

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, October 12, 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
Scott Eudey, Broken Arrow
Jonah Humes, Claremore
Robert Werley, Coweta
Lynn Burrow, Glenpool
Tim Doyle, Owasso
Terry Ball, Tulsa
John Fothergill, Tulsa Co.

Not Present

Robert Carr, Jenks
Collinsville Trustee

Others Present

Bill Cade, Broken Arrow
Graham Brannin, M.e.t.
Lauran Drummond, M.e.t.
Terrie Hannam, M.e.t.
Julia Richardson, M.e.t.
Robert Pickens, TRT
Maureen Turner, Tulsa

The Trustees of The Metropolitan Environmental Trust met in the St. Francis Conference Room pursuant to agenda posted on September 29, 2017, with Tulsa's City and County Clerks. Chair Scott Eudey called the meeting to order at 1:00 PM.

Item 1) Introductions: Collinsville Trustee

Graham Brannin said Craig Stoke is the new trustee for Collinsville and will attend the November meeting.

Item 2) Approve Minutes for the Board of Trustees Meeting September 14, 2017

Terry Ball moved to approve the Minutes of September 14, 2017. Rob Werley seconded the motion. The motion passed unanimously.

Item 3) Report of the Director, September 2017 Including Update on Tulsa GreenSTEM

Graham Brannin said we had school assemblies with 300-400 children educating on recycling. He re-introduced former Intern Lauran Drummond who was recently hired part time to help with education efforts.

Graham Brannin said the Bin Borrow Program is continuing to be busy including events in Coweta and in Broken Arrow. He said we had recycling and a booth at the Monarchs on Mountain September 23rd with about 1500 in attendance. Also, he reminded the trustees about the fundraiser drawing on November 15th and the America Recycles Day Banquet on November 16th at the Hard Rock Hotel and Casino. For the Keep Oklahoma Beautiful Award, he said the City of Tulsa is nominated for the HHP facility and for a Group award along with The M.e.t. for the Crow Creek Meadow.

Item 4) FY 17/18 Financials

Item 4a) Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed the *Balance Sheet* with the checking account balance of \$151,175.66. He reviewed the revenue and expenses on the *Income Statement*. The *General Ledger* displays revenue and expenses of the Recycling Depot Program by center. He reviewed the percentages in *Budget Report* such as Administrative Expenses; we are at 27%, Recycling Depot Program and on line 44, Electric Services has a miscode and it is high. He said a portion of this electric should go into the dumpster service. Overall, we are at 23% of our budgeted expenses equaling \$230,357. In the *Budget Report*, line 96 shows no expense of the vouchers and Mr.

Brannin explained it was because we are using vouchers in the carryover account from FY 16/17. He further explained that the vouchers used in September have not been reflected yet due to the bill being paid in October.

Item 4b) Receipts and Disbursements for September 1-30, 2017 and October 1, 2017 for FY 17/18

Graham Brannin reviewed the following receipts and disbursements:

- Halo Branded Solutions in the amount of \$1,588.75 for t-shirts for Monarchs on the Mountain of which it is going to be reimbursed by the Audubon Society.
- JV Manufacturing in the amount of \$122.61 to replace doors on the roll-offs
- Smith's Welding Fabricating & Repair in the amount of \$384.34 for trailer repair
- Transmission Clinics in the amount of \$3,489.58 for a transmission repair in a truck
- All American Forklift in the amount of \$928.96 for forklift maintenance and tires
- Rogers County Fence Company in the amount of \$250 to repair a fence broken by a hauler for Home of Hope. Home of Hope will reimburse The M.e.t. for the repair.

Graham Brannin explained there are also checks that we are dating the first day of the month. This is so the rental shows up in the budget for the month the rental covers.

Terry Ball moved to approve September Receipts and Disbursements for September 1-September 30, 2017 for \$84,706.04 and October 1, 2017 checks for \$3,750. John Fothergill seconded the motion. The motion passed unanimously.

Item 5) Warehouse Rental, Too Many Dogs

Graham Brannin asked for a new agreement with Too Many Dogs at the same rate previously.

Tim Doyle moved to approve the lease with Too Many Dogs. John Fothergill seconded the motion. The motion passed unanimously.

Item 6) Household Pollutant Regionalization, Voucher Numbers Utilized

Graham Brannin reviewed the carry-over voucher numbers with the last column showing how many are left to expend. Jenks had two vouchers from FY 17/18 budget.

Item 7) Recycling Depot Program

Item 7a) August Material & Revenue Report Including Operational Revenue Comparison

Graham Brannin reviewed Page 3 showing revenue comparisons commenting we are above our projections. He mentioned the glass revenue for the month of August has yet to be received and should be included for the report next month. The commodities are steady and he commented that the Downtown Recycling Center received good numbers for paper and cardboard.

Item 7b) Cage Hauler Position and Additions to INCOG's Contract

Graham Brannin said our cage hauler, Debbie Veale, has been working for six years through a temp agency and she would like the benefits that come with INCOG. The added cost is about \$2,600. He said she is great at backing a trailer and is good at graphics creating some of our fliers. He asked the trustees to allow her to become an INCOG employee. He said this will have an impact on the INCOG contract but plans to absorb the extra cost within the budget.

Scott Eudey said there is controversy as to the Director's empowerment to hire and fire employees. He said modifying the practice to be in line with other boards.

Tim Doyle moved to authorize M.e.t. Director to bring Debbie Veale on as a full-time employee through INCOG with benefits. Rob Werley seconded the motion the motion passed unanimously.

Item 8) Report of Public Relations: Media, Ads, Articles, Events and Intern Project

Graham Brannin reviewed media stats. He announced an event on October 21st in the Owasso-Collinsville area for tires and electronic waste.

Item 9) Friends of the M.et., Inc.: Update on America Recycles Day Banquet

Graham Brannin expressed thanks for the sponsorships. Today is the last day for nominations for awards.

Item 10) Update on Grants, Funding Opportunity Efforts – Green Giveaway Fundraiser

Graham Brannin said the Green Giveaway is the current fundraiser. He reported he has not hired the part-time fundraiser, yet.

Items 11) Comments from the Public

There were no comments from the public.

Item 12) New Business

Graham Brannin displayed a copy of the Tulsa Conservation District’s calendar showing a picture of Tim Doyle and a quote-picture from himself. He said the 2018 Recycling Directory is printed and we will get it online and then begin advertising that it is ready. The City of Tulsa is having a medication take-back event on October 28th of which one location is at our East Tulsa Recycling Center. Also, the City of Tulsa is having an expanded collection event at the pollutant facility on November 4th between 8AM-2PM. The M.e.t. will participate in the event.

Graham Brannin said one of our regular volunteers, Steve Wood, is having a Master Composting Training and we are helping to promote it.

Adjourn

John Fothergill moved to adjourn. Tim Doyle seconded the motion. The meeting adjourned at 1:41 pm.

ATTEST:

Date Approved: 11/9/17

Terry Ball
Vice Chair - Terry Ball

Rob Werley
Secretary