Starting responsibilities include:

1. Reviews the list of plant varieties and seed inventory selected by the plant sale committee for offer at the annual plant sale. Performs germination tests on older seed where applicable and procures new seed from established sources.
2. Reviews the AAS seed shipment packing lists for varieties to be sent to West Madison for growing and determines which varieties that are to be retained for starting at the Research Station.
3. Reviews the North Country Master Gardener (NCMGVA) Plant Propagation procedure for a complete listing of required materials, equipment and procedural steps to insure that quality, healthy plants are produced for offer at the annual plant sale and as specimens for the Teaching and Display Garden.
4. Develops a schedule for all seed starting to include estimated transplant dates.
5. Establishes quantity requirements for seed starting cells and flats, transplanting media, pots, and labels. Reviews inventory and requisitions needed supplies required to support the MGVA plant propagation effort.
6. Communicates with the MGVA group for assistance with seed starting, pot cleaning, transplanting and plant maintenance; watering, fertilizing, hardening off etc.

Seed Saving activities include:

1. Responsible for saving seed from selected open-pollinated plant specimens grown at the Spooner Ag Research Station Teaching and Display Garden to maintain varieties offered at the annual plant sale and other MG horticultural needs.
2. Researches the pollination requirements of the plants selected for seed saving.
3. Maintains variety isolation distances or employs isolation techniques such as blossom bagging, plant caging, and flower isolation techniques such as that used in the cucurbits to preclude the intrusion of pollinator's.
4. Monitors seed plants for disease and understands what infections that are transmitted via seeds.
5. Cleans and dries seed using accepted methods for the plant materials being maintained.
6. Stores processed seed in vials labeled with variety and year.
7. Performs germination tests to establish seed viability.
8. Conducts a seed saving presentation at a scheduled MG event.

The Committee Chair will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.

May Plant Sale Committee

Chair: Carol Taylor

Members: Russ Parker, Carla TePaske, Mark Fox and Sheila Squires

The Chair manages the planning, schedule and set up/breakdown of the NCMGVA annual plant sale on the third Saturday of May. Working with committee members, a budget is determined and selection are made for tomato, pepper and other plants.

Activities include seed starting which may include the training of new NCMGVA members, transplanting, watering and feeding in preparation of the sales. This usually happens over a 6-week period. Additionally, any signage and publicity is coordinated with those committees for consistency. Plant description handouts for customers are prepared in advance of the sale and additional NCMGVA materials promoting our other events are available as needed. Duties for set up and breakdown are required of all interested NCMGVA members.

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New Master Gardener Volunteer Training Program

Chair:

Members/Instructors: Sue Reinardy, Russ Parker, Nancy Reis, Carol Taylor

With Ag Specialist assistance and approval, volunteers organize and conduct 36 hours of UW-Extension Master Gardener Volunteer curriculum sessions with hands-on training, in addition to online videos. The recent training had twelve three-hour consecutive weekly sessions, with a facilitator for each session, who arranged speakers, hands-on activities and review of video content as laid out for each session. For consistency, a combination of committee members attends each session.

In addition to Members to provide the hands-on training, a volunteer (s) are needed to respond to and support the needs of trainees, facilitators/presenters, staff and guests to ensure a successful MGVA training experience. Tasks include:

1. Review trainee applications and forms, following up on what's missing
2. Manage follow-up email/phone call to review expectations of trainees, e.g., lecture videos on-line and hands-on labs, volunteer commitment, etc.
3. Obtain knowledge of equipment (copy machine, overhead, internet, Wis Line, Google Hangout, etc.) and storage areas (hot/cold water dispenser, eating supplies, kitchen, bathrooms, brooms, office supplies)
4. Confirm with facilitator/presenter the handouts and equipment needed and ready
5. Initiate, manage & follow-up with sign-up sheet for weekly set-up/strike of tables/chairs and treats/beverages
6. Record & follow up trainees' completion of identified assignments (as requested), e.g., turning in soil samples
7. Manage name tags, attendance (as requested), and follow up with absentees on any "missed" handouts/announcements
8. Reinforce income and expenses (with receipts) go to Lorraine.

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Children and Youth Programs

School Gardens

Chair:

Members: Russ Parker, Nancy Reis, Sue Reinardy

A DESCRIPTION REQUIRED

Committee Chair will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.

Mini Garden

Chair:

Members: Russ Parker, Nancy Reis, Sue Reinardy

A DESCRIPTION REQUIRED

Committee Chair will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.

Children's Garden Project

Chair: Roseann Meixelsperger

Members: Mark Fox and TBD

The purpose of the children's garden is for community education and programming by providing a dedicated area that is kid and family friendly and will allow for more programming attractive to kids, parents, and schools. The teaching and display garden is already visited by Head Start programs and has hosted mini-master gardener programs for children and school programs. The goal is to provide opportunities for education in all disciplines including (STEM) science, technology, engineering, math, art, music and writing skills.

1. Design: Overall design was developed in 2017 of a circular layout that provides for a basis of math; angles, pi, circumference. At a future date, hardscapes may be introduced. Until this is feasible, will use a portion of the existing raised bed garden area.
2. Planting Selections: Annual flower plants that children will plant in raised beds. The children will make plant labels to identify their own planting area. Each time they come to the garden they will see the progress where their seeds have sprouted and grown.
3. What the children will learn:
 - a) Planting and caring for a garden (from seed and from plants)
 - b) Honey bees (don't be afraid of them, be respectful)
 - c) Monarchs (what to do to attract them to your garden)

- d) Hummingbirds (how to feed them so that you can enjoy them)
 - e) Bug hotels (to encourage beneficial bugs to your garden)
 - f) Seed bombs and harvesting their garden along with a scavenger hunt
 - g) Each session will include tastings. These will be actual produce from some of the teaching and display garden areas such as radishes, cherry tomatoes, cucumbers, spinach, kale, and lettuce leaves.
 - h) Book walks on a topic listed above at the end of the session that allows the older children to read the pages to the younger children.
4. Program schedule: Twice a month from mid-June to mid-August, with sessions scheduled for 10-11 a.m. and 4-5 p.m.
 5. Age: Children ages five to 14, with an adult
 6. Marketing will be coordinated with the Marketing/Publicity Committee.
 7. An annual budget to establish the garden in phases will be submitted to the members at large and by applications for grants.
 8. Liaisons with local schools and community centers will be formed to create an additional resource for them.

Signage Committee

Chair:

Members: Russ Parker

Responsibilities include:

1. Creating, assembling and the placement of all signage within the Teaching and Display gardens to include, the Monarch and Pollinator Sanctuary (MAPS) garden, the All-American Selection (AAS) garden, and all vegetable plots. Signage responsibilities also include the annual Plant Sale, Meet Me in the Garden series, the annual Twilight Tour and other garden or Master Gardener Volunteer (MGV) events as needed.
2. Consulting with the Garden Manager, summer Intern Staff and fellow Master Gardener Volunteer's for vegetable variety/plant listings and planting schemes so signage can be prepared.
3. Working with the Research Station Staff to have signage labels printed or pursues an outside service when extensive or special printing is required.
4. Coordinating with fellow MGV's for assistance in the assembly and sign placement. All signs should be prepared prior to and set at the time of planting to eliminate the need for interim identification stakes.
5. Plant identification sign information, which includes the cultivar name or the variety and the scientific name, all where applicable. The information should use adequate character heights that allow for easy reading from garden access paths.
6. Collecting and assessing sign condition, inventory and store all signs at the end of the growing season and make recommendations for replacement or needed changes/improvements for subsequent years.

Teaching and Display Garden/AAS Committee

Chair: Vicki Gee-Treft

Members: Terrie Strand, sue Reinardy

The NCMGVA supports UW-Extension's Teaching & Display Garden at the Spooner Ag Research Station through planning & maintaining specific garden plots and providing educational horticultural programming for the public. Among the opportunities are:

1. Participating in the design and entry in the **All-American Landscape Design Competition**;
2. Participating in the public **Meet Me in the Garden**;
3. **Planting and maintaining** 8 perennial beds and 8 annual flower beds;
4. Participating in the public's end-of-the-season **Twilight Garden Tour**;
5. Capturing the garden's seasonal changes/activities/events via photos/videos/social media;
6. Planning and executing programming/ways to engage the public in the garden. For example,
 - a. a volunteer(s) could take one of the annual beds, create a design based on a theme, plan a layout of plants based on size & color, plant & maintain the flowers over the summer, visit with the public during the Twilight Tour, and remove plants in the fall; or
 - b. volunteers gather on a weekly basis to maintain the perennial gardens & walkways, including pruning, dividing, weeding, fertilizing, watering, etc.

Committee Chair will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.

Publicity and Marketing

Chair: Kevin Schoessow

Members: Lorraine Toman and all Committee Chairs

The purpose of the Publicity Committee is to a) increase the public's awareness of the NCMGV Association and its diverse resources; and b) draw participation to the many exciting and informative programs offered by the Association. The publicity and marketing efforts are conducted in support of and coordination with the other committee chairs of NCMGVA and the UWEX-Spooner Agricultural Research Station. Strategies include:

1. **Write and submit ads and press releases** highlighting:
 - a. a consistent approach to the use of logos, language and coordination with Wisconsin Extension;
 - b. the many programs and events offered through the Association; and
 - c. the leadership and participation of our individual members in area events—judge flower arranging at fair, help local nursery with community/school events, support area gardens, school gardens, etc.
2. Support and provide Input to the NCMGVA **website** and **newsletter** committees.
3. Post to the Spooner Agricultural Research Station **Facebook** page.
4. Expand efforts to include additional social media venues, such as Instagram, blogs, etc.
5. Continue efforts to help Wisconsin Extension and NCMGVA **network** with area businesses, schools, volunteer groups (Lions Club, churches, etc.), city and county officials, etc.

Committee Chair of all other committees will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication

Communications to Public and Members

Member Handbook

Chair: Sue Reinardy

Members: Input from NCMGV Board of Directors

Website

Chair: Sue Reinardy

Members: Input from NCMGV members

NCMGV Bi-Annual Newsletter

Chair: Julie Hustvet

Members: All members and committees of the Association

Wisconsin Master Gardener Association (WIMGA)

Roles/ Responsibilities for Local Representatives:

1. Attend the two Face-to-Face Meetings with the WIMGA Board held each year.
2. Participate on any of the WIMGA committees and/or strategic initiatives as a member with full rights on that committee.
3. Download a summary report of each meeting of the WIMGA Board as posted on WIMGA's Website and relay the information to your Association.
4. Respond promptly to requests for input from the WIMGA Board.
5. Bring to the attention of your District Directors any issues you or your Association would like the WIMGA Board or the Master Gardener Advisory Committee to address with UW- Extension.
6. Make sure your local treasurer sends both dues and addresses of Association members to the WIMGA Treasurer by the deadline.
7. Make sure the **Annual Accomplishment Report** for your Association is submitted to the UW-Extension MG Program Office by the deadline. Who actually writes the report is left up to the group – in many cases it is the Local Representative who writes it, but in other Associations, the President/Chair, a committee or even the UW-Extension Agent handles this responsibility.
8. Make sure your Local Association's Calendar of Events on the WIMGA Website is up-to-date. Who actually submits the updates is up to the group, but the material for updates must be sent to the Web Page Coordinator.
9. Provide the WIMGA Secretary with a current list of your local Association's officers and changes as they occur due to elections or resignation.
10. Notify the WIMGA Secretary of any changes in your address, phone number and/or e-mail address.
11. Provide the WIMGA Secretary with a copy of updated Association by-laws when changes are made.
12. Assist in District-wide communication in conjunction with the District Directors. This can be done by attending District meetings (either in person or by WisLine) and/or through District newsletters.

Note: Meetings and driving time to Board Meetings; Board and Local Representatives Joint Meetings and District Meetings count as volunteer time.

Additional Opportunities:

Community Event Coordinator

NCMGVA seek community outreach opportunities to set-up & staff informational displays and provide interactive horticultural activities, with approval by the Ag Specialist. Such opportunities **include Family Day at Washburn County Fair**, other local fairs, school & community events. Resources include brochures & display boards for NCMGVA, SARS & special interests; UW-Extension promotional flag; pop-up tents; slideshow; miscellaneous supplies; and staff-support in creating new or revised materials. A coordinator may be recruited for a single event or possibly events in a specific county or over all three counties. Ideally, the coordinator would recruit volunteers to participate, garner appropriate materials/supplies, and assist with set-up and takedown.

The Coordinator will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.

Speakers Bureau Overview

NCMGVA provides volunteers to present on horticultural subject matters, which may include seminars, hands-on activities and informal/formal presentations, approved by the Ag Specialist. Volunteer resources include handouts, slideshow, display board, brochures, content materials, etc. Volunteers are encouraged to seek speaking opportunities in their surrounding communities and organizations.

The Coordinator will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.

Horticulture Inquiry Volunteer Overview

Volunteers assist with responding to calls, emails or visits from the public regarding horticultural questions and plant health diagnostic inquiries. With available training, calls being taken by the office support staff, and oversight/support by the Ag Specialist, volunteers could take the public inquiries collected by staff and work/respond from home or take inquiries directly at the Ag Station, e.g., x number of hours once a week.

Volunteers will ensure that all information and articles required to promote and publicize activities will be submitted to the Research Station, Website, Newsletter, Facebook and businesses for publication.