

Middle James Roundtable Executive Committee Meeting

MINUTES

JULY 5, 2016

12:00-12:30 PM

CONFERENCE CALL

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| MEETING CALLED BY | Wood Hudson, Chairperson |
| TYPE OF MEETING | Executive Committee Meeting |
| NOTE TAKER | Blair Blanchette |
| ATTENDEES | Olivia Hall, Wood Hudson, Gay Stokes, Lindy Durham |

Agenda topics

INTERIM PROGRESS REPORT

WOOD HUDSON

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| DISCUSSION | July 12 Roundtable Meeting will be about Annual Meeting details. Luckstone should be presenting in the afternoon, possible field trip. Website is up to date, per DEQ's request. Interim Report to DEQ due July 15 th . Lindy and Wood have developed the report, which should include mostly annual meeting work. BMP signage/work hasn't been worked on enough to report yet. This time last year was about the same-mostly about the annual meeting. Our new DEQ contact is Aileen XXXX. | | |
| CONCLUSIONS | Interim Report due July 15. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| Check narrative for DEQ report, written by Lindy (?) | Wood | July 15, when report is due | |
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ANNUAL MEETING

ALL

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| DISCUSSION | <p>Need speakers to match with the agenda that Wood and others have created. Wood has incorporated everyone's thoughts into the rough agenda, but we need to take these ideas to the roundtable meeting on July 12th to hammer out the details. Below are Executive Committee thoughts on the rough agenda:</p> <p>Olivia would like to include a Greenways component in the meeting. Wood says Kip might have good suggestions about Greenways with a stormwater bent to them. He will reach out.</p> <p>Short Pump 6th grade science department won a Henrico 21 award for their MEWE. The Henrico 21 award is for teachers that included technology in the classroom. Lindy suggested that this might be a good speaker series, to have a session track that is Education focused. Agreed by all.</p> <p>Gay Stokes suggested a component about Richmond's call for storm drain art. That project ends in September, so would be perfect timing for Jonet Prevost-White to come speak about it. Also would neat to include the artists talking about their process and designs. (30 minute time slot for this presentation).</p> <p>Olivia reminds us that we need moderators early to help organize speakers, send reminders, etc. Also need a gift for speakers earlier this year.</p> <p>Contacting speakers: the person that knows the speaker best will reach out, so shouldn't need a formal letter/template letter.</p> | | |
| CONCLUSIONS | July 12 Roundtable Meeting will focus primarily on the Annual Meeting planning. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| Email Kip about Greenway with stormwater focus for the annual meeting | Wood Hudson | Before July 12 meeting | |
| Reach out to Short Pump MS about speaking on Henrico 21 award project | Lindy Durham | Before July 12 meeting | |
| Reach out to Jonet Prevost-White about speaking about drain art project for the annual meeting | Gay Stokes | Before July 12 meeting | |

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| Gifts and Moderators need to be determined | ALL | At July 12 meeting |
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Meeting Adjourned!