

Oklahoma Recycling Association
Board Meeting Minutes
Oklahoma State University, Stillwater, Oklahoma
Friday, March 15, 2019

- I. **Welcome** – Sara Ivey called the meeting to order at 10:08 am.
- II. **Roll Call and Approval of Minutes** – Present in Stillwater were Sara Ivey, Maureen Turner, Robert Pickens, Ilda Hershey, Keima Kamara, Ellen Bussert, Kristen Ball, and Kandice Taylor. Attending by phone were Stephanie Giacomo, Kara Berst, Jeanette Nance, and Garmon Smith.
Minutes – The minutes were presented for approval by Sara Ivey. Ellen Bussert pointed out that Item 9 should be corrected to show Ilda Hershey would send the email to the Advisory Council. Ilda Hershey made a motion to approve with correction, seconded by Robert Pickens. The motion passed by unanimous vote.
- III. **Committee Reports**
 - a. **Finance** –
 1. Robert Pickens reported two new members since the reports were prepared, Cox Communications – Business and ODEQ – Nonprofit. He reported the organization is ahead over the last two years in this quarter due to consistency and getting reminders out early. Maureen Turner made a motion to approve the financial reports, seconded by Ilda Hershey. The motion passed by unanimous vote.
 - b. **Bylaw Committee** –
 1. Discussion took place on the recommended changes for OKRA’s Bylaws. Ellen Bussert pointed out Article 6 that addressed the Board of Directors and inquire about staggered terms. Robert Pickens explained that there are some concerns about the difficulties in change and recommended to leave the issue as written in the new proposal. Ellen Bussert also asked for clarity on board absences and it was changed to 2 allowed absences since missing two would mean missing 6 months of activity. Jeanette Nance recommended that item 8.6 adopt the use of Robert’s Rules of Order. Discussion took place on Article X about the definition of “proper purpose” and it was recommended to remove the phrase and allow any member of representative to request information at any time. It was recommended that Item 11.4 list the President instead of the Treasurer. Maureen Turner made a motion to accept changes to 3.4, 5.1, 8.4, 8.4, 8.5, 9.1 as written, remove “proper purpose” under Article X, change treasurer to President on article 11.4 and to add Robert’s rules of order to item 8.6, seconded by Ilda Hershey. The motion passed by unanimous vote. The Item 11.4 will come back for final approval at the next meeting. Sara Ivey thanked the committee for their hard work on the bylaws.
- VIII. **Work Groups**
 - c. **Education**
 1. OK School Recycling Award – Discussion took place on Tuttle Schools, originally recommended by Jay Hochenedel. Jeanette Nance reported the school had collected tens of thousands of plastic shopping bags, but she did not know the final use or disposal. Ellen Bussert agreed to follow up with Jay to learn more. Sara Ivey requested that board members submit written

submissions in the future before a board vote is taken. A concern was expressed about school ending before the award could be decided so Maureen Turner made a motion to allow the executive committee to accept further information about the nomination and make the award decision, seconded by Ilda Hershey. The motion passed by unanimous vote.

IV. **Nominations Committee** – Tracy Horst was not in attendance and no one had anything to report. Ellen Bussert asked about upcoming activities for the committee. Sara Ivey suggested the committee take on some governance issues such as policies, conflict of interest, ethics, job description, board responsibilities, etc.

V. **Membership Committee** –

1. 2019 Membership Drive - Ellen Bussert reported that she has sent out letters to past corporate members before she was out of office. She will resume sending certificates out.
2. Membership Committee Report – The committee has not met.
3. 2019 OKRA Brochure – Ellen Bussert reported she needs help with the brochures and invited someone to work on a first draft. A suggestion was made to continue the three-fold brochure and also create a simple handout. Maureen Turner reported she was happy to help.

VI. **Conference Committee** – Ilda Hershey reported the committee had held a conference call and discussed locations. There are 7 locations under consideration and several dates. The first two choices are on September 25 and 26, 2019. The top two facilities were narrowed after the call to be the Centennial Center at Central Park, which is a nice facility with adequate parking and available on the choice dates – and Glenpool Conference Center, which is only available on the 25th. Both places are tentatively being held and Ellen Bussert and Ilda Hershey will tour and make a recommendation. Ilda reported the Save the Date should be ready in April. The Committee prioritized keynote choices depending on availability. First is David Keeling with National Recycling Association, second is Susan Collins with the Container Recycling Institute. The committee talked about potential tours, speakers, and workshops based on last year’s survey results. Many thanks were expressed for the Committee’s efforts.

VII. **2019 OKRA Goals Discussion** – Ellen Bussert had sent out proposed goals in an email. Ilda Hershey said the conference goals should include an increase in activity by 10%, increase attendance from nonmetro communities by 5 attendees, and increase attendance by Oklahoma Legislative Body from 1 to 2. Ellen reported the goals included a funding request to the ODEQ. Stephanie Giacomo inquired if an agreement for funding with a state agency would require compliance with the Open Meetings Act. Sara Ivey reported she will ask ODEQ legal about the issue. The other proposed goals were discussed and Maureen Turner made a motion to take the goals out of draft form, seconded by Jeanette Nance. The motion passed by unanimous vote.

VIII. **Work Groups**

A. Communication/Outreach

1. Facebook update

- o Facebook Live events – Keima Kamara reported that instructions for the live feed were sent out prior to the meeting. She said the expected length of the interview is 20 minute and a reminder was posted. The board members present in Stillwater took a photo to share. The page currently has 948 likes.

2. Website – Ilda Hershey reported there were no updates due to the redesign work.
 - Update on Website Redesign – Ellen Bussert reported that Emma completed pages and they have been reviewed by Ellen and Ilda. The timeline for the site launch should be done by the next board meeting. (Jeanette Nance left the meeting.)
3. Newsletter – Members were encouraged to take photos of Earth Day activities and submit them with content. A call for articles will go out in late April for a newsletter in May.
4. E-Mail Inquiries – Ilda Hershey reported there had been 7 inquiries – 5 emails and 3 Facebook messages.

B. Product Stewardship – Garmon Smith reported the ongoing focus is pharmaceuticals and sharps. He participated in the call on February 21st and reported the numerous issues around these materials in Oklahoma.

IX. **Planned Giving Partnership** - A program from the Tulsa Community Foundation. Maureen Turner has explored other opportunities and encourages members to seek out training opportunities from the Oklahoma Center for Nonprofits. Ellen Bussert expressed an interest as well.

X. **Upcoming Events** –

1. SWANA Conference – March 27-28 – Ellen Bussert reported she will be in attendance with the Close the Loop Display with magnets and okra seeds.
2. Advocacy Day at the Capitol – April 1, 2019 – Ellen Bussert said she hasn't sent the email yet, but would like to have participation. She will have magnets and seeds available.
3. 3rd Annual Glass Recycling Summit – Kansas City, April 2, 2019 – Maureen Turner reported she is leading the summit.
4. Enviro Expo – The MET, Tulsa – April 17, 2019 - Ellen reported she will talk about the importance of building recycling, promote the brand and logo.

XI. **DEQ Grant Proposal Ad Hoc Committee** – Ilda Hershey recommended working through the executive committee to try to get something submitted for fiscal year 2020 by the end of April.

XII. **OKRA Advisory Council Members** – No update was available.

XIII. **Old Business** -

- A. OML Conference Sept 2019 – Ellen recommended attendance. Maureen Turner made a motion to approve up to \$400 for meals, ticket, staff time, mileage, registration, and other incidentals, seconded by Ilda Hershey. The motion passed by unanimous vote.
- B. Envelopes for OKRA Seeds – Ellen purchased premade envelopes and seeds. It was suggested the outreach communications committee research marketing ideas.

- XIV. **New Business** – The next board meeting will be in McAlester at the McAlester Campus of Eastern Oklahoma State College.
- XV. **Adjournment** – Maureen Turner made a motion to adjourn, seconded by Garmon Smith. The meeting adjourned at 11:56 am.
Minutes submitted by Secretary, Stephanie Giacomo, April 12, 2019

Action Items:

- Members encouraged to take photos of Earth Day activities for the OKRA Newsletter.
- Executive Committee to work on proposal for the DEQ funding by the end of April.
- Outreach Communications Committee to research marketing ideas for labeling and presentation.
- Executive Committee to consider school awards before end of school year if the information is available.
- Maureen Turner to help with the creation and review of a new brochure.
- Sara Ivey to inquire with legal council on Open Meetings requirements.