Minutes by Robin Wilder

**Steering Committee representatives attending:**
Alliance for the Chesapeake Bay (ACB) – Anna Mathis  
Clean Virginia Waterways (CVW) – Katie Register  
County of Chesterfield – Weedon Cloe  
County of Henrico – Robin Wilder  
University of Mary Washington – Michael Bass  
Virginia Citizens for Water Quality – Ken Brooks  
Virginia Commonwealth University Graduate Studies/Filterra Bioretention Systems – Chris French  
Virginia Department of Environmental Quality (DEQ) – Stuart Torbeck  
Virginia Institute of Marine Sciences (VIMS) – Lyle Varnell  
Virginia Water Resources Research Center (VWRRC) – Jane Walker

**Organizations without a representative at the meeting:**  
County of James City  
Ferrum College  
United States Geological Survey (USGS)

The Virginia Water Monitoring Council (VWMC) Steering Committee met at the USGS Virginia Water Science Center on Parham Road and by conference call on April 17, 2012 (1:00–3:00 PM). Weedon Cloe, Steering Committee Co-Chair, led the meeting. The meeting was called to order at 1:05 PM. Following welcome and introductions, the meeting agenda was reviewed and approved. The minutes from the March 8, 2012 meeting were reviewed and approved.

**Announcements:**
- Chesterfield County announced a new Stormwater Compliance Inspector position is to be advertised soon.
- Clean Virginia Waterways announced that Virginia is working on a Marine Debris Summit anticipated to take place in February 2013.
- DEQ announced the deadline for the nomination of streams for DEQ to monitor/sample this coming fiscal year will likely be extended.

**Old Business:**
**2012 Conference Planning:**
May 18th, 2012 at Henrico Training Center. There are 45 registered participants to date, including speakers. Credit card payments are not accepted by Longwood University. Three exhibitors have responded (Filterra, Sutron, YSI). Space constraints in Henrico means we have to limit exhibitors to a total of four plus the VWMC display. Katie recently completed the speaker line-up with the addition of Amy Pemberton, Va. Dept. of Health to speak on Beach Monitoring.

Katie needs help from the steering committee:
- 2 individuals to help at the registration desk  
- 1 individual to help with coffee setup  
- Several individuals to help with lunch setup  
- A technical team
A clean-up team

Katie will ask attendees to bring an old name badge from a previous conference or their own agency’s name badge to help save on name badge costs. We will have name badge materials onsite for those who don’t bring one.

We can register as many as 150 people if some of the attendees sit in chairs with no tables.

Katie will send out a reminder email on or about 4/23 that states only 1 week left before increased registration fee.

Weedon has volunteered to do introductions in the AM, and Chris volunteered to do introductions in the PM.

**501c3 Organization Planning**

The ad hoc committee provided a report of their progress. The state/federal filing documents were provided via email to the steering committee and all agree those are likely all of the documents required to establish the non-profit. They reported upcoming actions that are required by the VWMC prior to filing these documents to include: 1.) Deciding on a name change; and 2.) Establishing a bank account separate from Virginia Tech, VWRRC Funds/Virginia Tech Foundation.

Name Change: Discussion regarding the possibility of changing the name of the VWMC included:

- We have had no interaction with the National Water Monitoring Council therefore we are not vetted to keeping the same name.
- We are more than monitors.
- The word “Professionals” in the new name may be considered too exclusive for some.
- The consensus of the steering committee is that there should be a name change.

Three favorite names were decided upon and will be presented to the larger organization at the annual conference:

- Va. Society of the Aquatic Sciences
- Va. Society of Aquatic Science Professionals
- Va. Aquatic Sciences Association

Bank Account: Jane Walker found out it is not possible to move funds from Virginia Tech’s VWRRC funds/Virginia Tech Foundation to a separate account. Therefore conference proceeds will be placed into a separate account, and a VT account will be drawn down with conference expenses. A motion was made and seconded to establish a new bank account. In establishing a bank account, the VWMC must also therefore establish a treasurer. Chris French volunteered to become the Treasurer. Chris explained that instead of giving treasurer’s reports, he will scan and email the bank statements to the committee members. It was agreed that two signatures are required per check.

**New Business:**

**DEQ Citizen Monitoring Grant Program**

The state budget from the General Assembly did not include grants for Citizen Monitoring this next fiscal year (FY 2013). Therefore, the VWMC will not have DEQ funding in 2013 for WWMD kits or the weekly email updates from VWRRC. However, we can use existing resources to continue on with the weekly emails.
Future Meeting Date:
To be determined by doodle poll for the middle two weeks of June 2012, likely at the USGS Richmond offices, 1 p.m. – 3 p.m. Jane will publish the doodle poll, and Weedon will review the results and determine the next meeting date.

The meeting was adjourned at 2:48 p.m.