

OKRA Board meeting 9.27.2013

Roll Call: Present: Traci Phillips, Michael Patton, Ilda Hershey (Membership & Conference Chair), Chris Knight, (Education Chair), Diana Askins, Lynn Malley. Excused for maternity leave: Sara Ivey

Motion to approve the Minutes (Patton) offered and seconded (Hershey). Passed.

Old Business

Membership committee (Hershey)

- No report.

Financial Committee report (Patton)

\$5062.47 added to bank account the last month.

Expenses are anticipated for the conference ... nothing more than what is on the Report.

Report offered.

Education Committee Report (Knight)

- PSA announcement sent out to schools and to OKRA.
 - o Nov. 1 is the deadline.
 - o Chris will send us a press release and we will remind all again.
- OKRA is also looking for schools that are doing a good job of recycling.
 - o Michael nominates the 7th grade complex at Owasso – accepted for November
 - Lynn nominates Morrison high school in honor of the Junior class – accepted for this month
 - o Lynn will follow up with school and send Michael email with the school name, address, and presentation. Chris has the BIG check.

Advocacy Chair - Amanda Martott-thottunkal (?) accepted the position of Advocacy Chair and also went to work for the Department of Commerce.

Facebook pages – Ilda suggests sharing articles from other resources. NPR story on recycling study has been posted.

Would someone like to be a moderator for the calendar on the website? Ilda will put the request on the website.

Newsletter- nothing new.

Emails – 7 inquiries since the last meeting.

Conference – Ilda will send notes from last Conference Planning Committee Meeting (added here as an addendum). We need to do more outreach including ag communications.

Lynn will look into composting the food (OKRA will pay for containers if we can do this) and into water bottles. 200 bottles at most.

4 SWANA CEU's for the Conference and 1 for the composting workshop.

Lynn will also handle the eval.

Michael will give away a garden compost bin for the composting workshop attendees.

Old business

- 501C3 – haven't heard anything from Garmin

New business

- ARD Banquet – downtown Hyatt Tulsa, \$75/person, 11/15,
 - o Ilda motions that OKRA sponsors at the rate of \$500 and that the Exec Committee be invited to use the seats. Motion seconded, passes. Michael abstains.
 - o We need more nominees for the awards – check the MET's website – Lynn – Delaware Nation
 - Deadline for nomination may be extended
- Traci spoke at a Women in Government Conference in OKC about OKRA.
- Traci is again on the Solid Waste Advisory Board for another three years.
- Fenton has asked if OKRA would host the list of recycling centers in OK
 - o Michael does this for NE OK
 - o I offer that I could hire a grad student to do this. Michael wants OKRA to get something for the work also as there is some liability. Ilda suggests that DEQ could contract with OSU, but OKRA needs to be kept in the loop. I'll talk with Fenton.
- Next meeting – Friday, December 6, via FUZE Box, 11-1

Addendum

OKRA Conference Planning Committee & Board
Sept. 20, 2013 – Planning Committee Conference Call Notes
Sept. 27, 2013 – Board Meeting Updates to Notes in Italics

On the Sept. 20 Planning Committee Conference call: Ellen Bussert, Ian Groshong, Ilda Hershey, Chris Knight, Lynn Malley (*see board meeting notes for Sept. 27 participants*).

1. Program Agenda – All speakers have been confirmed. For latest version of program, visit: www.recycleok.org/okra/wp-content/uploads/2012/03/ProgramDraft4Website.pdf Michael had a concern that the 10:45-12:00 session was too long. Ilda explained that each of the two panel speakers in each track has 30 minutes, plus the moderator has 15 so this is not out of line with other speakers during the day who have from 20 to 45 minutes each (except the Keynote, which is one hour). Furthermore, past evaluations indicate that our panels have had too many participants on them. The 3:00-3:30 Q&A panel is an exception as those panelists will not be giving presentations – they’ll only be answering questions from the audience and from the moderator. [Ilda will change that session title from “Expert Panel Q&A” to “Expert Q&A Wrap-up”]
2. Lynn Malley will moderate the “Drop-off Centers or Curbside Collection for Non-Metro Areas” panel. Will work on streamlining this session title. *New title: Rural Challenges to Recycling Collections [“Collections” added by Ilda]. There was a discussion to contact SHOW regarding subscription curbside recycling, although it was determined that Sapulpa is not considered a rural area because it’s part of the Tulsa metro. Enid’s curbside recycling subscription service is in a rural area, but Chris Feeney is unavailable on Oct. 17.*
3. We identified additional potential experts for the Expert Panel Q&A to cover areas that are lacking in the program: Ken Purdy (rural expertise); Stan Slaughter (composting); Tom Hill (MRFs). Will run these by the session moderator, Michael Patton before inviting them. *Michael & Board deemed best to keep panel to four: Powel, Rood, Adler-McKibben Purdy.*
4. We decided on this luncheon program title: Confessions of a Trash to Treasure Troubadour.
5. Online Registration – Is now open through the new conference services company, the C3 Group, who is using EventBrite. To register, go to: <http://okra.eventbrite.com> Ilda will download today’s registration list from Eventbrite to an Excel file and send it to the committee. *As of today, there are 53 registered but Ilda still needs to register some of the sponsors so we are ahead of where we were last year at this time.*

6. Website – The Events & Activities page is up to date with the latest sponsors and lodging information. Ilda will ask the B.W. Cimarron to extend the OKRA room block a little longer: www.recycleok.org/okra/oklahoma-events-activities *Best Western room block extended to Oct. 3 and updated on website along with most recent program. Ilda will upload final program next week.*
7. Promotions – Refer to Ilda’s 9/02 email about spreading the word for promo samples to share and do so if you haven’t already. We reviewed the promo list. Ellen will send promo to the State Chamber of Commerce and see what can be distributed at the Capitol as well. *Ilda will distribute new promotional material for Board/Council to share (both short blurbs, longer press release, and free workshop press release).*
8. Catering – We narrowed the lunch options down to: Baked Potato Bar and Salad Bar with Grilled Chicken on side (\$13.00 p/p): Jumbo Baked Potato w/All Trimmings; Romaine Salad Bar w/Creamy Ranch & Balsamic Vinaigrette; dinner rolls; coffee, iced water, iced tea; Triple Chocolate Cake and Pumpkin Tart. *Ilda will add Tabouli. Caterer will mark all locally-sourced food on the buffet table. Non-perishable food will be donated to local food bank after conference. Lynn will look into to collection of post-consumer food waste for composting. Ilda will provide a lower catering guarantee number to the caterers this year. [Lunch might not be available to onsite registrants, depending on how many show up without pre-registration.]*
9. Keynote Speaker gifts – “Little Dishes” made from recycled glass and made in America for Jerry Powell and Stan Slaughter.
10. SWANA CEUs – We have been granted 4 plus 1 for the compost workshop for 5 total
11. Exhibits Chair – Ian Groshong, OKRA member and City of Stillwater recycle staff member, is our Exhibits Chair and reported we have 6 so far plus OCES. *Instead of an OKRA exhibit table, we may just have OKRA brochures at the registration desk and Traci will make announcements about them and about Workgroup opportunities.*
12. Evaluations – Lynn will revise our post-conference evaluation form on SurveyMonkey and will prepare a summary of the evaluation results after the conference. *Thank you Lynn!*
13. Free post-conference compost education workshop – we’ll do special promotions to attract educators and the local community. This workshop will be offered for free to conference attendees and anyone else who wants to attend. Ilda will prepare promo text on the workshop for Ian to distribute to STW schools and for use elsewhere. *Ian has provided email list that covers STW schools. Lynn will distribute to Susie for Green Schools distribution as well as to other educators once Ilda provides press releases. Michael will provide a free compost bin to be raffled off after the workshop. Ilda will ask student intern to work on a raffle plan.*

14. Sponsors – We have \$6,500 committed this year vs. \$7,500 last year. Could use one more platinum or gold or two more silver or bronze sponsors. Chris pledged sponsor support from the City of Stillwater and will let us know the amount. Ilda will send the sponsor solicitation letter to the committee so additional sponsors could be asked to help. *We are now up to \$7,300 in sponsorships. Special thanks to Chris for securing sponsorship from the City of Stillwater.*
15. Centerpieces – we'd like to use the centerpieces that Garmon prepared and has stored at his home. We felt that reusing them again is in line with our resource conservation efforts. *Ilda will contact Garmon to be sure he brings them.*
16. Giveaways – *discussion regarding the merit of giving away cheap stuff. Shopping bags seem to be overused. Lynn will look into other options, such as refillable bottles, if 200 can be purchased cheaply enough and delivered in time. Otherwise, everyone is fine with not providing a giveaway this year.*
17. *Ilda will send to the Board/Council: promo materials to share; a sign-up list of volunteer tasks needed onsite; conference budget chart.*