

**Zero Waste McMinnville Board of Directors
Board Meeting
December 4, 2023**

Location:

Carnegie Room

Board Members Present:

Ramsey McPhillips, Steve Iverson, Haley Queen, Gerry Hunter (via Zoom)

Board Members Absent:

Linda Werner

Guest(s):

Charlene Doland, Allison Ernst, Keith Jordan, Susan Allen (via Zoom), Carla Thaler

Note: Keith functioned as the interim note-taker in the Secretary's absence

Meeting called to order: 5:06 pm

Formal vote on new board members

- Charlene, Keith, Allison, and Susan present
- Current board members that were present voted
- All new board members were officially approved
- Terms start January 1, 2024

Approval of Minutes

- The minutes of the previous meeting were unanimously approved as distributed.

Treasurer's Report

- Donation update
 - Winner of ebike raffle donated \$1,500
- Unofficial proposal to reserve about \$4,400 to help bring community up to speed with new policy changes
- Ebike raffle brought in almost \$7,000
 - Suggested that the board vote on moving this into the general account

- In total, \$25,672.00 in all accounts; with \$2085.41 available to be transferred from PayPal.

Partner Organization Reports

Edible Landscapes of Yamhill County

- Received a \$33k grant from the Oregon Community Foundation
 - Install several community gardens around Yamhill County
 - Partner with Head Start, Mac HS, and others
 - Meeting on December 5 to start planning
 - Been communicating with other community garden organizations in the Portland area for information
 - Suggestion to look into new federal grants that are multi-million dollars
 - Build a food forest in Yamhill County
 - Hire a coordinator
 - These forests could act as parks to grow food for the community
 - Public lands
 - We would need two nonprofit partners, such as YCAP

ZWM Projects & Reports

Sustainable Arts Festival

- Committee has been meeting
 - Committee is composed of Haley, Nora, Joan, Carla, and possibly Joan
- Idea - change venue of Festival to a vacant hotel or rent a room
 - Possibly the Mac Theater hotel or the McMinville Inn
- New vendors have been found for the Art Festival
- Question - are vendors determined based on product price points?
 - Ramsey will talk with vendors to agree on set price point range
- Suggestion to try and get "lemonade day" on the same day as Art Festival

Plastic Project

- Gerry Hunter is working on a pilot project
 - "Forever ware" for takeout
 - Subscription-based system
- Compostable products being tested
- Second Saturday of February (10th) is the next Plastic Project event

Events

- Suggestion to form a sub-committee (w/ Sheila and Linda) to make the Farmer's Market completely compostable; Steve to take lead
 - Work with the food vendors
 - Ensure we have the right products to recommend to the vendors
 - Question - will this raise the cost for the vendors?
 - Yes, it will always be more, but sometimes not much more
 - Some products will be going away with the new policies anyway
- Look into having a ZWM booth at the UFO Festival
- There is a new president of the IPNC
- Can collection for fundraising
 - Treasurer reports that there is another \$2k we have from recycling cans that can be added to our budget
 - Calculations show that there is roughly \$70k in cans/bottles from local businesses that are not collected that we could tap into
 - Collection would be a "full time" job
 - Gerry suggests that this could place a burden on employees. He also raises the concern of theft.
 - Collection would have to be consistent (every day or two)
 - What about the residential stream of cans/bottles?

Chapul Farms

- Farm is going "gangbusters"; some huge grant wins
- Food waste trial has been very successful
 - Modular system in a container that will go to five farms (low income) across the country
 - \$1.7 million for this project

Standards Project

- We need to resume; waiting for results to come in from Recology

New Business

Review of Annual Dinner

- We had a recap/debrief via Zoom on Nov. 29

- Susan sent out her thoughts, and the group discussed
- Suggestion to form a subcommittee to review and improve dinner for next year
- Ultimate take-away is that there is a difference between Volunteer Appreciation Dinner and the Annual Fundraiser Dinner
- We will resume our review of this later in the spring

Guest Speaker Preparation

- Starting in January
- Suggestion to add Adrian Chitty to the speaker line-up
 - Works for A-Z as sustainability coordinator
 - Is on IWAC board with Jackson Wines
 - Steve has talked with Adrian and he is interested in speaking
- Other guest speakers are Haley Queen, Chapul, Recology, and the Plastic Project
- Suggestion to see if Bottle Drop would be interested in speaking; community still has questions about how Bottle Drop works
- Start advertising
 - Haley will be posting on the website and socials
 - Need topics, information, and pictures/graphics

Consolidation of Lists

- Susan working on compiling a database that everyone will have access to
 - Current lists are scattered; will consolidate and categorize into a spreadsheet
 - Everyone needs to send all lists with names and phone #s to Susan within the next week
 - Suggested that rather than updating lists before sending, send them to Susan and then everything can be updated in the CRM afterwards
 - Include: First name, last name, phone #, email, and mailing address

ZWM Strategic Retreat

- Location should be local
 - Ramsey's house
 - Rent an AirBnB (possibly Wortman House?)
 - Back room of the Atticus Hotel
- Maybe show movies and have food (takeout)
- Have partners come address our group, such as Mac Habitat
- We need to set goals for what we want to achieve at this retreat
- Suggestion to form a committee to discuss and plan this retreat

- The dates of February 13-14 were proposed and appear to work for most
- Ramsey will check with the Wortman House (across from Foreland Beer)
- Suggested that we meet an hour early (4pm) for the next board meeting on January 8th to further discuss and plan this retreat

New Logo

- Haley has designed a new logo and is in the process of incorporating it into all ZWM channels
- Question - is there a style guide or official letterhead?
 - Not currently
 - Susan will work with Haley on standardization of our marketing style guide
 - Will have something completed and ready to present to the group at the strategic retreat

Secretary

- New secretary needed after Linda's resignation (thank you Linda for all your hard work)
- Duties include taking notes, sending out minutes, maintaining bylaw compliance and coordinating organization
- Keith Jordan volunteered to assume role
- Unanimous vote to approve; Keith is the new Secretary (term starts Jan. 1, 2024)

Annual Dinner Review, cont.

- Question - the materials such as candles/lights that Nora charged us for - are they ours or did we rent them?
 - They were rented to us
- Total cost of the event -\$2300
- Total funds brought in +\$5400
- Discussed how the plates provided were too big; people filling up plates
- Suggestion to have someone serve food to help standardize portion sizes
- We will wait and discuss more in spring '24

Meeting adjourned: 6:36 pm