



OKLAHOMA RECYCLING ASSOCIATION

## Board Meeting Minutes

Department of Environmental Quality, Oklahoma City, OK

Friday, January 24, 2020

- I. **Welcome** –Sara Ivey called the meeting to order at 10:05 am.
- II. **Roll Call and Approval of Minutes** – Present in Oklahoma City were Sara Ivey, Jeanette Nance Michael Patton, and Garmon Smith. Present by telephone were Ilda Hershey, Trudi Logan, Crystal Bennett, Kara Berst. Ellen Bussert, staff, was in attendance by telephone. Minutes from the November 8, 2019 meeting were brought to the board for approval. Tracy Horst asked that the spelling on Kelly Dillow’s name be corrected. Ilda Hershey moved to approve the minutes with the correction. Tracy Horst seconded the motion. The minutes were approved.
- III. Committee Reports

### A. Finance Report

The financial reports were e-mailed to the board earlier in the week. Sara Ivey asked if anyone had questions or comments. Michael Patton said that he thought things were going in the right direction. He noted that revenue comes in around conference time and membership drive. He encouraged board members to pay attention to the records of income and expenses because now that OKRA has some stability, we can make financial goals. Sara Ivey expressed appreciation to Robert Pickens for putting together a good financial report. Michael Patton made a motion to receive the financial report as presented. Garmon Smith made a second to the motion. The motion passed.

### B. Nomination Report

The members on the nominations committee are Tracy Horst, Sara Ivey, Jeanette Nance and Crystal Bennet. Although they have not met since the last board meeting, they have been communicating by e-mail. Ivey reported that Stephanie Giacomo resigned effective 12-31-19. Stephanie had given the executive committee a couple of months warning. Since her move to the City of McAlester, Giacomo said that she was not able to give the time needed to be OKRA secretary. Giacomo recommended that Megan Waters, who replaced her as Executive Director at Pride in McAlester be on the board to replace her.

Robert Pickens, who has served as OKRA Board Treasurer since 2017, resigned his position effective January 31, 2020 to commit more time to his position as Vice President of Recycling for American Waste Control. The Board expressed appreciation to Robert for the outstanding job he did while serving as OKRA’s treasurer.

A discussion was held on possible board members. One of the recommendations from the 2019 Board Retreat was that we target some younger people to join the board. Megan Waters indicated she was willing to serve. Sara Ivey recommended Amanda Scofield, Land Protection Division at the DEQ, to serve. Crystal Bennett recommended Bob Masterson from the City of Edmond. Tracy Horst made a motion to elect Megan Waters, Amanda Scofield and Bob Masterson to the Board. Jeanette Nance seconded the motion. The motion passed.

Michael Patton recommended that the Nominations Committee present 3 new names every board meeting. Tracy Horst expressed concern about expanding the board to such a large number that it

would be difficult to achieve quorum. It was decided that the Nominations Committee would present names for consideration at the next meeting, but not necessarily for a vote. Natalie Mallory was mentioned as someone that nominations might want to consider. Tracy Horst asked Ellen Bussert to send her Natalie Mallory's contact information. Horst said that the Nomination Committee will have a meeting and come up with a formal plan to recruit board members.

Sara Ivey asked if anyone was willing to serve as secretary or treasurer. Crystal Bennett said she was willing to serve as secretary. Jeanette Nance made a motion to nominate Crystal Bennett as secretary. Tracy Horst seconded the motion. The motion passed.

Next, a discussion was held about filling the role of OKRA Treasurer. Michael Patton talked about having a paid treasurer with someone on the board to write checks. If no one steps forward, he said that OKRA may have to consider contracting out for services. Sara Ivey said that she was willing to serve as treasurer and take care of the book keeping for OKRA until the December elections. Sara said that she was responsible for keeping the financial records for her neighborhood association and school PTA. She has the knowledge and experience to take over until the next treasurer can be identified. Jeanette Nance made a motion for Sara Ivey to take on the duties of treasurer. Michael Patton seconded the motion. The motion passed.

Sara Ivey said that she will get with Robert Pickens to obtain OKRA's financial records.

### **C. Membership Report**

Ellen Bussert reported that the 2020 membership drive would be January 1 – February 29<sup>th</sup>. Based on recommendations from the Membership Committee, and effort is being made to make people aware of the 2 month campaign so that people will renew their memberships. As of this date, OKRA has 14 paid members (renewal), 5 carry over memberships and 2 life time memberships for a total of 21 members. She reported that a majority of the 2019 members had received a personal reminder letter and invoice. She hopes to finish the reminder letters and invoices in the next week.

The members of the Membership Committee are Ellen Bussert, Chris Knight, Ilda Hershey and Kelly Bronnenberg. The committee met on January 17, 2020. The Committee drafted goals to be sent to the January board meeting. (Goals attached to minutes as attachment A)

The committee decided to move the publication of the OKRA membership Directory from December to April as an incentive for people to renew their memberships during the membership drive. There was some discussion about exactly what information would be in the OKRA Membership Directory. The Board sent this task back to the Membership Committee for review and recommendation.

This year, the Membership Committee wants to reach out and recruit more municipal members. Crystal Bennett volunteered to help recruit municipal members. A discussion was held about recruiting at the upcoming SWANA conference in March and the Oklahoma Municipal League Conference next fall.

### **D. Conference Committee**

Ellen Bussert reported that tentatively, the next OKRA conference will be October 7, 2020 in Oklahoma City. It will be held the day before the Oklahoma Composting Council Conference at the same location. The two groups will share a networking event the evening of October 7<sup>th</sup>. Tentative location will be at the Oklahoma County Extension Office. The facility cannot be reserved until March. Ellen said she will be starting the process next month. She thanked Ilda Hershey for the excellent conference task/timeline guide that she put together.

**IV. 2020 OKRA Goals Discussion**

Sara Ivey asked everyone to look at the 2019 OKRA Goals. The board reviewed the 2019 goals and determined that most of them applied for 2020. The Board is to review the goals and they will be voted on at the March OKRA Board meeting. In conjunction with that, the Work Groups need to draft and submit goals to the board for approval. They asked Ellen Bussert to send out reminders to all of the Workgroup chairs.

**V. Discussion on Glass Recycling in Oklahoma**

Over the past 3 months, OKRA has been receiving numerous questions about glass recycling. The board had an informal discussion about what was happening with glass recycling in Oklahoma and the condition of the market. It was brought up that communities are struggling to collect glass, commodity prices are low, yet people are insistent that they want to recycle their glass. Michael Patton suggested that our state needed to find secondary markets for glass. It was suggested that OKRA come up with a position statement about using glass in road construction and presenting it to the Oklahoma Department of Transportation. The Board decided to send this task to the Advocacy Work Group to research and come up with a statement. Michael Patton volunteered to talk to Advocacy Chair Michael Barton about secondary glass markets.

**VI. Work Groups**

**A. Communications /Outreach**

**1. Facebook**

There was not a Facebook update. However, the board talked about the success of the Facebook live events. Keima Kamara will be asked to do two separate live sessions to talk about plastic and glass recycling

**2. Website**

Ellen Bussert reported that she was working to keep the website updated. She said that it would be good to put fresh information on the website whenever possible. After the membership drive, she will be updating the home page.

**3. Newsletter**

Trudi Logan said that she put out a call for articles for the next edition of the OKRA Newsletter. She said that the deadline for articles was Friday, February 14, 2020. She asked for people to be sure and send her stories from 2019 America Recycles Day events.

**4. E-Mail Inquiries**

Ellen Bussert reported that OKRA has received 22 e-mail inquiries since the board meeting last November. She thanked everyone who had been providing information to the questions.

**B. Product Stewardship**

Garmon Smith said that there was going to be another conference call on Tuesday January 28, 2020 by the people in the Oklahoma Medical Sharps Group. He said another topic he was monitoring was with the Pesticide Stewardship Group. Ellen Bussert is working on adding a Product Stewardship page to the OKRA website so that Garmon can share the information is collecting.

**VII. Sponsorship – Membership / Events / Conference**

Ellen Bussert reviewed the list of potential memberships, events and conferences for 2020 that OKRA has participated in the past. Michael Patton made a motion to approve funding items A, B, C, D, E and F from the agenda item VII. A second was made by Jeanette Nance. The motion passed, there were no opposed.

- A. **Oklahoma Center for Non Profits** - Membership (\$100) - (Current Membership effective through March 2020), Advocacy Day Table (\$25 - Date TBD)
- B. **Arkansas Recycling Coalition** - Membership (\$125 - Sept & Expired 2019)
- C. **The MET / Friends of The Met** - Environmental Expo (\$250 - Mar), ARD Sponsorship (\$500 Bronze Sponsorship - Sept),
- D. **SWANA** - Conference Sponsorship (\$500 Bronze Sponsorship - March)
- E. **Oklahoma Municipal League** -
- F. **Keep Oklahoma Beautiful** - Environmental Excellence Banquet (\$550 - Oct)

**VIII. DEQ Grant Proposal Update**

Ellen Bussert reported that the OKRA funding proposal was submitted to the DEQ last November. Patrick Riley from the DEQ Land Protection Division followed up in December with a phone call. He said that the DEQ was in the process of creating a new application form. He said he would send OKRA what he had, but a new one was coming. He said that the DEQ was looking for strong deliverables such as networking events, number attended topics, etc. He will contact OKRA when the new application is available.

**IX. Old Business**

There was no old business

**X. New Business**

There was no new business

**XI. Review and set location for 2020 OKRA Board meetings**

The OKRA Executive Committee set the following dates and locations for the 2020 OKRA Board Meetings.

- January 24, 2020 – OKC
- March 27, 2020 – Tulsa
- May 22, 2020 – Durant
- July 24, 2020 – Stillwater
- September 25, 2020 – OKC
- November 13, 2020 – Tulsa

It was mentioned that the May date falls on Memorial Day weekend. Our Durant OKRA members who are hosting will not be available on that date. A suggestion was made to move it to May 29<sup>th</sup> and change the location to Stillwater. A doodle poll will be sent out to try and determine the best date.

**XII. Adjournment**

A motion to adjourn was made by Jeanette Nance. Garmon Smith seconded the motion. The motion passed. The meeting was adjourned at 12:05 p.m.