

# Virginia Citizens for Water Quality

Winter Meeting  
February 18, 2006

## MEETING NOTES

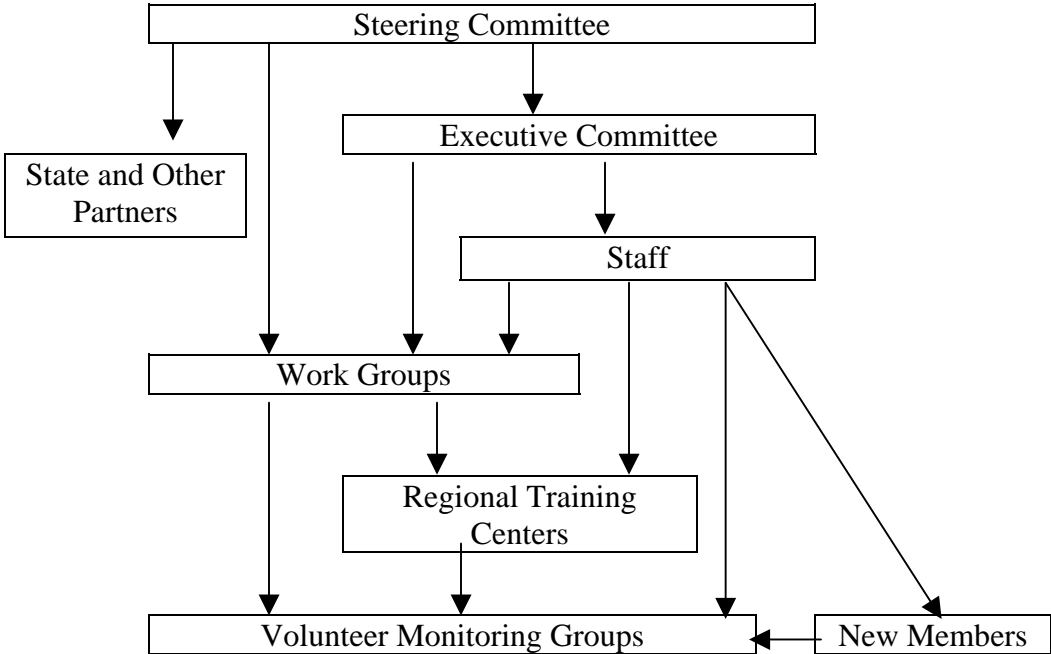
### Agenda

9:00 am - 10:00 am	Registration	Campbell Hall - in front of Room 160
10:00 am - 10:30 am	Welcome	Round the room introductions
10:30 am - 11:30 am	Working with local governments: Be Helpful, Be Respectful, and Be RIGHT!	Michael Helfrich Lower Susquehanna Riverkeeper , sponsored by the Virginia Water Monitoring Council
11:30 am - 12:00 pm	Introduction to Efforts to Coordinate Volunteer Monitoring in Virginia	
12:00 pm - 1:00 pm	Lunch - on your own!	
1:00 pm - 2:30 pm	Virginia Citizens for Water Quality	Consensus on the Structure
2:30 pm - 3:00 pm	Virginia Citizens for Water Quality Workgroups	Introductions to workgroups needed for organization building
3:00 pm - 3:45 pm	Virginia Citizens for Water Quality Workgroups	Breakout into the workgroups to begin developing a annual workplan
3:45 pm - 4:00 pm	Timeline and Wrap Up	

See power point presentation at end of notes.

# Virginia Citizens for Water Quality Organizational Chart

Changes made to the Organizational Chart as follows



## **Virginia Citizens for Water Quality (VCWQ) Organizational Chart Definitions**

1. Executive Committee
  - a. Purpose: Plans the activities as outlined in the annual workplan. Meets quarterly or as needed.
    - i. Sets policies and procedures for staff to follow to implement the organizations policies, annual work plan, and budget.
    - ii. Works with staff to develop an action plan to implement the annual work plan and budget, and oversees staff work.
    - iii. Oversees fiscal management activities including grant applications and grant management activities.
    - iv. Works with staff to provide administrative and policy guidance to work groups, and training and QA for the Regional Training Centers.
    - v. Works with staff to develop advocacy positions on issues that affect the organizational vision and goals.
  - b. Makeup: Appointed by the Steering Committee and consisting of a Chairperson, Vice-Chair, Treasurer, and at-large members, no more than one from a watershed, to total not more than nine members. Virginia CWQ staff will function as a secretary for the committee.
2. Workgroups
  - a. Purpose: At least five to be developed including: (1) Organization Building Group, (2) Inventory/Needs/Advocacy Group, (3) Data Use Group, (4) Training Group, and (5) Protocol Group
    - i. Seeks input, as needed, from member groups, state and regional partners, and academia; and develops technical and educational, and advocacy materials consistent with the organizations goals, policies, and work plan.
    - ii. Provides input to the Steering Committee, Executive Committee, and Staff on policies, program, activities, and advocacy issues.
    - iii. Collaborates with state and regional organizations and other groups on studying and developing technical guidance, protocols, and educational materials to advance the organizations goals and policies.
  - b. Makeup: Interested volunteer monitors (from member organizations)
    - i. Chairpersons and member groups are appointed by the Steering Committee
3. Steering Committee
  - a. Purpose: Develop annual workplan for statewide coordinating body. Meets annual or as needed to (1) identify needs and issues that affect citizen monitoring, stream health, and water quality, (2) establish strategies and broad policies to promote and support citizen monitoring, and (3) develop an annual work plan and budget to provide guidance to the Executive Committee, Work Groups, and Staff.
    - i. Establish voting procedure based on two votes per watershed with groups from each watershed caucusing to cast their votes
    - ii. Establishes a procedure of accrediting representatives from member organizations for appointments and voting purposes.

- iii. Appoints members of the Executive Committee and Chairpersons of the Work Groups from the membership of the Steering Committee, and assigns member groups to serve on the work groups.
    - iv. Appoints or hires staff, and sets salaries when appropriate.
    - v. Sets policies for grant applications and for distribution of grant funds to member groups.
  - b. Makeup
    - i. Active Volunteer Monitoring Organizations (member organizations) – one representative for each member group
    - ii. One representative of designated statewide and regional groups involved with stream monitoring (VA SOS, Alliance for the Chesapeake Bay)
- 4. Virginia CWQ Staff
  - a. Purpose:
    - i. Provides administrative support to the Steering Committee, Executive Committee, Work Groups, and Regional Training Centers.
    - ii. Prepares grant applications, manages grants, distributes grant funds, plans fundraisers, and provides fiscal accountability regarding funds expended.
    - iii. Maintains an organization website, and otherwise communicates organization policies, activities, and other news to the Steering Committee, Executive Board, Work Groups, member groups, and other related organizations.
    - iv. Serves as head trainer and Quality Assurance Officer, and organizes and schedules training classes at the regional training centers.
    - v. Recruits new volunteer citizen monitors, and assigns new monitors to existing or new monitoring groups.
    - vi. Prepares an annual report of accomplishments for the Steering Committee.
    - vii. Provides data entry and database management as needed to implement the annual plan.
    - viii. Event planner for events such as executive and steering committee meetings
    - ix. Meets regularly with executive committee
    - x. Communications
  - b. Makeup:
    - i. 1 – 3 “staff” – paid or unpaid
    - ii. Assigned or hired by the Steering Committee, and follows procedures and policies established by the Executive Committee.
    - iii. At this time, Alliance for the Chesapeake Bay and Virginia Save Our Streams will staff the organization
- 5. Regional Training Centers
  - a. Purpose
    - i. Provide training on a regional level
    - ii. Training and assistance with program planning
    - iii. Data analysis and interpretation
  - b. Makeup
    - i. Institutions of higher education (community colleges, universities, etc)
    - ii. Individuals with specialized training
    - iii. Existing organizations with training staff
- 6. Volunteer Monitoring Groups

- a. Purpose:
  - i. Designates an official representative and point of contact for VCWQ
  - ii. Provide water quality monitoring volunteers
  - iii. Participates as a member of at least one work group.
  - iv. Provides monitoring protocols and monitoring data to VCWQ
  - v. Attends training classes as needed
  - vi. Provides annual reports of grant fund expenditures and accomplishments to VCWQ
- b.** Makeup: Composed of active citizen stream monitoring organizations/groups that meet the membership requirements of the organization.
  - i.** Participates as a member of at least one work group.

**Virginia Citizens for Water Quality**  
**February 18<sup>th</sup> Meeting**  
**Meeting Minutes**

Organizational Structure:

1. Executive Committee - Made changes to the top part of the organizational chart. Executive committee will be a subset of the steering committee and will make most of the decisions needed for VCWQ. The executive committee will meet quarterly or as needed and will consist of a chairperson, vice-chair, secretary, treasurer, and at large persons (or chairperson of workgroups). Total number of people on committee should be less than 10 and should be an odd number. The VCWQ Staff will do the bulk of the work needed for this committee (so it will be easy to sit on the executive committee) but will be directed by the committee and the annual workplan.
2. Steering Committee – The steering committee will be made up of all active volunteer monitoring organizations (we threw around the term “member” organizations). The steering committee will meet at least once a year to develop the annual workplan for VCWQ. At the steering committee meetings, votes will take place on a river basin basis – one vote per river basin (13 total). Member organizations will be given the opportunity to caucus within their river basin to obtain their vote. Steering Committee made up of organizations not people
3. Technical Advisory Board – do not need a separate board. Will solicit technical advice as needed through the workgroups.
4. Administrative Agent – should be responsive and have no hidden agenda!
5. Rest of chart was ok as presented

Workgroups – These first three to be started right now! The other two groups will be commenced after the July Summit.

1. Organization Building
  - a. Bylaws
    - i. Define executive committee
    - ii. Define membership of steering committee
    - iii. Define how votes happen
      1. steering committee
      2. executive committee
    - iv. Define “active” monitoring groups – member groups
      1. This will be consistent with requirements to obtain grants
    - v. Voting members vs. non-voting members
      1. agencies
      2. organizations that provide services to VCWQ
      3. exceptions
    - vi. Meeting schedules
  - b. Fundraising
  - c. Communications
2. Inventory/Needs – in addition to what is presented via the power point presentation
  - a. Site locations?

- b. Training resources
- c. Quality assurance
- 3. Data Use – in addition to what is presented via the power point presentation
  - a. Water quantity?
  - b. Quality Assurance
  - c. Flow Chart for volunteer monitors to use when monitoring shows a water quality problem
  - d. Regional mentors
  - e. Data Needs –
    - i. Needs for TMDLs
    - ii. Needs for watershed management plans
    - iii. etc

#### Other Discussion

1. Possibility of membership fee
2. Communication is going to be essential for this organization – high priority
3. Different levels of data = different uses of data
4. Training should serve multiple levels of data collection
5. Fund distribution should be a separate committee
6. Need to be accountable
7. Potentially work with roundtables to deliver programs on regional basis
8. Tony Pane will be working with a community college in SW VA to develop a curriculum for volunteer monitors. Anyone interested in helping should contact him (see attendee sheet). This might be a great opportunity for VCWQ to help with a pilot training curriculum.
9. Continue to collaborate with Virginia DEQ and DCR
10. Joanna Cornell presented her dissertation work “NEST” (Neighborhood Ecological Stewardship Training). <http://mason.gmu.edu/~jcornell/NEST/>
11. Please see the Timeline at end of minutes for upcoming meeting dates.
12. Attached is information about the Virginia Citizens for Water Quality Listserve. Stacey Brown will begin using this as a primary means of communication starting March 15<sup>th</sup> (give people ample time to receive the notice from Stacey that the change is coming). Please use the information attached to sign up!

## **The New and Improved Virginia Citizens for Water Quality List Serve**

**What is a List Serve?** A list serve is an e-mail message distribution list. You have to register your e-mail address to be included in the distribution list (this is called subscribing) and you send messages (called posting) to the central address for the e-mail distribution list. You can only post messages on the list-serve if you have subscribed!

**What is the purpose of the Virginia CWQ List Serve?** To provide a forum for open exchange of information, announcements, thoughts, and ideas about water quality issues in Virginia. Aside from the Virginia CWQ webpage, the list serve will be the only source of information about events – the list serve will serve as our e-mail distribution list!

**How do I join the Virginia CWQ List Serve?** The instructions are list below:

1. Go to the following website: <http://listadmin.vasos.org/mailman/listinfo/cwq>. There will also be a link to this page from the Virginia CWQ home page ([www.virginiacwq.org](http://www.virginiacwq.org))
2. Scroll down the page until you see the heading “Subscribing to CWQ
3. Fill in the form and click the subscribe button
4. Once the form has been submitted, you will receive an e-mail regarding the subscription. Follow the directions in this e-mail to complete your subscription
5. Please contact Stacey if you have questions – [stacey@vasos.org](mailto:stacey@vasos.org) or 804-615-5036

### **Put the Virginia CWQ List Serve to work!**

Share announcements of events, ideas for Virginia CWQ members, and other water quality information on the list serve. Please refrain from using this list serve to post jokes or chain mails. See the back page for information about subscribing and posting messages.

**How do I post a message on the Virginia CWQ List Serve?** To post an email message on the CWQ List-Serve after you have signed up, send your message to the following address: [cwq@lists.vasos.org](mailto:cwq@lists.vasos.org). Messages posted to the CWQ List-Serve will be forwarded to all currently registered subscribers of the CWQ List-Serve.

**How do I respond to a message on the Virginia CWQ List Serve?** To reply to a message posted on the CWQ List-Serve use the "Reply to:" or "Answer" feature of your email program. Since some mail programs may not use the "reply-to" address included in a mail message, make sure that the reply is addressed to [cwq@lists.vasos.org](mailto:cwq@lists.vasos.org). Your reply message will be distributed to all CWQ List-Serve subscribers. Please note that a reply message intended only for the originator of the message may also be sent to all CWQ List-Serve subscribers. To avoid public dissemination of a private message do not use the reply function of your e-mail service. Instead, generate a new email message to the intended recipient.

### **Web Archive of the Virginia CWQ List Serve...**

All discussions that occur on the Virginia CWQ List Serve can be access via an archive online. This archive is located at <http://listadmin.vasos.org/mailman/listinfo/cwq>  
A link to the archive will also be made available on [www.virginiacwq.org](http://www.virginiacwq.org).

### **Virginia CWQ List Serve Options...**

If you would rather get a daily digest of e-mail exchanges, you may select the digest button at the bottom of the subscribe form. Once you are subscribed, you can edit your user options by visiting the main page of the list (<http://listadmin.vasos.org/mailman/listinfo/cwq>). This is where you can unsubscribe, temporarily unsubscribe (if you are going on vacation), or change your digest options.

# Virginia Citizens for Water Quality

## Let's Coordinate Volunteer Monitoring

### Timeline....

February 18, 2006	Adopt Organizational Chart of Virginia Citizens for Water Quality	
Middle of March	Deadline to sign up for Workgroups	
March 25, 2006	Draft Bylaws presented at in person meeting – conference call and internet meeting will be available	Location: TBA – possibly Loudoun County
April 4, 2006	Revised Bylaws presented via electronic means	
April 14, 2006	Revised bylaws adopted – via electronic means	
April 29, 2006	VCWQ Workgroup Meeting (to include planning for VCWQ Summit)	Location: TBA – possibly Roanoke County
April and May	Membership solicited as specified in bylaws to steering committee	
May 20, 2006	VCWQ Workgroup Meetings as needed	Location: TBA – possibly Richmond or Longwood University
June, 2006	Committees meet as needed (probably via conference call or through e-mail)	
July 22, 2006	Annual Summit – this is the 10 <sup>th</sup> anniversary summit!!! First official meeting of Steering Committee	Location: University of Virginia, Clark Hall, Charlottesville Virginia

First Name	Last Name	Organization	email
James	Beckley	Virginia DEQ	jebeckley@deq.virginia.gov
Stacey	Brown	VA SOS	stacey@vasos.org
David	Buckalew	Longwood University	buckalewdw@longwood.edu
Robin	Buckalew	Friends of the Appomattox River	buckalewra@kinex.net
John Paul	Candler	Candler Communications	<a href="mailto:jpcandler@earthlink.net">jpcandler@earthlink.net</a>
Martha	Chapman	Upper Tennessee River Roundtable	marthawchapman@gmail.com
Joanna	Cornell	Northern Virginia SWCD	jcornell@gmu.edu
Frank	Deviney	University of Virginia	deviney@virginia.edu
Mary	Dunbar	Goose Creek Association	MaryWDunbar@msn.com
Hazle	Edens	Goose Creek Association	<a href="mailto:hwedens@earthlink.net">hwedens@earthlink.net</a>
Chuck	Frederickson	James River Association	<a href="mailto:keeper@jamesriverassociation.org">keeper@jamesriverassociation.org</a>
Kenny	Giles	Rapp Flow	
Jay	Gilliam	Virginia FNR	<a href="mailto:jay@vasos.org">jay@vasos.org</a>
Lane	Guilliams	VA DCR	lane.guilliams@dcr.virginia.gov
Beverly	Hunter	Rappahannock FLOW	bev_hunter@earthlink.net
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Christina	Looch	Rapp Flow	chrisbird75@yahoo.com
Mary Beth	Martin	Rappahannock FLOW	marybethinvirginia@yahoo.com
Stacey	Moulds	Alliance for the Chesapeake Bay	<a href="mailto:moulds.acb@verizon.net">moulds.acb@verizon.net</a>
Dwayne	Murphy	Friends of Accotink Creek	<a href="mailto:coordinator@accotink.org">coordinator@accotink.org</a>
Tony	Pane	VA DCR	Tony.Pane@dcr.virginia.gov
Gary	Robinson	Mountain Stream Stewards	jackmtn@gmail.com
Darrell	Schwalm	Loudoun Watershed Watch	SCHWALMIE@aol.com
Bill	Shanabruch	Reedy Creek Coalition/DEQ	wgshanabruch@deq.virginia.gov
Ida	Swenson	Rivanna Conservation Society	edmgr@rivannariver.org
Carolyn	Thomas	Ferrum College	cthomas@ferrum.edu

# Let's Coordinate Volunteer Monitoring



February 18, 2006

University of Virginia, School of Architecture

10:00 am – 4:00 pm



# Let's Coordinate Volunteer Monitoring

## *Project Refresher – October 29<sup>th</sup> Meeting*

- Overall Goal is to make monitoring easier and to make becoming a monitor easier!
- Participants at Oct 29th meeting agreed that
  - a Coordinated Approach for Volunteer Monitoring is necessary
  - forming an organization was necessary
- Such an enterprise should leverage
  - collective knowledge base
  - skill set of its members
  - avoid having to “re-invent the wheel”



# **Let's Coordinate Volunteer Monitoring**

## *Project Refresher – October 29<sup>th</sup> Meeting*

- Not dampen enthusiasm that exists in individual groups, but rather build on differences and strengths
- Structured as “Bottom Up” Organization, taking direction and garnering strength from the individual member groups it was formed to represent



# Let's Coordinate Volunteer Monitoring

## *Project Refresher – January 28<sup>th</sup> Meeting*

- Participants at January 28<sup>th</sup> Meeting Considered
  - The structure of the organization
  - The name of the organization
- The consensus on the name was Virginia Citizens for Water Quality
- The structure presented at the meeting was revised – two potential looks for the steering committee to be presented at the February 18<sup>th</sup> VCWQ meeting to finalize organizational structure



# Let's Coordinate Volunteer Monitoring Goals for February 18<sup>th</sup> Meeting

- Gain Consensus on VCWQ Organizational Structure
  - Main Stuff – Specific items will be addressed during the formation of the bylaws
- Develop working committees to begin outlining steps that need to be taken to develop the organization and coordinate volunteer monitoring on a statewide level

# Virginia Citizens for Water Quality (VCWQ) Organizational Chart



PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
CHART

# Virginia Citizens for Water Quality (VCWQ) Organizational Chart

PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
INFORMATION

## **Steering Committee**

*Purpose:* Help drive the coordinating efforts. Assist VCWQ staff with their tasks.  
Develop annual workplan for statewide coordinating body. Assist in fundraising.

*Makeup:*

**a. Twenty-six “voting” members**

Thirteen selected representatives from each river basin

Thirteen elected representatives from each river basin

***OR***

**b. Give all “active” volunteer monitoring organizations one seat on the steering committee**

**Virginia Citizens for Water Quality (VCWQ)  
Organizational Chart**

**PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
INFORMATION**

**Technical Advisory Board**

***Purpose:* Provide technical assistance to steering committee and VCWQ Staff – including information on monitoring techniques, quality assurance procedures, agency priorities, funding initiatives**

***Makeup:* Any number of individuals/representatives from agencies, businesses, universities, municipal associations, or other organization that can contribute certain knowledge, skills, or other resources to volunteer monitors**

**Virginia Citizens for Water Quality (VCWQ)  
Organizational Chart**

**PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
INFORMATION**

**Virginia Citizens for Water Quality Staff**

*Purpose:*

- Fundraising coordination and grants coordinator to Community/Watershed Groups
- Quality assurance and head trainer
- Volunteer coordination/outreach
- Database management (if centralized database)
- Event planner for events such as CWQ and Advisory Board meetings
- Meets regularly with advisory board

*Makeup:*

- 1 – 3 “staff” – paid or unpaid
- At this time, Alliance for the Chesapeake Bay and Virginia Save Our Streams will staff the organization

# Virginia Citizens for Water Quality (VCWQ) Organizational Chart

PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
INFORMATION

## **Institutional Affiliation/Administrative Agent**

### *Purpose:*

To administer funding until VCWQ has its own status

### *Makeup: – possible agents:*

- Alliance for the Chesapeake Bay
- Dan River Basin Association
- Virginia Save Our Streams

# Virginia Citizens for Water Quality (VCWQ) Organizational Chart

PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
INFORMATION

## **Volunteer Monitoring Groups**

### *Purpose:*

1. Main point of contact in local area for volunteer monitoring activities
2. Provide water quality monitoring volunteers
2. Provide information to VCWQ regarding needs
3. Responsible for data management of own groups data as well as volunteer coordination
4. Apply for minigrants for funding or equipment for group

*Makeup:* Many existing organizations, new watershed organizations

# Virginia Citizens for Water Quality (VCWQ)

## Organizational Chart

PLEASE SEE MEETING  
MINUTES FOR  
CHANGES TO THIS  
INFORMATION

### **Regional Training Centers**

#### *Purpose:*

1. Provide training on a regional basis
2. Training/Assistance with program planning
2. Data analysis and interpretation

#### *Makeup:*

1. Colleges/Universities
2. Individuals with specialized training
3. Existing organizations with training staff

# Virginia Citizens for Water Quality (VCWQ) Organizational Chart

## Volunteer Monitors





# Virginia Citizens for Water Quality

## *Let's Coordinate Volunteer Monitoring*

### Work Groups

- Organization Building
- Inventory/Needs
- Data Use



# Virginia Citizens for Water Quality

## *Let's Coordinate Volunteer Monitoring*

### Work Groups

- Organization Building
  - Bylaws
  - Annual Workplan (put together pieces from other work groups)
  - Fundraising
  - Communication/marketing



# Virginia Citizens for Water Quality

## *Let's Coordinate Volunteer Monitoring*

### Work Groups

- **Inventory/Needs**
  - Inventory of volunteer monitoring organizations
  - Inventory of parameters collected and methods used
  - Inventory of data uses
  - Training Needs
  - Quality Assurance Needs



# Virginia Citizens for Water Quality

## *Let's Coordinate Volunteer Monitoring*

### Work Groups

- Data Use
  - Levels of Data Use
  - Requirements for Data Use
  - Assistance on Using Data

# TIMELINE

February 18, 2006	Adopt Organizational Chart of Virginia Citizens for Water Quality	
End of February	Deadline to sign up for Workgroups	
March 10, 2006	ACB and VASOS (in coordination with VDEQ and VWMC) – completed list of “who” for inventory and data use “info”	
March 25, 2006	Draft Bylaws presented at in person meeting	Location: TBA – possibly Loudoun County
April 4, 2006	Revised Bylaws presented via electronic means	
April 14, 2006	Revised bylaws adopted – via electronic means	
April 29, 2006	VCWQ Workgroup Meeting (to include planning for VCWQ Summit)  Inventory completed	Location: TBA – possibly Roanoke County
April and May	Membership solicited as specified in bylaws to steering committee	
Early May 2006	VASOS and ACB - Meeting with VEE to discuss Year II funding	
May 20, 2006	1 <sup>st</sup> VCWQ Steering Committee Meeting	Location: TBA – possibly Richmond or Longwood University
June, 2006	Committees meet as needed (probably via conference call or through e-mail)	
June 15, 2006	VEE grant proposal for Year II funding submitted- VA SOS and ACB	
July 22, 2006	Annual Summit – this is the 10 <sup>th</sup> anniversary summit!!!  AM- Breakouts of Workgroups & Watersheds  Data Use and Inventory/Needs Workgroups present findings and work plan for Year 2	Location: Charlottesville, possibly Clark Hall



# Virginia Citizens for Water Quality

## *Let's Coordinate Volunteer Monitoring*

### Next Steps

- Join a Workgroup – let either Stacey know of your interest by the middle of March!
- Join the CWQ List Serve to facilitate information sharing
- March 25<sup>th</sup> VCWQ Workgroup meeting
  - Presentation of draft bylaws
- April 14<sup>th</sup> Consensus on Bylaws