

Middle James Roundtable

MINUTES

8/3/2016

12:00-12:40 PM

CONFERENCE CALL

MEETING CALLED BY	Wood Hudson, Chair
TYPE OF MEETING	CONFERENCE CALL
NOTE TAKER	Olivia Hall, Vice Chair (standing in for Blair Blanchette, Secretary)
ATTENDEES	Wood Hudson, Olivia Hall, Gay Stokes, Anne Dunckel Kip Mumaw, Betty McCracken, Chris Gyuris, Sarah Stewart, Amber Ellis, Ashley Tucker, Hallie Stephenson, and Lindy Durham

Agenda topics

OUTREACH UPDATES

SPEAKER LIST AND AGENDA

WOOD

DISCUSSION	Registration is now open.	
	<p>21 registrants so far. Additional speaker needed for River Recreation and tourism. Hallie mentioned Greg Velzy, Black Dog paddle and Riverside Outfitters as possible speakers. Group liked these suggestions and agreed Hallie should ask Greg. Betty was able to secure Gail Timberlake, President of Virginia Canal and Navigation Society, to speak about the Batteau Festival. Betty Asked if Gail was allowed to sell her book at a table and Hallie replied that if we sell things we would possibly have to pay for the venue, as it would put us in a different bracket. Group agreed to keep the venue free and not sell things. Kevin McLean is also confirmed as a speaker. Jonah Holland is a tentative speaker. Agenda was updated by call participants during the conference call.</p> <p>An electronic survey should be created and sent after the meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add registration to the website.	Olivia	Today
Still need speakers for breakout session III and General Session II Contact Greg Velzy and ask him to be River Rec speaker.	Hallie, Anne and Amber	ASAP
An electronic survey should be created and sent after the meeting.	TBD	September 15th
Print agendas and badges.	Lindy	September 13 th
Contact speakers and inform them of speaking time slot and request a copy of the presentation when available so that it can be loaded on the computers. Also please request a bio.	Olivia, Betty, Gay, Amber, Anne, Blair, Lindy and Hallie	ASAP

CONFERENCE LOGISTICS

WOOD

DISCUSSION	We need two laptops for the day off. Wood and Olivia both stated that they can bring laptops. Kip reminded the group of a software compatibility last year with the laptops and presentations. The group resolved to get presentations in advance and have them preloaded where possible.	
	<p>Info on displays should go to Lindy. Send Wood an email if you can help with registration or food. Olivia will be in charge of ordering food. Send you dietary restriction requests to Hallie. Olivia, Lindy and Hallie will make the trip to BJ's again this year for snack supplies. Elections will be held at the meeting. Wood asked if we should do a voice or paper ballot vote. The group voted for a voice vote based on the difficulty of getting the ballots returned. Betty will handle coordinated signup for the registration table duties. Olivia, Lindy Sarah and Betty volunteered for registration duty. Speaking engagements are as follows: General Session I is 20 mins per person, Session II is 25mins per person, Session III is 20 mins per person. Brake out sessions are 15 mins. Still need speakers for breakout session III and General Session II.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send email reminder one week prior to meeting and specify that presenters are to come at least 15 minutes prior to presentation	Wood	9/7/16
Send email reminder one day prior to meeting	Wood	9/13/16