

OKLAHOMA RECYCLING ASSOCIATION

Board of Directors Meeting Minutes

Friday, March 9, 2018

Department of Environmental Quality, 707 N. Robinson Ave., Oklahoma City, OK 73102

Call to Order: President Horst called the Board of Directors meeting to order at 9:34 a.m.

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

Present: Sara Ivey, Robert Pickens, Ilda Hershey, Trudi Logan, Jeanette Nance, Garmon Smith, Maureen Turner; via phone: Tracy Horst, Kara Berst

Absent: Chris Feeney, Traci Phillips, Michael Patton

Others Present: Ellen Bussert, Keima Kamara, Bryce Hulsey (arrived 10:09 am) Via Phone: Trent Brewer

Approval of Minutes

MOTION by Nance:

Move to approve the minutes from the January 12, 2018 meeting.

Pickens seconded. Motion passed without dissent.

COMMITTEE REPORTS

Membership Committee:

Bussert reported that the membership report was sent out to the board late last night (Attachment A, pages 7-8). The report detailed the work done by the committee in their last meeting on 3/2/18. The committee made several recommendations to the board. See the attached Membership Report for full details.

1. 2018 Membership Goals and Timeline

The board reviewed the goals and timeline proposed for 2018.

MOTION by Ivey:

Move to approve the 2018 Membership Goals and timeline proposed by the Membership Committee.

Pickens seconded. Motion passed without dissent.

Turner asked that in the future, any items that will require a board vote be specific line items on the board agenda.

2. 2018 Events – Sponsorships and Exhibits

The board discussed the list events proposed by the Membership Committee that OKRA should sponsor and/or attend in 2018.

- a. SWANA Conference May 2-3, 2018.

MOTION by Hershey:

Move that OKRA sponsor the 2018 SWANA Conference at the \$500 level.

Smith seconded. Motion passed without dissent.

- b. MET's Enviro Expo – April 19, 2018. This event was already approved by the executive committee via email voting procedures on March 5-7, 2018.

- c. Other events: OML conference, KOB Environmental Excellence Awards, MET's ARD Banquet. The board agreed to discuss sponsorship and/or exhibiting at these events at the May Board meeting.
3. **Membership Drive** – Bussert reported that the Membership Committee is requesting that each OKRA board member recruit a new member, or encourage a former member (expired 2016 or earlier) to renew their membership by the end of March. Bussert passed around a list of past OKRA members. Board Members were asked to identify any they knew and would be willing to reach out to regarding renewing their membership. See 2018 Membership Tally (Attachment B, page 9)
4. **Membership Software Update** – Bussert reported that she began using Wild Apricot on a trial basis. During the membership drive, however, she is using the previous system to avoid any errors. She will work to transfer data after the membership drive. Brewer volunteered to help with data transfer as he has experience with Wild Apricot.

ACTION ITEMS: Board Members are asked to recruit or encourage a former member to renew their membership by the end of March.

Finance Committee:

1. **Statement of Financial Position** (Attachment C, page 10) - Treasurer Pickens went over the Statement of Financial Position as of March 7, 2018. Pickens said the majority of the income since the last statement was from memberships. Pickens said, beginning next meeting, he intends to provide the Board with a screenshot of current BOK and Paypal Account Balances at every meeting.

MOTION by Pickens:

Move to approve the Statement of Financial Position (3/7/18).

Hershey seconded. Motion passed without dissent.

2. **2017 Conference Financial Report** – (Attachment D, page 11) The Board reviewed the income and expenses for the 2017 OKRA Conference. The 2017 Conference had a net profit of \$4,565.85.
3. **Membership by Level Report** - The membership drive is going very well, and memberships are higher than this time the last two years and are on track to hit the 2015 membership numbers.
4. **Oklahoma Certificate of Registration** - Pickens reported that he successfully registered OKRA with the Secretary of State to do business as a non-profit.
5. **Form 990 Filing** – OKRA's taxes will be due soon and Pickens plans to prepare the taxes and have the Board review them before he files it with the IRS.
6. **2018 Financial Budget** – Pickens reported that the 2018 Budget is in a holding pattern. He cannot build the budget until he gets more input on what OKRA wants to do for the year. Horst said that discussion of the budget will be added to the Executive Committee meeting for April 5th. Brewer suggested that target goals for each membership level also be discussed.

ACTION ITEMS: Pickens will provide the Board with Account Balance screenshots for all accounts as part of his financial report.

Pickens will prepare the Form 990 and send to Board for approval before filing.

Bussert will add 2018 Budget discussion to Executive Committee agenda for 4/5/18.

Bylaw Committee:

Pickens reported that the Bylaws Committee met jointly with the Nominations Committee on 3/7/18. The Bylaws Committee is making changes to the bylaws in two phases.

Phase 1 consists of cleaning up the bylaws by removing unnecessary language, making grammatical changes, and similar minor edits.

Phase 2 will go section by section through the bylaws and propose actual changes to policies.

The Bylaws Committee intends to bring specific sections to the Board for discussion/review and when all sections have been addressed, the Bylaws Committee will ask for the Board to vote to approve all of the changes to the Bylaws.

Hershey said it would be helpful to add draft revision date each time the board is presented with changes so that it is easy to follow which changes were made when.

Horst requested that page numbers be added to the document as well.

Turner reported that she has been working from past versions of Microsoft Word and is not able to use the current version to track changes correctly. She will work on doing the clean-up version with track changes enabled over the weekend.

The Bylaws Committee began to review specific sections of the Bylaws. Article V: Board of Directors was reviewed with input from the Nominations Committee. The Nominations Committee Report details recommended changes to Article V. The groups also looked at Article III: Membership and would like the Membership Committee to review 3.5 Voting Rights.

ACTION ITEMS: Turner will recreate the Bylaws document in a version of Microsoft Word that will allow her to utilize the track changes feature. Turner will add draft revision date and page numbers to the Bylaws.

Membership Committee will review Bylaws 3.5 Voting Rights and make a recommendation to the board if they believe changes are needed.

Nominations Committee:

Ivey went over the Nominations Committee Report that was sent to the board (Attachment E pages 12-13). The nominations committee met earlier this week and came up with several proposals for the board regarding changes to the bylaws including:

1. Change the range of the number of OKRA Board of Directors Members from “between 11-40”, to “between 3-15”. (Bylaws 5.2)
2. Keep Board of Director terms at two years. (Bylaws 5.4)
3. Make an addition to the Bylaws (Bylaws 5) allowing Board Members to serve three (3) consecutive terms. Any individual, who has served three (3) consecutive terms, may be eligible for re-election as a Board Member after a period of one (1) year.

Ivey reported that these changes will be included in the final version of the Bylaws that the Board will be asked to vote on when all sections have been reviewed. Smith asked when the consecutive terms would start. Ivey said that Brewer advised the committee that all changes made to the Bylaws would start when the new Bylaws are approved. So consecutive terms would not happen retroactively, but rather going forward from when the new Bylaws are approved.

The Nominations Committee will continue to work with the Bylaws Committee to review other sections of the Bylaws such as Article VI: Officers and Article VII: Committees and bring recommended changes to the Board for approval.

The Executive Committee has been working on defining the role of the Advisory Council and will discuss this further at their next meeting on 4/5/18.

ACTION ITEMS: The Nominations and Bylaws Committee will meet again on 4/4/18 and will begin discussions on Articles VI and VII. Bussert will add Advisory Council role to Executive Committee agenda for 4/5/18.

WORKGROUPS

Communications/Outreach

A. Conference

1. **2017 Conference Evaluation** - Ivey presented the 2017 Conference Survey Results. Ivey created a report to easily visualize the responses. We had 55 people complete the post conference survey, which was done on Google Forms this year. The feedback was overwhelmingly positive and there were many good suggestions for topics for future conferences. See attached 2017 OKRA Post-Conference Survey Report for full details (Attachment F. pages 14-22)
2. **2018 Conference** – Hershey reported that the date has been set for the 2018 Conference. It will be held on Thursday, September 20, 2018 at OSU in the Alumni Center.

Discussion of potential topics included: Panel Discussion of Recycling Coordinators, follow-up to the contamination theme from last year by having a presentation on currently accepted materials, more networking and breaks, lightening roundtables manned by OKRA Board or other experts where attendees can rotate through several topics over the hour session, a wall of the craziest items found in a recycle bin where attendees could vote for their favorites, How-To make a video short including actually making one during the conference session. If you know any good presenters, or presenters that can speak on some of the topics suggested, please let Hershey know. Other ideas included adding a glossary to the program for common recycling terms/acronyms such as MRF, MSW, HDPE, LDPE, PP, PET, EPA, etc.

Keynote speaker suggestions: Keefe Harrison, CEO Recycling Partnership, Susan Collins, President of Container Recycling Institute; Tom Mills, Green Shortz.

A Save-the-Date will be sent out next week to the OKRA listserv and on the OKRA Facebook Page. Hershey will make the confirmation with the Alumni Center for September 20th. The Conference Committee will meet later in March.

3. **Facebook update** – Bussert reported that she has been working with Red Earth Designs to increase our effectiveness on Facebook and get OKRA to the top of Google Search Results. Emma, our webmaster, was too busy to work on it in February but should be able to look into it for us in March. Thank you to Keima Kamara for volunteering to post regularly on the OKRA Facebook page! Horst said that there was discussion of OKRA adding additional social media accounts, but the decision has been made to try really hard to do better at Facebook and when we can do that well, we will consider other platforms.
4. **Website** – If anyone has any upcoming events that you would like to add to the OKRA events calendar, it is easy to do. Add you event here:

<https://www.recycleok.org/oklahoma-events-activities/events-calendar/submit-an-event/>

5. **Newsletter** – Logan reported that she would like the next issue to go out just after Earth Day so that Earth Day events and articles could be featured in that issue.
6. **E-Mail Inquiries** – Hershey reported that she had fielded 8 inquiries since 1/12/18. Four inquiries came via email, and four came via Facebook Messenger. So FB Messenger is becoming a popular way for people to reach out and ask questions.

ACTION ITEMS: Hershey will confirm the Alumni Center for 9/20/18 Conference. Bussert will follow up with Red Earth Designs on Facebook effectiveness and moving up on Google Search. Logan will send out request for newsletter submissions in mid-April and publish in late-April/early May.

B. Advocacy– Bussert sent out the Advocacy Committee report to the board early this morning. See attachment G (page 23).

1. **Non Profit Day at the Capitol.** Bussert reported that Non Profit Day at the Capitol has been tentatively rescheduled for 4/25/18 because the original date selected, 3/21/18, the legislature will not be in session. Plans for Non Profit Day include sending a letter to each legislator a week before the event. Michael Patton, Ellen Bussert and Stephanie Giacomo (with Keep McAlester Beautiful) will go around to offices and visit with legislators the day of the event. They will handout a list of End Use Manufacturers, OKRA seeds, Solid Waste Hierarchy, MRF List, and OKRA business cards with OKRA info on the front and Save-the-Date for the Conference on the back. Bussert asked for help from any board members who are able to stay after the board meeting today and help package the seeds.
2. **New Chairperson.** Bussert reported that our Advocacy Chair, Daniel McCune, has moved out of state, and a new chairperson needs to be identified. Horst will ask Stephanie Giacomo if she is interested. If she is, perhaps Patton can help mentor her in this role.

ACTION ITEMS: Bussert will work on getting together all the handouts for Non Profit Day at the Capitol. Horst will contact Giacomo about the Advocacy Chair Position.

Old Business:

A. Feed Bag Recycling – Bussert reported that she, Pickens, Feeney, Keima Kamara and Fenton Rood had been in discussion about this issue. Bussert suggested that a video, podcast, or social media piece could be done to inform people about this topic. Hershey said after the information is gathered, perhaps OSU Ag Econ students could write an article on the topic. Pickens said that many feed bags are recyclable, but collection and transportation are the biggest issues in rural locations. Hulsey asked if anyone knows what material is used to make the round bale twine.

ACTION ITEM: Pickens will check with his buyers to see if anyone knows about the round bale twine material.

B. Board Retreat – Horst reported that the Board has been discussing ideas for a Board Retreat that would consist of an afternoon of work, followed by an evening of teambuilding and then another

morning of work. We are looking at renting a house with enough sleeping accommodations for everyone and several ideas have been suggested for fun teambuilding experiences. We would like to bring in a facilitator to help with strategic planning. The timeframe the Board is looking at right now would be late July or early August. Most people would like to do either a Thursday-Friday or Friday-Saturday. Email Horst with any suggestions or thoughts related to the Board Retreat.

ACTION ITEM: The Executive Committee will continue to discuss retreat options at their next meeting on 4/5/18.

New Business:

- A. Upcoming exhibits and events** – This item was addressed during the Membership Committee discussion.
- B. Amber Porter** – Hershey advised that she has been contacted by Amber Porter from Waste Management/ Recycle America on wanting to get involved in OKRA. The board decided to first invite Amber to become an OKRA member and to come to our next board meeting to find out how she would like to become more involved.
- C. Ada HHW Event** – Smith reported that the Ada Recycling Coalition (ARC) will hold a Household Hazardous Waste Disposal Event on May 5, 2018. ARC will also have its annual meeting in April.
- D. Tulsa Household Pollutant Collection Event** – Turner reported that Tulsa will hold their event on Saturday, March 24, 2018 from 8 am to 2 pm.
- E. Oklahoma Green Schools Summits** – Ivey reported that the Oklahoma Green Schools Program will hold their 2018 Oklahoma Green Schools Summit at Riverfield Country Day School in Tulsa on Wednesday, April 25, 2018. A Regional Summit will also be held in Durant on Wednesday, May 16, 2018. Contact Ivey for more details on either of these events.

Next Meeting: May 11, 2018 at OSU Tulsa

Meeting adjourned at 11:28 a.m.

Minutes submitted by Secretary, Sara Ivey. March 12, 2018

Attachments:

- A. Membership Committee Report 3/9/18 (pages 7-8)
- B. Membership Tally 3/7/18 (page 9)
- C. Statement of Financial Position 3/7/18 (page 10)
- D. 2017 OKRA Conference Financial Statement (page 11)
- E. Nominations Committee Report 3/7/08 (pages 12-13)
- F. 2017 OKRA Post-Conference Survey Report (pages 14-22)
- G. Advocacy Workgroup Report 3/9/18 (pages 23)

Attachment A:

OKRA Membership Committee Report

March 7, 2018

Function of Committee: To collaborate with solicitation efforts and to focus on membership functions. (This needs to be defined by committee.)

Chair of Committee: Ellen Bussert

Committee Members: Trent Brewer, Ilda Hershey, Chris Knight, Robert Pickens,
Michael Trojahn

Date of Last Meeting: Friday, March 2, 2018 (teleconference)

Attendees: Ilda Hershey, Chris Knight

Date of Next Meeting: April – TBA

Recommendations to the OKRA Board:

1. 2018 Membership Goals and timeline

- ❖ Conduct Membership Drive (Feb-March first wave of solicitation)
- ❖ Identify events to promote OKRA and OKRA membership in 2018
- ❖ Build 2018 Corporate Membership (all year)
 - Increase Corporate Membership from 18 to 25
 - Increase Nonprofit Membership from 22 to 30
- ❖ Evaluate the website and fine-tune language regarding membership (June)
- ❖ Determine 2019 membership structure, fees & benefits and make recommendation to the OKRA Board (July)
- ❖ Update Membership Brochure for 2019 Drive (rough draft – September, ready to print-December)
- ❖

Action Item: The Membership Committee would like to request that the board approve the membership committee goals and time line for 2018.

Justification: The Membership Committee was tasked with setting goals with a timeline for 2018.

2. Events to promote OKRA and OKRA membership in 2018

The OKRA Membership Committee recommends that OKRA sponsor or exhibit at the following events:

1. SWANA Conference May 2-3, 2018 at the Hard rock Casino in Catoosa. \$500
Includes 2 days of booth, logo on publicity
2. The MET's Enviro Expo – April 19, 2018 – Guthrie Green in Tulsa \$250
Includes small logo placement, recognition on all print media and website, and complimentary booth
3. Oklahoma Municipal League Annual Conference fall – OKC \$250.00
4. Keep Oklahoma Beautiful Awards Dinner - ?
5. America Recycles Day - ?

Justification: The major benefit is getting the OKRA name out and encouraging entities to join. It also fit in with our mission to network.

Action Item: The Membership Committee would like to request that the board approve sponsoring these events. A list of events that OKRA will share space with another organization will be sent out later in March.

3. 2018 Membership Drive

Action Item: The Membership Committee is requesting that each OKRA board member recruit a new member, or encourage a former member (expired 2016 and earlier) to renew their membership by the end of March.

Justification: In order to meet the goal of recruiting 7 additional corporate members and 8 non-profit members, board members need to participate in the recruitment.

Attachment B:

Membership Tally 3-7-18

2017 Membership dues paid

Type	Dues	Number	Amount
Student	\$1	11	\$11
K-12 Coord	\$5	3	\$15
Regular	\$25	35	\$875
Non-profit	\$75	22	\$1,650
Corp	\$100	9	\$900
Corp	\$250	6	\$1,500
Corp	\$500	2	\$1,000
Corp	\$750	1	\$750
Corp	\$1,000		\$0
Hon/Lifetim	\$0	2	\$0
Totals		91	\$6,701

as of 12/21/17

2018 Membership dues paid

Type	Dues	Number	Amount
Student	\$1	1	\$1
K-12 Coord	\$5	1	\$5
Regular	\$25	13	\$325
Non-profit	\$75	8	\$600
Corp	\$100	7	\$700
Corp	\$250	2	\$500
Corp	\$500	1	\$500
Corp	\$750	0	\$0
Corp	\$1,000		\$0
Hon/Lifetim	\$0	2	\$0
Totals		35	\$2,631

as of 3/7/18

Attachment C:

OKLAHOMA RECYCLING ASSOCIATION STATEMENT OF FINANCIAL POSITION 1st Quarter of 2018

PERIOD STARTING / ENDING:

January 1st thru March 31st, 2018

BALANCE FORWARD FROM 4th QUARTER 2017: \$ 26,573.24

<u>Person, Company, Government</u>	<u>INCOME</u> <u>Type of Membership</u>	<u>Amount</u>
Natalie Mallory - New Membership	Individual Membership - PayPal (J)	\$ 25.00
City of Norman - Ken Komiske	Government Membership - Check (J)	\$ 75.00
Debra Seifried	Donation - PayPal (J)	\$ 2.00
Bank of America	Checking Account Interest (J)	\$ 0.21
State of Oklahoma - State Treasury	Refund on 2017 Charitable Organization Reg Filing (F)	\$ 50.00
Michael Patton	Individual Membership - PayPal (F)	\$ 25.00
Dryvit - Alex Winiecke	Corporate Basic Membership - PayPal (F)	\$ 100.00
Sydney Mantzke	Student Membership - PayPal (F)	\$ 1.00
Robert Stewart	Individual Membership - PayPal (F)	\$ 25.00
Matt Albright	Individual Membership - PayPal (F)	\$ 25.00
Ilda Hershey	Individual Membership - PayPal (F)	\$ 25.00
Chris Knight	Individual Membership - PayPal (F)	\$ 25.00
Big 4 Filtration - Robert Hall	Corporate Basic Membership - PayPal (F)	\$ 100.00
Keep Oklahoma Beautiful - Jeanette Nance	Non-Profit Membership - PayPal (F)	\$ 75.00
Trudi Logan	Individual Membership - PayPal (F)	\$ 25.00
Ellen Bussert	Individual Membership - PayPal (F)	\$ 25.00
National Waste & Recycling - Dean Scocos	Corporate Basic Membership - PayPal (F)	\$ 100.00
Thiophlocca Tribal Town - Kandice Taylor (New)	Non-Profit Membership - PayPal (F)	\$ 75.00
Bank of America	Checking Account Interest (F)	\$ 0.18
Closed Loop Recycling - Gabby Hernandez	Corporate Basic Membership - PayPal (M)	\$ 100.00
Shavara Johnson - Keep Oklahoma Beautiful (New)	Individual Membership - PayPal (M)	\$ 25.00
City of Stillwater - Chris Knight	Non-Profit Bronze Membership - PayPal (M)	\$ 250.00
City of Midwest City - Robert Streets (New)	Non-Profit Membership - PayPal (M)	\$ 75.00
City of Tulsa - Maureen Turner	Government Membership - PayPal (M)	\$ 75.00
Robert Pickens	Individual Membership - Check (M)	\$ 25.00
Western Oklahoma Metal Recycling, LLC	Corporate Basic Membership - Check (M)	\$ 100.00
American Waste Control - Robert Pickens	Corporate Bronze Membership - Check (M)	\$ 250.00
The M.e.t. - Graham Brannin	Non-Profit Membership - Check (M)	\$ 75.00
Choctaw Nation of Oklahoma - Tracy Horst	Corporate Silver Membership - Check (M)	\$ 500.00
Keepin' Enid Green LLC - Chris Feeney (New)	Corporate Basic Membership - Check (M)	\$ 100.00
Docuguard - Chris Feeney	Corporate Basic Membership - Check (M)	\$ 100.00
Patrick Ivey (New)	Individual Membership - Check (M)	\$ 25.00
Sara Ivey	Individual Membership - Check (M)	\$ 25.00
Show Inc. - Robert Lawrence	Non-Profit Membership - Check (M)	\$ 75.00

TOTAL INCOME FOR REPORTING PERIOD: \$ 2,678.39

<u>EXPENSES</u>		
Ellen Bussert - BOA Check - MG7VH-3C8L7	December Invoice #114 (J)	\$ 560.00
Red Earth Design, Inc. - ACH a0hlzq0t	December Web Site Maintenance - Invoice #5806 (J)	\$ 66.00
PayPal	Transaction Fees (J)	\$ 1.39
Ellen Bussert - BOA Check - MKWXS-59-J58	January Invoice (F)	\$ 720.00
Okla. Center for Non-Profits - BOA Debit Card - Pickens	Renew Membership (F)	\$ 100.00
U.S.P.S. - BOA Debit Card - Pickens	Renew P.O. Box 12 Months (F)	\$ 112.00
Okla. Center for Non-Profits - BOA Debit Card - Pickens	2018 Advocacy Day Table (F)	\$ 25.00
PayPal	Transaction Fees (F)	\$ 22.10
Ellen Bussert - BOA Check - MNV21-81ZCH	February Invoice #116 (M)	\$ 510.00
Red Earth Design, Inc. - ACH aj1e32yg	Jan-Feb Invoice # 5936 Website Maintenance (M)	\$ 39.00
Debra Seifried Donation Refund - PayPal	Refunded Donation Per Donor's Bank (M)	\$ 1.94
PayPal	Transaction Fees (M)	\$ 16.74

TOTAL EXPENSES FOR REPORTING PERIOD: \$ 2,174.17

NET CHANGE FOR REPORTING PERIOD: \$ 504.22

ENDING BALANCE FOR REPORTING PERIOD: \$ 27,077.46

ACCOUNT BALANCE AT TIME OF REPORTING

BANK OF AMERICA:	\$ 23,972.62
PAYPAL:	\$ 778.84
\$520.20 Transferred to Bank of America	\$ 778.84
Total Account Balance	\$ 24,751.46

REPORTING DATE: March 7, 2018

Attachment D:

2017 OKRA Conference Income Results

<u>Income</u>		
Registration	\$ 4,215.00	30.73%
Sponsorship	\$ 8,000.00	58.33%
OSU Facilities Management Gift-In-Kind	\$ 1,500.00	10.94%
Total Income	\$ 13,715.00	100.00%

<u>Expenses</u>		
Registration Refunds	\$ 155.36	1.70%
Administrative Labor	\$ 1,258.81	13.76%
Catering	\$ 5,226.38	57.12%
Facility	\$ 1,071.28	11.71%
Parking - Attendees	\$ -	0.00%
Promotion Handout - Attendees	\$ 306.57	3.35%
Speakers - Appreciation Gift	\$ 121.84	1.33%
PayPal - Service Fees	\$ 88.21	0.96%
Speaker Reimbursement	\$ 518.29	5.66%
Speaker - Atherton Hotel	\$ -	0.00%
Supplies & Materials	\$ 40.79	0.45%
Food Donation - Mission of Hope	\$ 93.48	1.02%
Eventbrite / the C3Group	\$ 268.14	2.93%
Total Expenses	\$ 9,149.15	100.00%
Net Profit + / -	\$ 4,565.85	

Reconciled and confirmed for submittal to the Board of Directors on:

January 21, 2018

Committee Chair: Ilda Hershey

Treasurer: Robert Pickens

Attachment E: Nominations Committee Report 3/7/18

OKRA COMMITTEE REPORT

Committee Name: Nomination Committee

Function of the Committee: To solicit leadership position nominations and prepares slates for membership votes.

Chair of Committee: Sara Ivey

Committee Members: Trent Brewer, Jeanette Nance

Date of Last meeting: Wednesday, March 07, 2018 (This was a Joint Meeting of the Nominations Committee and Bylaws Committee)

Attendees: Sara Ivey, Trent Brewer (Robert Pickens, Tracy Horst from Bylaws Committee)

Date of Next meeting: Joint Meeting of Bylaws and Nominations 4/4/18 11am-noon

Narrative: The purpose of this meeting was for a discussion by the Bylaws Committee and the Nominations Committee on Bylaws changes related to Board Member requirements, elections, terms, etc. This is the reporting of items discussed pertaining to the Nominations Committee. The results of our discussion produced the following recommendations:

1. Change the range of the number of OKRA Board of Directors Members from "between 11-40", to "between 3-15". (Bylaws 5.2)

Justification: This range is being recommended so that if circumstances were to arise that caused OKRA to lose several Board of Directors Members in a short amount of time, a minimum of 3 Board Members would still be able to operate the organization until new Board Members can be identified and voted in. Having a maximum of 15 was recommended because OKRA has struggled with getting a quorum for meetings and with the requirement of a simple majority, we feel that more than 15 Board Members would make reaching a quorum on a consistent basis more difficult to achieve.

2. Keep Board of Director terms at two years. (Bylaws 5.4)

Justification: The group discussed the benefit of having a longer or shorter term for Board Members, but ultimately decided we think that 2 year terms are most appropriate.

3. Make an addition to the Bylaws allowing Board Members to serve three (3) consecutive terms. Any individual, who has served three (3) consecutive terms, may be eligible for re-election as a Board Member after a period of one (1) year.

Justification: Currently there are no restrictions on how long Board Members can serve. We are recommending that Board Members cycle off of the Board periodically to allow OKRA to get new people involved in the organization, and to allow long-serving Board Members to take a break and then come back refreshed. The individual would still be welcome to serve on committees and/or serve on the Advisory Council during their year break. The individual would need to be nominated and elected for each of the three terms, just as any other potential Director would be. Then after a period of one (1) year, the individual would be eligible to return to the board, if they so desired, and go through the nomination and election process again.

Items to Address at Next Meeting:

1. Executive Committee Requirements in the Bylaws
2. Executive Committee terms
3. Definitions of Committee, Workgroup, Task Force, Advisory Council, etc. and which ones we want to continue to use in the Bylaws.

Submitted by: Sara Ivey

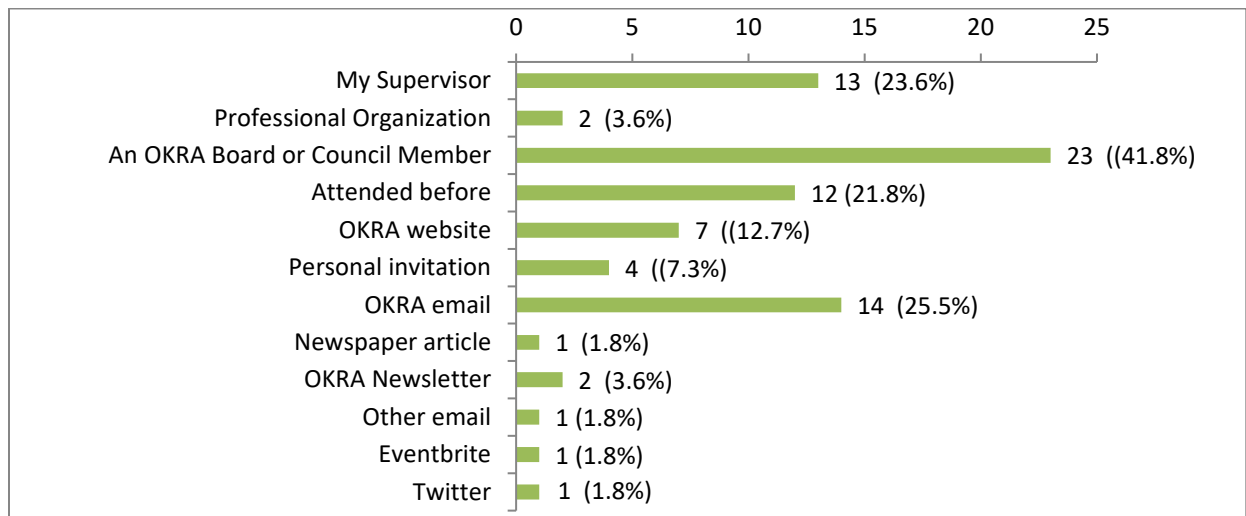
Date: March 7, 2018

Attachment F:



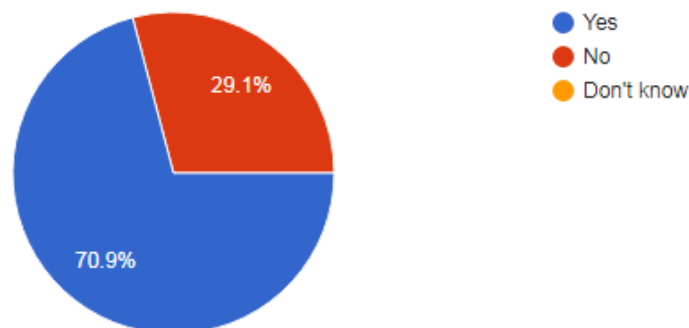
2017 Oklahoma Recycling Conference, Recycling Right: Reducing Contamination Post-Conference Survey Results

1) How did you learn about the 2017 Oklahoma Recycling Conference? 55 responses

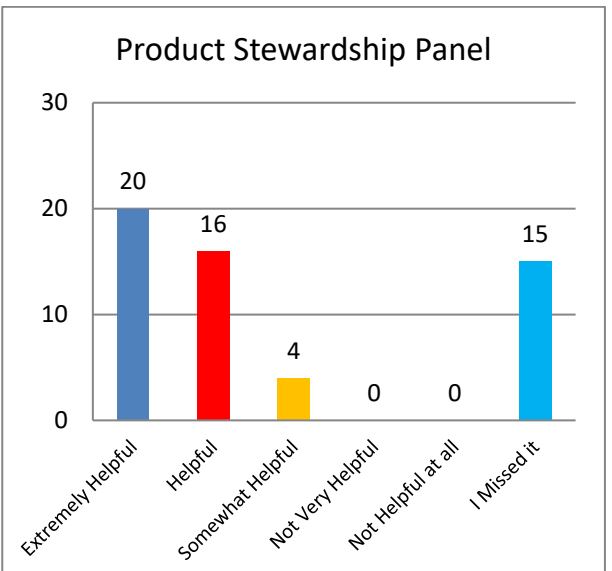
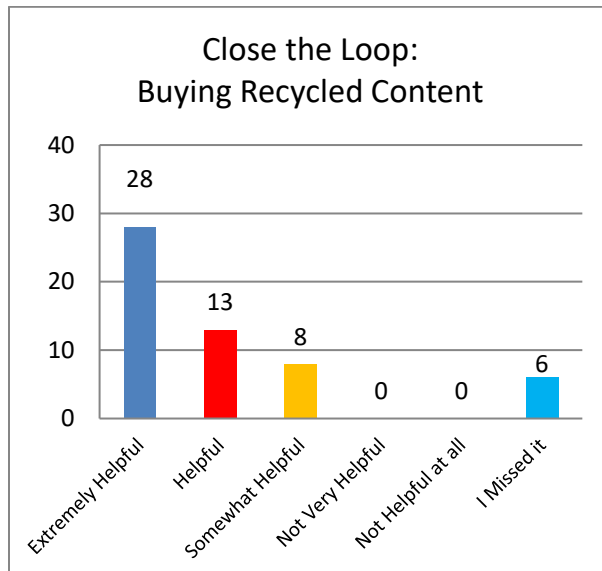
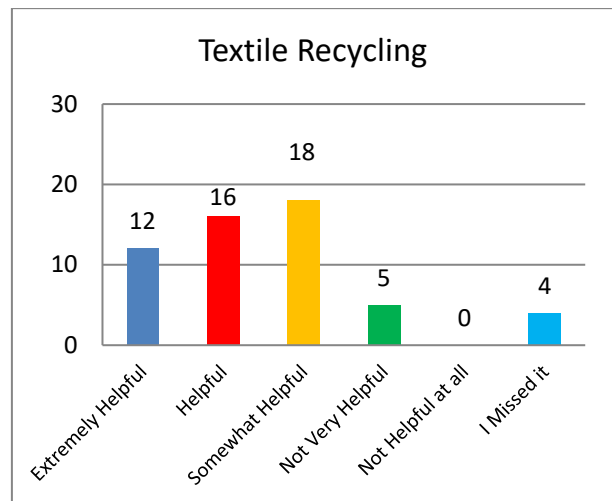
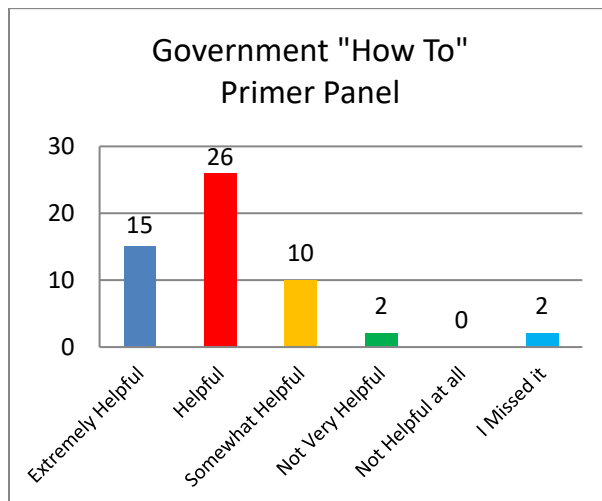
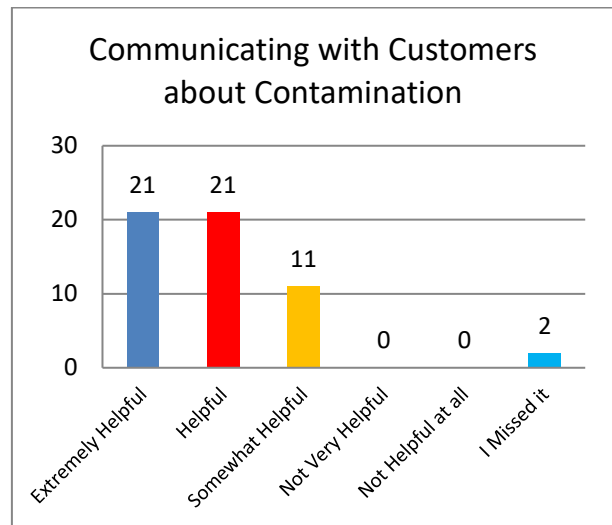
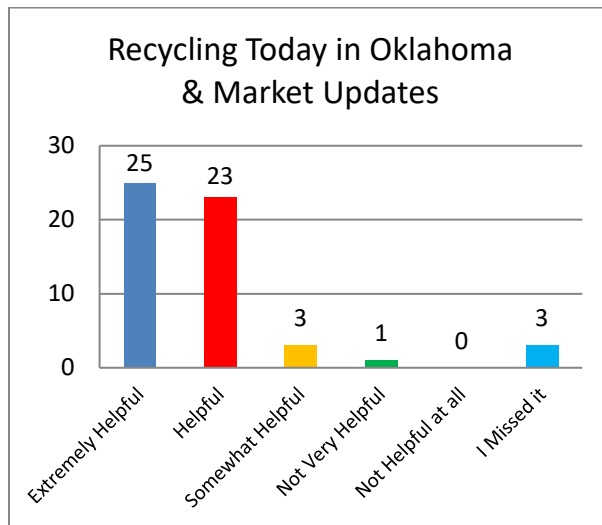


2) Had you heard of the Oklahoma Recycling Association (OKRA) before you were invited to attend the 2017 conference?

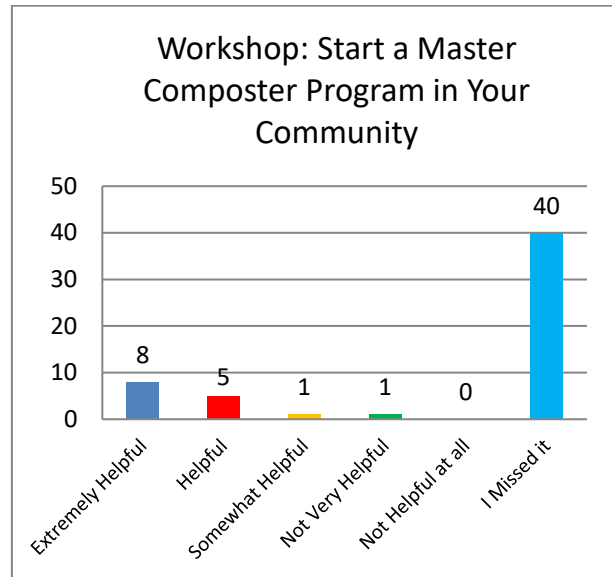
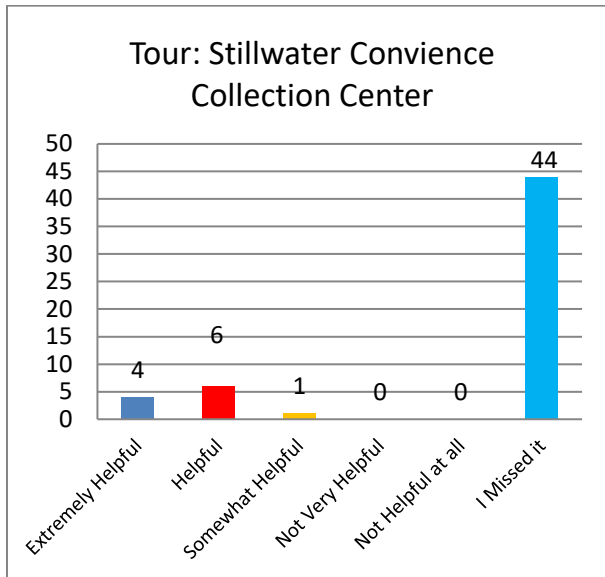
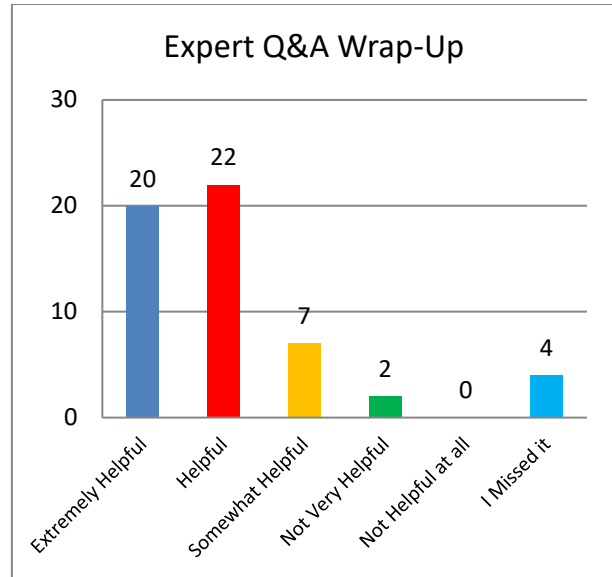
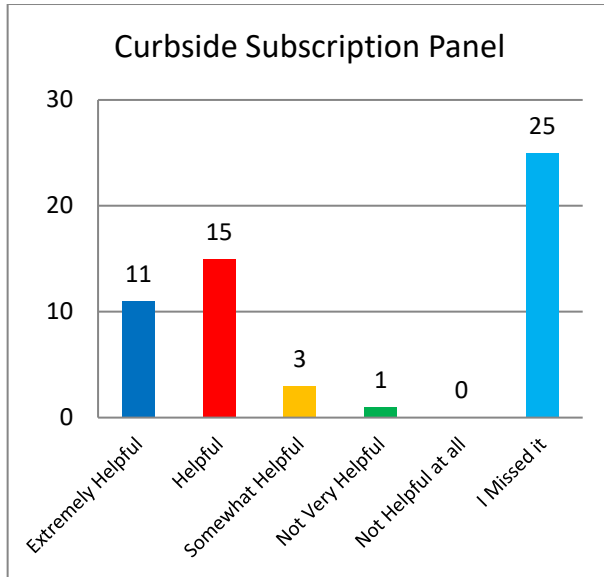
55 responses



3) Indicate what sessions were most helpful to you by rating them. 55 responses



3) Indicate what sessions were most helpful to you by rating them. (continued)



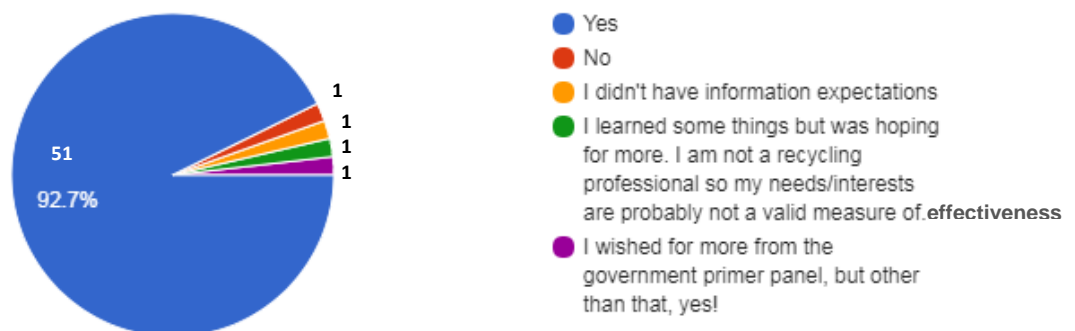
4) Do you have any comments about the 2017 conference presenters and/or topics?

23 responses

1. The conference was great
2. Everyone did a good job
3. Awesome job! as always
4. Great topics; mostly great presenters
5. nope they did great!
6. It was truly an eye opener. I look forward to getting involve with OKRA.
7. This was my first conference. It was very helpful to me and my organization.
8. All good choices with variety of topics
9. I hope to see more women being represented in the green industry next time.
10. Presenters should not assume that the audience is familiar with all their technical terminology and slides should be clear enough to be read and understood by the audience.
11. All were good, need to make sure panelists have short presentations
12. I thought the program was beneficial and I will be back.
13. Robert Pickens, did an amazing job covering the market price comparison
14. Fantastic job finding great speakers.
15. all were very knowledgeable in their subject.
16. No
17. Robert Pickens was a great presenter
18. Everyone had very helpful information
19. all did great job
20. I learned a lot as I have been in recycling for just a couple of months and got a lot of contacts
21. Conference was well done and informative. Very good presentations all around!
22. There was not much energy. Maybe some slide shows or music to create energy would be good.

5) Did you walk away from the conference with the information you hoped to receive?

55 responses



6) What topics would you like to see addressed at a future conference?

24 responses

1. More on rural recycling efforts
2. More on plastics; marketing ideas that work - case studies
3. more about composting!
4. More about composting due to having a high demand.
5. Recycling grants available
6. Developing more centers around the state for those small communities who don't have curbside
7. How to market recycling better.
8. How to bring recycling to rural communities.
9. Pending legislation, if there is any, affecting recycling and more "closing the loop" topics such as communicating with manufacturers about the effect of their products on the environment and how being green can increase their bottom line. Another topic might be job creation opportunities in renewable energy. I always look for a balance between education and activism when I am able to attend these conferences.
10. A lot of recycling programs utilize vocational training programs for labor to reduce cost. State budgets affect the vocational programs which reduce the number of workers, impacting the efficacy of the recycling efforts. I'd like to see more coordination between the recycling community and the non-profit community towards maintaining continued labor.
11. Glass recycling
12. Expanded Product Stewardship Topics/Hard to Recycle Items
13. Rural Recycling options, Success stories
14. End Markets
15. Zero Waste vs Waste Reduction
16. Grant opportunities to grow recycling program
17. Recycling tactics for multifamily housing
18. my main interest in electronic recycling. would like to know of more places to move the product.
19. Breakout session for consumers. How to make good choices on buying recycled products
20. What recycling coordinators are doing around OK
21. Small Business Environmental Assistance, What other organizations are up to (such as KOB, Tulsa Sustainability, OK compost conference, etc.), A breakout on what to expect/how to apply for an environmental job geared towards students.
22. Maybe how different Oklahoma Communities promote and educate their citizens.
23. Names and address of companies and what they recycle
24. Costs to City for starting a curbside program / Challenges for MRF with Single Stream recyclables / Casino Recycling Programs / Household Pollutants programs

7) What tours would you like to see included in a future conference? 18 responses

1. Other MRFs
2. Live tour at recycling and composting facilities.
3. Covanta facility, Batliner facility
4. Municipal composting site.
5. Tour a recycling facility
6. Any nearby recycling facility, such as the glass facility in the Tulsa area or a plastics recycling facility.

7) What tours would you like to see included in a future conference? (continued)

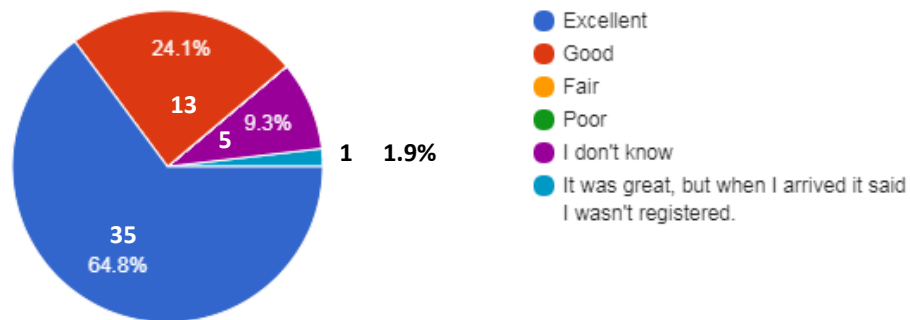
7. We've heard and seen pictures of automated sorting processes (conveyor belts, optical sorting, etc.) I'd like to see that in action somewhere.
8. Composting Operation
9. MRF Tours
10. Norman Recycling / Compost Facility
11. Landfill or recycling mill
12. Tour of Covanta plant or post-MRF facility. Maybe a manufacturer that takes in recycled materials to begin process.
13. maybe a place that recycles and sorts household trash.
14. Recycling plant
15. Tulsa Recycle and Transger
16. MRFs
17. Payne County Recycling Center
18. School Recycling Tour (see what awesome ideas our youth are coming up with)

8) Any overall feedback for the event? 22 responses

1. It was excellent
2. would like to see greater participation
3. Came away with good information that I will use in my community
4. The conference was phenomenal!
5. Extremely well done from beginning to end. Thank you to everyone who helped put this together.
6. Great event!
7. The breadth of topics covered and the facility and food were excellent. Presenters should have tested their power points before stepping up to speak.
8. very informative
9. very good event and presentations
10. Very well organized with great professional presentations.
11. Schedule tours prior to the all day agenda. For example afternoon before.
12. Great for networking and reuniting with old contacts
13. Well done
14. always good. exhibitors are very friendly and that time to answer your questions. (my third seminar)
15. Great job! Good audio and smooth transistions.
16. I was very pleasantly surprised! I really had no expectations going in, but walked away with lots of great knowledge.
17. Loved the healthy options for lunch
18. It keeps getting better and better as the years go by.
19. Great, as always. Perhaps recording any breakout sessions in the event someone wants to hear both, but can only attend one.
20. I thought the overall program was really good.
21. All Good!
22. Very good conference

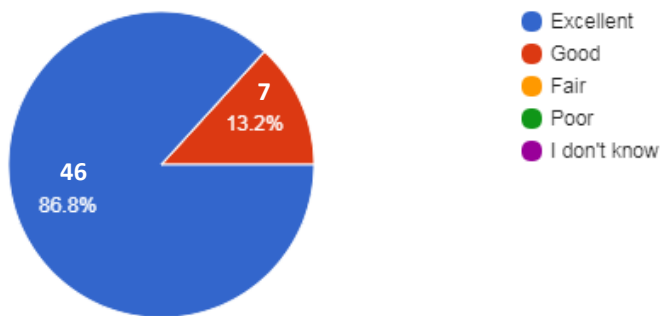
9) How convenient was the conference registration process?

54 responses



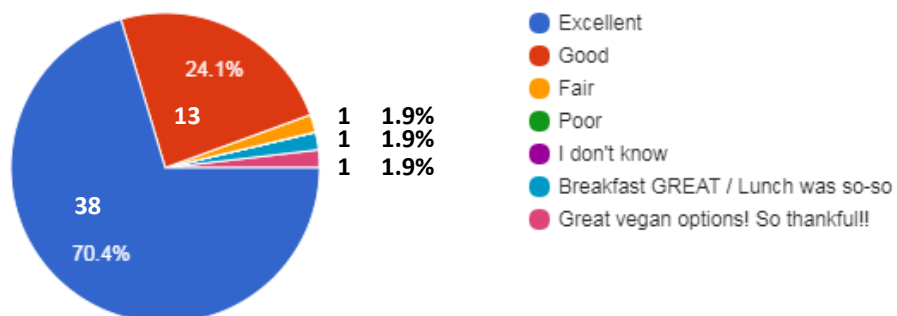
10) How was the conference facility?

53 responses



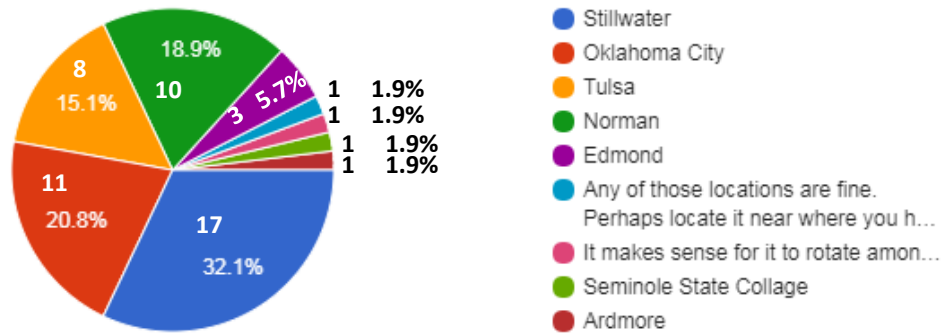
11) How would you rate the food and beverage service at meeting your needs?

54 responses



12) If a statewide recycling conference were to be held again in 2018, where do you recommend it be located?

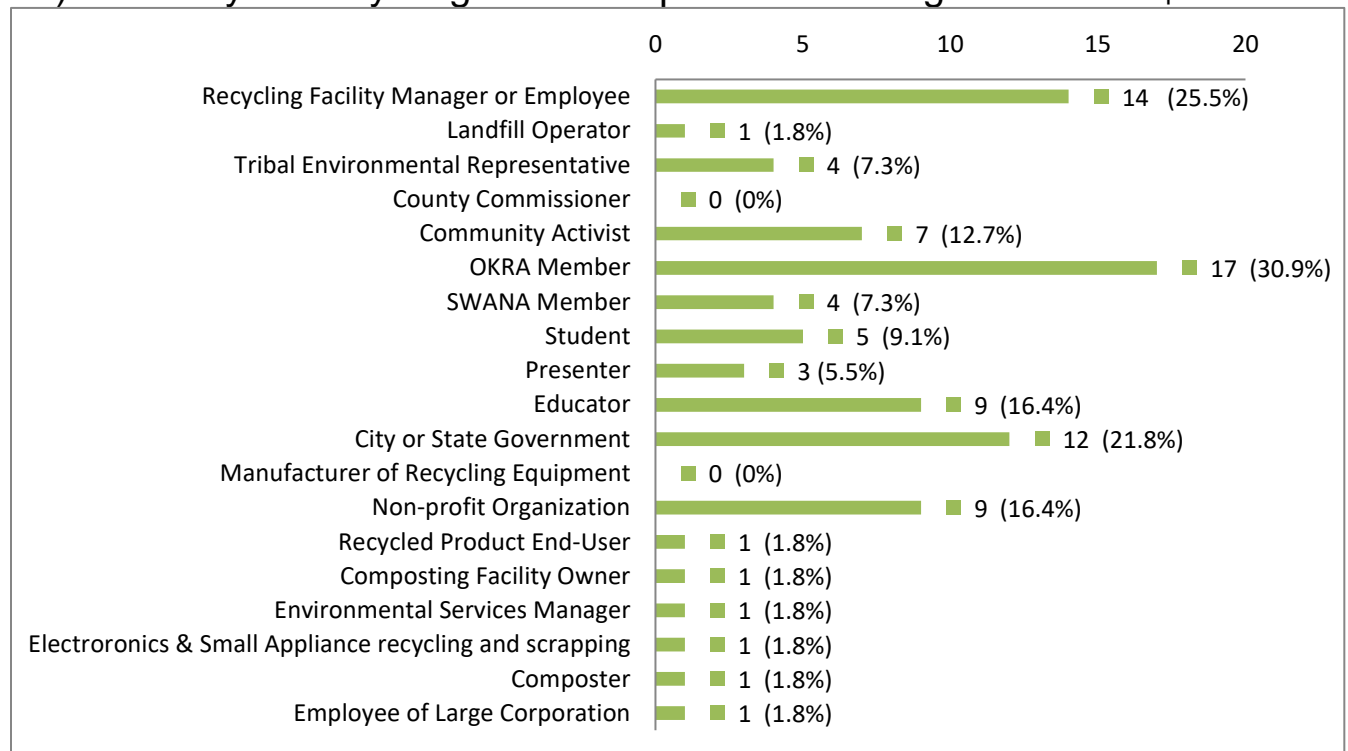
53 responses



The responses with only one answer were:

1. Any of those locations are fine. Perhaps locate it near where you hope to arrange tours.
2. It makes sense for it to rotate among the recycling facility centers including Tulsa and OKC. Depending on the location and theme, each will attract a slightly different audience.
3. Seminole State Collage
4. Ardmore

13) What is your recycling area of expertise or background? 55 responses



14) Do you have any additional comments that could help us to plan a better event in the future? 11 responses

1. Good evaluation form!
2. It might be good to have an out of state recycling program director - some place not that dissimilar to OK demographics that has a program that has shown success
3. Keep up the good work!
4. Nothing else. Well done!
5. N/A
6. I have no expertise in recycling, only a life-long interest. Most of the attendees appear to be professionals in one capacity or another and I suspect that they might appreciate some more structured opportunities to network. Maybe you could have workshops geared to industrial engineering and ag. econ. topics, among others, for the specialists with summaries at the end of the day for the wider audience. People are more inclined to speak up and actively participate in smaller settings. I always appreciate getting market updates and hearing about business efforts (i.e., WalMart and Staples) to close the loop. Thank you all for your wonderful work to make this a better world.
7. Overall it was quite long without a whole lot of time to talk to the exhibitors
8. Because we each have very different programs, it was interesting for me to hear about different models of recycling and different perspectives. Doing that in a large group makes one to one interaction difficult. More time to talk with others between presentations would actually be quite helpful for learning about and processing the differences between programs.
9. Always interesting and informative...Charles Hutson.. Complete Electronic Recycling...Mustang, Ok.
10. More social media presence for marketing. Perhaps a discount for those that discover the conference on Twitter or Facebook and/or First Time attendee discount.
11. Try to get the community involved where the event is to be located.

Attachment G:

OKRA Advocacy Work Group Report

3/9/18

Function of Committee: The Advocacy Work Group aims to make OKRA better known among Oklahoma legislators. We would like OKRA to be the “go to” organization for recycling and resource recovery issues in our state.

Chair of Committee: Ellen Bussert

Committee Members: Ilda Hershey, Michael Patton, Maureen Turner, Kara Berst. Stephanie Giocomo, Justin Few, Keima Kamara, Diana Askins, Edgar Escalante. Brad Gordon, March Jenson, Amanda Marcott-Thottunkal, Carol Preston, Katie Plichocky, Jade Urash

Date of Last Meeting: Tuesday, March 6, 2018 (teleconference)

Attendees: Ilda Hershey, Stephanie Giacomo, Keima Kamara, Michael Patton, Ilda Hershey

Date of Next Meeting: April – TBA

Recommendations to the OKRA Board:

4. 2018 Advocacy Work Group Goals and timeline
 - ❖ Participate in Non-Profit Day at the Legislature (March ?)
 - ❖ Identify and invite legislators to attend annual OKRA conference with the goal of having 2 new legislators attending. (May –June)
 - ❖ Send out a survey to candidates about recycling. Publish the results (Aug)
 - ❖ Get recycling stories out to the media (April – ongoing)

Action Item: The Advocacy Work Group would like to request that the board approve the goals and time line for 2018.

Justification: The Advocacy Work Group was tasked with setting goals with a timeline for 2018.