

Association of Ohio Recyclers Board Meeting Minutes

Date: January 17, 2017

Location: GT Environmental, 635 Park Meadow Rd, Westerville, Ohio 43081

Attending were: (In-Person) Renee Navarre, Arley Owens, Matthew Hittle, Molly Kathleen, Lauren Karch, MaryEllen Etienne, John Woodman; (On Phone) Tiffany Barker and Tony Gillund.

Not present: Steve Johnson, Beth Lozier, Louise Holliday

Call to Order: Renee Navarre, AOR President, called the meeting to order at 10:12 a.m.

Action Items: Molly will keep the action items.

Nomination for new board member: Tiffany Barker made a motion to nominate Richard Brandt, with Manufacturing and Converting of Recycled Paper Board (Toronto, Ohio – Jefferson County) to fill the seat vacated by Arley Owens for a two-year term. Molly seconded the motion. Approved on voice vote.

Nominations and votes for officer positions: Maryellen made a motion to nominate the full slate of 2016 officers for 2017. These include Renee Navarre for President, Molly Kathleen for Vice-President, Matthew Hittle for Secretary, and John Woodman for Treasurer.

A couple of points of clarification were made. There was discussion about the position of Assistant Treasurer and how it is not referenced in AOR's code of regulations as an Officer. Therefore, the position does not need to go through the nomination/voting process and Beth can remain as the assistant treasurer. Also, it was clarified that a quorum was defined as the majority of appointed members and vacant positions did not work against a quorum being present.

Minutes for the December 20, 2016 meeting were reviewed. Renee made a motion to approve the December 20, 2016 meeting minutes. MaryEllen seconded the motion. Minutes were approved on voice vote.

Treasurer's Report: The monthly treasurer's report was presented and discussed. MaryEllen made a motion to approve the treasurer's report. Molly seconded the motion. Treasurer's report was approved on voice vote. One pending payment was a deposit for the catering at Huntington Park for the Partner's Conference. Final reconciliation for the 2016 AOR conference was distributed as well. The only outstanding payment would be to Malabar (less than \$100), who has not invoiced us yet. The profit after all payments was \$5,104.10.

New Business

Renee addressed the group and discussed some ideas and new initiatives for the Board during the

upcoming year. She indicated that we need to hone in to what the priorities are for the group and also indicated that time at the board meetings needs to be managed better. She referenced the objectives laid out in the three-year strategic plan that was developed in 2015. Also discussed was the need to improve communication with AOR members. MailChimp was referenced as a service to allow for easier access to the AOR member email list. It allows administrators (board members) to use the service to send an email to everyone at once and the list can be managed easily, rather than individuals having their own email lists.

A new initiative that the Board will be doing is recognizing an outstanding board member on a quarterly basis. This will be presented to an individual that has stepped up and shown drive to move the organization forward. The first individual is Lauren Karch, who was recognized for her efforts during the fourth quarter of 2016. Another member will be recognized in April.

Another new concept for the group is the idea for quarterly social events, likely a happy hour type gathering. The Columbus Greendrinks monthly events were referenced and the potential to piggyback with their event(s) was suggested. There was general agreement that AOR's budget could support buying appetizers at such social gatherings and it could be added to the quarterly budget - John will add it [action item].

It was indicated that some of the six committees laid out in the strategic plan will be combined for a new total of four committees. The new committees will be the Strategic Planning and Development Committee, the Governance Committee, the Finance Committee, and the Communication and Programming Committee. The first committee will be chaired by Renee. Tiffany, and Arley will also be on it. The Governance Committee will be chaired by Arley. The Finance Committee will be chaired by John and Beth will serve as co-chair. The fourth committee will be chaired by Molly and Lauren will serve as co-chair. Also serving on the Communication and Programming Committee will be Matthew, Tony, Louise and Steve. Richard will likely also serve on this committee - Renee will ask him [action item]. MaryEllen will not be assigned to committee right now since she is serving as the liaison for the partner's conference. She will join a committee starting in July after the conference is over. Regarding the conference, MaryEllen intends to send out a call for volunteers to all AOR members for the 2017 Partner's Conference [action item].

Low membership base and lack of staff were identified as two of the biggest weaknesses for our organization in the strategic plan. Concerning the group's communication efforts and reaching out to the membership base, several focus areas were presented:

- Improving the website;
- Developing new brochures;
- Creating AOR business cards (at least for Arley and Renee); and
- Furthering our social, electronics, and print media. This include social media presence, news releases, and blogs.

Regarding the website, it was suggested that redoing the site is preferred rather than trying to fix our current webpage. The contract for our current site ends soon (in March?). A draft website prototype will be developed for comment at the next meeting [action item].

A couple of goals were put forward. One was to have one blog published per month. Renee will do the first one [action item]. Blogs will be sent to the board members for review prior to posting. Arley will do the February blog and Lauren indicated she could do the for March [action items]. Another goal was for each board member to recruit at least one new member.

Referring to the lack of paid staff, Arley's current agreement for his executive director role only goes through March 15th. He will put together a new proposal by February 7th [action item] and the officers will have a conference call to discuss the proposal.

Kristi Higginbotham has indicated she can still help with the communications, especially the social media aspect. Michelle Balz is likely available to help out as well. Tony would also like to be part of the Communications and Programming Committee.

Other tasks were discussed. Renee indicated she will send Richard a new member packet and Tiffany a commitment form [action items]. Board members who have not sent biographies recently need to send them to Arley and Lauren [action item]. Other tasks that will be undertaken in the coming months is to update the strategic plan for 2017-2019 and to have an audit performed in 2018. Also, each committee needs to develop a bulletized action plan [action item]. These action plans should include dates/milestones and measures of success (if possible). Potential grant opportunities are another area for focus.

Renee also referenced the Tire Summit and how scrap tires are a hot topic in Ohio right now. She would like to see how we can help Willig Tire since their business is struggling. There was further discussion about how air permit limitations have resulted in only one facility accepting their tire derived fuel, which constitutes over 90 percent of their end product.

Next Meeting: Tuesday February 21, 2017 at GT Environmental (10:30-12:00)

Adjourned at 12:29 pm. John a motion to adjourn the meeting; Molly seconded; approved by Board.

Submitted by Matthew Hittle, Secretary, Association of Ohio Recyclers