

Middle James Roundtable Executive Committee Meeting

MINUTES

FEBRUARY 25, 2016 9:30 -9:45 PM

CONFERENCE CALL

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

Agenda topics

EXECUTIVE AND STEERING COMMITTEE CHANGES

WOOD HUDSON

DISCUSSION	Wood is now the defacto chair since Anna has resigned. Wood will check the bylaws and look into the process/special election to get a new Vice Chairperson. The Alliance for the Chesapeake Bay contact for the steering committee is now Amy Robins. Chris Gyurisn has replaced Erin Hawkins for Lynchburg.	
CONCLUSIONS	The website needs to be updated to reflect the changes in the executive and steering committees. The Vice Chairperson position will be shown as vacant for now. Thanks for stepping up, Wood!	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the website with changes.	Olivia	2/25/16
Check by-laws for rules governing election of Vice Chair.	Wood	March Meeting

NEXT STEERING COMMITTEE MEETING

WOOD HUDSON

DISCUSSION	The next steering committee meeting should be scheduled for March. At the last meeting, Betty McCracken mentioned that she would like to have the next meeting at Luck Stone. If this does not work out for the March meeting, Henrico would be happy to host. Agenda items for this meeting should include special election for Vice Chair (if by-laws allow for this), discussion of the 2016 grant, the annual meeting planning committee and annual meeting. Betty may be a potential speaker for this meeting and the field trip portion of the meeting could be to potential sign locations. The agenda typically also includes committee updates, scheduling of future Steering Committee meetings, and a round robin.	
CONCLUSIONS	The executive committee is free on March 14 th , 18 th , 28 th and 30 th .	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send doodle poll to steering committee to select date.	Wood Hudson	March 1, 2016
Call Betty to secure Luckstone location, discuss lunch options, and speaker/field options for meeting.	Wood Hudson	March 1, 2016
Create Agenda.	Wood Hudson	March Meeting
Bring annual meeting checklist to steering committee meeting.	Olivia	March Meeting

Meeting Adjourned!