

Albemarle Citizens Advisory Committee
Executive Committee Minutes
September 17, 1987

The Albemarle Citizens Advisory Committee Executive Committee met at College of The Albemarle on September 17, 1987, at 1:30 p.m.

The following committee members were present: Parker Chesson, John Stallings, Al Howard, Carolyn Hess, Mike Corcoran, and Joe Stutts. Jeff Kinsley represented Don Flowers. Others present were: Yates Barber, a member of the Albemarle Citizens Advisory Committee; Tom Quay, liaison from the Pamlico Citizens Advisory Committee; and Dawn Parks, representing the North Carolina Sea Grant Program.

Executive Committee

Chairman Parker Chesson reviewed how the temporary Executive Committee was selected and pointed out that the membership would be placed before the full advisory committee at its meeting on November 17. Executive Committee members gave a brief outline of their backgrounds and interests.

Report on Pamlico Citizens Advisory Committee Meeting

Dr. Tom Quay, a member of the Pamlico CAC, reviewed the agenda of their September 14 meeting. He also reviewed information that had been sent by Doug Rader. Dr. Quay is the official liaison between the Pamlico CAC and the Albemarle CAC.

November 14 Albemarle Public Meeting

The Executive Committee spent considerable time discussing a proposed agenda for the November 14 public meeting to be held at Elizabeth City State University. Dr. Quay reviewed comments that had been made at the Pamlico meeting. Dr. Maurice Powers, geoscience professor at ECSU, reviewed his proposed agenda for the meeting. Dr. Powers and others at the university have received a grant from the APES program to plan and coordinate this meeting.

The consensus of the Executive Committee was that the morning session should include panel discussions and that as much use as possible should be made of APES Citizens Advisory Committee members.

Since the Governor will not be able to attend this meeting, Dr. Corcoran made a motion that Lieutenant Governor Bob Jordan be invited to be the luncheon speaker, with State Senator Marc Basnight being asked to introduce the Lieutenant Governor. This

motion was seconded by Capt. Howard and unanimously approved by the committee.

November 17 Albemarle CAC meeting

The Executive Committee reviewed an invitation from Union Camp for a tour of their facilities and a boat tour of the Chowan River. These activities would occur in the morning and afternoon and be followed by the public meeting of our committee at 7:00 p.m. This meeting will be held at the Roanoke-Chowan Wildlife Club in Hertford County.

On a motion by Capt. Howard, which was seconded by Dr. Corcoran, the committee unanimously accepted the invitation of Union Camp.

Employment of Public Involvement Coordinator

Dr. Rader sent information indicating that applications are being accepted for this position through September 22. All members of the Executive Committee agreed that it is critically important that this person be employed as soon as possible.

Technical and Public Involvement Projects

A list of funded technical and public involvement projects was provided for the committee members which included the dollar amount of the grants.

Operating Procedures for the Albemarle CAC

The committee briefly reviewed the latest version of the operating procedures for the committee. On a motion by Capt. Howard, which was seconded by Mr. Stallings, the committee unanimously agreed that three consecutive unexcused absences would result in the chairman recommending to the Policy Committee that the member be replaced. At the same time, a recommendation would be made for a replacement for that member. Wording to this effect will be added to the operating procedures, which will be presented to the full membership on November 17 for their consideration.

Liaison to Pamlico CAC

Mr. Stallings moved that Capt. Howard be designated the liaison between the Albemarle CAC and the Pamlico CAC, with Dr. Corcoran providing backup. This motion was seconded by Ms. Hess and unanimously adopted.

Standing Committees

The committee members returning questionnaires which asked about the need for standing committees recommended committees in the following areas: executive, educational outreach, grants or proposal review, public participation/communications (several), policy, program review, local concerns, and agency monitoring. After considerable discussion of this matter, the consensus of the Executive Committee was that three standing committees, in addition to the Executive Committee, should be established. These would be as follows: Public Awareness Committee, Program Review Committee, and Environmental Issues Committee.

Dr. Quay indicated that the Pamlico CAC would be discussing the need for standing committees at their next meeting on October 14. Dr. Chesson suggested that our committee wait until the Pamlico Committee looks at this matter. For the sake of consistency, it would be good if the Pamlico and Albemarle committees could adopt similar committee structures.

This will be discussed at the November 17 meeting of the Albemarle CAC.

Other Matters

Other matters discussed by the Executive Committee included the following:

1. Ms. Hess suggested that those attending the November 14 meeting at ECSU be asked to evaluate the conference. Dr. Chesson will pass this along to Dr. Powers at ECSU. It was also suggested that some time be placed on the agenda of our November 17 meeting for an overview and evaluation of the conference.

2. The next meeting of the Pamlico CAC will be on October 14.

3. The Executive Committee members asked that Dr. Chesson and Derb Carter (Chairman of the Pamlico CAC) write a letter to the co-chairs of the Policy Committee, with copies to other Policy Committee members, stating that both committees are recommending that a voting representative from the two committees be placed on the Technical Committee and the Policy Committee.

4. Yates Barber briefly commented on the overall activities of the program.

The meeting adjourned at 3:45 p.m.

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PROCEDURES

ALBEMARLE CITIZENS' ADVISORY COMMITTEE

1. The charge from the Policy Committee to the Citizens' Advisory Committees (CAC's) shall provide the basis for action of the CAC's, namely:
 - A. To provide a mechanism for structured citizens' input, including providing recommendations, into the Albemarle-Pamlico Estuarine Study process from their respective regions.
 - B. To assist in the dissemination of information relevant to or developed by the project in their respective regions.More specifically the CAC's shall:
 - A. Report at each meeting of the Technical Committee, through their respective chairperson.
 - B. Review all documents and materials produced by the Albemarle-Pamlico Estuarine Study. They shall include the results of such review in the Chair's reports to the Technical Committee.
 - C. Take such initiatives as are necessary and appropriate, in conjunction with the other activities of Albemarle-Pamlico Estuarine Study, to ensure adequate citizen input from affected and interested constituencies in their regions.
2. Meetings shall occur at least four times annually in the region and shall be called by the chairman or by petition of a majority of duly appointed members. Meeting dates shall be set prior to adjournment of all meetings, and shall occur approximately in August, November, February, and May. All meetings shall require at least ten working days notice to all members. Three consecutive unexcused absences will result in the chairman recommending to the Policy Committee that the member be replaced. At the same time, a person will be recommended as a replacement.
3. Chairman and vice-chairman shall be elected by majority vote of those members present, and shall serve for one year from date of election. Chairman and vice-chairman may be reelected without limit. The vice-chairman will serve as chair in the chairman's absences. Chairman and vice-chairman may designate any member of their committee as acting chair in their absence.
4. The Policy Committee has directed that Parliamentary Procedures be used for all meetings of the CAC's. A quorum shall be one-third of duly appointed members. Simple majority of a quorum shall rule. Only duly appointed members may vote. Proxies are allowable for informational purposes, but proxies cannot vote.

5. Members are appointed by and serve at the pleasure of the Policy Committee. Replacements must be approved by that body. CAC's may recommend replacements for Policy Committee consideration.
6. The chairman of each CAC will serve as a voting member of the Technical Committee. In addition, the Policy Committee has strongly encouraged the chairman to attend Policy Committee meetings.
7. The Policy Committee has directed that all documents or resolutions developed by the Policy, Technical, or CAC members or their staffs be distributed to all Policy, Technical and CAC members preferably a week in advance of proposed action in order that members may have adequate time for review and comment, unless the document or resolution is developed at the meeting. Proposed agenda items should be forwarded to the Project Coordinator.
8. The Policy Committee has directed that no member of the Policy Committee, Technical Committee, or CAC's may serve as a Principle Investigator on any proposal. If an investigator from a Policy, Technical, or CAC's members institution, agency, or company submits a proposal, that committee member shall not formally comment, endorse, or vote on that proposal.
9. The Policy Committee has determined that a goal of the Albemarle-Pamlico Estuarine Project will be to maintain open communication channels with the press. The official contact person for all Albemarle-Pamlico Estuarine Project press questions shall be the Project Coordinator. The CAC's may make press releases as they deem appropriate following formal committee action.
10. The Policy Committee has directed that no travel expenses will be paid for any Policy, Technical, or CAC members with the following exceptions:
 - A. Out-of-State (North Carolina) travel for project-related meetings upon approval of the Policy Committee co-chairmen.
 - B. Travel expenses for invited experts who are neither Federal employees nor North Carolina residents.
 - C. Travel expenses for "special" needs upon recommendation by the Program Coordinator with approval by the Policy Committee co-chairmen.

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ALBEMARLE CITIZENS' ADVISORY COMMITTEE OUTING & MEETING

Reservations are requested for participants in the November 17 Albemarle CAC excursion to Union Camp, boat trip on the Chowan River and pig pickin' at the Roanoke-Chowan Wildlife Club.

Please reserve _____ space(s) for:

_____ Name(s)

Please return this form to:

Dr. Parker Chesson
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P. O. Box 2327
Elizabeth City, NC 27909

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