

OKLAHOMA RECYCLING ASSOCIATION MINUTES

Board of Directors Meeting

December 8, 2017

Oklahoma Department of Environmental Quality 707 N. Robinson, Oklahoma City, OK 73101

Vice President Chris Feeney called the Board of Directors meeting to order at 10:00.m. at the Oklahoma Department of Environmental Quality in Oklahoma City, Oklahoma. There was not a quorum. Those in attendance were:

Present: Chris Feeney, Robert Pickens, Ilda Hershey, Trudi Logan, Garmon Smith, Kara Berst

Absent: Tracy Horst, Traci Phillips, Jeanette Nance, Annie Napier, Michael Patton, Maureen Turner, Larry Wright

Others Present: Ellen Bussert, Trent Brewer, Bryce Hulsey, Keima Kamara, Daniel McCune

Approval of Minutes: Minutes from the August 11, 2017 meeting are pending. There were no corrections or additions to the minutes. Minutes will be sent out to the board via e-mail for approval.

ACTION ITEM: Bussert

Set next meeting dates, location & time for 2018:

Vice President Feeney moved Agenda Item VII to the front of the agenda so that plenty of time would be allowed for discussion. Bussert reported that she sent out a Doodle poll and 8 board members (out of 14) and 2 Advisory Council members participated. The second Friday came in with the most board members available at 8. The first Friday had 7 board members available. The 3rd and 4th Friday had 6 members available. After the poll was sent out, she received feedback from board members that they would prefer a different time. To facilitate discussion, Bussert put together a chart of board meeting options for date, location and start time. Using the 2nd Friday of the month a consensus was given to meeting every other month starting on January 12th. Locations would be 3 times in Oklahoma City, 2 times in Tulsa and once in Ada. The meetings will start at 9:30 a.m.

Date	Jan 12	March 9	May 11	July 13	Sept 14	Nov 9
Location	OKC	OKC	Tulsa	Ada	Tulsa	OKC

Hershey made a motion to approve the meeting schedule agreed upon by the board. Pickens seconded the motion.

The date, location and time for OKRA Board meetings in 2018 will be sent out to the board via e-mail for approval. **ACTION ITEM:** Bussert

COMMITTEE REPORTS

Membership Report:

Bussert will be sending out an updated membership tally. She said that another membership meeting will be called soon and the committee will get started on the 2018 membership drive. Bussert said that she researched 11 membership software packages and that there were a couple of options that

might be a good fit for OKRA. The two she thought would be best were Club Express and Wild Apricot. Of those two choices she thought Club Express was best. There is no contract with Club Express. Approximate cost would be \$54.54 per month. Additional fees would be \$150 set up charges and \$100 to enable Quick Books if OKRA wanted the capability of using that software with it. The plan is to start a free trial of Club Express in January. An update will be given at the January board meeting and the board can vote to continue the membership or to look for something else.

OKRA will subscribe to a 30 day trial of Club Express and a report will be given at the January 12, 2018 Board meeting.

ACTION ITEM: Bussert

Bussert gave a brief overview of the plan for the 2018 membership drive. Pickens said that membership generated 30% of OKRA's income in 2017. Bryce Hulsey asked if OKRA was going to do a membership postcard. Bussert said yes, and the traditional tri-fold would also be available. Trent Brewer asked what the dream membership was for OKRA. It was determined that question should be addressed at a board retreat. He also asked if OKRA had ever done a mailing to recruit membership. The answer was no. The board thought it was a good idea to pursue doing a membership mailing.

The OKRA Board will discuss what a dream membership for the organization would be and use the information for planning purposes. **ACTION ITEM:** OKRA Board

Research will be done on potential mailing lists that OKRA could use to solicit membership such as County Commissioners, Recycling Companies, Environmental Heads of Communities SWANA.

ACTION ITEM: Bussert

A discussion was held about membership benefits. Bussert passed out a chart that showed the benefits for each membership level. Hulsey offered to host a free environmental tour to members when they renewed their membership. Hershey asked if the membership committee had discussed changing membership benefits or dues. Bussert said that they have not. At this point, it is probably too late for the 2018 membership drive.

Treasurer's Report:

Treasurer Pickens provided the 4th Quarter Financial Position Statement, 2017 Conference Financial Report, Membership Breakdown by Level Report, Oklahoma Certificate of Registration, and the Form 990 Filing. He said that he will be sending out a 2018 Financial Budget in the future. After reviewing the documents, there were not any questions.

No Action was taken and approval of the Treasurer's Report will be moved to the next Board meeting.

Pickens said it would be good to know how many hours each board member is volunteering on a monthly basis. He recommended we start collecting that data and suggested For Builder.

A form will be designed and presented to the board.

ACTION ITEM: Bussert

Bylaws Committee:

The Bylaws committee consists of Pickens, Turner, Nance and Brewer. Pickens learned at a reporting seminar that it was best to only make 2-3 changes in the bylaws each year. The Committee decided the first thing to be addressed was grammar, spelling and formatting. They are also going to review the section regarding the number of board members.

The Bylaws committee will meet and decide on the first 2 changes to be made and report back to the board.

ACTION ITEM: Pickens

WORKGROUPS

Conference Committee

Ilda Hershey said that Sara Ivey has the results from the conference survey and it will be distributed at the next meeting. She said that out of 113 participants, 55 completed the survey. For locations in 2018 Stillwater was first (32%) followed by Oklahoma City and Norman. Hershey asked if she should reserve space at Oklahoma State University for 2018. With the conference registration about the same every year, there is still space in the OSU Alumni Center. If OKRA wants to increase it, the Wes Watkins Center has sufficient space.

Results from the 2017 conference survey will be distributed at the next OKRA meeting.

ACTION ITEM: Ivey

Options of dates and locations for 2018 should be put together for the conference committee to review.

ACTION ITEM: Hershey

A discussion was held on the success of the centerpieces being an educational tool to talk about contamination. Kudos was given to Sara Ivey and Garmon Smith for putting together such a brilliant display. Everyone said it really brought a focus to the conference theme.

Facebook

There was not an update.

Website

Hershey reported that the website has been switched over to Dreamhost.

Newsletter

Trudi Logan said that she had put out a call for articles due on December 15th. Hershey recommended Logan put a reminder on the listserv, which Hershey will share on Facebook.

Articles will be provided to Trudi for publication

ACTION ITEM: Feeney, McCune, Pickens

E-mail inquiries

Hershey reported that there were 14 inquiries since the last meeting.

Advocacy

Daniel McCune gave an overview of the plans in 2017 to develop a one page paper on recycling in Oklahoma, but that it never came into being. His proposed plan for 2018 is to sponsor an environmental business field trip and to participate in Non-profit Day at the State Capitol.

After meeting with former Legislator Seneca Scott he came up with the concept of OKRA sponsoring a Visitation Day. A Visitation Day would be a trip to a recycling business or program. The Advocacy Committee would find a corporate sponsor to host, providing food and help with any other costs. Legislators in that area would be invited. It was suggested that a larger group be invited to attend. If the elected officials were not able to attend, they would be encouraged to send a staff person. The Board thought this was an excellent idea and told Daniel to move forward.

Hulsey mentioned that a good legislative outreach would be to document a material from start to end in the process and to include how many people were employed because of it and tax benefits. Suggested field trips were to the glass plant in Sapulpa (Ardagh) the paper mill in Muskogee and Mr. Murph in Tulsa.

The OKRA Advocacy Committee will develop a visitation Day for Legislators.

ACTION ITEM: McCune

Non-Profit Day at the Capitol will be March 21, 2018. Trent Brewer will send information to McCune about OKRA participating.

ACTION ITEM: McCune

Education

There is nothing to report at this time.

Product Stewardship

Garmon Smith reported that the Oklahoma Product Stewardship Group has met recently. The meeting topics were pharmaceutical and mercury collection. He said the main challenge is how to get the information about the collection opportunities out to everyone. Hershey asked if OKRA could do more with its social media to help advocate. She said there is a webinar December 19, 2017 for pharmaceuticals.

Composting

There is nothing to report at the time.

Waste Exchange

Hershey said that there are some webinars coming up and that she will post the information to the listserv.

Old business:

Bussert reported that OKRA had sponsored a table at the MET's America Recycles Day Banquet and received 4 tickets. OKRA guests were: Sara and Patrick Ivey, Jack Bussert and Meagan Collins.

Bussert reported that OKRA purchased a table at Keep Oklahoma Beautiful's Environmental Excellence Celebration. Representing OKRA was: Daniel McCune, Trent Brewer and Domenique Bergamini- Brewer, Ilda Hershey, Kema Kamara, Sara and Patrick Ivey.

A discussion was held about what recognition OKRA got for sponsorship. It was determined that OKRA received no recognition in print or otherwise for the KOB sponsorship.

New business:

Quorum by phone

Bussert said that she did a little research and said it is acceptable practice to have a quorum by phone. It was suggested that when the time was right, OKRA bylaws should be amended to reflect this. Pickens suggested that the board agenda be adjusted so that all of the items that need a vote are put on the first part of the agenda. Brewer suggested using a consent agenda for items that needed to be voted on in a meeting.

Clarifying the language in the bylaws to include quorum by phone. **ACTION ITEM:** Pickens

Board Retreat

The discussion was tabled until the next board meeting.

Upcoming Exhibits and Events

A list of potential events OKRA should participate in should be planned at the beginning of the year. Bussert should poll the board for a starting point before the March meeting. Discussion should be put on the agenda for March 2018. Hershey mentioned that the Oklahoma Municipal League annual conference should be one at which OKRA regularly exhibits. **ACTION ITEM:** Bussert

Resource Recycling Conference Report

This item was tabled to the next meeting when Sara Ivey or Maureen Turner is available.

Measurement Matters

This item was tabled until Maureen Turner is available.

Feed Bag Recycling

A brief discussion was held. Feeney said he deals with feed bags all the time. It was decided that Feeney and Keima Kamara would take charge of this issue.

Ecoimprint Proposal

Hershey said that this should be transferred to the membership committee.

ACTION ITEM: Hershey

Other New Business

Hershey asked if at the next board meeting, the top agenda item could be setting goals for 2018. After some discussion it was decided that the OKRA Executive Board should meet by phone to come up with a draft for the January 12, 2018 meeting. At that point, the board could add or refine.

A phone meeting of the executive board will be organized. **ACTION ITEM:** Bussert

The Executive Board should meet by phone and come up with a draft document of OKRA goals for 2018. **ACTION ITEM:** OKRA Executive Board (Horst, Feeney, Ivey, Pickens, Phillips, Patton, Napier, Hershey)

Meeting adjourned at 12:00 p.m.
Minutes submitted by

Next Meeting: January 12, 2018