**Oklahoma Recycling Association**

**Board Meeting Minutes**

**2733 Marilyn Williams Drive, Edmond, Oklahoma**

**Friday, July 19, 2019**

1. **Welcome** – President Sara Ivey called the meeting to order at 10:10 a.m.
2. **Roll Call and Approval of Minutes** – Present: Sara Ivey, Kara Berst, Keima Kamara, Ilda Hershey, Michael Patton, Jeanette Nance, Garmon Smith, Tracy Horst, Robert Pickens

Guests: Eric Hemphill, Ellen Bussert

Absent: Trudi Logan, Maureen Turner, Crystal Bennett

**Minutes:** A motion was made by Ilda Hershey to approve the minutes as presented. A second was made by Kara Berst. The motion passed.

1. **Recycling and Sustainability Program at UCO**

University of Central Oklahoma (UCO) Sustainability Director Eric Hemphill gave a brief presentation about the program at UCO. The program began in 2012, but Hemphill has been there since 2016. The UCO sustainability program includes bike share, city link, recycling and biofuels programs. The sustainability office moved from facility management to student affairs to raise visibility. The Sustainability program has approximately 35-40 student members who meet twice a month. The sustainability program partners with UCO student organization to co-sponsor events to help make them sustainable. Fertile Ground has participated in 7 zero waste events in the past year resulting in 5,000 lbs. of recycled waste. The sustainability program also offers a green office certification. In 2018, the university started the sustainability minor (18 hours.) Currently, there are 10 students in the minor program. There are 6 members of the recycling staff and they report to the physical plant director. Sara Ivey thanked Eric for coming to the board meeting and congratulated him on all of the excellent sustainability and recycling activities happening on the UCO campus.

1. **Vote on Expenses related to Board Retreat**

It was brought up in the executive committee meeting that the board needed to formally vote to pay for the expenses related to the board retreat July 19 – 20th. Michael Patton made a motion to approve a budget of $200 to pay for expenses related to the board retreat. Jeanette Nance seconded the motion. The motion passed.

1. **Committee Reports**
2. **Finance**

Robert Pickens presented the finance report. He said that there are no other expenses with the website rebuild. He reported that there was nothing outstanding or out of the ordinary for the 2nd quarter. He said there was not much going on in the 3rd quarter. Reviewing the membership report, he said the dollar amount looks good compared to last year. However, he wanted everyone to realize that the amount was due to the $1,000 platinum level partner. Without that, the income would be significantly less.

Jeanette Nance made a motion to approve the financial reports as presented. Kara Berst seconded the motion. The motion passes.

Pickens reported that Ellen Bussert has signed off on 2 contracts. One contract was for the block of rooms at the Edmond Hilton Garden Inn and the other to rent the room at the Edmond Parks and Recreation Building. He pointed out that the bylaws state the only the president or secretary can enter into contracts for OKRA. In the future, he said the executive committee could authorize staff to sign a contract. However, the expenditure or contract still has to go in front of the board for approval. Jeanette Nance said that the executive director of Keep Oklahoma Beautiful (KOB) can sign agreements for the running of the organization up to a certain dollar amount. Pickens said he will look at KOB’s bylaws.

1. **Nominations Committee**

Sara Ivey announced that Chris Feeney has resigned from the board. Due to the state of recycling markets, his business has gotten very crazy. He is basically running things 7 days a week and does not have the time to participate in OKRA. Feeney’s time with OKRA has been deeply appreciated.

The next board elections will be in December of 2019 for the 2020 year. The next term will be 2020 – 2022. A brief discussion was held about potential candidates to invite to serve on the board. Ivey asked that it be tabled to the retreat or the next meeting in order to keep the current meeting on schedule.

1. **Membership Committee**

Bussert reported that the current 2019 membership stands at 78 members.

|  |
| --- |
| **2019 Membership dues paid** |
|  |  |  |  |  |
| **Type** | **Dues** | **Number** | **Amount** |  |
| Student | $1  | 10 | $10  |  |
| K-12 Coord | $5  | 0 | $0  |  |
| Regular | $25  | 29 | $725  |  |
| Gov | $75  | 8 | $600  |  |
| Non-profit | $75  | 9 | $675  |  |
| Corp basic | $100  | 12 | $1,200  |  |
| Corp bronze | $250  | 2 | $500  |  |
| Corp silver | $500  | 4 | $2,000  |  |
| Corp gold | $750  | 1 | $750  |  |
| Corp platinum | $1,000  | 1 | $1,000  |  |
| Hon/Lifetime | $0  | 2 | $0  |  |
| **Totals** |  | **78** | **$7,460**  |  |
|  |  |  |  |  |
| As of 7-19-19 |  |  |  |
|  |  |  |  |  |

All of the 2019 members have been sent a letter of receipt, a member sticker and a certificate (for government, non - profit and corporate.)

The membership committee has not met since the May board meeting.

Bussert reported that she has not had time to work on a portable display sign. However, she requested samples for the board to review for possible give away items. Cork coasters, stone coasters for the care, pocket measuring tape, full sized measuring tape, flash light and recycled plastic shoe strings were presented and passed around the room. A recommendation was made to consider a compact, reusable shopping bag. Tracy Horst had one in her purse and showed it to the group. It is called a “Chico” bag, but knock offs are available. Bussert said that she would look into purchasing the bag. Kara Berst was asked if her graphic designer would be able to make a conference design to fit the zoo theme with the OKRA logo. The idea was presented to use a picture of an elephant and “remember to recycle.” Kara said that she could do that.

Michael Patton made a motion that up to $1,000 be authorized to purchase promotional items for the conference. Jeanette Nance seconded the motion. The motion passed.

1. **Conference Committee**

Ilda Hershey reported that she had sent out a conference committee report on Thursday. She passed around a draft program agenda but asked that it not be shared. She stated that it was not ready to be made public. The theme of the conference is “*Navigating the Recycling Jungle*.” Rep. John Waldron from Tulsa has agreed to give the welcome and to host one of the round table discussions. His topic will be on how to talk to your legislator and how to get your message heard at the capitol. The keynote speaker is Dr. Neal Seldman. One of his requested presentations is “How comprehensive recycling can reduce costs and pollution while reviving communities with jobs and economic development.” Hershey said that Dr. Seldman had already begun doing his homework on Oklahoma and had asked for the state solid waste plan and key people. Dr. Seldman also reduced his honorarium from $2,500 to $500 (plus travel expenses and hotel) for OKRA. He wrote a book “Waste to Wealth.” Michael Patton recommended that we use that as the title of his presentation.

1. **Work Groups**
2. **Communication/Outreach**
3. **Facebook update** – Keima Kamara reported that since the last report OKRA had 15 new likes for a total of 962 Likes and 17 new followers for a total of 1,074. In this time period 19 posts were published. Four of them really had a lot of viewings. They were the posts on McAlester Recycles, Conference speaker Dr. Neal Seldman, Breaking up with plastic, and recycling can be any age. These posts were viewed in 9 states, although the highest viewership was in Oklahoma. Keima said that OKRA would host a Facebook live immediately after the meeting on prescription drug disposal.
4. **Website –** Ilda Hershey reported that people like the new look of the OKRA website.
5. **Newsletter –** Ellen Bussert reported for Trudi Logan. The next newsletter will be published at the end of September. She made a request for people to think about articles to produce and send to Trudi.
6. **E-Mail Inquiries –** Ilda Hershey reported that there have been 11 e-mails received since the last meeting.
7. **OKRA brochure update –** Ellen Bussert reported for Maureen Turner about the OKA brochure update. A file was e-mailed to the board on Thursday of the draft items that were created for consideration. This packet included a mock up business card, ½ page brochure, back to back brochure, 3 fold brochure and a one sided flyer. Due to time constraints, the review was tabled until the retreat.
8. **Product Stewardship**

Garmon Smith reported that there was a stake holders meeting on May 21, 2019. He said that approximately 50 people participated. If anyone is interested, he has a summary of the meeting. He said that medical sharps were identified as the biggest problem and it is a problem that has to be dealt with. The focus is turning toward disposal of sharps, specifically in the rural areas. Smith said that there will be a follow up meeting.

1. **Upcoming Events –**

Bussert reported that OKRA will be sharing a space at the September 17 – 19 Oklahoma Municipal League Conference with Keep Oklahoma Beautiful (KOB) this year. She thanked KOB for their generosity. The meeting is being held at the Cox Convention Center in Tulsa this year.

1. **Old Business -**  none to report
2. **New Business**
3. 2019 Advisory Council update

Bussert reported that Annie Smith (Horticulturalist – Compost Champion) and Kathy Moore (OK Composting Council) had been taken off of the OKRA Advisory Council due to lack of participation and availability. Bussert recommended that OKRA ask Natalie Mallory of Tulsa or Terry Craighead of OKC to replace them. It was decided to ask Natalie first, since she was a member in good standing. If she declined the next person to ask would be Terry Craighead. It was recommended that Joey Dunlap (Republic Services) also be removed from the list.

Bussert reported that of the 17 Advisory Council members, only 6 were members in good standing. She passed the list around and asked for volunteers to contact people to remind them to renew. Bussert will be contacting them and encouraging them to renew their memberships and report back to the board.

1. **Board Meeting Announcements** – not discussed
2. Meeting space for September 20, 2019 OKRA Board Meeting

 There was an option to hold the board meeting at the Tulsa zoo for a charge of $50.00. After a brief discussion, it was decided to meet at American Waste Controls facility - Tulsa Recycle & Transfer

 The address is: 1150 N. Peoria Ave. Tulsa, OK 74107. After the meeting, there will be a quick site visit at the Tulsa Zoo. There will not be a Facebook live event after the board meeting.

1. **OKRA Privacy Policy –** tabled until the next meeting.
2. **Adjournment**

At 11:36 am, a motion to adjourn was made by Tracy Horst. Jeanette Nance seconded the motion. The motion passed.