

# OKRA Board Meeting Minutes

Wednesday November 30, 2016

1:00 p.m.

Tulsa Recycle and Transfer, Tulsa OK and via Conference Call

I. Welcome –Tracy Horst (for Traci Phillips)

II. Roll Call:

Present: Robert Pickens, Michael Patton, Sara Ivey, Ellen Bussert, Ilda Hershey, Tracy Horst, Chris Feeney, Traci Phillips (a little late)

By Phone: Kara Berst, Garmon Smith, Trudi Logan, Jeanette Nance, and Lynn Malley

Not present: Annie Napier, Kathy Moore, Maureen Turner, Larry Wright

Guests: Aaron Sharp, student who came with Ilda

III. Approval of Minutes – Tracy Horst

Tracy asked if everyone had a chance to review the minutes.

Ilda made a motion to approve the October 17, 2016 minutes.

Michael seconded. Motion passed.

III. Committee Reports

A. Membership – Ilda reported one new student joined and the City of Ada renewed their membership. She plans on doing an audit of the membership list by December 5, 2016 and will send the results to Ellen Bussert.

B. Finance – Michael passed out a financial statement reporting activities for the 10 week period of September 16 2016 to November 30, 2016. (See attached.) Income was up by \$75.00 there were a total of 3 expenditures for \$304.00. Ending balance is \$25,069.86.

The OKRA treasurer will start doing financial reports on a quarterly basis on the advice of the attorney.

Update on 501(c)(3) status – Michael reported that he has collected the last 2 documents, with signatures, that the IRS requested. He will be meeting with the Attorney Jessie Fettkther on Friday. Once submitted to the IRS, OKRA should get a response in 6-8 weeks. Michael said that a lot of the cause for problems OKRA has had with the IRS was that we were an existing organization. He said that made things more difficult because the IRS reviewed documents over several years.

Michael also said that he thinks Jessie Fettkether would consider being on the board if someone would ask him. Everyone thanked Michael for the time and work he has put in filing for the nonprofit status.

C. Nominations – Tracy Horst

Tracy served as the nominations chair. She asked Ellen to give an update on what actions needed to be taken. Ellen said that two people needed to be added to the board as we identified their interest after the October meeting. She recommended that Trudi Logan (former board member, Newsletter editor and Advisory Council member) and Annie Napier be added to the Board. Annie has expressed an interest to serve in any capacity needed. Ellen asked her if she would be willing to

shadow the secretary and take that role. Michael made a motion to have Trudi Logan and Annie Napier on the Board. Chris Feeney moved to 2<sup>nd</sup> the motion. The motion was passed.

A discussion was held on how the board should be divided. It was decided that the executive committee would consist of the President, Vice President, Secretary, Treasurer, Past President and 4 At Large Members. The remaining members will be listed as Board Members.

Ellen said the next thing that needed to be done was for the OKRA Board to approve the slate as proposed from the nominations committee. Michael made a motion to accept the slate as proposed. Jeanette Nance made a second to the motion. The motion passed.

The next step will be for Ellen to send out the slate of board members to the membership on survey monkey. It will be a simple yes, no vote. Tentatively, the vote will go out December 7<sup>th</sup>.

#### IV. Work Groups

A. Advocacy – Daniel McCune was unable to make the meeting. He contacted Ilda and explained why he has been hard to reach, but said that he still wants to continue to help. The two issues the advocacy workgroup is working on is market development for tire chips and the State of Oklahoma Recycling Report.

B. Education – No chairman. No report

A discussion was held about the different forms of education. Michael mentioned formal, media and the public in general. Ilda said the Education group has worked on the PSA contest and school recognition. Everyone thought it would be helpful to define more the roles of the workgroups. Michael said we might get more participation in the work groups if there was more definition as to what was expected. Ellen will take the definitions of the workgroups from the OKRA website and review them to see if they need to be changed or restructured. It was mentioned that OKRA may not need the Materials Exchange group since it does not seem to be something that the group can do. Something that will happen again in 2017, board members will need to serve on a workgroup. (It was done a long time ago but somehow the practice was not continued.) The president will assign people to work groups. Lynn Malley said that she would like to work on the education work group. Tracy encouraged everyone to think about what our workgroups should be based upon the organizations skill sets and goals. Robert Pickens led a discussion about OKRA moving toward partnerships with other organizations such as Oklahoma Green Schools. Michael agreed with Robert and went on to say that OKRA needs to do a better job at tracking why. He said recyclers have talked for years about “how” to recycle to educate the public. An emphasis on why we need to recycle might be the direction to go. Sara Ivey said as a group, OKRA needs to look at the gaps between the organizations and see if it fits into OKRA’s mission to fill those gaps. Group consensus was that this might be a good session for the upcoming conference.

C. Market Development – Tracy Horst is chairman. This is a work group that we need to figure out if it needs to be kept or revamped.

D. Communications/Outreach

a. Facebook – Tracy Horst reported that there were 18 visits, 518 reached 15 engaged and 713 likes. A discussion was held about how we can better utilize the OKRA face book page to get out our message. It was decided that the board needs to set goals about what we want to get out of Facebook. Michael suggested that all of us need to periodically put things on our Facebook page to increase interest and activity. Tracy Horst has been doing a wonderful job, but OKRA would have more potential for outreach if everyone added to it. It was suggested that we do a

Facebook post to announce that a new newsletter is available. (Note: we did not decide who should do this.) We should also share posts from our partners.

- b. Website – Ilda Hershey reported that the nominations and conference portion of the website have been updated recently. When OKRA officially obtains its 501(c)(3) status she will add a giving button per Emma’s suggestion.
- c. E-Mail Inquiries – Ilda reported that she has had 5 e-mail inquiries since October.
- d. Newsletter – Trudi Logan said that she was going to send a call for articles out the first part of December with a publication date of January. Everyone was encouraged to send her articles.
- e. 2017 Conference – Ilda Hershey reported that the date is set for Wednesday, October 11, 2017 at the OSU Conoco-Phillips Alumni Center on the Stillwater Campus. Chaz Miller will be the keynote speaker (Robert Pickens is confirming). Ilda will send out save the date info to everyone after confirmation is received from Miller. Next step will be to discuss theme, speakers, and volunteers. She will send something out to the list serve. Ilda has a contract from OSU and is checking on the required deposit. She mentioned that she thinks the gift needs to be something special and for everyone to think about it.

Lynn Malley said that any food left over from the conference needs to be given away, not thrown away. She said that she would like to see it be a policy.

#### V. Old Business

- A. Ilda had drafted a letter to the Director of the Oklahoma Office of Management & Enterprise Services asking for a copy of the annual recycling report his office compiles. It was sent out to the board before the meeting. Chris Feeney said that report used to be on the agencies website. He thinks he can find it, or contact someone in that office to get it. Once he gets the information, he will provide it to Ilda. Michael said that the letter is still a good idea and maybe it could be modified a bit to let Secretary Doerflinger know OKRA exists and the report is a valuable tool. Needs to be on the agenda for the next meeting.
- B. OKRA Part Time Employee  
Ellen Bussert reported that the contract she showed the board at the October meeting had been replaced with a more comprehensive one. It had been e-mailed out to the board for review November 29, 2016. Michael made a motion that the language of the contract be approved and that OKRA and Ellen move forward with it. A second to the motion was made by Ilda. The motion passed.  
Ellen passed out a sample invoice that she had developed based by samples given to her. A discussion was held on what information she should include in the invoice, and a summary report that should be attached to it.

#### VI. New Business

- A. Emma from Red Earth Designs listed OKRA as a worthy organization on her website for people interested in donating on the day of caring. Ilda said that until OKRA achieved its 501(C)(3) status, the donations would not be tax deductible.
- B. Ellen received a phone call from Oklahoma Watch, in the middle of November. The reporter saw a national survey that said Oklahoma was ranked 49<sup>th</sup> in recycling and wanted to know why that was. He ended up talking with Robert Pickens, Michael Patton, Maureen Turner, Garmon Smith, Fenton Rood and David Griesel. Everyone agreed that he knew a lot more about recycling after he interviewed everyone then before he had.
- C. OKRA 2017 Goals - Ellen passed out a copy of the most recent goals that she could find. They were dated 2013. Someone thought there were more recent ones and will look for them and get them to

Ellen. A discussion was held that it was time to set new goals. Tracy encouraged everyone to be thinking about it between now and the next board meeting. It was suggested that we put it on the listserv and start a dialog. We need to assess what we are doing and decide what we should focus on for 2017.

D. Friends of the MET – Invitation to Annual meeting. Ellen had distributed the invitation from the Friends of the MET to attend their annual luncheon meeting. Ellen volunteered to go and represent OKRA.

E. SWANA meeting set for May 2-5. 2017

F. The membership drive will be held January – February 2017. Michael suggested that we consider raising our membership fees and said that most other state recycling associations had higher fees than Oklahoma's. Ilda and Ellen will research some state recycling associations and report back at the next meeting.

G. The OKRA Board recognized Traci Phillips and Michael Patton for their service to OKRA over the past 10 plus years. Although both will remain on the board, they will not serve as officers. A donation to Heifer International was made in honor of Traci Phillips for her many years of dedication as OKRA President. The money will be used to purchase honey bees for a family in Guatemala and a sheep for a family in China. Michael Patton, who served as treasurer was given an IOU for a Japanese maple tree to plant in his front yard. OKRA could never thank these two individuals enough for the time and resources they spent over the years on OKRA initiatives and activities.

VII. Next Meeting Date and Time – The Board selected the next meeting date for the regular board meeting to be on February 10, 2017 from 11:00 a.m. – 1:00 p.m. The location will be in Oklahoma City. Jeanette Nance and Sara Ivey will work out details and report back to the board no later than the middle of January.

VIII. Adjournment - 3:00 pm

Attached Documents:

- Financial Statement (September 16<sup>th</sup> through November 30, 2016)
- Proposed Slate of Board and Officers
- OKRA Independent Contactor Agreement
- M.E.T. luncheon letter