

OALPRP Board of Directors Meeting

Location: Renaissance Downtown Toledo, OH

January 11, 2018

Board Members Present:

President: Kathleen Rocco; Vice-President: Amanda Gamby; Treasurer: Chris Hoffman; Board Members: Bill Wilk; Katrina Carpenter; Kris Kusmirek; Wanda Schaad; Randy Canterbury; Sue Bennett; Angela Carbetta; Bonnie Martens; Past President: Susan Helterbran

Excused: Secretary: Andrea Reany & Krista Fourman

Board meeting called to order at 2:05pm by Kathleen Rocco.

Liaison: Chet called in with his report. Vladimir "Vlad" Cica is the new Chief of their Division. The grant program is still open until February 2nd. So far 86 grants have been submitted. Still offering draft proposal reviews. The OEPA is working on a few special projects so the grant program will be tight on cash this year. Some expensive cleanups across the state are a part of these projects. Districts must prioritize the projects they are submitting for funding consideration. A plastics processor in Fremont is going out of business and has equipment that was purchased with grant funds. This equipment may be available for transfer to another existing facility. Interested parties should contact Chet for more information. A project to update the Windows on Waste curriculum continues and a draft is expected in March.

Election: Angela, as Nomination Chair, verified the election results with the Secretary via email. Officers elected: President: Kathleen Rocco; Vice-President: Amanda Gamby; Secretary: Andrea Reany; & Treasurer: Chris Hoffman. Board Members elected: Krista Fourman; Wanda Schaad; Bill Wilk; & Randy Canterbury. As a result, Andrea Reany has moved to the Secretary position leaving a vacancy in the Board. Bonnie Martens expressed interest in this position and has received permission from her Director to serve. Amanda made the motion for Bonnie Martens to fulfill the unexpired term of Andrea Reany. Second by Susan. Motion passed. Angela inducted Kathleen Rocco as President of the Board. Kathleen then inducted the Officers and Board Members. Andrea will be inducted tomorrow.

Secretary Report: Minutes from the November Meeting were distributed prior to and during the meeting. Motion to accept by Susan. Second by Randy. Motion Passed. Amanda has created a list of secretary responsibilities for Andrea and will be working with her during the transition.

Treasurer Report: Chris distributed the end of 2017 report. No transactions to report since the November Board Meeting. A copy of this report has been filed with the Minutes. Motion to accept the Treasurer's report by Susan. Second by Angela. Motion passed. Chris presented the proposed budget for 2018. The Board recommended bumping the proposed income for membership from \$3500 to \$4000 to reflect the increase in dues from \$75 to \$100. Chris explained each item, past costs, and reasoning for each item. \$1000 stipend added back in even though current Treasurer doesn't intend to request it. Motion by Susan to pass the 2018 budget with the requested amendments. Second by Katrina. Motion passed.

Conference Committee: Deferred due to time.

Finance Committee: No report.

Membership Committee: Kathleen still intends to create a Survey Monkey survey to gather program information from members to better promote the programs throughout the state.

Nomination Committee: Now that the election is finalized, Angela made a motion to destroy the 2017 ballots. Second by Sue. Motion Passed.

Scholarship Committee: Katrina reported that she is wrapping up the final paperwork necessary to reimburse Bonnie Martens for the Della Ewalt Scholarship that she received. The 2018 forms for the C.R. Meyers Scholarship have been added to the website. An announcement should be made to the membership in mid-February to remind them to promote in their local communities.

Website Committee: Scholarship Page is completely updated. Website training has been postponed until a committee is formed.

Old Business:

Updated Letterhead: Due to a change in Officers, new letterhead will be distributed for use in Board correspondence.

Dues: A special announcement will need to come from the Board regarding the new dues (\$100) and contact change.

New Business:

E-Newsletter: Discussion held on newsletter new format. Amanda demonstrated the S'more application and features. Chris made the motion to explore an online newsletter subscription up to \$150. Second by Angela. Motion passed. A suggestion was made to link the newsletter on the OALPRP website. Amanda to explore this.

Records Retention Policy: A discussion on records retention policy was held. Currently, there are 4-5 boxes of old notes/binders being stored at Amanda's office. Will go through past secretary records this evening and make a recommendation tomorrow. All committee chairs need to keep records that can be shared and or passed to incoming chairperson to aid in transition. The group is comfortable with a share drive like Google Drive for maintaining records and sharing purposes.

Old Treasurer Laptop: Angela made a motion to recycle the old laptop. Second by Bill. Amanda will recycle the laptop properly. Chris to determine if Andrea needs a laptop and if so will pass along the laptop purchased for the Treasurer as he does not need/use it.

Motion to adjourn the meeting by Sue. Second by Susan. Motion passed.

Meeting Adjourned at 4:11pm.

Retreat Notes:

Committees:

Committees and committee responsibilities were reviewed. Ideas for new committees were discussed. Ideas included: Creating a Social Media/Newsletter Committee and making the annual Full Membership Meeting the responsibility of the Membership Chair in addition to membership retention/recruitment.

The Board would also like to establish liaisons between OALPRP and Partner agencies.

Liaisons between Partner Agencies:

OSWDO: Krista Fourman

AOR: Chris Hoffman

ORAO: Kathleen Rocco

The liaisons should request information from these agencies prior to board meetings to report to the OALPRP Board.

A recommendation was made to keep the Partners Conference Chair separate from the Conference Chair in case there is an overlap in timeline/planning for each conference. For the Partners Conference, committees are being strongly encouraged and should include members from each partner agency.

The Board wants to move forward with a Social Media Committee. Committee to make recommendation to the Board to determine which platform to use (pick one) and develop a Social Media Policy prior to starting an account.

OALPRP Executive Board Meeting

Location: Renaissance Downtown Toledo, OH

January 11, 2018

Board Members Present:

President: Kathleen Rocco; Vice-President: Amanda Gamby; Treasurer: Chris Hoffman; Past President: Susan Helterbran

Excused: Secretary: Andrea Reany

Meeting called to order at 5:20pm by Kathleen Rocco.

A discussion was held on assigning committee chairs for 2018.

2018 Conference Committee Chair: Susan Helterbran

Committee Members are the entire Board. Tasks were assigned at the November meeting.

Scholarship Committee Chair: Katrina Carpenter

Committee Members:

- Chris Hoffman
- Randy Canterbury
- Kathleen Rocco
- Bonnie Martens
- Susan Helterbran
- Wanda Schaad
- Sue Bennett

Finance Chair: Kris Kusmirek

Committee Members:

- Bill Wilk
- Two non-Board Members (TBD)

Nomination Chair: Angela Carbetta

Membership Chair: Wanda Schaad

Committee Members:

- Sue Bennett
- Krista Fourman

Website: Bonnie Martens

Committee Members:

- Amanda Gamby
- Andrea Reany
- Katrina Carpenter

Social Media Chair: Amanda Gamby

Committee Members:

-Katrina Carpenter

Partner's Co-chairs: Kathleen Rocco & Andrea Reany

Committee Chairs will be formally approved during tomorrow's Board Meeting. Chairs will be encouraged to build their committees with interested individuals from the full membership.

Motion to adjourn the meeting by Amanda. Second by Susan. Motion passed.

Meeting Adjourned at 6:00pm

OALPRP Board Retreat

Friday 1/12/18

Renaissance Hotel, Toledo, OH

In attendance:

Kathleen Rocco
Amanda Gamby
Susan Helterbran
Randy Canterbury
Sue Bennett
Chris Hoffman
Wanda Schaad
Katrina Carpenter
Andrea Reany
Bonnie Martens
Kris Kusmireck

Board Meeting

Kathleen calls meeting to order at 8:40

Board Appointments

Andrea installed onto executive committee as secretary

Susan motions to appoint:

Krista to finance

Angela to nominations

Katrina to scholarships, with Sue, Bonnie, and Kathleen also serving

Bonnie to website, with Amanda, Andrea, and Katrina also serving

Wanda to membership, with Sue Bennett also serving

Amanda to social media, with Katrina also serving

Andrea and Kathleen to Partners Conference liaisons

Chris Hoffman seconds motion; Motion passes

Document Retention Policy

Board reviews document retention policy established previous evening:

- Grant applications and awards: Hard copies retained permanently; All hard copies to be scanned and saved in electronic form, which is to be retained permanently
- Membership forms: All previous years besides current year can be discarded
- Board meeting minutes: Electronic versions should be retained permanently; Any hard copy minutes should be scanned in electronically and permanently

- Budgets and expenditure reports: To be saved as electronic versions and saved for 10 years
- Conference registrations: Retain last conference's registration in electronic form; All previous records can be discarded
- Conference agendas: Retain one copy of each conference permanently and scan electronically
- Board retreat reports- Retain electronic version permanently
- Any receipts from organization for 3 years- just hard copy saved for 3 years

Printed email correspondences with decisions: Can be discarded so long as they are recorded in minutes of next board meeting

Board proposes the following additions/edits:

Don't need to keep hard copies of board meeting minutes, all should be saved permanently in electronic form.

All email correspondences with decisions should be recorded in minutes in future meeting and then email printout can be destroyed.

Susan motions to approve document retention policy; Katrina seconds; Motion passes

Changes to Bylaws

Katrina brings up needed changes to membership section in bylaws- these changes need to be approved by membership at full membership meeting. Any other changes to bylaws should be brought up next meeting and approved by membership at all member meeting at conference (proposed changes must be sent out two weeks prior). Language in membership section should be clarified. Bylaws are on website for anyone who needs to review them.

Sue motions to close the meeting; Wanda seconds; Motion passes

Board Retreat

Reminder of Attendance Expectations

Kathleen: Board members encouraged to show up at every meeting. If you can't be there in person, you should try to join by video or conference call.

2018 Board Meeting Schedule:

3rd Wednesdays of every month, which are as follows:

March 21

May 16

July 18

September 19

November 21

Wanda confirmed with GT that we can use their conference room for these dates.
May meeting may be in Toledo- to be confirmed

Board Contact List

Katrina's contact entry in board directory needs to be added, she was mistakenly omitted.
Andrea's and Randy's also need updated.

OALPRP Programs and Services

Main programs OALPRP offers are conference and fall membership meeting. OALPRP has given input on Windows on Waste curriculum. We have done surveys of membership in the past to determine what folks' needs and wishes are. Katrina proposes having Facebook group for members to share ideas and questions on. She is on social media committee and can initiate this.

Board Liaisons

Kris is liaison to AOR
Kathleen is liaison to ORAO
Krista is liaison to OSWDO. Amanda could be back up if Krista can't.

Conference Committee Updates

From Amanda: There is a \$4,000 minimum of spending at hotel. All spaces at hotel are reserved for June 12-14.

Speakers

Possible that Windows on Waste will ready for unveiling from OEPA and that they can present on it.
There is a lot of excitement at the local level from speakers.

Sponsors

OEPA set to give \$2,000 of seed money. Kathleen is contacting Rehrig, which has new contact person for sponsorships. Communication to Rocco about who people are reaching out to is crucial so that people are not double-asking. Rocco, Julianna, and Andrea can create basic script for other board members to reach out to potential conference sponsors and vendors.

Conference Budget

AmeriCorps members will need to apply for Della to attend conference for free. Meals under tour budget may be able to be included in \$4,000 minimum, Amanda is checking on this. Cruise may need more money in budget and Wednesday meal can be lowered, Amanda will confirm. Room cost will be just a few dollars higher because we have lower room quota. Conference budget will be approved in open session during next meeting.

Tours

Two tours stops: Phoenix Industries and Blue Creek Metropark. Phoenix Tech requires that they view registration list prior to make sure no industry folks will find out proprietary information. Blue Creek

Metropark has partnership with Lucas Co SWCD and Nature's Nursery is also located there. Amanda can gather info for welcome packet on what folks can do on their own later that evening.

Fundraisers

Susan will make quilt that will be in Della auction. Katrina's mother-in-law will make hooked rug.

Theme

Board decides on "Celebrating 30 Years of OALPRP: A Recycling Renaissance" as 2018 conference theme. Ideas for decorations, program appearance: Vintage, industrial aesthetic, M*A*S*H*, and JEEP

New conference committee added- Zero waste event practices for conference
Katrina, Andrea, and Bonnie will serve on this committee.

Board meeting reopens at 11:26am

Susan proposes passing of first version of conference budget; Sue seconds; Motion passes

Susan makes motion to close meeting; Katrina seconds; Motion passes