

Oklahoma Recycling Association

Board Meeting Minutes

Friday, July 7, 2017

Oklahoma Department of Environmental Quality

I. Call to Order - OKRA President Tracy Horst called the meeting to order at 10:00 a.m.

II. Roll Call and Approval of Minutes – Tracy Horst called the roll for the OKRA Secretary. No roll list was available, so notations were made of those present

Present: Tracy Horst, Chris Feeney, Sara Ivey (arrived late), Robert Pickens, Ilda Hershey, Trudi Logan, Garmon Smith

Not Present: Traci Phillips, Annie Napier, Michael Patton, Kara Berst, Kathy Moore, Jeanette Nance, Maureen Turner, Larry Wright

Advisory Council Members Present: Melissa Adler-McKibben, Daniel McCune

OKRA Staff Present: none

There was not a quorum of board members, so approval of minutes was tabled until the next meeting.

III. Committee Reports

A. **Membership Committee** – Ilda Hershey shared a Membership Committee report provided by Ellen. See the attached report.

1. 2017 Membership Drive Update

- i. We have 73 total memberships
- ii. Five new student memberships
- iii. The Membership Committee has challenged to all Board Members to find new members

2. Committee Work

The Membership Committee met on June 26th. They discussed membership benefits in other states and what benefits would be most appealing to members in Oklahoma.

They also discussed the “Top 5 Reasons Why OKRA Membership is Important” and will continue to get suggestions on this. Lastly they discussed streamlining the membership levels, but no decision has been finalized on that yet. Ilda put together a list of the cities that need to renew their membership, have never joined, but should, and those that are current members. The discussion of membership software for OKRA needs was tabled until the next meeting.

The committee will meet again in August.

B. Finance

1. **Treasure’s Report** - given by OKRA Treasurer Robert Pickens. See the attached reports: Statement of Financial Position for Q2 and thru 7/5/17, Quarterly Profit/Loss Summary, and Membership By Level Breakdown.
Robert also reported that past due fees from using Eventbrite for the 2015 OKRA Conference have been paid.
2. **Sponsorship to Arkansas Recycling Coalition** – OKRA’s membership was renewed in the second quarter of 2017
3. **Donation to Keep Oklahoma Beautiful** – This was tabled due to no quorum.

4. **Update on 501(c)(3) filing** – Robert is still waiting to hear whether more information is required or not.

C. Nomination Committee

1. **Identifying a Chair** – we are still looking for someone to chair this committee.
2. **Discussion on staggering terms** – placed on hold until we have a chair and active committee.
3. **Establishing a Governance Committee** – placed on hold until we have a chair and active committee.
4. **Board Member Resignation** - Lynn Malley sent an email today (July 7, 2017) announcing her resignation from the OKRA Board. She is relocating to the Pacific Northwest. The board discussed the process of filling Lynn's position or not filling that board position and just reducing the number of board members. Our bylaws allow us flexibility on the number of required board members. We want to ensure we have people on the board that can make attending meetings a priority so that we can ensure we have a quorum for voting purposes.

The board also discussed attendance at OKRA board meetings of current board members. OKRA really needs people to serve on the board that can commit to attending meetings regularly so that business can be done through a vote of a quorum of board members. There are a few board members that have not attended a meeting in several years. Sara will compile a report on board attendance. The board will then discuss further. Robert suggested that in the future board members sign a letter of commitment to serve on the board which would include things such as required number of meetings, etc.

D. Bylaws Committee

Robert reported that Maureen has completed red-lining the bylaws and will start sharing and reviewing with other groups soon. It was decided that bylaws should not change until notification of the 501(c)(3) filing was received.

IV. Work Groups

A. Evaluation of work groups - was tabled for a future meeting

B. Advocacy

Daniel McCune said that the best time to get information to the legislature is December. He also suggested that we target representatives whose districts have direct financial impacts from the recycling industry. They will be more likely to listen if they can see economic implications in their district.

C. Education

Chris Feeney said he received the list of people interested in serving on the education workgroup. He has emailed the list and had five people who have said they would like to be on the workgroup. Chris is working on scheduling a meeting. Ilda suggested that it is time to end OKRA's PSA Contest and instead she suggested doing a Bin Grant Program. She suggested that school could apply for a Bin Grant with a proposal that includes information on how the bin will be used and a 1-year summary report would be required. Robert would like to see how the program will be designed for long-term sustainability included in the proposal. Chris said the Education Workgroup will discuss this suggestion further.

D. Communication/Outreach

1. **Facebook update** – Ilda reported that we have a total of 764 total page likes. Save the date for the OKRA Conference has been posted. More conference posts will happen as we get closer to the conference and the registration opens. Ilda encouraged everyone to share conference posts from your organization’s Facebook account. She also plans to boost posts about the conference when registration is open.
2. **Website** – Ilda has added the State of Oklahoma Recycling Reports (2012-2016) to the website. <http://www.recycleok.org/okra/reports/oklahoma/>
Conference information has been updated on the website.
Calendar notices are supposed to go to Tracy Horst and Chris Feeney for approval, but that is not happening. Ilda will check with Ellen about the notices.
3. **Newsletter** – Everyone thanked Trudi Logan for a great newsletter. Trudi said the next one will go out in about three months or so. She tries to get them out quarterly.
4. **E-Mail Inquiries** – Ilda Hershey reported that she had fielded 6 Queries to info@recycleok.org since 5/19/17.
5. **2017 Conference** - Ilda reported that the Conference Planning Committee met on Wednesday. She handed out the most recent conference agenda. Speakers in **BOLD** have been confirmed.
 - Ilda said the main thing we are waiting on is a lunch sponsor/speaker. Tracy Horst and Robert Pickens will talk with Republic Services next week.
 - Ilda asked if we should off a post-conference tour or workshop. The options are a tour of Stillwater Recycling, or a Master Composter workshop with Annie Napier. The group liked both options but said that attendees should have to pre-register for each ahead of time so that we will know how many plan to attend each.
 - Ilda said the agenda has been changed to have just one concurrent session in the afternoon only.
 - The Conference Planning Committee has finalized the title: “Recycling Right: Reducing Contamination”.
 - Ilda reported that we have a sponsorship goal of \$8,900.00 for this year’s conference. To date, we have \$4,500.00 committed. Ilda said the sponsorship levels have changed. Copper has been removed and Palladium has been added.
 - Ilda said that some sponsors don’t always use all of the included registrations they get with their sponsorship. OKRA will apply any of the unused sponsorship registrations to allow students to attend.
 - Ilda said that OSU will be a \$1000.00 sponsor, but in lieu of giving OKRA money, they will pay for the rental of the Alumni Center. This will count towards our \$8,900.00 sponsorship goal, but will just be one conference expense that OKRA will not have to pay for directly.
 - Speaker Gifts – Our keynote, Chaz Miller will receive a Chocolate Basket with Made in Oklahoma chocolates from the Chickasaw Nation’s Bedré Chocolates. Kara Berst will get this donated. Other ideas include a Trivet made out recycled paper. Other speakers will each receive chocolate bars from Bedré Chocolates and Kara will buy these using her discount and OKRA will reimburse her.
 - Conference Give-Aways – Sara is researching give-away items. Suggestions have included a pizza cutter made from recycled plastic, the notebook highlighting recycling and recycled paper, and other ideas.
 - Organizations that can help promote the OKRA conference have been added.
 - We discussed Table Decoration Ideas. Garmon has the ones we have used in the past. Sara made the suggestion that perhaps since we are focusing on contamination this year, we put common “contaminates” on the tables and highlight why they are a contaminate and what the best disposal option is.
 - Ilda said once the lunch speaker is confirmed she will contact SWANA to ask for Continuing Education Unit credit at the conference.

E. Product Stewardship

Garmon Smith reported that there is a webinar on Monday (7/10/17) focusing on pesticides. He also said the 2017 U.S. Product Stewardship Forum is happening July 25-26 in Boston. Melissa said that Fenton Rood will be attending. She also reported that the Oklahoma Pharmaceutical Take Back Pilot will end on July 31, 2017. Garmon suggested this might be a good issue to champion with the legislature. Garmon said another PSI initiative is mercury, particularly in thermostats. This could be another thing that could get legislative attention. The Product Stewardship Workgroup consists of Garmon Smith, Melissa-Adler McKibben, Fenton Rood and Tracy Horst. Contact Garmon if you are interested in being a part of this workgroup.

V. Champions

- A. Materials Exchange** - Ilda is the Materials Exchange Champion. She has contacted the Oklahoma State Chamber and they are going to add a blurb about the Materials Exchange program to their next newsletter.
- B. Compost** – Ilda will ask Kathy Moore if she wants to step down as the Compost Champion and see if Annie Napier would be interested in stepping into that role.

VI. Old Business

- A. OKRA 2017 Goals** – tabled for a future meeting
- B. Board Training with OK Center for Nonprofits August 11, 2017.** All Board Members should have our Board Training on your calendar. The group decided that since we have not had a quorum for the last two meetings, and since we should have a quorum at the board training, the board will have an abbreviated meeting immediately following the board training to vote on all the items that have been tabled pending a quorum.
- C. Resource Recycling Conference** – Minneapolis Aug 28-30/2017
OKRA has a free registration and it has been offered to the board members. Garmon Smith said he is considering going.
- D. SWANA Conference Sponsorship** – reciprocal arrangement with OKRA. Tabled until we have a quorum.
- E. OKRA Exhibits** – Ellen sent the following report: Jeanette and Ellen brainstormed about improving the look of the OKRA Exhibit. Ellen is going to get quotes for logo table cloth, exhibit board, and adjustable banner. Ellen has prices from Target marketing and will check at Walker Stamp & Seal in OKC. Ellen is also working on finding a vendor with OKRA seeds where the OKRA logo could be put on the packet.

VII. New Business

- A. Upcoming exhibits and events** – nothing new was reported
- B. OKRA Membership to other Non-Profits** – identify. This item was tabled for a future meeting.
- C. Automatic renewal of conference sponsorships and memberships** – tabled until we have a quorum.
- D. Exhibiting at the Oklahoma Municipal League Conference Sept. 15-16.** OKRA is hoping to have a new exhibit ready for this conference.
- E. Governance Committee** – nothing to report.

VIII. Set next meeting date, location & time

Our next meeting will be an abbreviated meeting following the Board Training on 8/11/17 to vote on all items that have been tabled from the last few meetings because we did not have a quorum. Sara will send a Doodle Poll to

select a date in November or December for our last meeting of 2017. **Post Meeting – date selected via Doodle Poll was Friday, November 3, 2017 from 1:00-3:00 pm. The meeting will be held in Oklahoma City. The location is still to be determined.*

IX. Adjournment

The meeting ended at 12:15 p.m.

Sara Ivey

OKRA Secretary

7/31/17

Date