

## Association of Ohio Recyclers Board Meeting Minutes

**Date:** March 21, 2017

**Location:** City of Dublin Service Center, Room 204, 6555 Shier Rings Road, Dublin, Ohio 43016

**Attending were:** (In-Person) MaryEllen Etienne, Beth Lozier, Matthew Hittle, Molly Kathleen, and Lauren Karch; (On Phone) Bob Gedert, Tiffany Barker, John Woodman, and Tony Gillund.

**Not present:** Rich Brandt, Louise Holliday, Renee Navarre, and Steve Johnson

**Call to Order:** Molly Kathleen, AOR Vice-President, called the meeting to order at 10:49 a.m.

**Minutes for the February 21, 2017 meeting** were reviewed. Tony made a motion to approve the February 21, 2017 meeting minutes. Beth seconded the motion. Minutes were approved on voice vote.

**Treasurer's Report:** The monthly treasurer's report was presented and discussed. It was noted that there is \$1,092 in our PayPal account that has not been transferred over, so that is not included in the balance presented. Matt made a motion to approve the treasurer's report, Tiffany seconded the motion. Treasurer's report approved on voice vote.

**Action Items:** Molly will keep the action items again. It was agreed to include a review of the previous Board Meeting's action items on future agendas to ensure we follow through on them. The February 21<sup>st</sup> action items identified were:

- John to send expiration date for Bluehost contract – DONE
- John to email new signatory page – DONE. Beth and Renee were added as signatories to the bank account. This will need to be revisited because of Renee's resignation.
- Arley to draft z-fold pamphlet for next meeting – DONE. Molly received a draft of this pamphlet. It will likely need to be updated further and sent to the Board for review [action item].
- Arley to review Code of Regulations regarding ethics, lobbying, and electronic voting - NOT COMPLETED. Bob and Matt will look at these soon and revise them. It was related that process management and electronic voting are two topics to look at.
- Molly to send draft MailChimp newsletter to Board – DONE. John and Molly will create a contact list for the conference using this service [Action Item].
- Molly to email ideas for website outline -DONE. Discussed further under the committee reports.
- Molly to import AOR's mailing list to MailChimp – DONE. AOR email membership list is already loaded into the site – just need to write up a memo and send.
- AOR to consider collecting signatures for recycling license plates at Partners Conference – did not need to be done prior to the meeting
- Bob to draft support letter for Zero Waste bill – DONE. Not all of Board members received a copy of the support letter. Bob will resend and we will address this topic again at the next meeting.

## **Resignations**

It was noted that Arley Owens indicated in an email March 10, 2017 that he will not pursue being Executive Director after March 15, 2017. March 15<sup>th</sup> was the date the current MOU for the Executive Director expired.

Also noted was the email sent by Renee Navarre on March 20, 2017. In the email Renee formally notified the Board that she will be resigning as the Board President effective April 15, 2017.

## **Committee Updates**

A number of Board members indicated they have not participated in any calls related to the committee to which they were assigned. It was agreed that the committee assignments will be revisited soon to ensure everyone is where they want to be. Bob and Matt expressed interest in being the Governance Committee – this includes reaching out to the new Board members. Bob also expressed interest in being on the strategic planning committee. Also discussed was the importance of using the google drive to share documents. MaryEllen will make sure everyone has access to the Google drive [action item].

For the Communication and Programming Committee, the new website was discussed. The committee has done some initial work on mocking up a new version of the webpage on Wix. A basic version of the tabs was presented as well as an outline for the content of the webpage. Molly will email these to the group to review so those not in attendance can review it as well [action item]. All were in agreement that it looked great. Minor revisions were identified, such as changing the “Blog” tab to “Newsletter.” It was related that we could use additional photos from our conference in October. Any additional ideas for the website should be sent to Lauren. [action item] The new website will be transitioned over next week since our contract is set to expire.

## **Partners Conference Update**

The contract has been signed with the Hyatt Regency to be the venue for the conference and will be held June 4-6, 2017. Matt has sent several speaker topics to Lisa. It was related that Kathleen Rocco, with Cuyahoga SWMD, will likely be taking more of a leadership role on the speakers/presentations and those items should be resent to her. One topic related to a FAQ sheet on food waste composting – Tony confirmed the person at OSU that is working on this is Brian Roe. MaryEllen will send the Board members a listing of the speakers and topics identified so far for review and input [action item].

## **New Business**

The Board opened the floor for nominations for President of the AOR Board of Directors since Renee has sent notification of her resignation. Molly recommended MaryEllen Etienne to serve as the next AOR president. No other nominations were made. Beth made a motion to take a vote for the new Board President. John seconded the motion. All voted to approve MaryEllen as the new Board President. The start date of her term will be as soon as possible. Renee had indicated a resignation date of April 15, so we need to see if she is OK with changing her resignation date. It was also recommended to ask Renee to remain on as an at-large Board member for the remainder of her term [action item].

There was discussion about the upcoming tour at Willig Tire. No one indicated they were planning on going to the tour other than Renee. MaryEllen indicated she was available that day and will reach out with Renee to get a headcount on who was supposed to attend.

The topic of the new logo sent by Arley was discussed. A solid logo would only be needed for purposes such as embroidery. It was agreed that we did not need to vote on a new logo, but an alternate version, without the color gradation, could be used if needed.

**Next Meeting:** Tuesday April 18, 2017, site TBD (State Library of Ohio is a possibility)

**Adjourned at 11:59 pm.** MaryEllen made a motion to adjourn the meeting. Matt seconded.

Submitted by Matthew Hittle, Secretary, Association of Ohio Recyclers