

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, November 9, 2017 – 1:00PM
Tulsa Regional Chamber, Saint Francis Conference Room
Williams Tower I, One West 3rd Street, Tulsa, OK
Meeting Minutes

Present

Ellen Bussert, Bixby
Jonah Humes, Claremore
Craig Stokes, Collinsville
Lynn Burrow, Glenpool
Tim Doyle, Owasso
Vernon Smith, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa Co.

Not Present

Scott Eudey, Broken Arrow
Rob Werley, Coweta
Robert Carr, Jenks

Others Present

Bill Cade, Broken Arrow
Wade Fisher, Hinkle & Co
Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Lauran Drummond, M.e.t.
Robert Pickens, TRT

The Trustees of The Metropolitan Environmental Trust met in the St. Francis Conference Room pursuant to agenda posted on November 2, 2017, with Tulsa's City and County Clerks. Vice-Chair Terry Ball called the meeting to order at 1:00 PM.

Item 1) Introductions: Collinsville Trustee Craig Stokes

Vice Chair Terry Ball welcomed Craig Stokes to the M.e.t. Board

Item 2) Review Draft of Financial Statements with Independent Auditors' Report, Wade Fisher with Hinkle and Company

Vice Chair Terry Ball introduced Wade Fisher from Hinkle & Company. Mr. Fisher referred to the audit report showing a clean audit and there have been financial steps in a positive direction. Mr. Fisher proceeded to read the opinion on page two of the report. Mr. Fothergill asked if there was anything to improve upon in internal controls. Mr. Fisher responded the staff runs a tight ship and all expenses go through proper procedures and approvals. Graham Brannin said the normal procedure is for all to review the report this month and we will ask the Board of Trustees to accept the audit at the next meeting and the mailing of bounded copies will proceed after the acceptance.

Item 3) Approve Minutes for the Board of Trustees Meeting October 12, 2017

Tim Doyle moved to approve the Minutes of October 12, 2017. John Fothergill seconded the motion. The motion passed unanimously.

Item 4) Report of the Director, October 2017 with Specifics on Education, Events and Presentations

Graham Brannin said the Good Day Tulsa on TV8 gave press to our fire extinguisher event at Tulsa Hills and Scripts Communication developed a PSA for this event and took sound bites for a general PSA and any future events to be able to promote and increase awareness. The tire and electronic waste collection event in north Owasso and Collinsville on October 21st was busy with 410 tires collected and over 5,000 pounds of e-waste in 3 ½ hours. Graham Brannin said he continues educating on recycling in the classrooms and the expanded bike club circuit as well. Also, Graham Brannin said he presented at the OKRA conference and Oklahoma Food Security Summit.

Item 5) FY 16/17 Financials and FY 1718

Item 5a) Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed the *Balance Sheet* with a healthy balance and page two showing the assets. He reviewed the *General Ledger*, *Income Statement* and *Budget Report*. He reviewed the percentage received and expended to date.

Graham Brannin said we are at 33% of the budget year and reviewed the *Budget Report*, showing the percentage at each category. He commented on INCOG's contract amount not being the same as the budgeted amount. In regard to line 61 in Site Maintenance we are at 96% of expense for the year due to several repairs. Graham Brannin pointed out that the part-time educator, Lauran Drummond, had been hired and showed the corresponding expense line. However, we are only at 13% for the year to date in the public education area. Line 96 shows vouchers expended in FY 17/18 and currently only two vouchers from Jenks in September. The other communities are still using up the carry-over funds from FY 16/17. Mr. Brannin explained the Household Pollutant Collection Facility's voucher system to the new trustee, Craig Stokes.

Tim Doyle asked about the hauling services is at 56% of the budget. Graham Brannin responded he would research this and get back to the Board next month.

Item 5b) Receipts and Disbursements for October 2-31, 2017 and November 1, 2017 for FY 17/18

Graham Brannin mentioned the following expenses:

- Boomerang Printing in the amount of \$1,989 is for *Metro Recycling Directory* printing.
- Lauran Drummond in the amount of \$689.58 is for the new part-time educator.
- Stein Iron Works in the amount of \$1,750 is for refurbishing a roll-off.
- Global Tech Environmental Corp in the amount of \$2,324.94 for recycling of over 12,000 pounds of alkaline batteries.
- Scott Grizzle in the amount of \$480; he is our I.T. person who updates the website.
- Three Debits for \$26.62, \$29.99 and \$27.60 were for three environmental gifts purchased as part of our education of the Top Green Gifts campaign that we do during the holiday season.
- Graham Brannin in the amount of \$350 for monthly fuel and telephone stipend.

Ellen Bussert moved to approve Receipts and Disbursements from Oct. 2 – 31, 2017 John Fothergill seconded the motion. The motion passed unanimously.

John Fothergill moved to approve Receipts and Disbursements for November 1, 2017. Jonah Humes seconded the motion. The motion passed unanimously.

Item 5c) Executive Director as Signer on Savings Account and Deposit Issues

Graham Brannin explained that we have approximately \$3,000 in the account and were getting a non-use fees from the bank. He said he tried to do a transfer of a small amount to stop the fees and he was not allowed because he is not a signer on the account. He asked if it would be an issue to be a signer on the account. Graham Brannin said he hoped to do a transfer once the audit was complete for any surplus amount available. The hope is that the savings account will be the rainy-day fund.

Tim Doyle authorized the M.e.t.'s Executive Director to be signer on the savings account for deposit issues. Vernon Smith seconded the motion. The motion passed unanimously.

Item 5d) Bookkeeping Services and Additions to INCOG's Contract FY7/18

Graham Brannin said that INCOG is ready to take over the bookkeeping services for \$275 a month which includes cutting the checks and doing budget report work that has been done by a financial volunteer. Graham Brannin said it is an INCOG service and it will be added to our INCOG service. Tim Doyle asked about a modification to the contract. Terrie Hannam mentioned that Debbie Veale was added last month to INCOG's payroll but not amended in the contract.

Tim Doyle moved to authorize the chair to sign an amended contract at the attorney's review to include the bookkeeping services and adding the cage hauler, Debbie Veale. John Fothergill seconded the motion. The motion passed unanimously.

Item 6) Meeting Dates

A handout distributed showed the second Thursday of every month as the meeting date. Graham Brannin said there is one mistake in the handout for the month of June. The correct date is June 14th. The corrected meeting dates are as follows: January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8 and December 13.

Tim Doyle moved to approve the meeting dates with the June correction. Jonah Humes seconded the motion. The motion passed unanimously.

Item 7) Household Pollutant Regionalization, Voucher Numbers Utilized

Graham Brannin said we had not received the October billing and therefore do not have an updated spreadsheet to show the M.e.t. Board for vouchers expended. However, he complimented the facility's staff on the open event November 4th. He said that The M.e.t. issued 46 vouchers from the communities. Terry Ball said that we plan to do three to four events next year and would like Mr. VanLoo to make a presentation during the M.e.t. Board meeting sometime next year.

Item 8) Recycling Depot Program

Item 8a) September Material & Revenue Report Including Operational Revenue Comparison

Graham Brannin reviewed the report and mentioned cardboard is very strong in all aspects. In revenue, July and August is ahead and only slightly under for September. Glass and plastic bags are steady in collections. In regard to motor oil collections for September and October, he said the company is not charging us for collections. On page 20, the Central Tulsa location is showing a high collection month in July with over 7,000 pounds.

Item 8b) Renewal Agreement with Brooks Grease Services

Graham Brannin asked for renewal for the second year of service. There is no money exchange for this service.

John Fothergill moved to approve the renewal with Brooks Grease and authorized the Executive Director to sign the agreement. Jonah Humes seconded the motion. The motion passed unanimously.

Item 8c) Renewal Agreement with Waste Management for Processing Paper

Graham Brannin asked for the third renewal beginning December 5th along with his signature to sign it.

John Fothergill moved to approve the renewal with Waste Management and authorized the Executive Director to sign the agreement. Tim Doyle seconded the motion. The motion passed unanimously.

Item 8d) Bid Schedule for Baling Center Staffing

Graham Brannin said we are advertising for the bids November 14 and 28, 2017 and plan open bids December 7, 2017. It will be ready for approval from Trustees at the December meeting and the contract begins January 25, 2018.

Item 9) Discussion of Possible New Membership to the Trust: Sapulpa and Catoosa

Graham Brannin said he has had discussions with both communities and also Oologah. None of the communities are ready at this time. Vernon Smith asked if Graham initiated the discussions. He replied that he initiated discussions with Catoosa. Sapulpa and Oologah initiated the discussion and called him.

Item 10) Report of Public Relations & Education: Media, Ads, Articles, Events and Intern Projects

Graham Brannin reviewed the boosts on Facebook which only costs about \$10. He reviewed articles on the tire event. He said there is a City of Tulsa Trap the Grease event at The M.e.t.'s Central Tulsa center the Saturday after Thanksgiving. He reviewed the items in the e-newsletter that went out to about 2,500 citizens on November 2nd. One item in the newsletter is the Top Green Gifts in which we will promote closer to the holiday.

Item 11) Friends of The M.e.t. Inc. Updates on America Recycles Day Banquet

The banquet is next week and announced the winners: 1) City of Broken Arrow for Green Partnership, 2) McLain High School for Green School Initiative, 3) City of Tulsa Household Pollutant Collection Facility and 4) Woody Guthrie Folk Festival.

Item 12) Update on Grants, Funding Opportunity Efforts- Green Giveaway Fundraiser and Bike Donation

Graham Brannin encouraged all to sign up for the Green Giveaway. He is thankful for the donation of a bike which will be used for the bike club and teaching about how riding a bike is helpful for the environment but also that most of the bike is made from recycled materials.

Graham Brannin said he has spoken to PepsiCo about funding some carts and a new trailer but still in the discussion phase. Also, we have a \$40,000 grant from the DEQ but only budgeted \$25,000 under revenue so this will impact the budget some.

Item 13) Comments from the Public

There were no comments from the public.

Item 14) New Business

Tim Doyle asked that the newly assigned budget committee be put on the agenda at the next meeting as to the schedule for January. Also, Tim Doyle sat in a presentation from Fort Worth, Texas that has a good litter program and would like to look at more of a regional program for litter. John Fothergill said Tulsa County has crews out on a regular basis and if there is a hot spot that needs care in Tulsa County, to please let him know.


Adjourn

John Fothergill moved to adjourn. Ellen Bussert seconded the motion. The meeting adjourned.

ATTEST:

Date Approved: 12-19-17


Chair


Secretary