

MEMO

To: Prof. Jim Henry

From: Megan DuVall and Dustin Smith

Date: 11.10.04

Re: Progress Report on DEQ Brochure

Scope:

This report describes all of the duties that have been completed and remain to be completed on the DEQ Brochure. The project is to compose a brochure that explains wetlands and the DEQ's wetland protection program to the general public. The brochure will include the definition, importance, function, and status of wetlands, explanation of the DEQ, the function and accomplishments of the Virginia Water Protection Permit Program, and finally, information on what the reader can do to help protect wetlands.

The project is divided between two students. Both students are contributing an equal amount of work to selecting information, composing and designing the brochure, and communicating with the supervisors.

The work that has been completed thus far has been obtaining the necessary information. Brochure composition has not begun yet.

Completed:

We have both met personally with Mr. Hayden at the DEQ location. At our meetings we were introduced to Julia Cole and Tony Gambone. Julia will be our main contact throughout the project. The topics discussed focused on the overall goal and purpose of the brochure. The decision is a brochure for the general public that explains wetlands, what the DEQ is doing to protect them and informing the reader on what they can do to help. We were able to collect a variety of DEQ brochures to get an idea of their style, content, and language.

Within the last week, further decisions have been made as to what will be in the brochure. Presently, it will be organized into the following sections:

- Wetlands: general definition and explanation of the various types
- Importance of wetlands
- Function
- Status
- Explanation of the DEQ
- Explanation of the Virginia Water Protection Permit Program
- Accomplishments of the VWPPP
- Volunteer suggestions, ways to help

We have also gone over information on wetlands on the DEQ's website as well as outside sources. After a meeting on Tuesday, Nov. 9th, we decided on the relevant and important information that will be incorporated.

Work Remaining:

By Sunday, November 14th, we will have looked into and become familiar with software that will help us create the brochure. We will also contact Julia Cole with the information we think is important and wait for her feedback. Composition will begin on the 14th. Within the next few weeks, work will begin on the design of the brochure and simplifying the language currently surrounding information on the permit program.

Summary:

As of now, work on the brochure has been going smoothly, with equal contribution from both members. We feel positive about working with Julia Cole and have been given a lot of creative control over the document. The only possible problem may be finding concrete results of the permit program and a clear definition/explanation of its purpose.