

**Zero Waste McMinnville board meeting minutes  
May 6, 2024 @ Carnegie Room**

**Board members present:** Ramsey, Linda, Allison, Steve, Susan (Zoom), Haley

**Board members Absent:** Charlene, Gerry

**Guests:** Jeri White, TPP, Sayla Grom, Chapul Farms

**Meeting called to order: 5:05PM**

**Approval of minutes:**

- (1) Ramsey moved to approve the minutes as submitted, Allison seconded; the minutes were approved unanimously
- (2) Until a new secretary is designated, Steve continues taking minutes.

**Treasurer report:**

- (1) \$24,541.79 in all accounts; latest deposit = \$595 received from First Federal Community Ballots (based on 46 votes for us)
- (2) First Federal Community Rewards is now open, offering \$2/volunteer hour that gets logged with First Federal; volunteer hours are now logged only online; each FF customer should have gotten a reminder email with the link to the timesheet.  
**(Action)** Steve will forward the email he received to Allison for distribution to our mailing list.
- (3) Bottle Drop – there was no discussion; finding someone to replace Ramsey on this remains an open issue.

**Change in order of agenda:** Linda suggested that we promote the General & New Business section higher in the agenda, because we have rarely been able to review these items. The board agreed and we now adopt the new order.

**General & new business:**

**(1) Volunteer coordinator**

Steve noted that this role was identified during the strategic planning session in Feb. At that time Jeri was interested in doing it for the entire organization, just as she has for TPP since its founding. When asked if she's still interested now, she affirmed that she was. We discussed compensation, and with Jeri's consent, agreed that \$25/hour was a fair rate, with a monthly limit of \$500 (i.e., 20 hours per month). Steve moved that we establish the volunteer coordinator position with those compensation terms, starting May 2024, Susan seconded, and the motion passed unanimously. Following this action there was a discussion of the question: How do we log new contacts through our website and use this for volunteer outreach? As it stands, Mail Chimp and Hubspot are not connected. Susan has been doing the operation manually.  
**(Action)** Susan will look into how to automate the connection.  
Allison suggests we do updates on a regular basis, such as quarterly.

Allison also recommends we use Signup Genius for coordinating volunteers for our events, and upon discussion the board consensus on this is affirmative. Jeri will therefore issue volunteer callouts via Signup Genius.

## **(2) EPA grant application (Sayla, et al)**

Guest Sayla Grom passed out a summary note on an EPA Community Change Grant application that Chapul Farms is preparing. Zero Waste McMinnville (ZWM) and the McMinnville Economic Development Partnership (MEDP) are non-profit “Lead Co-Applicants” on the proposal. The Chapul Farms proposal team has funding from Business Oregon to prepare the proposal, and aims to submit it by end of July. The proposal asks for \$10-20 million from the grant, with the remainder of the \$40 million estimated project cost supplied from lenders and investors. The goal of the project is to build and bring into operation an industrial-scale insect farming facility that will be capable of processing the entirety of McMinnville’s food-waste stream into “high-quality animal feed and microbiologically rich soil fertilizer”, thus demonstrating this plant as a prototype for a regional food-waste-processing hub. After Sayla’s presentation, Ramsey pointed out that it makes sense in this context to have someone from Chapul on our board, and he nominates Sayla. Linda seconds, and the board approves unanimously. Welcome Sayla! – she will join Allison and Charlene on the Food Waste Committee.

## **(3) Meeting with the Mayor**

The first topic discussed was current city sustainability initiatives, if any. Mac has just begun the formal process of identifying current “green” initiatives and ways to develop a formal plan. One idea has been to organize a series of Ted-type talks from various stakeholders – public agencies, private institutions, businesses, non-profits, etc. – to get a picture of what’s already going on. Ramsey discussed his Circular City concept. Jeff Towery (city manager) was invited into the meeting to fill in some details – city franchise agreement with Recology (“it’s a mess”); a look at some possible future approaches. It was noted that the city has a stakeholders’ meeting upcoming. The mayor was caught by surprise by Ramsey’s proposal for dedicated “sustainability program” space as a set-aside in the new community center building. She responded by saying it might be possible to find space in one or another city building that is vacated as facilities are consolidated.

## **(4) Strategic plan**

**(Action)** Board members are asked to bring our “personal job descriptions” with us to the next board meeting.

## **(5) Board development**

The question was asked of Haley: does it make sense if she keeps her board seat, participating when able, or not? After some discussion it was decided that it was best for all if Haley simply vacated her seat to leave it open for other candidates. The board voted to formally adopt this action and asked that it appear in the minutes.

### **Partner organization reports:**

**Edible Landscapes** – the board noted the upcoming Edible Garden Festival & Compostpalooza event on this coming Saturday, May 11, 10A-3P @ Mac Market

**Mac Tool Library** (Ramsey w/ input from Keith) – the MTL will have a table at the Mac Farmers Market twice per month. The group continues to use a temporary storage area while looking for more permanent storage space. They are scouting for grant opportunities to seek funding to build, or remodel, their own space.

### **ZWM projects & reports:**

With time running short the floor was opened to any project that had something of significance to report, with one response:

**The Plastic Project** (Jeri) – in addition to the next plastic collection event upcoming on June 15, other recent developments include: Eight new volunteers have been added to their list; five events are scheduled for the next 2 weeks, including the second in their series of workshops.

**Meeting adjourned: 6:25PM**

**Submitted by Steve Iversen, temp Secretary**