

Middle James Roundtable Executive Committee Meeting

MINUTES

APRIL 25 2016

1:00PM-1:30

CONFERENCE CALL

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

Agenda topics

OPENING

WOOD HUDSON

COMMENTS/HOUSEKEEPING

DISCUSSION	<p>Amy Robins is leaving DEQ, so we will have new DEQ representative. She will be working for the City of Richmond. This means our paperwork with DEQ is in a holding pattern, but is reported to be finished in the next day or two.</p> <p>Betty McCracken has gotten us a conference room on July 12th at Luckstone for our next meeting.</p>		
CONCLUSIONS	Prepare for meeting new DEQ representative.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Reminder email re: July 12 th meeting	Wood	At least June 12 th	

ANNUAL MEETING

ALL

DISCUSSION	<p>Annual meeting is on September 14th at Deep Run. Haley has secured the venue.</p> <p>Lead on annual meeting planning committee: Olivia Hall/Wood Hudson</p> <p>We need to whittle down the potential topics and create a strawman agenda to work from. Wood suggested that we make leads on different aspects of the planning to divide and conquer tasks. Areas to have leads/captains for the annual meeting: food/logistics, outreach/marketing/registration, and agenda/speaker outreach.</p> <p>Food/logistics (Captain: Olivia with Haley's support): Henrico did coffee in house (affordable). Lindy, Haley, and Olivia picked up fruit and granola bars at BJ's for a good price. Need to ID caterer from last year.</p> <p>Agenda/speakers (Captain: Gay Stokes): To begin, Wood will make a straw man agenda that we all can edit. Highlights to new agenda: need to add time for networking, make sure plenty of time for breakout sessions. Then we will ID speakers based on the topics we have selected from the long list developed at the last MJRT steering committee meeting on a conference call/via email. Gay will keep track of the topics, potential speakers, which MJRT member will reach out to speakers, and which speakers have confirmed their availability. Kip put together a list last year to show which members would reach out to which speakers—will need to reuse.</p> <p>Marketing/registration (Captain:Lindy): will send save-the-date to past registrants, and send in newsletter over next several months.</p> <p>Wood will take topics and send and email to all annual meeting committee members (not those asking for specific tasks) to coordinate a call about the straw man agenda.</p> <p>End of May have all speakers contacted.</p>		
CONCLUSIONS	Annual meeting planning has begun and specific tasks have been assigned.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Select topics from list developed at last steering committee meeting and make straw man agenda	Wood Hudson	ASAP
Find Kip's speaker tracking list from last year to help track which MJRT member will contact speakers/track speaker availabilities	Gay Stokes	After Wood develops agenda
If the agenda cannot be hashed out via email, doodlepoll annual meeting committee members for a conference call re:agenda and speakers	Wood Hudson	ASAP
Reach out to speakers	All, as assigned by Gay	End of May
Start to advertise save-the-date through newsletters and develop registration through constant contact	Lindy	soon
Find caterer contact info	Olivia	soon

Meeting Adjourned!