

Middle James Roundtable Executive Committee Meeting

MINUTES

OCTOBER 5, 2018

9:30 AM – 10:15 AM

CONFERENCE CALL

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| MEETING CALLED BY | Betty McCracken, Chairperson |
| TYPE OF MEETING | Executive Committee Meeting |
| NOTE TAKER | Olivia Hall |
| ATTENDEES | Betty McCracken, Chris Gyurisin, Lorne Field, Olivia Hall |

Agenda topics

ANNUAL MEETING

BETTY MCCRACKEN

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| DISCUSSION | Agenda- Meeting Discussion. MJRT Handbook states that we will vote on new members with Steering Committee at the annual meeting, nominations can be made from the floor. Last year everyone in the meeting voted. How should this be handled? Should we use ballots? Steering members should serve for three years, although they can serve a second term. Send out general request for nominees at meeting. DCR is listed as funding organization on brochure and the operating handbook under executive committee letter 5. This needs to be changed. Chris and Betty are checking on venue prior to annual meeting. Betty asked for moderators, Lorne and Olivia will be moderators. Lindy will handle registration. Meeting announcement sent out to Goochland and Powhatan County admin, VWMC newsletter, and a professor at VCU. Social is free to attendees and paid for by additional funding that was not part of the MJRT grant. 4 display tables so far, seating for 80. Lindy will print ID tags. If there is a speaker no show, the septic video can be played, and Chris Gyurisin could present on stenciling in Lynchburg (slideshow and video on website). | |
| CONCLUSIONS | Send out a general request for nominee at meeting, any nominations from the floor can be added. Slide in presentation will have current members for voting. Executive committee for 2019 will be voted on at next steering committee meeting. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Update website regarding funding. | Olivia | ASAP |
| Update brochures. | Betty | Next grant cycle |
| Moderator for annual meeting. | Lorne and Olivia | October 25th |

GRANT

BETTY MCCRACKEN

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| DISCUSSION | 2019 Grant- Betty plans to have brochures printed for updated brochures. Also, Betty would like step in directional signs for meetings. Probably less than \$50 apiece. Stenciling money requested for Powhatan and Henrico. | |
| CONCLUSIONS | Lindy will plug her numbers in and see what is leftover for stenciling in Powhatan and Henrico. Generally, the stencils are \$100 but it may vary due to travel. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Olivia will get with Betty on stenciling money after speaking to Justin Doyle on Tues. regarding Powhatan and Henrico. | Olivia Hall | October 9th |

GRANT

BETTY MCCRACKEN

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| DISCUSSION | 2018 Grant- Lorne did not need money for the base for his sign. | |
| CONCLUSIONS | If activities are in same category, changes can be made without requesting it from DEQ. Lorne will have 10 stencils applied for \$900. Lorne is prepared to do 20-25 on November 9 th . 17 on the county campus and more at Bon Air Elementary School on November 9 th . | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |

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| Call for volunteers in next weekly watershed announcement. | Lorne/Lindy | Next announcement |
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NEXT STEERING COMMITTEE
MEETING

BETTY MCCRACKEN

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| DISCUSSION | November 16 th at the Varina Library | |
| CONCLUSIONS | Agenda will be sent out closer to meeting. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Olivia will reserve Varina Library Conference room. | Olivia | Done |
| Betty will send out save the date email. | Betty | Done |

Meeting Adjourned!