

## Association of Ohio Recyclers Board Meeting Minutes

**Date:** October 18, 2016

**Location:** Dublin Entrepreneurial Center, 565 Metro Place South Dublin Ohio 43017

**Attending were:** (In-Person) Renee Navarre, Arley Owens, Matthew Hittle, Steve Johnson, Molly Kathleen, Kristi Higginbotham, Louise Holliday, Beth Lozier, and Lauren Karch; (on the phone) Tony Gillund and John Woodman.

**Absent:** Ray Hegarty, MaryEllen Etienne

**Call to Order:** Molly Kathleen, Vice-President, called the meeting to order at 10:42 a.m.

**Action Items:** No one was identified to keep the action items.

**Minutes of September 20, 2016 Meeting** were reviewed. Louise made a motion to approve the September 20, 2016 meeting minutes. Steve seconded the motion. Minutes were approved on voice vote.

**Treasurer's Report:** The monthly treasurer's report was presented and discussed. Matt made a motion to approve the treasurer's report. Molly seconded the motion. Treasurer's report was approved on voice vote. Since he was not physically in attendance, John indicated he would send the account number to Beth and Renee to deposit several checks that were in the PO Box this month [Action Item].

**2016 AOR Conference:** The task matrix for next week's conference was used to review the tasks at hand:

- All bios have been received for the speakers;
- PowerPoints are to be emailed prior to the conference date;
- Tony confirmed that the A/V requirements have been ordered, including microphones;
- We are to bring two projectors (GT and SWACO) – Arley will bring a back-up;
- The need for an A/V technician at the conference was iterated. Matt made a motion to approve up to \$150 to pay for an A/V technician, Molly seconded the motion and it was approved on voice vote.
- Molly has finalized the food order and it has been countersigned;
- Matt to reach out to Willig and Milliron one last time to confirm the logistics for the tour day [Action Item];
- Kristi is taking care of the exhibitor tables;
- John to place order for printing company to create the conference programs (Molly to send the final publisher file) [Action Item];
- John also to have the printing company create foam board signs for the break out session (registration table, one with all sponsors, one for each individually sponsored event (3), and one for each break out room (2)) [Action Item];
- Lauren to email registrants with reminder to bring phone and meet at 8:45 [Action Item];
- Beth and John to provide easels. [Action Item];

- Lauren will pick up the printed materials and easels from John by the end of the week [Action Item];
- Get give-away items to Louise (Ohio recycles and Rumpke) [Action Item]; and
- Steve to bring extra items such as tape, plastic bags for recycling, extension cords.

There was significant discussion about the contract issues with Mohican. It appears we will owe \$425 for the conference room and potentially will need to pick up the tab for some rooms. John will email a copy of the contract to the Board members for review [Action Item].

The group agreed that it would be best to hold the Annual Membership Meeting in November or December since we have run out of time to plan the event at the conference.

Everyone was encouraged to attend the Get Green Talks that Arley is hosting at the DEC starting today at 1:00.

**Next Meeting:** Tuesday November 15, 2016

**Adjourned at 12:05 pm.** Louise made a motion to adjourn the meeting; Renee seconded; approved by Board.

Submitted by Matthew Hittle, Secretary, Association of Ohio Recyclers