

# Middle James Roundtable Steering Committee Meeting

MINUTES

NOVEMBER 21, 2019

1:00-2:30PM

VCU RICE RIVERS CENTER

MEETING CALLED BY	Lorne Field, Vice-Chairperson
TYPE OF MEETING	Quarterly Meeting
NOTE TAKER	Amber Ellis
ATTENDEES	Lindy Durham (Henricoplolis SWCD), Lorne Field (Chesterfield), Amber Ellis (JRA), Betty McCracken (Monacan SWCD), Kathleen Ogilvy (DOF), Jennifer Clarke (City of Richmond), Nancy Lilly (City of Lynchburg), Olivia Hall (Henrico), Sharon Conner (Hanover-Caroline SWCD)

## Agenda topics

FISCAL UPDATE

LINDY DURHAM

DISCUSSION	<p>We are under budget on most things. There are still a few invoices coming in this year including the Paint Out Pollution invoice from JRA.</p> <p>Note there is still \$362.37 left of the Hanover-Caroline SWCD donations.</p> <p>See attached Financial Report for details.</p>	
CONCLUSIONS		
ACTION ITEMS		
No action items		

DEQ GRANT 2019 DELIVERABLES

LORNE FIELD

DISCUSSION	<p>Chesterfield came in under budget for rain garden plants. There was discussion around other activities (i.e. signage, additional plants) that would still meet grant deliverables and intent. Challenge is that it would need to be completed by the end of 2019, which does not allow much time. The total that has not been spent is \$1,618.02.</p>	
CONCLUSIONS	<p>City of Richmond and Lynchburg will push soil test vouchers to try and use some of these funds before the end of the year.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No action items		
Push soil test vouchers to citizens in City of Richmond and City of Lynchburg	Jenn Clarke, Nancy Lilly	12/31/19

PREVIEW DEQ GRANT 2020

LORNE FIELD

DISCUSSION	<p>Lorne passed around the draft and noted the addition of the MJRT assisting with the Upper and Middle James Riparian Consortium. This group, led by JRA, is focused towards getting more riparian buffers on the ground, which is a WIP III goal. MJRT will promote their activities through social media, newsletter, and website. In addition, they will provide the Consortium with an annual meeting session.</p> <p>Future may need to be more connected to WIP III activities. There will need to be discussion next year around what that may look like.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Send proposal to Committee for review	Lorne Field	12/1/19
---------------------------------------	-------------	---------

OTHER BUSINESS

LORNE FIELD

DISCUSSION	<p>Election of New Officers: Discussion around new officers and roles. See conclusion below.</p> <p>Website/Facebook/Newsletter: These tasks don't fall into any of the formal positions, but it was noted that these are a time commitment and should be recognized. For now Lorne will take over in 2020, but we will need to budget for this in the next grant cycle. This could be an intern, which has happened in previous years, or Sharon noted that the York Roundtable pays an outside group to do this for them.</p> <p>Future Steering Committee Meetings: These will continue to be quarterly. The next one will be in January 2020 in Richmond. There will be 4 total</p> <p>Future Executive Committee Meetings: There will be 5 total and can be in person, by phone, or by email.</p> <p>2019 Annual Meeting Debrief:</p> <ul style="list-style-type: none"> <li>• 53 people attended</li> <li>• Initial feedback – people really enjoyed liked PEC session and panel discussion at the opening</li> <li>• Venue was perfect for the event</li> <li>• Food was good</li> <li>• Suggestions <ul style="list-style-type: none"> <li>○ Someone wanted to learn about citizen monitoring. Discussion around 2020 annual meeting to potentially take outward focus towards citizens. This may include students, Master Naturalists, Citizen groups.</li> <li>○ Paddles to get people out and could layer with what they could be doing</li> </ul> </li> <li>• How can we encourage more diversity in attendance <ul style="list-style-type: none"> <li>○ Can we encourage diverse groups be part of our committee? Challenge to members to invite others to be a part of it. It's okay if steering committee members join after the year starts.#</li> </ul> </li> </ul>	
CONCLUSIONS	<p>2020 Executive Committee</p> <ul style="list-style-type: none"> <li>• Chair - Lorne Field</li> <li>• Vice-Chair - Amber Ellis</li> <li>• Secretary - Sharon Conner, with assistance from Kathleen Ogilvy</li> <li>• Treasurer - Betty McCracken</li> </ul> <p>Social Media/Website/Newsletter</p> <ul style="list-style-type: none"> <li>• Lorne Field agreed to take these over from Olivia</li> <li>• Explore opportunities for intern or outside person to take on this role as a paid position in 2021.</li> </ul> <p>Next Quarterly Meeting will be January 2020 in Richmond. Tentatively set for January 30.</p> <p>Annual Meeting:</p> <ul style="list-style-type: none"> <li>• To encourage more diversity at the annual event, it could start within our Steering Committee. The group challenged each other to reach out to others they work with that represent diverse groups to attend future steering committee meetings.</li> <li>• In 2020, an effort should be made to ensure that the invitation for speakers and attendees gets out to all, not just those on our email list and partner lists in order to broaden our attendance.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Amber to send Sharon meeting note template	Amber Ellis	11/23/19
Reserve space and date for January 2020 Quarterly Meeting in Richmond	Jennifer Clarke	12/31/19
Reach out to people they work with that represent diverse partners and citizens in order for the MJRT to be more inclusive.	All	ongoing

ROUNDROBIN

ALL

	There is a vacant position at Chesterfield County, entry level "Stormwater Compliance Technician"
--	---

	<p>Stay tuned for a "Water Quality Specialist" position in Henrico County due to staff changes.</p> <p>Hanover-Caroline SWCD will be hiring a Conservation Technician that will be working on both VCAP and VACS.</p> <p>Amber Ellis will be taking a break from mid December-January 31 and will miss the January meeting.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Meeting Adjourned!