

***OKRA Board Meeting Minutes - September 16, 2016***  
**Land Legacy – Tulsa, Oklahoma**

Meeting called to order at 11:00 by Ilda Hershey. The Board asked Ilda to chair the meeting since Traci Phillips was unable to attend due to an unforeseen family issue.

In attendance: – Ilda Hershey, Robert Pickens, Ellen Bussert, and Michael Patton  
(On Conference Call) Sara Ivey

Absent: Traci Phillips, Tracy Horst, Chris Feeney, Kathy Moore, Garmon Smith, Larry Wright

Approval of Minutes – Michael motioned to approve the minutes from the 6/17/16 meeting. Robert motioned to second the motion. Motion passed.

**Committee Reports**

Membership – Ilda said OKRA has one new corporate member, Dri Vit. This was the only membership activity since the last meeting.

Finance – Michael sent out a financial report on September 15, 2016. He said from this point forward, the financials will be on a quarterly basis per the recommendation of the accountant. The balance as of this date is \$25,202.06. (Finance report attached)

Michael said that he cancelled Webex. Our subscription will expire at the end of 2016. He recommended that OKRA not spend \$700 a year for the service and that we e-mail out documents prior to the meetings and go back to using Free Conference Call.com.

Please make a note of the new OKRA Conference call number. It is (515) 739-2010. Access number is 321770.

Michael reported on the status of OKRA becoming a 501 (C) 3 organization. He said the attorney recently asked for 2 more documents. He thinks that we are maybe a document away from completing this process.

Ilda, the acting chair of the meeting, tabled the nomination committee report until after the Work Groups report.

Advocacy – Ellen reported that she had been trying to contact Daniel McCune to talk about the issue of waste tires and developing markets. She said that they have

exchanged messages, but not been able to talk. Bryce Hulsey called her on behalf of Ferilla March and offered the ODEQ as an information source. Ellen was to contact Bryce after she had connected with Daniel.

A discussion was held about the Legislature taking \$1,000,000 from the waste tire fund and the impact on projects the ODEQ had in place with counties and contractors. Michael said that maybe OKRA should comment publically. Ellen will draft a letter talking about the disappointment and damage of taking away the funds from the purpose for which they were intended. Also on how that decision hurt local businesses and communities. Properly disposing of waste tires is a public health issue. Robert will edit. The goal is to have a statement ready to put on facebook and in a press release by October 1<sup>st</sup>. Ellen said that she will be back in contact with Bryce.

Education – We need someone to chair this committee. Ian Groshong is not able to serve at this time.

Market Development – No update.

Materials Exchange – No update

#### Communications/Outreach

- Newsletter – A discussion was held on ideas for the next newsletter. It was decided OKRA should focus on America Recycles Day. Ilda volunteered to e-mail the editor Trudy Logan about this idea.
- E-Mail Inquiries – Ilda reported we had 7 inquiries since 6/17/16.
- Facebook – Ilda reported that the OKRA page was receiving average traffic
- 2017 Conference – Ilda volunteered to chair the next OKRA conference and everyone cheered. A short discussion was held on location and time of year. Ilda said she thought September or October of 2017 and maybe have it back in Stillwater. Michael said that University facilities seem to work well. Ilda will start looking for a location. It was suggested that maybe this year we do not bring in a national speakers, but some one of interest. Michael said that he likes it when a conference “does something” like make an announcement or support an initiative. OKRA has done that with the bottle bill in the past. The idea of composting was brought up since organics is the hot topic nationally. Everyone liked that idea. Michael also recommended that when spend money to promote the conference, at least on Facebook. Ilda said that it was really important that OKRA has its official non-profit status in place before the conference for sponsorship.

#### Old Business

Bylaw revisions – Robert Pickens sent out a draft of the bylaw revisions to the Executive Committee. It was decided that the board would vote on the revisions at the next board meeting.

Workgroup descriptions – no update.

### Nominations

A discussion was held by those present about their willingness to serve and in what capacity. Michael said that he would rather not be treasurer. Instead, he would like to do governmental relations / advocacy. He would like to take his passion and help educate decision makers about important recycling issues and problems. Robert said that he is willing to stay on the Executive Committee and would consider being treasurer. Sara said that she would say on as secretary. It was recommended that she consider being president. She did not feel like she should be president since she is not in the industry as much as many of the other board members. Robert said that people outside the industry bring important qualities to the OKRA board. He said the OKRA president does not need to be an industry member to lead the group. Sara then agreed she would be willing. *(Please note that those not present are welcome to nominate themselves for any position. This discussion does not guarantee that the people mentioned will be voted in the positions in which they are willing to serve.)*

Next, a discussion was held on doing a call for nominations. Sara has already sent out a draft of what New Mexico uses to the executive board. It was recommended that it go out on Facebook, list-serve and e-mailed to the members. The goal was for her to run a draft past the executive board and have it out on September 20<sup>th</sup>. Anyone can nominate themselves or someone else. Nominations will be open September 20<sup>th</sup> – October 15<sup>th</sup>. Reminders about the due date will be sent out to increase participation. Sara will be the contact person and collect the nominations. The slate for the next OKRA board will be determined at the meeting on Monday, October 17, 2016. Following the Board meeting, a ballot will be sent out and an election will be held via Survey Monkey to paid members from October 24<sup>th</sup> – November 4<sup>th</sup> (2 business weeks.)

### OKRA Part-time Employee

Ilda read into the minutes the job description compiled by Sara and Ellen.

## ADMINISTRATIVE ASSISTANT – PART TIME

### Job Description

Main Areas of Responsibility:

- clerical duties
- data entry
- tracking and processing memberships and sponsorships
- checking post office and handling mail
- supporting the Board by arranging meetings, sending out agendas and taking minutes at board meetings

- support Board Treasurer with some bookkeeping tasks
- support other Executive Board Members as needed
- assisting with conference planning and conference activities
- other duties as assigned

Qualifications:

- an interest in supporting recycling in Oklahoma
- proficiency in Microsoft Office, Word, Excel
- experience or willingness to learn other software used to support the organization, such as conference organization or membership tracking
- good communication skills, verbal and written
- self-directed, independent, works well with others

We offer:

- flexible schedule, telecommute (video chat), in person meetings as needed
- hours not to exceed 999 per calendar year

How to Apply:

Oklahoma Recycling Association, a nonprofit organization, is looking for a multi-talented individual to help us grow.

Please send your resume and cover letter to [info@recycleok.org](mailto:info@recycleok.org)

A discussion was held regarding pay, numbers of hours worked and expenses. It was generally agreed upon that this position would mostly have average weeks of 8 hours per week with the exception of the conference and other special activities when it would be double that. It was agreed upon that there should be a cap of \$10,000 a year for this position to include salary and reasonable expenses. It is hoped that this person can begin October 1, 2016.

Ellen was asked if she was willing to take this position. She said yes. A discussion was held about the options of advertising and interviewing for the position versus hiring a known person. The consensus was that hiring this position was the same as selecting RedEarth Designs to do the web design and maintenance. Michael Patton said that he will draw up a contract and meet with Ellen next week.

New Business

None

Next Meeting

Monday, October 17<sup>th</sup> from 11:00 a.m. until 1:00 p.m. at Land Legacy in Tulsa. Call in option will be available.

Meeting Adjourned at 12:30 p.m.