

**Middle James Roundtable
Executive Committee Meeting
October 4, 2011
2:00 PM**

Minutes:

Conference Call: Paul Davis, chairperson, called a regular MJRT Executive Committee Meeting to order at 2:00pm on Tuesday, October 4. Erin Hawkins, Michelle Kokolis, Megan Sommers Bascone, Brandi McCoy, and Leigh Isaac were in attendance.

I. Steering Committee Agenda

- Strategic Planning
 - Hoping to complete revisions within two hours. A Trained facilitator should keep us on track. Lunch will be provided - \$50 gift card from Constant Contact to pay for part of lunch for everyone (Brandi will call Ledo's for pricing).
- Revise the bylaws to close new member election loophole
 - EC will discuss the language for the bylaws today and send to SC to vote on at the SC meeting .This will be two weeks, rather than 3 weeks as stated in the bylaws. Possibly change this language as well. Get revisions out by the end of this week.
- Establish who is interested in being on the Annual Meeting Committee.
 - Meeting will be during the week of March 12, maybe try to schedule on Wednesday 3/14. This should be a quick item on the agenda
- Develop a schedule of upcoming SC meetings

II. Steering Committee Binder Contents

- Binders distributed at the next meeting
- Binders and dividers have been ordered, hoping they will be in on time, but if not we will pass out packets as a last resort- ordered these from VA DOC (extra folders from annual meetings as a placeholder possibly).
- Michelle will send a list for the binder as she is going through the documents

III. 2012 Scope of Work

- DCR requires a SOW for the funding for next year; reference quarterly reports for spending estimates; set funds aside for specific projects, such as pet waste project
- Better sense of where we are going after the Strategic planning
- Will send along SOW to SC (or put into the binder)
- Submitted on a yearly basis
- Brandi will email to the Exec Committee

IV. Discussion: Strategic Plan- Paul

- Revising the current strategic plan
- All of the EC needs to go through the plan before SC meeting
- Michelle sent out operating handbook and bylaws before this meeting
- Strategic plan needs to be mailed out to everyone before next meeting

V. Review MJRT Operating Handbook and Bylaws – Michelle

- Why reference to Boy Scouts in Section XI? Just a frame of reference
- Nothing to be revised

- Co-chair's job to update operating handbook as needed, but what is the next step? Exec. Committee approval? Then to SC for approval? This process should be spelled out somewhere – bylaws maybe?
 - Michelle will correct spelling, typos
 - Add language about keeping an attendance meeting – spell out the process of expelling someone from SC due to attendance
 - You are allowed to send someone in your place
 - After one absence a member will receive a warning from the chairperson
 - If not present for the meeting you, will have to send your vote before the SC meeting convenes – this will be added to bylaws as well
 - If someone from local gov't or soil and water leaves or is excused, how are they replaced? If we have at least one representative from each group, then replacement can come from any of the groups as long as not above the stated threshold
 - Do we need to replace Amy? As written now, yes.
 - Possibly add language to allow vacancies?
 - NO, leave the same language to protect from losing too many members
 - Currently there is no time limit to replace members, just need to be replaced before the end of the term
 - What if someone changes categories?
 - This is only an issue if that negatively affects the category breakdown
 - Annual meeting will be the first SC meeting (for attendance tracking purposes)
 - Attendance record to specify in person or on the phone – Leigh and Brandi to keep attendance
 - Need to notify meeting dates at least three weeks out and establish a framework – should we establish a time and place (i.e. the third week of so and so months at 10am)
 - yes, put a schedule in the binder – provide these dates at the annual meeting
 - Does Michelle need to add language about this to the bylaws?
 - Add meetings schedule language under SC section a, and add a bullet about attendance between c and d
 - Change “three weeks” on last page to “two weeks”
- VI. Update on Steering Committee Facilitation – Megan
- Will ask Chip if he is available, if not will find someone else
 - Next meeting on the 20th at 10am – 1pm
 - Going to be a working lunch, MJRT will cover at least most of the lunch
- VII. Wrap Up
- The next SC meeting will be on Thursday the 20th
- Paul adjourned the meeting adjourned at 3:02 pm.