

METROPOLITAN ENVIRONMENTAL TRUST
BOARD OF TRUSTEES MEETING
Thursday, October 10, 2019 at 1:00PM
Tulsa Regional Chamber, Saint Francis Conference Room
Williams Tower I, One West Third Street, Suite 100, Tulsa
Meeting Minutes

Present

Scott Eudey, Broken Arrow
Jonah Humes, Claremore
Craig Stokes, Collinsville
Rob Werley, Coweta
Lynn Burrow, Glenpool
Vernon Smith, Sand Springs
Terry Ball, Tulsa
John Fothergill, Tulsa County

Not Present

Ellen Bussert, Bixby
Tim Doyle, Jenks
Charlene Lawrence, Owasso

Others Present

Graham Brannin, M.e.t.
Terrie Hannam, M.e.t.
Maureen Turner, COT

The Trustees of The Metropolitan Environmental Trust met in Saint Francis Conference Room pursuant to agenda posted on October 3, 2019 with Tulsa's City and County Clerks. Chair Scott Eudey called the meeting to order at 1:01 PM.

Item 1) Minutes for the Board of Trustees Meeting September 12, 2019

John Fothergill moved to approve the Minutes of September 12, 2019. Jonah Humes seconded the motion. The motion passed unanimously.

Item 2) Report of the Director September 2019 with Specifics on Meetings, Events, Education and New Activities

Graham Brannin said our Educator Ali Kalenak lead nine classroom lessons and meetings with teachers. He said we participated in the fourth annual Monarchs on the Mountain including organizing, ran two booths and helped lead the volunteer effort. Over 1,000 citizens attended with people of all ages. Graham Brannin said we were involved in STEMtember, an event sponsored by Cox Communication, with approximately 1,500 children. He said he handled the recycling efforts for the event and Terrie Hannam did the educational booth.

Graham Brannin said he was interviewed on KRMG's Daryl Baskin Real Estate Show and discussed household pollutants, smoke alarms, and other related issues. Also, he said it was a busy month for event bin-borrow program including larger events such as the Greek Festival.

Graham Brannin said the Tulsa Baling Center did 80 bales in September, which is higher than normal. The M.e.t. held a Smoke Alarm and Fire Extinguisher event at the Midtown Lowes and it was a stop on the Mayor's 918 Scavenger Hunt promotion. He asked all to review the attached activities sheet.

Item 3) FY 19/20 Financials

Item 3a) FY 19/20 Financial Statements, Budget Report with Possible Transfers and/or Appropriation of Additional Revenues

Graham Brannin reviewed the Balance Sheet, and commented that the bookkeeper has not corrected the interest in the savings account to show up properly on the Balance Sheet. Graham Brannin reviewed the General Ledger by Center Report and Income Statement commenting on the total revenue as \$251,228.24, with expenses of \$226,744.09 leaving a net of \$24,484.15. He said we are three months into the year, which is 25%. On revenue, we are at 28% and this is without billing for the grants. In General Admin. Expenses, there is a savings in the audit expense, INCOG's billing is at 24% slightly under. Recycling Depot Program's expenses

Graham pointed to Line 43 for Processing Services for TVs and CRTs. He said we are trying to track which center is having dumping without paying for the televisions. Even though this is a service, we do not want to pay too much for the service.

Graham Brannin said the Depot Expense numbers seem a little low at this time since we have not spent any money in Line 56 and Line 69 for equipment and buildings. These expenses will come later in the year and are at only 19.8% of expenses for this section. About Education Expense category, contract stem education is at 32.7% and he said we are still waiting on some money to offset that category. The overall category is at 20% expense to date.

About the General Ledger by Center Report, Terry Ball asked for an explanation for expense and revenue disbursed from the general code. Terrie Hannam said the revenue is from the sale of the bales that comes from all the centers and coded to the "g" code. In the expense area, she said certain items are purchased for all the centers and coded to the "g" code and a percentage is disbursed by the center's haul/collection activity.

Item 3b) Receipts and Disbursements for September 2-30, 2019 and October 1, 2019

Graham Brannin reviewed the following bills:

- Check #23937 Advance Electrical Services: they wired and installed the donated conveyor belt.
- Check #23939 All American Forklift for \$140.78 was a repair at the Tulsa Bale Center
- Check #23947 Debbie Veale is our cage hauler who had a blowout outside of Wagoner and had to go somewhere close for the tire change. She paid the company and this check is to reimburse her.
- Check #32973 to Aim to Please was lost in the mail. We voided the check, stopped payment and reissued Check #23965.
- Check 23975 for Boomerang Printing for \$88 for the America Recycles Day banquet invitations
- Check #23979 to Hinkle and Company is for the audit
- Check #23987 for Robertson Tire to replace tires.
- Check #23988 Security Bankcard, largest charge was for the Sage software's yearly fee for \$433.95.

Graham Brannin said the October 1st checks are include the normal first of the month expense of \$4,150.

Terry Ball moved to approve the September 2-30 checks for \$30,416.58 and the October 1st checks for \$4,150. Jonah Humes seconded the motion. The motion passed unanimously.

Item 4) Household Pollutant Regionalization

Item 4a) Voucher Numbers Utilized

Graham Brannin said 28 vouchers processed in September. He reviewed the voucher numbers left.

Item 4b) Communities' Voucher Survey

Graham Brannin asked the Trustees to make sure their surveys are turned into Terrie Hannam by October 31st; she will summarize for the November meeting.

Item 5) Recycling Program

Item 5a) August Material & Revenue Depot Report with Operational Revenue Comparison

Graham Brannin asked all to turn to Page 3, Operational Revenue, commenting that the collections and prices were down including not currently being paid for used motor oil. He reviewed graphs from all locations on Page 4. He said on Page 12, Collinsville is showing increase collections of cardboard.

Item 5b) Review Bids Received for Cooking Oil Collections

Graham Brannin said we had to go out to bid for service. In the past, there was no cost for this service. We only received one bid, Brooks Grease. He said Brooks Grease is asking for a one annual fee of \$1,650.

Item 5c) Approve Agreement for Cooking Oil Collection

Graham Brannin said this agreement is word for word the same as the last agreement except for the fee.

Craig Stokes moved to approve the agreement with Brooks Grease Service. Terry Ball seconded the motion. The motion passed unanimously.

Terry Ball asked who does the legal services on M.e.t. contracts. Graham Brannin said Ann Domin is the contract attorney with INCOG and can do limited legal services, especially for contract review. If we get something weightier, we will have to obtain attorney services.

Item 5d) Update on East Tulsa's Location

Graham Brannin said he sent an email to the Board on the efforts and Dr. Gist is aware of the proposal. He said he contacted a friend that works in the facilities and he is continuing efforts to obtain a site.

Item 6) Warehouse Agreement, Too Many Dogs

\$300 a month for 900 square feet of warehouse space. It is identical to the previous agreement.

Terry Ball moved to approve the agreement with Too Many Dogs. John Fothergill seconded the motion. The motion passed unanimously.

Item 7) Review and Consider Approval of M.e.t.Board of Trustees Meeting Dates for 2020

Graham Brannin said the dates are the second Thursday of the each month.

Terry Ball moved to approve the trust meeting dates. John Fothergill seconded the motion. The motion passed unanimously.

Item 8) Report of Friends of the M.e.t. October 4th Meeting and Update on America Recycles Day

Graham Brannin announced that Cindy Spitler with ONEOK has joined the Friends of the M.e.t. Board. He expressed appreciation for ONEOK who is our naming sponsor for the banquet and considering a future education grant.

Graham Brannin said we are now promoting the sale of banquet tickets. He said the special price for Board members is \$90 for one and \$170 for two.

Item 9 Report of Public Relations & Education Including Media, Ads, Articles and Events

Graham Brannin reviewed the social media statistics. He said we started a little contest with a giveaway if folks like us on Instagram, Twitter and Facebook. Concerning the Fire Extinguisher event held at 15th & Yale in Tulsa, he reviewed the graphs showing the number of items collected. We paid for advertisement on Facebook that targeted that zip code area. Last Saturday, we had the Collinsville/Owasso Tire and Electronic Waste event. Destiny Life Church helps advertise at this church and their affiliate church in Claremore. Last count was 584 tires and folks came from various different areas.

Graham Brannin said there is a meeting tonight on the Broken Arrow's curbside program. He said there is an article in the BA Focus paper on the upcoming pumpkin collections. He said Fox 23 and NPR have been good about promoting our events. He announced the City of Tulsa is going to do a special grease collection right after Thanksgiving.

About the Pumpkin Rescue Program, Graham Brannin said we paid for advertising in the Broken Arrow magazine. Collection containers we will be at four locations Owasso, Central Tulsa, Bixby and Sand Springs during the month of November. In addition, he said he is scheduled for TV8's morning show on October 29th.

Item 10) Update on Grants, Funding Opportunity Efforts

Graham Brannin said we received \$1,500 from Tulsa STEM Alliance but the main push for grants will be after January 1st.

Item 11) Comments from the Public

There were no comments from the public.

Item 12) New Business

Graham Brannin said the City of Wagoner is interested in joining The M.e.t. He said he told him that the funds from PepsiCo are over with the M.e.t. hauling the trailer to Wagoner. He said to buy some time he asked for funds of six months until the process of joining The M.e.t. can be worked out. He said the Wagoner's form of government has a working Mayor. He said he will bring this back at the next meeting.

Terry Ball asked for next month's agenda to include the Finance Budget Committee's schedule. John Fothergill said the earlier the budget is completed, the better for Tulsa County. There was no new business.

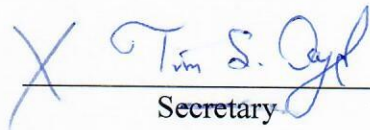
.Adjourn

John Fothergill moved to adjourn. Jonah Humes seconded the motion and it passed unanimously. The meeting adjourned at 2:05 p.m.

ATTEST:

Date Approved 11-14-19


Chair

X 
Secretary Treasurer