



OKRA Board Meeting Minutes

Board Meeting Location: 2951 N. Wood Drive
Okmulgee, OK. Friday

President called the Board of Directors meeting to order Friday 10 March 2023 @ 10:03 AM. Those in attendance and constituting a quorum were:

Present: Michael Barton, Zach Benedict, Crystal Bennett, Kara Berst, Keima Borsuah, Tracy Horst, Sara Ivey, Trudi Logan, Jeanette Nance, Eric Pollard, Amanda Scofield, Bret Scovill, Paul Streets, Megan Waters.

Absent: Chris Knight, Bob Masterson, Michael Patton.

Others Present: Ellen Bussert (staff), Jan Naidu, Jerry Schuber, Bobby Schultz, Doug Bailey, Tracy Cherri, Matt Aldridge, Galen Alban.

- I. **Welcome** – Megan Waters, President – 10:03
- II. **Roll Call** – Paul Streets, Secretary
- III. **Approval of Minutes** January 20, 2023– Paul Streets **Motion to approve the minutes as presented by: Tracy Horst – Second by: Sara Ivey. The motion passed.**
- IV. **OKRA 2023 Goals - Tabled**
- V. **Committee Reports**
 - A. Finance – Zac Benedict, Treasurer – 10:08

Zac Benedict reviewed the 1st Quarter Financial Summary. Total income was \$24,448.79. He noted that \$20,293.27 was from the FY23 DEQ grant. Zac presented a draft 2023 budget which was built on the 2022 budget.

A motion to approve the OKRA 2023 budget was made by Paul Streets, second by Tracy Horst. The motion passed.

Zac reviewed the OKRA Check & Pay Pal register. A motion to approve the report was made by Sara Ivey and a second by Tracy Horst. The motion passed.

OKRA applied for the FY24 DEQ Solid Waste grant in the amount of \$51,230.00. As of this date, OKRA has not heard if the grant request is approved. The FY23 grant was for \$49,190.

Zac reported that OKRA needed to obtain the services of a CPA. He said that in the past, OKRA filed a 990 with the IRS. Once OKRA's income is over \$50,000 2 consecutive years, it requires a 990EZ form. OKRA has been over that amount in 2022 and it was determined that we would need to file a 990EZ. Zac and Ellen Bussert interviewed 2 firms. Jeff Frable at CCK in Tulsa gave an estimate of \$1,500 to \$2,500. Preston Smith CPA of Bixby, OK gave an estimated of \$700 to \$1,500.

A motion to approve hiring Preston Smith CPA was made by Paul Streets and second by Bret Scovill. The motion passes.

B. Nominations Committee – Sara Ivey, Chair

Sara Ivey reported that Jeanette Nance had submitted her resignation as a board member. However, Jeanette would still like to serve on the OKRA Technical Council. The nominations committee recommended the Jerry Schuber be asked to join the board. Jerry is the Director of Solid Waste & Recycling Department for the City of Broken Arrow. He has many years of experience in solid waste management and recycling. A motion to add Jerry Schuber to the OKRA Board was made by Tracy Horst with a second by Amanda Scofield. The motion passed.

VI. Membership Committee – Ellen Bussert, Chair

Ellen reported that the 2023 OKRA Membership drive was officially January – February. As of this date, OKRA had 62 members. She passed out a list of the names of the membership. Bussert said that usually when the list was published in the April OKR newsletter, more people would remember to renew their memberships.

She said the Each One Reach One campaign was not being getting the attention it needed to be a successful initiative to increase membership. She said that she recently recruited a new member, but otherwise there had not been any other memberships as a result of the campaign. It had been a goal for every board member to recruit a new member each year.

Ellen reported that the OKRA Website had been updated to show the current corporate, government, non-profit and higher education members. OKRA does not list members on the website. She said she hopes to publish the 2023 OKRA member Directory by the end of April. She also reported that she has not yet started to use a membership database program for the OKRA membership.

VII. Conference Committee – Ellen Bussert, Chair – **Met on 9 March 2023**

Bussert reported the OKRA Conference Committee met on March 9th. They are still trying to secure a “destination” location. Ellen will be visiting the Choctaw Hotel and Casino in Durant. She will also check with Sequoyah State Park. The goal is to have a confirmed location for the next board meeting. The date will be September 28 – 29, 2023. The committee is looking for suggestions for roundtable topics.

VIII. **Work Groups**

A. Advocacy – Michael Barton, Chair – **10:34 AM**

Michael Barton and Eric Pollard met with former Senator Susan Paddock in January to discuss advocacy. She is recommending OKRA adopt a “single cause” to present to the legislature. One of the suggestions was to educate on the problem of contamination. Eric suggested OKRA pick a topic and ask a legislator to conduct an interim study. The study would then be used as a basis for the bill. The need for a one-page summary or flyer was identified. It should talk about the benefits of recycling and cost. Tracy Horst volunteered to put something together. Tentative date for OKRA members to visit the Capitol is April 5th. Jerry Shubur will ask Rep Ross Ford to recognize OKRA from the House Floor at the beginning of session that day. Paul Streets said it would be a good idea if everyone would contact their legislators before the visit to let them know that OKRA will be there. Eric Pollard is going to send out a google doc that will identify the Representatives and Senators that represent OKRA Board members.

Ellen is to send out an email and ask people to respond with 2 potential issues.

The DEQ has asked for US EPA funding to do a waste characterization in Oklahoma. The Tulsa region applied for a SWIFR Grant to conduct a solid waste infrastructure survey. It was mentioned that it would be beneficial for the State to fund an education campaign on contamination.

B. Communication – Shavara Johnson, Chair – 11:11

Ellen Bussert presented the report for Shavara Johnson. Bussert said the Communications Work Group meets once a month. She passed out a report Shavara put together about OKRA's activity on Facebook, Instagram, Twitter and YouTube. (See attached report.) The work group continues to update and enrich the OKRA website. The next OKRA newsletter will be in April and it will be an emphasis on Earth Day events. The OKIE Recycling Tour, produced by Keima Borsuah, is doing a segment on community special waste collection events. She will be going to Bixby and Broken Arrow in April to record their events. Ellen reported that there were 7 email inquiries since the last board meeting and that OKRA had posted 7 times on the listserv.

C. Education and Outreach – Sara Ivey, Chair – 11:17

Sara Ivey said that the last 2 lunch and learns "A Recycling Slam Dunk" Part 1 and 2 had be very well received. Plans are in the works to do a lunch and learn on proper disposal of medical sharps and pharmaceuticals and later one on food waste. If you have any suggestions for topics and speakers for upcoming lunch & learns, please let Sara know.

D. Product Stewardship – Cat Eker, Chair (**ABSENT**)

Amanda & Sara provided the report. Cat was assigned the new PS Chair. Held committee meeting to discuss PS Goals for 2023. Promoted recycling resources on DEQ social media. Toured Natural Evolution, an E-Waste facility in Tulsa. Toured Riverfield Country Day School to observe and learn recycling habits. "How do we get recycling in the school" Brett: Product Stewardship Forum.

E. Glass Work Group -- 11:28

Ellen Bussert reported that we were still in the process of identifying a chair for the work group. She hopes to have a name to report at the next meeting. A tour of the O -I Glass Plant in Muskogee is scheduled for April 28th. She hopes that this can kick off the committee meeting and continuing its work.

F. Materials Exchange – **Paused**

G. Composting – Amanda Scofield, Chair -- 11:29

- International Compost Awareness Week is May 7-13th.
 - Shared an OCASA social media posts.
 - Will table at OCASA's Compost Festival - thanks Ellen!
- OCASA hosting Round Table at OKRA Conference - subject TBD.
- Need to keep sharing OCASA/composting posts (thanks Shavara!), check website for needed updates and resources, and schedule a committee meeting.
- DEQ in planning stages of opening composting rules.
 - Plan to first host a stakeholder meeting before bringing the topic to the Solid Waste Advisory Council.
- Compost momentum still high across OKC and Tulsa

- Composting setbacks in Tulsa - Gem Dirt needs a permit to accept food waste (and facility is located in a flood plain, meaning not environmentally compliant with DEQ) - they are working with DEQ on permitting - has stopped accepting food waste in the meantime
 - In turn, Full Sun was taking their food waste there and now they can't so they are closing

- IX. SWANA Conference March 28-30 2023 – Bret **“32 vendors and counting...great speakers...will be a wonderful event! Networking has never been more important.” OKRA will have a booth.**
- X. Enviro Expo (The MET) Tulsa April 19th – 11:36 AM Ellen **“Premier Earth Day event in Tulsa...OKRA will have a booth.”**
- XI. Earth Day Activities – discussion – **Email Earth Day Events to Shavara and she will post pics / information.**
- XII. Tour of O-I plant Muscogee – Tentative date April 28th and arrangements
- XIII. National Recycling Coalition – **Keima Borsuah – 11:39 AM NRC Conference 5 & 6 December 2023...it will be virtual. Side note: we overpaid dues last year...\$1,000 and should have been \$500. They'll apply the overpayment for this year's dues. FYI, there is a National bottle bill being pushed / proposed.**
- XIV. Old Business -- **NONE**
- XV. New Business – **Ellen said that everyone needs to fill out a “conflict of interest form”.**
- XVI. Next Meeting Date and location
 - A. May 19, 2023 meeting will be in Broken Arrow @ 10:00 AM, hosted by Jerry Schuber.**
- XVII. Adjournment – 11:47 Motion by: Paul Streets – Second by: Tracy Horst.

There will be a tour of the Muscogee (Creek) Recycling Center hosted by James Williams after lunch.

OKRA Mission Statement: To improve recycling in Oklahoma by encouraging waste reduction, reuse and best management practices through education, information and networking.

Vision: OKRA serves as the premier recycling point for communications among business, government and citizens.