

OKRA Board Meeting Minutes

Friday, February 10, 2017

11:00 a.m.

Oklahoma County Cooperative Extension Center, 2500 NE 63rd St., Oklahoma City, OK 73111

I. Welcome –Tracy Horst

II. Roll Call:

Present: Tracy Horst, Sara Ivey, Robert Pickens, Ilda Hershey, Lynn Malley, Annie Napier, Kara Berst, Jeanette Nance, Garmon Smith, Maureen Turner, Ellen Bussert, Bryce Hulseley, Daniel McCune

By Phone: Chris Feeney, Michael Patton

Not present: Trudi Logan, Kathy Moore, Larry Wright

Guests: Trent Brewer, Oklahoma Center for Non-Profits

III. Approval of Minutes – Tracy Horst

Tracy asked if everyone had a chance to review the minutes. Garmon said under the membership report, the Ada Recycling Coalition renewed their membership, not the City of Ada. Ilda clarified one item in the minutes.

Ilda made a motion to approve the minutes with the suggested change. Jeanette seconded. Motion passed.

III. Committee Reports

A. Membership – Ellen distributed a summary of recycling fees for 7 state recycling associations. The membership committee plans to look at fee structures from other state recycling organizations to see what their membership levels are, and what the benefits are to being members. Bryce suggested we convert our membership form to a postcard that can be passed out at events. Ilda, Ellen and Sara will have a membership conference call to discuss further.

B. Finance – Robert gave the financial report. As was recommended by our attorney, he will do the statements quarterly. He has started noting on the report what month each item is reconciled by putting the letter of the month in parenthesis next to the item. Robert is utilizing many of the online features that Bank of Oklahoma offers such as depositing checks. He is also checking the OKRA mailbox regularly and making sure that checks are processing quickly.

Update on 501(c)(3) status – Robert has met with our attorney Jessie Fettkther and was able to clear up some of the financial questions he had. Robert is getting signatures again from the officers since we have quite a few officers that changed with the recent election. Hopefully this will be the last step before submitting to the IRS.

Robert distributed a new reimbursement form for the board to review. The new form has a few additions and is more thorough. Garmon made a motion to approve the new reimbursement form. Ilda seconded. Motion passed.

Robert recommended getting a BOK debit card for Ellen for her to use to do OKRA business. This will avoid Ellen having to pay for things out of pocket and then be reimbursed by OKRA. Jeanette

motioned to approve Ellen getting a debit card to use for OKRA business. Sara seconded. The motion passed.

The group discussed single transaction limits and monthly maximum limits for using an OKRA debit card. Maureen motioned to set the OKRA debit card daily transaction limit at \$1,000.00 and the monthly limit at \$2,500.00. Ilda seconded. Motion passed.

Robert requested that the Conference Committee come up with a budget for the 2017 OKRA Conference. Ilda said she will be happy to do that.

There was a question about the financial statement balances not adding up. Robert said the balances listed for the accounts are the day of balances. So they will not reflect any outstanding income or expenses that have not been reconciled. Ilda motioned to approve the treasurer's report. Jeanette seconded. Motion passed.

C. Nominations – Tracy Horst

The nominations committee report will stay as an agenda item, but will only have a report when new nominations are needed. Lynn asked why OKRA does not do rolling terms for board members.

This was tabled and will be added to the agenda for discussion at our next board meeting.

IV. Work Groups

A. Evaluation of current work groups

Tracy suggested we go through our current work groups and decide if they are still something OKRA wants to focus time and effort on.

After discussion, the group decided we should keep: Advocacy, Education, and Communications. Add Product Stewardship. Composting and Materials Exchange will no longer be workgroups, but will each have a champion that will keep OKRA updated in these areas (Lynn Malley for composting and Ilda for Materials Exchange). We will drop the Market Development workgroup at this time.

Workgroup Reports

- B. Advocacy – Daniel McCune asked what OKRA wants to champion for 2017? As was mentioned in the past, OKRA needs to have a narrow focus on what we want to push for. Past suggestions included: Tire Recycling, Solid Waste Fee, State Reporting on Recycling, Impact of Recycling on Oklahoma's Economy. A suggestion was made that OKRA could put together a Legislature Information Packet. Ilda suggested perhaps OKRA should not pick one thing to focus on, but rather prioritize issues that OKRA wants to advocate for. Ilda, Michael, and Maureen would like to be on the Advocacy Committee. The Advocacy committee will meet before the next board meeting to discuss further. Daniel when then put together a list of ideas to present at the next meeting.
- C. Composting – Lynn Malley will be the composting champion and will keep OKRA informed about what is going on with composting efforts in Oklahoma.
- D. Education – We will check with Chris Feeney to see if he would like to be chair, and then the education workgroup can come up with their list of priorities.
- E. Product Stewardship – Garmon Smith will head this committee. Sara will ask Melissa Adler-McKibben to add Garmon to the Product Stewardship Institute's conference calls. Lynn Malley would also like to be in this workgroup.
- F. Communications/Outreach
- a. Facebook – The Administrators are doing a good job of keeping the posts coming on Facebook.
 - b. Website – Ilda Hershey reported that the new bylaws were updated. She will make the new changes to the workgroups on the website.
 - c. E-Mail Inquiries – Ilda reported that she has had 4 e-mail inquiries since our last meeting.

- d. Newsletter – Trudi Logan has set the deadline for the next newsletter for Monday, February 13, 2017.
- 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. Ilda passed around the conference planning document for people to see. Since she has reserved the Alumni Center as an OSU staff member, there is not a deposit or cancellation fee. Ilda will have a conference planning committee meeting prior to the next OKRA Board meeting.

V. Old Business

- A. Update on request for access to recycling data submitted to State of Oklahoma.
- B. OKRA will draft a letter in support of the resolution made by the Oklahoma State Solid Waste Advisory Council asking the Oklahoma Legislature to keep funding intended for specific purposes (such as the tire fee) in those accounts. The draft letter will be sent out to the group for review.
- C. DEQ Composting Rule Change – A discussion was held about Lynn bringing the rule change to the attention of the OKRA board and members. Information about the language change and benefits of it were posted on facebook and sent to the membership. The draft rules were approved by DEQ Solid Waste Management Advisory Council on January 12, 2017 and sent to the Environmental Quality Board for their approval on February 17, 2017.
- D. OKAEE Exhibit and Outreach – Lynn said she had 12 new members sign up at the EE Expo. She did not collect any money at that event, but did offer a special of Buy 1 year, get a year free for teachers. She thought this was a good incentive and doesn't cost OKRA too much money at the teacher membership level.

VI. New Business

- A. OKRA 2017 Goals – Tabled
- B. OK County Cooperative Extension Master Composter Pilot Program – Annie had to leave before the meeting was over and did not get a chance to tell us about this program.
- C. Trent Brewer – Oklahoma Center for Non-Profits. Trent is the External Affairs Coordinator and manages the grant applications. He has a personal passion for recycling and is interested in getting involved with OKRA.
- D. The M.e.t. will hold its Environmental Day on 4/19/17. Maureen volunteered to add OKRA information to her City of Tulsa booth.
- E. Bylaws – we need to update the bylaws to indicate when our calendar begins and ends. We will discuss if it would be best to do it on a calendar year, on the state fiscal year, federal fiscal year, etc. This will be helpful in securing sponsorships, doing memberships, board terms, etc.

VII. Next Meeting Date and Time – The Board selected the next meeting date for the regular board meeting to be on March 31, 2017 from 2:00 p.m. – 4:00 p.m. The location will be in Oklahoma City at OSU-OKC.

VIII. Adjournment - 1:30 pm

Attached Documents:

- Financial Statement (First Quarter January 1, 2017- present 2/10/17)
- OKRA Payment/Reimbursement Request Form
- OKRA Debit Card Policies and Procedures
- Survey of Membership Fees for State Recycling Associations