

Association of Ohio Recyclers Board Meeting Minutes

Date: July 18, 2017

Location: State Library of Ohio, 274 E 1st Ave, Columbus OH 43201

Attending were: (In-Person) MaryEllen Etienne, John Woodman, Beth Lozier, Matthew Hittle, Molly Kathleen, Steve Johnson and Catherine Walsh; (On Phone) Bob Gedert, Lauren Karch and Tiffany Barker. Also present was John Babyak with the City of Dublin.

Not present: Tony Gillund

Call to Order: MaryEllen called the meeting to order at 10:40 a.m.

Minutes for the June 20, 2017 meeting were reviewed. John made a motion to approve the June 20, 2017 meeting minutes. Tiffany seconded the motion. Minutes were approved on voice vote.

Treasurer's Report: The monthly treasurer's report was presented and discussed. It was noted there are number of checks related to the conference that are not reflected in the report. Catherine made a motion to approve the treasurer's report, Matt seconded the motion. Treasurer's report approved on voice vote.

Action Items: The action times identified in the previous meeting were:

- Tiffany to check if she's able to chair the Strategic Planning Committee – not able to, but she can serve on the committee
- Quarterly newsletter (Molly, MaryEllen and Lauren) – done
- Conference call for membership recruitment (MaryEllen will organize) -done
- Spreadsheet of potential recruits (MaryEllen and John) - done
- Meeting schedule (Matt) – drafted. Pending on discussion today
- Place meeting schedule on website (Lauren) – see above
- Update group contact info (all) - completed
- MaryEllen to send Catherine Google Drive link - done
- MaryEllen to ask partners about plans for 2019 – done. They are reaching out to their respective boards and are waiting on responses.
- Matt to secure full matrix of board membership opportunities – complete. Will discuss further today

Catherine will take the action items for today's meeting.

Committee Updates

Communications and Programming – Quarterly Newsletter was sent out. The social media updates were

discussed. Everyone was happy with all the posts that have been put up. It was clarified that Michelle Balz and Kristi Higginbotham are on the committee and have been doing those. And anyone else who has administrative rights has the ability to make posts on behalf of AOR.

The next newsletter was discussed. It was mentioned Montgomery County Environmental Services could be the next featured profile. Possibly the tire round-up event could be part of the discussion since it is to be held September 24th. Recap of the Resource Recycling Conference could be included in the newsletter as well. Bob should keep us in the loop for any NRC webinars and they can be referenced. Molly to create a calendar item for mid to late August to remind people of the items needed for the newsletter [action item].

Finance Committee – Nothing further to discuss

Events/Conference Committee – There are three attendees yet to pay plus one outstanding sponsorship. Also, we are still awaiting the bill from the Hyatt (AV, banquet and room reservation charges). After all is reconciled, the conference will be barely in the black. The thought is that Columbus is an expensive location to hold a conference and we started the planning process later than usual. Additionally, over half the potential attendees are within driving distance so it limits the number of hotel rooms. The partners for the conference still need to hold a final meeting.

Also discussed was the membership meeting. The membership meeting would be held a week earlier to distance it from the holiday week (December 12th). It appears the other two conference rooms will be big enough for the meeting and should be available. Matt will organize the catering (likely pizza and salads) [action item]. MaryEllen will create an Eventbrite invitation for the event [action item]. It was noted that all notifications should include the fact that the Code of Regulations will be considered for revisions. We would like to have AV available for the meeting. Also, the Elections should be done at the meeting for those seats that expire at the end of the year – this should also be included in any notifications. It was noted that the upcoming elections should be included in the newsletter as well.

Governance Committee – Matt will incorporate the revisions discussed last month into Code of Regulations document. A copy will be emailed to the Board once the committee has finished drafting the revisions [action item].

The matrix for the Board membership was discussed. Matt presented a list he had modified that showed the organization types assigned to the different members, as well as the term expiration dates. A few modifications were made based on the discussion and the open positions were considered for the group's recruitment efforts. There are two seats open for Recycling Businesses, one for Special Waste, and another At-large position (four total). Molly, Matt and Catherine were assigned tasks related to the recruitment efforts [action items].

Strategic Planning Committee – We need a chair for this committee. Tiffany had indicated she was not able to chair. Catherine indicated she is willing to chair the committee. MaryEllen will co-chair and Tiffany will also serve on the committee. The committee will conference prior to next month's meeting [action item].

New Business

Existing Government Position

Beth indicated she had accepted a position at a new job in Gallia County so she will be resigning from her Board position. She introduced John Babyak, also with the City of Dublin, as a potential replacement for her on the Board. Beth officially resigned to allow for John's immediate consideration. Beth will follow up with a written resignation via email. John provided the Board with his background and experience and then removed himself to allow for an official vote. MaryEllen moved to have John Babyak fill the Government seat on the Board of Directors vacated by Beth Lozier that expires on 12/31/2018. Molly seconded the motion. John was unanimously voted onto the Board. The position of Assistant Treasurer, which Beth filled, will be addressed at a future meeting. John and Catherine both need to send Lauren a headshot and a short bio to put on the website [action items]. John Woodman will add John Babyak to the member database and the constant contact list [action items.]

Also discussed was the need to correct the signatories on our bank account. Matt moved to remove Beth Lozier and add MaryEllen Etienne as signatories for the AOR bank account. Molly seconded the motion. Motion passed on voice vote. [action item for John Woodman for the following month]

Meeting Schedule

The remaining meeting schedule for 2017 was discussed. Lauren will post the schedule on the website [action item]. The proposed schedule is:

- August 15– conference call
- September 19– GT Environmental
- October 17 – City of Dublin
- November 21 – conference call
- December 12 – membership meeting at the State Library of Ohio.

Resource Tab

Stemming from a discussion of issues with recycling at a local park, the group discussed providing resources for recycling programs. It was encouraged for board members to reach out informally to encourage best practices, but also the group should consider expanding what is done formally through the Communication and Programming committee. It would be appropriate to create a tab or section on the webpage to address recycling resources. Ideas included recycling best practices, event recycling, and grants available. It would also be appropriate to send out timely reminders when grant deadlines are coming up. The committee will discuss this topic in more detail soon [action item].

Next Meeting: Tuesday, August 15, 2017 via conference call

Adjourned at 11:53 pm. MaryEllen made a motion to adjourn the meeting. Matt seconded.

Submitted by Matthew Hittle, Secretary, Association of Ohio Recyclers