

# OKLAHOMA RECYCLING ASSOCIATION

## Board of Directors Meeting Minutes

**Friday, September 14, 2018**

Tulsa Recycle & Transfer - 1150 N. Peoria Ave, Tulsa, OK 74106.

**Call to Order:** President Horst called the Board of Directors meeting to order at 9:36 a.m.

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

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

***Absent:*** Chris Feeney, Traci Phillips, Kara Berst, Jeanette Nance,

***Others Present:*** Ellen Bussert, Keima Kamara Via Phone: Alex Burks

### **Approval of Minutes**

**MOTION** by Hershey:

Move to approve the minutes from the July 13, 2018 meeting.

Pickens seconded. Motion passed without dissent.

### **COMMITTEE REPORTS**

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

##### **1. 2018 Membership Drive**

Bussert reported that to date we have 80 members. Breakdowns will be given in the financial report. All of the corporate, nonprofit and government members should have received their 2018 membership certificates.

##### **2. Membership Committee Report**

We will table the list of membership benefits and recommendation on fees until the November board meeting. The membership committee thinks a vinyl cling could be a good perk for becoming an OKRA member. Bussert will shop around for the best price on the clings.

**MOTION** by Patton:

Move to approve up to \$500 for OKRA membership committee to purchase vinyl clings to be used as a perk for OKRA membership and leftovers could be used to promote OKRA.

Hershey seconded. Motion passed without dissent.

##### **3. Wild Apricot Membership Software**

Bussert attended a Wild Apricot online training and has a better understating of how to use the software. Bussert will begin using it after the Conference and hopes to use it fully for the 2019 membership drive.

**ACTION ITEMS:** The Membership Committee will present new proposed membership benefits and membership fees at the November Board meeting. Bussert will research the best price for the vinyl clings.

***Finance Committee:***

1. **Statement of Financial Position** - Treasurer Pickens went over the Statement of Financial Position as of September 13, 2018. There were no unexpected expenditures since the last meeting.
2. **Membership by Level Report** – Students 9, K-12 Recycling Coordinator 1, Individual 26, Nonprofit 14, Government 8, Corporate Basic 14, Corporate Bronze 5, Corporate Silver 2, Corporate Gold 1, Corporate Platinum 0. Year to date memberships collected \$6,709.00 with a total of 80 members.

***Bylaw Committee:***

No report.

***Nominations Committee:***

Ivey reported that the Nominations Committee met to discuss having a slate of nominees to present to the board at the November Board Meeting. Then the slate can go to the membership for a vote via survey monkey and have the new board in place by January 1, 2019.

We currently are seeking people who would be willing to serve on the board and as officers. We will need a new President, Vice-President, Secretary, and Treasurer. Please let Sara Ivey, Trent Brewer or Jeanette Nance know if you are willing to serve as a board member or interested in an officer role.

We will make announcements at the OKRA Conference asking for anyone interested in serving on the board to contact the Nominations Committee.

Turner volunteered to be Vice-President. Thank you Maureen!

**ACTION ITEMS:** The Nominations Committee will present a slate of nominees to the board at the November Board Meeting.

**WORKGROUPS**

***Communications/Outreach***

**A. Conference**

**1. Conference Program and Posters**

Thanks to Berst and her staff for the design and to DEQ for the printing.

**2. Sponsorships**

We have about the same money raised as last year \$9,500 has been pledged. We did not get a Diamond Sponsor, so we are going to go with the top sponsor which is OSU. They will get the short video from Green Shortz.

**3. Program**

We are just waiting to hear which speaker we will have regarding Casino recycling. Not sure which tribe will present, several invitations are out. Jason Lilley will present if need be.

Roundtable Moderators should have received detailed instructions from Hershey. Let her know if you did not receive those.

Ellen invited Representative Corey Williams from Payne County and he has agreed to do the welcome. His information will be included in the addendum to the program.

**4. Giveaways, Speaker Gifts and Door Prizes**

We have heavy duty magnets that have check boxes for which items your recycling program accepts and has a space to write in your recycling day.

For the out of town speakers we are getting Oklahoma shaped cutting boards and for all other speakers are getting local honey from Sapulpa “Thank you for Bee-ing a Speaker”. Door prizes are being provided by exhibitors.

**5. Fall MRF Tours**

This is just a suggestion by OKRA to try to go on a MRF tour this fall. We will not be coordinating any formal tours.

**6. Registration**

Eventbrite early bird rates will change to the higher rate automatically tonight. As of right now we have 46 paid participants and approximately 40 speakers/sponsors so we really need to push attendance to anyone you know. Our guarantee is due to the caterer on Monday.

**7. Onsite Conference Duties for Board Members**

Hershey discussed Onsite Duties for Board Members who were present and she will send them out to everyone.

**B. Communications**

1. **Facebook Update:** We’ve had a lot of engagement on conference related posts. We’ve been reposting good stuff from the Georgia Recycling Coalition. We are going to ask conference attendees to use #RecyclingAvengers for the Conference when posting to social media.
2. **Website** – Hershey has been updating the events page on the website and please let her know if you see anything else that needs to be changed. Red Earth will be creating our new website. The committee reviewed a dozen websites that Red Earth has created and made notes on what they liked and didn’t like from each site and the committee would like the board to review the committee’s recommendations before we give them to Red Earth. Patton thought the committee has spent enough time on this and the board agreed that the committee should send their recommendations to Red Earth and get started on our redesign.
3. **Meeting Notifications** – Ivey has had some issues with deleting some people from the Outlook Calendar reminder she had created for the entire year that led to some calendar meetings to be deleted for board members. Hopefully all of that has been resolved at this point.
4. **Newsletter** – Logan sent out the call for articles yesterday and the next issue is due out the first week in October and will focus on the Conference. Bussert and Logan met last week and discussed the idea of doing away the newsletter or just doing one newsletter a year and instead do a monthly email from OKRA. They are going to send a survey to membership to see how much interest there is for the newsletter or a monthly OKRA update email. They suggested requiring each board member to submit a minimum of one newsletter article per year.
5. **E-Mail Inquiries** – Hershey reported that she had fielded 7 inquires since 7/13/18. All came via email. None from Facebook this time. Bussert reported that she passed out the OKRA business cards at the OML Conference so we may have more inquiries next time.

**ACTION ITEMS:** Bussert will contact Red Earth about getting started on the website redesign as soon as the conference is over. Logan will publish the next issue of the newsletter in early October focused on the OKRA Conference.

C. **Education** – No report.

**Old Business:**

- A. **Board Retreat** – Horst reported that the board retreat was cancelled due to several people not being able to attend. We will wait until after the election of new board members and officers before we try to set a new date.
- B. **OML Conference** – Bussert reported that the event was a lot of fun and she spoke to a lot of people. Timing was not good since the OML Conference was held so close to the OKRA Conference date. People loved the adjustable measuring spoon. She gave out 7 newsletters, 13 conference flyers and four of those are likely to come, and she gave out 25 membership brochures. We got our name out there, but since the event was in OKC the cost for this event was pretty costly due to lodging, mileage, etc. If the event is held in Tulsa next year, it would be more economical for Ellen to attend. Let's try one more time and see if it is worth the expense.

**Upcoming Events**

- A. **ARD Banquet 11/15/18 at the Tulsa Zoo** – Bussert reported that we need to decide what Board Members want to attend and which elected officials we want to invite. We have four tickets to this event. Bussert would like to attend. Hershey said she can attend if needed. Then we can invite an elected official plus 1 for that event. Patton suggested John Waldren who will represent the Tulsa Zoo area.
- B. **KOB Environmental Excellence Awards 11/30/18 in Edmond** – OKRA has eight tickets for this event. We will plan to invite two elected officials and their guest and then have four tickets for OKRA Board Members. Nance suggested inviting the Senator and Representative from Logan County. Bussert will contact them. Pickens and Turner said they would tentatively attend if their organizations don't already have tickets. Logan said she would like to attend.
- C. **OKRA's Fall MRF Tours** - Hershey said that OKRA will provide a handout at the conference. This will just be a suggestion by OKRA to try to go on a MRF tour this fall. We will not be coordinating any formal tours, but we will be promoting the idea of people learning about where their recycling goes.

**New Business:**

**DEQ Funding** - Hershey wanted to thank Traci Phillips for speaking up at the Solid Waste Advisory Committee and recommending that DEQ give more financial support to OKRA. We would have to a project or position that we want them to fund. DEQ OKRA should look into asking for funding from DEQ since they have money available for organizations like ours.

**ACTION ITEMS:** OKRA should form a committee in November to come up with a proposal to submit to DEQ to ask for funding to help support new OKRA programs and OKRA staff person.

**Next Meeting: November 9, 2018 in Oklahoma City at the DEQ, 7<sup>th</sup> Floor Oklahoma Room.**

Meeting adjourned at 11:26 a.m.

Minutes submitted by Secretary, Sara Ivey. October 9, 2018