

Middle James Roundtable Executive Committee Meeting

MINUTES

NOVEMBER 10, 2015 3:00 -3:30 PM

CONFERENCE CALL

MEETING CALLED BY	Anna Mathis
TYPE OF MEETING	Executive Committee Meeting
NOTE TAKER	Olivia Hall
ATTENDEES	Olivia Hall, Anna Mathis, Wood Hudson, Gay Stokes

Agenda topics

CLOSING OUT THE 2015
GRANT

ANNA MATHIS

DISCUSSION	Anna sent out four documents prior to the executive committee meeting which were reviewed in the meeting. These documents were the "MJRT Contract 15994 AttachCMilestone July_Sept 2015.pdf", "MJRT Contract 15994 CBIG_Attach A Narrative July_Sept 2015.pdf", "MJRT Contract 15994 CBIG_Attach B Budget Jul_Sep_2015.pdf", and "R164939_HSWCD_Attach B_budget.xlsx". Anna reviewed the budget with the group. There was a surplus of money through cost savings. There is a \$200.00 surplus in the supply budget. This money had been earmarked for meeting supplies but was not needed due to cost savings. \$800 had been allotted to Lindy Durham's admin time. Olivia Hall will speak with Lindy about allocation of Admin time. A cost savings of \$400.00 was realized through frugal spending on refreshments for the annual meeting. \$500 of the budget was already allotted to ordering more pet waste bags. Olivia Hall will research ordering more bags. Anna will discuss how to allocate budget surplus with DEQ contact. Anna will contact Lindy to determine if all invoices have been paid. Gay asked if the grant allowed for soil test vouchers to be distributed to city residents as well as those in Henrico. Anna will look into the logistics of the grant regarding soil test vouchers and discuss this with Lindy.	
CONCLUSIONS	Budget should be discussed with Steering Committee at next Steering Committee meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact DEQ to discuss how to allocate surplus money.	Anna	11/16/15
Contact Lindy regarding surplus budget money.	Olivia	11/16/15
Contact Lindy regarding soil test vouchers.	Olivia	11/16/15

2016 GRANT

WOOD HUDSON

DISCUSSION	Wood Hudson announced that he had just seen the posting for the 2016 Grant.	
CONCLUSIONS	Anna and rest of group will review the RFP prior to Steering Committee meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review 2016 Grant RFP.	Everyone	11/16/15

PET WASTE GRANT BUSINESS

OLIVIA HALL

DISCUSSION	Olivia will look through files for information on last pet bag dispenser order. A quote is needed for next order to finish out 2015 grant.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Find information on previous pet bag dispenser order.	Olivia	11/16/15
Contact Megan Sommers-Bascone to discuss logistics of order.	Olivia	11/16/15
Contact company for new quote for 2015 order.	Olivia	11/16/15

Meeting Adjourned!

