

Oklahoma Recycling Association
Board Meeting Minutes
Oklahoma Department of Environmental Quality
Oklahoma City, OK
Friday, January 18, 2019

- I. **Welcome** – Sara Ivey called the meeting to order at 10:06 am.
- II. **Introductions** – Casual introductions of new members and guests were made.
- III. **Roll Call and Approval of Minutes** – Present in Oklahoma City were Sara Ivey, Maureen Turner, Stephanie Giacomo, Ilda Hershey, Jay Hochendel, Keima Kamara, Jeanette Nance, and Ellen Bussert, Kandice Taylor, and Alexander Burks. Attending by phone were Robert Pickens, Tracy Horst, Chris Feeney, Trudi Logan, Michael Patton, and Garmon Smith.
Minutes – The minutes were presented for approval by Sara Ivey. Ilda Hershey made a motion to approve with a correction to the progress towards conference goals since the goal has been met since the last meeting. Jeanette Nance suggested the minutes were proper since they reflected the available information at the last meeting. The motion died for a lack of second. Jeanette Nance made a motion to approve the minutes in their current form, seconded by Maureen Turner. The motion passed by unanimous vote.
- IV. **Committee Reports**
 - a. **Finance** –
 - i. Robert Pickens reported on the 4th Quarter reports from 2018. He explained that there is nothing outstanding on the final expenses from the conference and the organization is ready for the 2019 conference. The organization had a good year overall. He explained that the expense for website design was higher than previous because the expense came in the 4th quarter and that 2018 expenses for staff were increased because of the additional tasks requested of Ellen Bussert. Other line items are in line with previous data.
 - ii. Robert Pickens reported that the membership goal for 2018 was met and up 12.9% over 2017 with 5 additional paying members.
 - iii. Robert Pickens referred to the 4th Quarter Profit and Loss Statements. Ilda Hershey inquired about the transfer of funds to Bank of America. Robert explained that the \$1,407.44 was a transfer out of the PayPal account. He went on to explain that he is currently working with PayPal to have the account verified as a nonprofit account.
- VII. **2019 Sponsorship – Membership. Events / Conferences**
 - A. **Oklahoma Center for Non Profits** – Ellen Bussert reported that an email vote confirmed membership to the OKCNP in December 2018 to take advantage of time-sensitive savings. She presented the opportunity for OKRA to pay \$25 to participate in their Advocacy Day at the Capitol and reported that last year’s efforts were well received. Ilda Hershey made a motion to approve up to \$50 for activities during the Advocacy Day, seconded by Robert Pickens. The motion passed unanimously.

- B. **Arkansas Recycling Coalition** – Ellen Bussert reported that OKRA has a long lasting relationship since 1996 and the organization is also a member of OKRA. Ellen made a recommendation to approve membership. Maureen Turner made a motion to approve expending \$125 for membership, seconded by Ilda Hershey. The motion passed unanimously.
- C. **The MET** - Ellen Bussert reported the MET is also a member of OKRA and the Executive Director has an individual membership. OKRA has participated in their events including the environmental expo and the America Recycles Day banquet. Jeanette Nance made a motion to approve sponsorship of the environmental expo at \$250, seconded by Maureen Turner. The motion passed unanimously. Ilda Hershey made a motion to approve sponsorship of the America Recycles Day Banquet, seconded by Robert Pickens. The motion passed, Maureen Turner abstained.
- D. **SWANA** – Ellen Bussert presented information on the SWANA Regional Conference sponsorship, which includes a booth at the event. Maureen Turner made a motion to sponsor the event in March for \$500, seconded by Robert Pickens. The motion passed unanimously.
- E. **Oklahoma Municipal League** - Ellen Bussert presented that the OML conference will be in Tulsa. Discussion took place concerning the dates and details of the event. Maureen Turner made a motion to table the item in order to gather more information, seconded by Jeanette Nance. The motion passed unanimously.
- F. **Keep Oklahoma Beautiful** - Trudi Logan reported OKRA had 8 seats last year to the Environmental Excellence Awards Banquet and it was a great opportunity for legislator outreach. Maureen Turner made a motion to approve up to \$550 for tickets to the event, seconded by Robert Pickens. The motion passed. Jeanette Nance abstained. Trudi Logan left the meeting at 10:47 pm.
- G. **Other** - Ellen Bussert inquired about other sponsorship or membership opportunities. Discussion took place about the Brownfields Conferences and the Compost Conference. Kandice Taylor joined the meeting at 10:49 am. Keima Kamara volunteered to bring more information to the board.

IV. **Committee Reports**

- b. **Bylaw Committee** - Maureen Turner and others have edited the existing bylaws for spelling and grammatical errors. She plans to email the group within a month and bring proposed changes to the board during the next meeting.
- c. **Nominating Committee** - Sara Ivey announced that she is no longer the nomination chair and ask Tracy Horst if she could take over the duties. Tracy Horst agreed. No vote was required. Ellen Bussert thanked the 2019 nominating committee for their hard work.
- d. **Membership Committee** – Ellen Bussert commented that the committee has not met since the last meeting and that the current 2019 membership drive is behind schedule, but she hopes to launch in February. Ilda Hershey reported that the new dues and benefits have been updated on the website.
- e. **Conference** – The 2018 conference exceeded the fundraising goal. Ilda Hershey will continue polling the board for good dates for the 2019 conference. Ellen Bussert will explore locations for the conference in Tulsa.

The Conference Committee will have a meeting on Monday, January 28th from 3-4 pm by phone.

- V. **2019 Goals Discussion** – Ellen Bussert agreed to start email correspondence to gather ideas for the 2019 organizational goals. She will be able to compile them and send them out for approval and feedback. Jeanette Nance left the meeting at 11:15 am.
- V. **Work Groups** –
- a. **General Workgroup Discussion** - Discussion took place on a handout of workgroups. Kandice Taylor agreed to be engaged on the Communications group and Alexander Burks will help with Membership. Stephanie Giacomo reported that she will no longer be able to assist with the Advocacy Group since she has changed jobs. A deadline of March 15th was set as the deadline for goals from the workgroups and standing committees. Discussion took place suggesting that some workgroups be dissolved, moved to ad-hoc committees, or champion causes. Board members are encouraged to serve on a committee.
 - b. **Communication/Outreach** - Keima Kamara agreed to assist with Facebook and presented ideas for doing Facebook Live in conjunction with Board Meetings. Trudi Logan and Ilda Hershey will continue their current roles with the website and newsletter. Ellen Bussert reported and demonstrated work on the new website in design. It was reported that 6 emails and 2 Facebook inquiries had been responded to.
 - c. **Product Stewardship** - Garmon Smith reported on the work of the Product Stewardship and he continues to participate in DEQ efforts and calls. He reported that no new calls had taken place since the last board meetings, but one will take place on February 13th concerning sharps.
 - d. **Education** – Chris Feeney was no longer on the line to provide an update. Tracey Horst inquired about Glenwood Elementary School’s nomination for the Oklahoma School Recycling Award. Maureen Turner made a motion to award, seconded by Ilda Hershey. The motion passed unanimously. Ellen Bussert recommended that Tuttle schools be considered for March.
- VIII. **DEQ Grant Proposal Ad Hoc Committee** – Stephanie Giacomo reported that she would no longer be able to head this committee due to her change in jobs, but will be able to assist for review purposes. Tracy Horst and Ilda Hershey agreed to work on the proposal.
- IX. **OKRA Advisory Council Members** – Ellen Bussert reported that she will send an email to the committee.
- X. **2019 Board Retreat Discussion** – Sara Ivey will email the board for ideas and availability.
- XI. **Old Business** – No old business was presented.
- XII. **New Business** – Ellen Bussert expressed a need to buy give-away items for promotions. She agreed to do some research and share ideas. Maureen Turner made a motion to authorize \$750 for display equipment, seconded by Tracy Horst. The motion passed unanimously. Maureen Turner made a motion to spend up to \$1,000 during 2019 for give-away items. Robert Pickens seconded. The motion passed unanimously.

- XIII. Review dates and set locations for 2019 OKRA Board Meetings** – Discussion took place concerning dates and locations. It was decided to host the March 2019 meeting in Stillwater, the May 2019 meeting in McAlester, the July 2019 meeting in Tulsa, and the November 2019 meeting in Tulsa. The November 2019 meeting was moved to November 8th since the current date conflicted with America Recycles Day.
- XIV. Adjournment** – Maureen Turner made a motion to adjourn, seconded by Keima Kamara. The meeting adjourned at 12:15 pm.