

# OKLAHOMA RECYCLING ASSOCIATION

## Board of Directors Meeting Minutes

**Friday, November 9, 2018**

Oklahoma Dept. of Environmental Quality - 707 N. Robinson Ave, Oklahoma City, OK 73102

**Call to Order:** President Horst called the Board of Directors meeting to order at 9:43 a.m.

**Roll Call:** Those in attendance and constituting a quorum were:

***Present:*** Tracy Horst, Sara Ivey, Robert Pickens, Ilda Hershey, Trudi Logan, Jeanette Nance, Maureen Turner; via phone: Garmon Smith

***Absent:*** Chris Feeney, Traci Phillips, Michael Patton, Kara Berst

***Others Present:*** Ellen Bussert, Keima Kamara, Scott Robertson. Via Phone: Stephanie Giacomo

### **Approval of Minutes**

**MOTION** by Turner:

Move to approve the minutes from the September 14, 2018 meeting.

Hershey seconded. Motion passed without dissent.

### **COMMITTEE REPORTS**

#### ***Finance Committee:***

1. **Statement of Financial Position** - Treasurer Pickens went over the Statement of Financial Position as of November 7, 2018. There were no unexpected expenditures since the last meeting. Most of the in and out was due to the conference expenditures and registrations. We are moving our PayPal account to a nonprofit account rather than a standard business account. It will reduce our fees and we have all the paperwork we need to make this change. We did not have our 501(c)(3) when we first opened the account, which is likely why we did not set it up as a nonprofit in the first place. Pickens will continue to show screenshots of our bank account balance and PayPal balance before every meeting so we can see live balances.
2. **Membership by Level Report** – Increase in memberships were part of our goals and we have collected \$885.00 more in memberships (12.47% increase) than we did in 2017 and we have five more memberships (6% increase) than we did last year. This is the paid memberships; Bussert's numbers will differ because of honorary memberships and a special 2-year teacher membership that was done at a conference in 2017.

**MOTION** by Turner:

Move to approve the financials as presented.

Nance seconded. Motion passed without dissent.

#### ***Bylaw Committee:***

The Bylaws Committee has been working all year on reviewing the Bylaws for grammar, punctuation, formatting, and content. Pickens passed out proposed changes and explained the Bylaws Committee's reasoning behind recommending those changes. See the attached document (**Attachment A**) for all proposed changes for today's meeting. The Bylaws Committee plans to submit further changes in the near future to help clean up the Bylaws. There are not going to be any

major changes to the content with the exception of going from a membership based organization to a board based organization. The rest of the changes will deal with cleaning up the language, fixing grammatical errors and reformatting as needed.

**MOTION** by Ivey:

Move to approve the proposed changes to section 6.2 effective immediately.

Nance seconded. Motion passed without dissent.

**MOTION** by Nance:

Move to approve the remaining proposed changes (see **Attachment A**) effective January 1, 2019.

Ivey seconded. Motion passed without dissent.

***Nominations Committee:***

Ivey reported that the Nominations Committee has been working hard to come up with a Slate of Nominees to present to the board for this meeting. Berst had agreed to serve as Board Secretary, but then found out that she needs to get Governor approval to serve in that position, which she does not have at this time. After discussion Giacomo said she would be willing to serve as Secretary. Turner agreed that in agreeing to serve as Vice President she is agreeing to serve as our future President when her Vice President term is up. Thank you to the three new people who have agreed to serve on the board. Scott Robertson said he is willing to be added to the Advisory Council. Hershey will make that addition.

**Proposed Slate:**

**Officers**

President – Sara Ivey

Vice President – Maureen Turner

Secretary – Stephanie Giacomo

Treasurer – Robert Pickens

Past President – Tracy Horst

At-Large – Ilda Hershey

**Board Members**

Kara Berst

Chris Feeney

Jay Hochenedel

Keima Kamara

Trudi Logan

Jeannette Nance

Michael Patton

Garmon Smith

**MOTION** by Nance:

Move to approve the slate as presented

Pickens seconded. Motion passed without dissent.

**ACTION ITEMS:**

Bussert will send out the email to all OKRA members in good standing to vote via email. Voting will be open from Monday, November 12, 2018 through Wednesday, November 28, 2018. An email will be sent on 11/12/18 and a reminder will go out on 11/26/18.

Bussert will send out a Doodle Poll to the slate of board members to find out the best day, week and time for board meetings for 2019.

Bussert will send out a list of board contact information to all board members.

### ***Membership Committee:***

#### **1. Membership Committee Report**

Bussert went over the Membership Committee Report. The membership committee had lots of accomplishments over 2018:

- Set goals for 2018
- Identified events to participate in to promote OKRA
- Conducted a board personal recruitment challenge
- Personally contacted and recruited new members and encouraged old member to renew
- Searched and selected membership software
- Reviewed membership language in bylaws
- Recommend a vinyl cling be given for membership

#### **2018 Goal Progress:**

- Conduct a Membership Drive (Feb – March) **Completed**
- Build 2018 Corporate Membership (all year)
  - Increase Corporate Membership from 18 to 25 **increased to 23**
  - Increase Non-profit Membership from 22 to 30 **decreased to 14 ( This may be due to splitting non-profit/government to non-profit and government being separate membership categories)**
- Evaluate the website and fine-tune the language regarding membership **Completed**
- Review membership benefits and make recommendation to the OKRA Board **Completed**
- Review membership costs and present a recommendation **Pending**
- Update Membership Brochure for 2019 drive (December) **Pending**

#### **2. Recommended changes to 2019 Membership Benefits**

Changes include reworking the Corporate levels and benefits, combining student/senior membership, getting an OKRA vinyl cling, etc. See **Attachment B** and **Attachment C** for new membership levels and benefits.

##### **a. Recommendation on Fees for 2019**

- i. Student or Senior (65+) \$1
- ii. K-12 Recycling Coordinator \$5
- iii. Individual \$25
- iv. Non-profit/Government \$75
- v. Corporate Membership Levels
  1. Basic \$100 for 1 membership (additional memberships \$25 each)
  2. Bronze \$250 for 2 memberships (additional memberships \$25 each)
  3. Silver \$500 for 3 memberships (additional memberships \$15 each)

4. Gold \$750 for 4 memberships (additional memberships \$15 each)
5. Platinum \$1,000 for 5 memberships (additional memberships \$10 each)

**MOTION** by Turner:

Move to approve the recommendation changes to the 2019 Membership Benefits including combining student and senior (age 65+) membership category.

Hershey seconded. Motion passed without dissent.

## **WORKGROUPS**

### ***Communications/Outreach***

#### **A. Communications**

##### **1. Conference**

Conference Summary:

We had 102 attendees in total. Net revenue is estimated at \$3,638. Robert suggested that we have a print deadline for Conference Sponsors to entice them to pay in a timely fashion. We also discussed getting an OKRA Square account so that we can easily take credit card payments on site at the conference. We received 46 responses for our conference evaluations, and 42 of those said they got what they expected out of the conference. Overall the responses were positive. Robert was our top speaker, followed by Tom Mills, then Maureen, then keynote, then roundtables. See **Attachment D** for Conference Committee Report.

##### **2018 Conference Goal Progress:**

- Increase conference profit by 10% (from \$3,307 to \$3,638) – *Goal not met.[Later corrected to “met”]*
- Measure (in 2018) and increase (in 2019) attendance from non-metro communities by 5 participants – *Baseline 2018 attendance was measured at 44 (out of 100).*
- Increase the percentage of female presenters – *Goal was met.*
- Increase Oklahoma Legislative body attendance from 1 to 2 – *Goal was not met, but the Representative who attended was also the Welcome Speaker.*

2. **Facebook Update:** We’ve had good reactions to our America Recycles Day posts. We have also had people tagging their friends on our Facebook posts.
3. **Website** – Ellen showed us the new draft website that Red Earth has been working on. Everyone loved the new look. It is still a work in progress. We can discuss further at our next meeting.
4. **Newsletter** – Logan will send out call for articles related to the conference and America Recycles Day soon.
5. **E-Mail Inquiries** – Hershey reported that she had fielded 2 inquiries via email since 9/14/18 and 3 inquiries via Facebook. Nance shared a new resource on KOB website that lists recycles of all types.

#### **B. Product Stewardship**

Garmon reported that there is a call next week that will discuss medical sharp disposal. The Product Stewardship Institute will be doing a webinar series about the Sharps Take Back program. The work on mercury workgroup that has been working for several years is in the stages of wrapping up, but DEQ continues to take unwanted mercury. Ivey mentioned that DEQ also has a program for schools in Oklahoma to properly dispose of unwanted science chemicals.

C. **Education** – No report.

**Old Business:**

A. **Accomplishments toward OKRA 2018 Goals**

1. Maintain financial sustainability by increasing revenue by 10% in 2018 over 2017. We had 12.47% *This goal was met.*
2. Strengthen committee/workgroup structure and take steps to bring in more non-board committee/workgroup members. *This goal was not met. But we have put some wheels in motion to improve on this for 2019. We also improved by having workgroup reports at each meeting and workgroups met regularly.*

B. **Discussion on pursuing funds from the DEQ**

1. Establishing an Ad Hoc Committee – the following people volunteered to be on the committee: Giacomo, Nance, Smith and Executive Committee can comprise the committee and meet to discuss the proposal further. The group will try to meet before the end of the year so that Tracy can submit the proposal.

Ideas mentioned: Where to Recycle Directory by county (KOB is already doing this), Oklahoma Companies that use recycled materials as their feedstock, List of Made in Oklahoma products that have recycled content, MRF directory. We also could ask for assistance with staffing.

C. **Fall 2018 MRF Tour Report**

Hershey encouraged everyone to continue to promote the idea of scheduling and going on a MRF tour in your area.

**ACTION ITEMS:** Horst will get the Ad Hoc committee together before the end of the year. Hershey will make sure the MRF Tour List stays updated on the OKRA Resources page.

**New Business:**

- A. **SWANA Conference** – Pickens reported this event will take place March 26-28 at the Hardrock in Catoosa. In the past OKRA has been a sponsor at the \$500 level – print media, verbal recognition at the event, 1 booth. Hershey believes it is good for OKRA to continue to be a sponsor for that event. We will vote on this item at the next meeting. We also need to consider if we want the booth space and will we ask Ellen to man the booth or have board member volunteers.
- B. **OKRA Facebook Live videos** – Kamara suggested that OKRA begin doing Facebook live videos that could be interviews with board members, or other recycling experts in the state discussing issues and answering questions via Facebook. Everyone likes this idea.
- C. **Board Member Contact Information** – Bussert passed around a contact information sheet and asked the Board to confirm or make changes to their contact information as listed.

**ACTION ITEMS:** Kamara will coordinate our first Facebook Live event for January, perhaps after the January board meeting.

**Dates and locations for 2019 OKRA Board Meetings**

Bussert will send out a doodle to find the best week, best day, and best time for 2019 OKRA Board meetings and after dates are set we can identify locations.

**Adjournment**

**MOTION** by Nance:

Move to adjourn the meeting.

Turner seconded. Motion passed without dissent.

Meeting adjourned at 11:47 a.m.

Minutes submitted by Secretary, Sara Ivey. January 15, 2019

## Attachment A – Bylaw Changes 11/9/18

- 4.5 **Voting Rights.** Each Board Member shall be entitled to vote as determined by the Board of Directors on each matter submitted to a vote. (Membership Committee requested to review 3/9/18).
- 6.2 **Composition.** The Executive Board of Directors shall consist of four (4) Members and the At Large Board Members shall consist of between 3 and 10 members. All Board Members must be an active member in good standing of OKRA, ~~must be citizens of the United States~~, and reside and/or work in the State of Oklahoma. (Revisions to this section made 3/9/18)
- 6.4 **Term.** The term of office for any member of the Board of Directors shall be two (2) years ~~and terms are staggered~~. (see issues in 7.2) A member may serve for three (3) consecutive terms. Any individual who has served three (3) consecutive terms may be eligible for re-election as a board member after a period of one (1) year. (Revisions to this section made 3/9/18)
- 7.2 **Election and Term of Office.** The officers of OKRA shall be nominated, approved by the Board of Directors and elected at the regularly scheduled Annual Meeting. New offices may be created and filled at the annual meeting of the Board of Directors. Each officer shall hold office until his successor has been duly elected, death occurs, or until the officer resigns or has been removed in the ~~manner herein provided and shall have qualified~~. All Officer positions shall be for two years. ~~The President and Treasurer will be elected in odd years and the Vice President and Secretary will be elected in even years.~~ (Revised 4/4/18) (See conflict with 7.5)
- 7.5 **President.** The President shall be the principal executive officer of OKRA. He shall preside at all meetings of the Board of Directors, appoint all regular and special committees and task forces, and serve as an ex-officio member of all such committees and task forces. He may sign, with the Secretary any instruments which the Board of Directors have authorized to be executed. To be eligible to serve as President, the nominee must have served on the Executive Committee within the previous year. (This conflicts with 7.2 (odd and even year appointments)).

# **Corporate Membership Levels**

- **Basic - \$100**
  - 1 membership
    - Additional Memberships - \$25ea.
- **Bronze - \$250**
  - 2 memberships
    - Additional Memberships - \$25ea.
- **Silver - \$500**
  - 3 memberships
    - Additional Memberships - \$15ea.
- **Gold - \$750**
  - 4 memberships
    - Additional Memberships - \$15ea.
- **Platinum - \$1,000**
  - 5 memberships
    - Additional Memberships - \$10ea.



**Attachment C – Member Level Benefits 2019**

OKRA Membership Level	Annual Dues	Number of Members	Number of Conf. Discounts	News- letter	List- serv	Newsltr Listing*	Member Directory	Member Certificate & Website Listing	Newsltr Logo*	Website Logo	Website URL link	Newsltr Article**
Student or Senior 65+	\$1	1	1 @ \$5	X	X	X						
K-12 Recycle Coordinator	\$5	1	1 @ \$20	X	X	X	X					
Individual	\$25	1	1 @ \$20	X	X	X	X					
Non-Profit/ Government	\$75	1	1 @ \$20	X	X	X	X	X				
Corporate Basic	\$100	1	1 @ \$20	X	X	X	X	X				
Corporate Bronze	\$250	2	2 @ \$20	X	X	X	X	X	X			
Corporate Silver	\$500	3	3 @ \$20	X	X	X	X	X	X	X		
Corporate Gold	\$750	4	4 @ \$20	X	X	X	X	X	X	X	X	
Corporate Platinum	\$1,000	5	5 @ \$20	X	X	X	X	X	X	X	X	X

A portion of 2019 OKRA dues are tax-deductible to Corporate level members (ask the Membership Committee for more info).

*\*Two newsletter issues.*

*\*\*One article: OKRA reserves the right to specify number of words and photos, placement of article, and edits as needed (as approved by writer).*

**Attachment D – Conference Committee Report**

## **OKRA COMMITTEE REPORT**

**Committee Name:** Conference Committee

**Function of the Committee:** To plan the annual Oklahoma Recycling Conference

**Chair of Committee:** Ilda Hershey

**Committee Members:** Kara Berst, Ellen Bussert, Tracy Horst, Sara Ivey, Trudi Logan, Annie Smith, Garmon Smith

**Date of Last Meeting:** September 20, 2018 Conference at OSU Alumni Center

**Attendees:** Ellen Bussert, Ilda Hershey, Tracy Horst, Sara Ivey, Trudi Logan, Annie Smith, Garmon Smith

**Date of Next Meeting:** T.B.D.

**Narrative:** The conference was a success with approximately 100 attendees (102 present, of which 97 partook in lunch). Evaluation results are provided as an attachment.

The Budget vs. Actual draft (attachment) includes both actual and expected receipts, and it is short some staff expense, so it is not completely accurate. It will differ a bit from Robert's financials, which are based on actual receipts. Both versions should be considered drafts.

### 2018 Goals

1. Increase conference profit by 10% (from \$3,307 to \$3,638) – *Goal will not be met.*
2. Measure (in 2018) and increase (in 2019) attendance from non-metro communities by 5 participants – *Baseline 2018 attendance was measured at 44 (out of 100).*
3. Increase the percentage of female presenters – *Goal was met.*
4. Increase Oklahoma Legislative body attendance from 1 to 2 – *Goal was not met, but the Representative who attended was also the Welcome speaker.*

### Items to Address at Next Meeting:

- Finalize Budget vs. Actual and access net revenue.
- Determine next annual conference location and date.
- Add timeline to conference checklist.

**Submitted by:** Ilda Hershey

**Date:** November 08, 2018