Oklahoma Recycling Association

Board Meeting Minutes

Department of Environmental Quality, Oklahoma City, OK

Friday, November 8, 2019

1. **Welcome** –Sara Ivey called the meeting to order at 10:01 am.
2. **Roll Call and Approval of Minutes** – Present in Oklahoma City were Sara Ivey, Maureen Turner, Trudi Logan, Jeanette Nance, and Garmon Smith. Attending by phone were Stephanie Giacomo, Tracy Horst, Ilda Hershey, Kara Berst, Crystal Bennett, Kiema Kamara, and Michael Patton. Guests were Michael Barton, Rossini Shroeder, Brady Wright, and Kelly Dillow. Ellen Bussert, staff, was also in attendance.
3. **OK Composting Council** – A discussion took place about a possible collaboration or partnership with the statewide composting organization to share the conference with. A date or time has not yet been determined, but the current plans of the Composting organization are mid-October 2020 at the Oklahoma County Extention Office in Oklahoma City. Many mutual benefits of the combination were discussed by members and representatives of both groups. **The concept was to have the conferences two days in a row with a social time the night in between. Next steps is the OK Composting Council will determine a date and tell Keima Karamara. Keima will get back with OKRA.**

**Minutes** – The minutes were presented for approval by Stephanie Giacomo. Maureen Turner made a motion to approve with a correction of the date of the America Recycles Day Banquet to read “2019.” Jeanette Nance seconded and the motion passed by unanimous vote.

1. **Committee Reports**
	1. **Finance** –
		1. Robert Pickens was not in attendance to provide a verbal report. Some review was made on the written reports provided in advance of the meeting.
2. **Nominations Committee** – Discussion took place on the role of conference chair moving forward. Jeanette Nance made a motion for Ellen Bussert to serve as conference chair, seconded by Maureen Turner. The motion passed unanimously. Tracy Horst had no updates from the Nominations Committee. She is seeking suggestions for new members. Jeanette Nance commented that Crystal Bennett would be a good member of the Nominations Committee.
3. **Membership Committee** – The membership committee has a broad goal for all board members to assist in recruiting new members to OKRA. There is also work underway to update the membership brochure. Other possible actions include a new timeline for next year’s membership drive, **utilizing** the membership software, and OKRA hosting Lunch and Learns to recruit new membership.
4. **Conference Committee –** Ilda Hershey reported the income from the conference and thanked all those who were able to help and volunteer. There were greater expenses on the catering and venue and fewer sponsorships this year. There are also greater staff expenses since Ellen was more involved this year – approximately half of the required tasks. Despite expenses, approximately $1,300 profit was made from the conference. Surveys are in evaluation and Sara Ivey plans to send them out to the board soon. A quick review of the data took place. Ilda Hershey is transitioning off of the conference committee. Jeanette Nance agreed to serve on the committee. Ellen agrees to serve as chair as part of her staff responsibilities.
5. **Work Groups**
	1. Communications/outreach –
		1. **Facebook –** Kiema Kamara reported that since the last board meeting, there are 19 new likes and 21 new followers. Good reviews are coming in with the organization ranking 4.6/5 stars. During the most recent event, 940 people were reached and approximately 283 people watched after the last board meeting.
		2. **Website** – Ilda Hershey reported that the updates to the website are complete.
		3. **Newsletter** – Trudi Logan reported that a newsletter went out in late October and another should come out in February. She will call for articles in January.
		4. **E-mail** Inquiries Ellen Bussert reported that there have been 9 e-mail inquiries since the last board meeting. Topics included gypsum board recycling, locating recycling bags, starting up programs, cellphone recycling information, plastics in road and general recycling questions.
	2. **Advocacy** – Michael Barton is now the chairman of the Advocacy Committee. He runs an electronics reuse/refurbishment business and looks forward to helping. He hopes to have a full report in January. Ellen Bussert reported that 19 people are on or involved in the Advocacy Committee. Stephanie Giacomo reported she will be resigning from the board and hopes the new Pride In McAlester Director, Megan Waters, will be interested in filling her role on the board and the Advocacy Committee.
	3. **Product Stewardship –** Garmon Smith reported the round table discussion during the conference went well. Currently, there is draft federal legislation to address single-use plastics. He will provide information to include on the OKRA website. There is a lot of discussion about holding manufacturers responsible for the waste they produce. Other key topics include pesticide stewardship and the need to collect more on state levels.
	4. **Education** – This committee is still seeking a chair.
6. **Upcoming Events –**
	1. America Recycles Day Banquet – The Metropolitan Environmental Trust in Tulsa is hosting. OKRA has a table and is inviting representatives and guests to attend.
	2. Keep Oklahoma Beautiful Banquet – OKRA has a table and will invite representatives and guests to attend.
7. **DEQ Funding Proposal –** The draft has been sent out for comment. Garmon made a motion to approve as written, seconded by Maureen Turner. The motion passed unanimously.
8. **Report on Arkansas Recycling Coalition 2019 Conference –** Ellen Bussert thanked the board for **allowing her** to the conferene and reported it was a good event.
9. **America Recycles Day Proclamation** Jeanette Nance submitted a request and sample ARD proclamation to Governor Stitt’s office to declare November 15th as America Recycles Day in Oklahoma. Bussert has been checking periodically on the status of the proclamation. She is concerned it will not be ready for November 15th.
10. **OKRA Board Duties –** The latest job descriptions were updated in 2016. Ellen Bussert offered to work on updates. It was suggested that the Nominating Committee serve as the work group.
11. **2020 Goals –** Sara Ivey will send out 2019 goals for review and to set 2020 goals. It was suggested that the current goals be added to the website.
12. **Set Meeting Dates for 2020 -**  Sara Ivey sent out a poll to be completed by board members by November 22nd. The executive committee will review a draft of the dates during their meeting on December 13th.
13. **Old Business** – None.
14. **New Business** – None.
15. **Adjournment** –.Maureen Turner made a motion to adjourn, seconded by Garmon Smith. The motion passed by unanimous vote and the meeting adjourned at 12:08 pm.