

# CALIFORNIA CITRUS NURSERY BOARD

## Education Committee

Minutes of Meeting

April 15, 2014

Dinuba, CA

A meeting of the California Citrus Nursery Board's Education Committee was called to order by Committee Chairman Gary Moles at 10:09 a.m. on Tuesday, April 15, 2014. Roll was taken showing a quorum was present with the following in attendance:

### Members

Jim Bethke  
Aaron Dillon  
Beth Grafton-Cardwell  
Gary Moles

### Staff

JD Allen, Asst. Manager  
John Gilstrap, Manager

### Approval of Minutes

On a motion by Grafton-Cardwell and a second by Bethke, the minutes of the meeting of August 14, 2013 were approved as written.

### Online Instructional Program

Grafton-Cardwell walked everyone through a draft of the online course, and asked for feedback from the Committee on errors/omissions/revisions. Several items were brought up; the first being the need for some kind of standard protocol for the disinfectants used, and Bethke suggested a link to the UC IPM site which explains disinfectant mixtures for various surfaces. Grafton-Cardwell agreed to insert a link to the UC IPM site within the course, in the "Good Practices" chapter. The Committee recognized that each nursery would have their own protocols and methods for mixing different disinfectants, and this would simply reinforce the idea of using proper label-rate mixtures without suggesting there is only one correct method, or one-size-fits-all. Another suggestion was to add more information regarding the movement of nursery stock in and out of the structures, and Grafton-Cardwell suggested adding a video of "preparing plants for moving", also under the "Good Practices/How Pests & Diseases Get Inside". It was also pointed out that the picture accompanying the "Worker Responsibilities/Accidents Happen" page, was not the correct picture. The Committee asked Grafton-Cardwell to use a picture of a tear or hole in a screen for this page. It was also decided to use the actual title of the chapters, rather than the word "Chapter" and then the number, as it would simplify the website for the user by cutting out a step in the process, and letting the user navigate more quickly.

Grafton-Cardwell asked everyone to please review the program draft and submit any other errors/omissions/revisions by then end of this month as she would like to work the audio into the program during May.

### Additional Funding Request

Grafton-Cardwell said there is a need for additional funds for the protective structures work, which were unforeseen at the beginning of the project. She reviewed her detailed budget request (Exhibit "A", attached), noting voice work in both English and Spanish, development of alternative media for the course, such as DVD's and PowerPoint, and additional costs for

graphics/printed posters in both English and Spanish. One of the costs associated with the additional request was for travel expenses so Grafton-Cardwell could visit nurseries and give an overview of the course to the owners and supervisors. After some discussion it was decided that two workshops, one in Southern California and one in Northern/Central California (Stockton area) would be more efficacious in training the owners and supervisors on the course. The Committee also suggested giving Cardwell-Grafton "up to" \$18,000, rather than the \$15,000 requested in her proposal, to cover the travel costs of personnel to the two workshops.

**Committee Action 4-15-14 #1** – Dillon moved, with a second from Moles, that the Committee allocate "up to" \$18,000 in additional funding for the current project titled, "Educational Program for Nursery Citrus Protected Structures". It is understood that a revised proposal will be submitted to the Manager, noting the new amount of the proposed additional funding.

**MOTION CARRIED UNANIMOUSLY**

**CCNB Website Review**

Committee Chairman Moles suggested this item be tabled and moved to a future meeting.

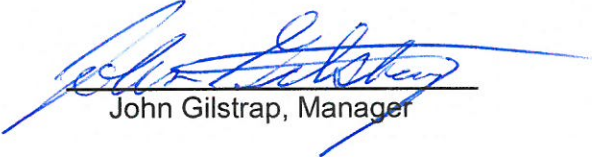
**Future Meetings**

Committee Chairman Moles noted Grafton-Cardwell's deadline for review of the online course as being the end of April, and scheduled the next meeting of the Committee for Wednesday, April 30, 2014 at 10:00 a.m. by conference-call.

There being no further business, the meeting was adjourned at 11:04 a.m.



I, John Gilstrap, Manager of the California Citrus Nursery Board, do hereby certify that to the best of my knowledge, the foregoing is a true and correct copy of the minutes of a meeting of the Citrus Nursery Board's Education Committee held on April 15, 2014 in Dinuba, CA.

  
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John Gilstrap, Manager

Funding needs for Protective Structures Project

Target Date	Deliverable	Funded agency	Cost
April 2014	Finish the online course structure without audio	UC ANR CS UCCE San Diego	\$1,640 \$3,000
May 2015	Add audio to the online course English Add audio to the online course Spanish	UC ANR CS UCR Extension	\$1,000 \$1,000
May 2015	Develop the powerpoint for the CD 13hr x \$82/hr = \$1066	UC ANR CS	\$1,066
May 2015	Create a canned Articulate presentation that plays automatically (eliminates need for ppt and can play on Mac or PC)	UC ANR CS	\$2,000
June 2015	CD production CD=\$1/cd x 300 CDs = \$300 Graphic art for cover = \$160	UC ANR CS	\$460
July 2015	Poster production Spanish translation	Eric Cribbs production UCR Extension	\$2,450 \$350
Aug –Sep 2015	Meeting and travel costs to roll out the products	UCR Entomology	\$2,000

\$14,966