

Middle James Roundtable Steering Committee Meeting

MINUTES

SEPTEMBER 9, 2022

1 PM – 2:30 PM AM STEERING

VIRTUAL/IN-PERSON
HYBRID MEETING

MEETING CALLED BY	Nancy Lily, Chairperson (Lynchburg)
TYPE OF MEETING	Steering Committee Meeting
NOTE TAKER	Sharon Conner (Hanover-Caroline SWCD)
ATTENDEES	Betty McCracken (Monacan SWCD), Jennifer Clark (RVA DPU), Lindy Durham (Henricopolis SWCD), Julie Buchanan (CVWMA), Kathleen Ogilvy (DOF), Curt Hambrick (Luck Stone), Madison Whitehurst (DEQ); Michael Daniel (Lynchburg Water Resources); Diane Girgente (Powhatan State Park – volunteer coordinator)

Agenda topics

2022 GRANT

NANCY LILY

DISCUSSION	<p>Grant Deliverable Review:</p> <ul style="list-style-type: none"> A. Activity 1: MJRT Fiscal Agent – Lindy Durham sent out the financial report prior to the committee meeting. The report was reviewed by the committee. B. Activity 2: Website Hosting and Domain Name – Nancy Lily reported that the MJRT website is currently down; Lindy will check into and get up and running; it was supposed to auto renew C. Activity 3: Quarterly Steering Committee Meetings – the 3rd quarterly committee meeting was held today. D. Activity 4: Executive Committee Meetings – The committee is currently working out a date to meet between now and the annual meeting which will count as the 2nd. The third will be held at the annual meeting E. Activity 5: Regional Watershed Workshop – See notes below detailing the Annual Meeting Program F. Activity 6: Web-based Electronic Outreach – The committee suggested pushing out content from partners so that Julie is not having to create content. It was suggested that content could be obtained from other SWCDs or partners not currently involved in the steering committee. Julie will work on the posts as soon as website is up again. Jenn Clarke suggested adding James River Week to the MJRT Facebook. G. Activity 7: Soil Test Vouchers – Lindy reported that most of expenses have been towards the approximately 150 vouchers have been provided thus far. There are 200 budgeted. H. Activity 8: Septic Pump-out Cost Share Vouchers – Sherry Ragland has done 12 pump outs thus far. As a reminder, they need to be reported to the BMP warehouse. I. Activity 9: Rain Barrel Purchase, Installation and Homeowner Education – Lindy has purchased 5 rainbarrels for schools thus far. The price has gone up so she will not get the full 10 that she wanted. Sharon told Lindy to purchase her full amount of rainbarrels and then let H-CSWCD know what is left. HCSWCD will bill for difference on the rainbarrels. 	
CONCLUSIONS	Activities were reviewed and progress in on track for action items.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Lindy will let Sharon know what to bill for rainbarrels	Lindy Durham	ASAP
Look into website issue	Lindy Durham	

ANNUAL MEETING 2022

NANCY LILY

DISCUSSION	<ul style="list-style-type: none"> A. Date and Time – the meeting will be held on October 6, 2022 B. Meeting Venue – Miller Center in Lynchburg (free of charge). The meeting will be an in-person session unless signup is low. It will include a main plenary session including a panel discussion plus several breakout sessions. C. Elections – Elections will also be held at the annual meeting. We will be voting for the steering committee members. Nancy will check the by-laws to confirm that this is the case. Michael will come up with ideas for new people/organizations for steering committee recruitment. D. Refreshments – Nancy Lily showed several options for Annual Meeting catering. The food committee, including Betty, Kathleen, and Julie, will select the menu items. There is \$450
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	<p>available to pay for refreshments. \$299.37 was left from previous annual meeting funds and H-CSWCD will provide another \$150.</p> <p>E. Technology – Curt, Nancy and Kathleen all volunteered to provide laptops. Nancy will confirm that projectors in the rooms.</p> <p>F. Logistics – There are two rooms reserved and theater for the plenary session that can also serve as breakout room.</p> <p>G. Facilitator - Lorne Volunteered to be MJRT facilitator including facilitator of the panel discussion.</p> <p>H. E-card and registration for event – Lindy can set up Constant Contact for registration by next week. Lindy will send out a “save the date” notice with the registration information. However, everyone is responsible for getting that notice out to their contact lists. Julie will post registration information on website as soon as it is up and running.</p> <p>I. Theme - Environmental Justice and where it intersects with Conservation funding is the theme. Titles suggested are EJ in Action? Funding EJ Action? Funding EJ?’</p> <p>J. Speakers–</p> <ul style="list-style-type: none"> o Nancy confirmed a tree canopy speaker. o Sharon confirmed VSU speaker Stacy Somers. o Betty confirmed Sherry Ragland for Septic pump out. o Madison will confirm Nicole Sandburg, DEQ grants. o Julie will still pursue a speaker from DEQ’s Office of Environmental Justice. o Nancy will follow up with Bill Bohn and co-grantees for Resilient VA, who received a grant called “Lynchburg Rising” o Nat Draper – will contact Southern Env. Law in Charlottesville for speakers <p>K. Questions for Q&A panel – each person responsible for a speaker needs to come up with questions</p> <p>L. Agenda –</p> <ul style="list-style-type: none"> o Speakers arrive 12:30 o Welcome 1 – 1:15 pm o 1:15 – 2 pm plenary session (panel discussion will be part of plenary session) o 2:15 – 3 breakout session 1 o 3:15 – 4 breakout session 2 o voting at end <p>M. Notification to Speakers - Julie will help with notifying speakers of their time commitments for sessions including plenary and breakouts.</p> <p>N. Speaker gifts – Lynchburg can provide nicer swag. Hanover-Caroline SWCD will investigate donating bird boxes.</p> <p>O. Registration – Kathleen will assist with registration</p>
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CONCLUSIONS	The main theme will be Environmental Justice as it relates to conservation funding opportunities in the James.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ideas for recruiting new Steering Committee people/organizations	Michael Daniel	MOST BY NEXT WEEK
Select the catering menu	Betty, Kathleen, and Julie	
Provide laptops for the event	Curt, Nancy, and Kathleen	
Confirm that projectors are in the rooms	Nancy	
Set up Constant Contact for registration and “Save the Date”	Lindy	
Confirm speaker Nicole Sandburg, DEQ	Madison	
Speaker from DEQ’s Office of Environmental Justice	Julie	
Confirm Bill Bohn and co-grantees for Resilient VA	Nancy	
Contact Southern Env. Law in Charlottesville for speakers	Nat	
Questions for panelists for Q&A	Each person getting speaker	
Speaker gifts	Nancy and Sharon	

ROUND ROBIN

EVERYONE

DISCUSSION	Julie Buchanan – James River cleanup it tomorrow; James River Jamboree is tomorrow and will benefit JRA.
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	<p>Sharon Conner – Received NOAA BWET Grant for Env. Literacy in the District.</p> <p>Madison Whitehurst – If we help with grant, don't hesitate to reach out to DEQ.</p> <p>Nat Draper – JRA does sturgeon tours where they look for breaching sturgeon; 85% of tours are full; look on the JRA website for registration and information</p>		
CONCLUSIONS	N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	