



January, 2010

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**Phrases to use in end-of-year reports**

Each year I compile a report about the impacts of WSU MG Program for Extension Administrators and MG Foundations to use in their communications with funders and supporters. At the recent cluster meetings in December, we developed a list of "program impact indicators" to capture statewide data in the WORQS reporting system. If you report to the WORQS system, please use any of the following phrases in your reports about MG activities. I will see them there.

If you do not report in the WORQS system (only WSU faculty and staff are required to do so), please send any of the following program impact data directly to me and to the Extension educator in your office who is responsible for the MG program in your county.

- Number of new volunteers trained
- Number of veteran volunteers retaining certification
- # of community or food bank gardens started or maintained
- # of pounds of produce donated to food banks or other distributor
- # of new gardeners who learned to produce their own fruits/vegetables
- # of gardeners who implemented new environmentally safe gardening practices
- # of people learning marketable skills for employment
- # of youth learning or implementing gardening practices
- # of salmon habitat areas created, restored or enhanced
- # of (other) wildlife habitat areas created, restored or enhanced
- # of weeds, insects, diseases or other problems correctly identified by MGs
- # of proper pest management options implemented by clientele
- # of times information about the correct use and placement of native plants was used
- \$\$\$ saved for anything by clientele as a result of MG advice or activities

Please report ANY of the above data that fit your county's MG projects. Also, report OTHER impacts that are not listed here, using the words "Master Gardener" in your report. I will find them, I promise!

Call or write if you have questions about this. And THANK YOU for helping to show the impact of the MG program.

### **Examples of Plan-of-Work documents**

Some examples of Plans of Work for MG programs are on the MG website under "Tools for Program Management." These were written by faculty and staff during the past year as we discussed the desire to have some common program efforts made among counties. You may adopt all or portions of a plan that fits your county. I'll add others as they are sent to me.

Plans of Work may be amended at any time during the year.

### **2010 Conference in Vancouver Washington**

Please copy this portion of this letter and send it to the MG volunteers in your county:

The annual Advanced Education Conference for WSU MGs will be held for the first time in Vancouver, Washington, September 23-25, 2010.

Online when registration opens on February 15. Ensure your spot in the conference, and take advantage of the Early Bird Registration fee of \$170. Full conference participation will be limited to the first 340 registrants.

Even before conference registration opens, you may reserve your room NOW at the Red Lion Hotel at the Quay right on the Columbia River in Vancouver.

Call Red Lion Hotel at the Quay in Vancouver, WA (360)694-8341.

Mention the 2010 Master Gardener Conference special room rate.

\$89...Queen Bed \$99...Two Queen Beds (Premium River View Rooms add \$20)

Rates include occupancy of up to four people. **Regular Rates range from \$135 to \$159 per night, so book now.**

Or reserve online by going to [www.redlion.com/vancouver](http://www.redlion.com/vancouver), enter the dates of reservation and then check "Special Rates". In the "Group Rate Code" field, type in the code "100922MA" and then click on "Check Availability".

### **Good Idea of the Month**

At the end of the MG training classes held earlier this fall, Jeanne Rehwaldt, Program Coordinator in Mason County, asked all of the MGs to do a 15-minute presentation on a horticulture topic of their choice to the rest of the class. This gave MGs a chance to research something, create a short presentation and practice speaking in front of a friendly group. This exercise resulted in Mason County having several new additions to their "Speakers List" for 2010, including a presentation on how to make a PVC pipe light stand for starting seedlings, and a guided tour of right trees in right places in Shelton.

### **Resources**

Free to the first 5 respondents who tell me how they will use it.... A copy of the book titled *Committees That Work; Common Traps, Creative Solutions*. This is a **great** guide to effective committees with engaged members, strong leadership and good process. It was produced in 2008 by University of Minnesota. I have 5 copies left.

Another really swell resource is Extension's very own Professional Development website and newsletter, *PD Notes*. Check out the articles, links and online presentations at <http://ext.wsu.edu/pd/> . *PD Notes* is sent out monthly to faculty and staff.

### **Next Cluster Meetings for MG program Coordinators**

#### **Northwest Cluster**

Mar 16th, 9-3 (MG part 9-12)  
Snohomish Co office, Everett

- **Southwest Cluster**

Mar 17th, 10-1  
Lewis Co Ext office, Chehalis

**Eastern WA** January 15, 9:30-noon, SAC 309, teleconference or WECN

**In closing**, Thank you for the superb job you are doing in a less-than-ideal economic climate. It is my pleasure to work with you. Please let me know how I may assist you with program management.

Sincerely,

**Tonie Fitzgerald**

Master Gardener Program Leader