

Zero Waste McMinnville

Monthly board meeting minutes

Monday, June 3, 2024

Carnegie Room, McMinnville Public Library

Board members present

Sayla Grom, Linda Werner, Susan Allen, Ramsey McPhillips, Charlene Doland, Allison Ernst, Steve Iversen

Board members absent

Gerry Hunter

Guests

Jeri White, TPP

Christefano Reyes, volunteer

Keith Jordan, Mac Tool Library

Brynn Moir, volunteer

Meeting called to order: 5:02pm

Approval of previous meeting minutes:

Linda noted that the number of TPP presentations listed in the May minutes needed to be changed; Charlene moved that the minutes be approved as amended, Linda seconded; the amended minutes were approved unanimously.

We discussed the need to designate a new secretary, with Allison expressing interest and asking for itemization of duties. Primary duties named were: recording, preparing & distributing meeting minutes; maintaining documents such as agendas, minutes, bylaws, strategic plans, other working documents. The board affirmed that the Zero Waste McMinnville document library needed to be in electronic format, not paper, and noted that Allison has already begun setting this up on Google docs.

After this discussion Susan nominates Allison for the position of board Secretary, Charlene seconds, and the board approves unanimously. Thanks to Allison for assuming this responsibility!

Treasurer report

\$23,494.77 in all accounts; latest deposit - \$200 from Compostpalooza raffle; latest expenses – two \$500 sponsorships, for Edible Landscapes and the Mac Tool Library.

First Federal Community Rewards remains open.

Allison requests that on our Paypal “Donate” button on the website we add the option to include a message from the donor, and Steve agrees to do this

The board unanimously agreed to keep the ZW Oregon account open. These funds will be used for future events and legislative work. These were funds for advocating our mission.

Chapul is donating 10% of sales from the farmers market (dried larva + frass) back to ZWM.

These funds are going into the "Special" account

Ramsey will send a picture of the sales tracker from frass and dried larvae to Sayla so she know how much to donate back to ZWM every week after the market

Sayla will bring another closed tote of frass to the market to keep the smell down. We may need a lockable cart and to keep the frass further away. We will see how this goes.

Sayla has Chapul Farms brochures that Linda will take to the market.

Susan mentioned that we are zero-waste group and should figure out how to use less paper, such as brochures. QR codes that go to more information online is one option

Susan motions to close the Arts Festival account, Keith seconds - the board unanimously voted to close the account. **Steve will go to First Federal and let them know the board has voted to close the Arts Festival account**

Ramsey motions to add a line item for "Grants" to the BSF Grant account so that we can add grant funds to this account. Sayla seconds. The board unanimously voted to add this line item.

General & New business

New Secretary appointed

As new secretary, Allison will collect past minutes from Linda, Keith and Ramsey. She will also collect our bylaws, strategic plan, and various reports to the Secretary of State, and put these in the ZWM shared Google drive.

Currently, with the Secretary of State, our address is listed as the Carnegie Room at the McMinnville Library. Allison will work on getting this updated and corrected with Steve.

Battery charging station at farmers' market

Christefano is a ZWM volunteer and currently volunteers at the farmers' market. He also runs the Mac Chess Club.

He has a battery charging set up and proposes to bring it to our farmers' market booth for the community members to charge their household batteries. This is a Maximal Power FC99 that can charge "single-use" alkaline (AAA, AA, C, D), RAM, Ni-CAD and Ni-MH batteries. It's not recommend to charge a single-use battery more than 5 times

Staples also has boxes where customers can bring in their household batteries and recycle them. This is mostly for customers to get rewarded (Call2Recycle).

Cristo could also weigh and collect the volume of the batteries that we recharge, and we could use this metric to show how many batteries we as a city are not putting in landfills

Cristo proposes this set-up at our booth and he is committed to: bringing his portable charger to the market, sorting customers' batteries, rejecting them if we need to, recharging batteries, handing them back to the customers, and educating the public

He can commit to two markets per month - Jeri will work with Cristo and coordinate volunteers when Cristo cannot be at the market

Cristo also proposes that if someone does not come back and pick up their batteries, those would be donated to ZWM

Allison will post about this zero-waste opportunity at the market on social media

We will need signage to promote this, which will cost some money

Ramsey proposes spending a couple hundred dollars on promotional signage (8.5x11 table top display + sandwich board signage)

Cristo says the hard costs could be: printing, flyers, banners, etc & a solar panel to plug into Anker battery to showcase that we are a circular green group (using solar energy)

Ramsey wants to know how much a solar panel is. Susan says they are \$1 per watt, so a 100watt panel is \$100.

Ramsey is curious in finding a solar panel online. The board discussed how difficult it could be using a solar panel at the market, with cords, trees, space, etc. Using a solar panel was not agreed-upon.

The board also agreed signage for this should not cost more than a couple hundred dollars. We could print signs ourselves and maybe get a sandwich board sign.

Cristo's main concern is signage, and he could print a table top display at home. ZWM has plexiglass for displays

Spending for a table-top sign is unanimously approved by the board, estimated to be less than \$1.

Allison suggested that we collected a suggested donation for this service, as Cristo is bringing his own materials and using his energy. **Allison will get the PayPal QR code so we can add this to the tabletop display**

Steve will check on our Notes for PayPal donations so we know how to divvy up funds for this service

Volunteer Coordinator Report - Jeri

Cross training volunteers with ZWM and TPP

Lots of signups for market and collections

IPNC volunteers needed. This requires a lot of oversight and logistics. Sayla may volunteer if she is in the area. A perk of volunteering is that they can sleep in the dormitories (provided by IPNC/Linfield), and that great food and wine is provided. This may also be the last year, so this may be someone's last time to attend/volunteer

Not using Sign-Up genius right now, as we do not have a list of events where volunteers are needed

No current involvement with Wine Country Pride, but we should tell Jeri as soon as possible so she can collect volunteers

Strategic Plan

Board members were supposed to turn in their job/role descriptions by tonight's meeting. Linda and Charlene emailed theirs in. Allison put her's in the Role Definitions ZWM shared Google

drive. Allison said the board could email their descriptions to Allison and she could put it in the Google drive for them.

We need description for: Ramsey, Susan, Sayla, and Steve

Allison is also updating our website and proposed every board member have a mini-bio in the website. This was agreed. **Allison is requesting from every board member: a professional**

headshot, a two-sentence bio, and your favorite zero-waste product

Allison will also add to website an area that highlight's ZWM successes, for grant visibility

Events

ZWM will participate in the Garden Faire. Ramsey will do recycling collection

Annual Dinner

It was previously agreed that that we will reformat the annual dinner, and that it would be just a dinner + a wine wall

Ramsey suggests that we not ask restaurants to donate food. Maybe have everyone who makes pizza in the city bring a pizza? A pizza cook off?

Ramsey has already reserved the Grand Ballroom for the Friday before Thanksgiving. Jeri voiced concerns over the location as lighting and sound is not good in the Grand Ballroom

It was agreed that we need to set up a planning meeting. Those who were interested in joining the planning committee are: Ramsey, Susan, Allison, Linda

The planning committee will meet June 17th on Zoom. Allison will set up

Business Liaison update - Susan

Susan is focusing on Foreverware and that business development.

Baker Street Cafe is interested in Foreverware. They've had some recent feedback from customers that is making them consider Foreverware. Their customers do not like the plastic containers their food is currently being packed in.

Laughing Bean is officially interested in Foreverware and is setting up a meeting with Susan.

Grants

Charlene was curious if we have a ledger for Grant funds and spending that can both keep us on track with grant spending, plus be something we could share with organizations to show how we are using grant funds. Sayla has a ledger she used for the BSF Grant. Could this be a template for future grant ledgers for ZWM?

TPP is currently applying for 2 grants, ZWM is applying for 1 grant.

Ramsey proposes that we could also pay someone to professionally manage our ledger with grant funds we receive.

Partner Organizations

Mac Tool Library

Currently selling bird house kits and t-shirts at the farmers' market

They have a great collaborative partnership with the Library of Things with the McMinnville Public Library

The Cub Scout Pack 454 approached the MTL and the MTL is helping them with their Pinewood derby. MTL will be providing tools to help with derby cars

Applying for DEQ grant + 1 other

Recently sent out a survey to see what resources people are needing, to tailor tool needs. This was sent out via Nextdoor, email, the website, and social media

MTL is also wanting to diversify their reach and is meeting with Unidos. They are also working to translate their survey into Spanish

Planning on opening a physical space in early 2025. This space would be used for repair workshops and education. They are dedicating a corner of library to be an upcycled area, where people can use certain items for their own projects.

First Baptist Church has a basement that the MTL may use for this space. A mechanical shop on 3rd Street has also reached out the MTL about being a location

They have a board of 7 + 20 volunteers

Edible Landscapes

The Garden Festival was successful. Participants mostly will be back next year. One was on the fence. EL has a list of items they will improve on next year.

June 15th, 10am-12noon, EL is hosting an event in the Carnegie Room in the McMinnville Public Library. A food forest expert will host a workshop on the practical aspects of building a forest, plus talk about the community impact on building a forest.

Charlene knows this is the same day as the plastic collection event, so if participants of this event bring plastic to this workshop, ZWM will then bring it the TPP collection event

Soil & Water Conservation group is hosting a tour for soil conservation and solar energy

MEDP is planning a discussion for their summit (June 5th at 2pm) and have invited ZWM, TPP and Edible Landscapes. This is a planning meeting for the circular city concept. This summit is for both profit and non-profit groups. Charlene has the Zoom link and will send it out so that ZWM board members can join virtually. There is also an In-person option at the Community Development Center on 5th Street.

Edible Landscapes is also talking to Public Health on grant relationships

Projects & Reports

The Plastic Project

Foreverware report

Brynn is the sustainability advisor for Foreverware. She will be the main contact for education and outreach

Susan and Brynne will be going to restaurants to spread the word about Foreverware, a reusables company based out of Minneapolis

Sayla mentioned Bold Reuse is another company in Portland who has succeeded in reusable containers

Okapi is also based in Portland, but Okapi comes down to the businesses and collects the reused products, instead of the customer bringing the product back

Foreverware is a non-plastic container that TPP is interested in. Bold Reuse is a plastic container

There are non-profits that will pick up the costs of buying these reusable materials for restaurants

Sayla will send some information to Susan on their current kitchen pick-up partners, so Susan has a list of restaurants that are already on a sustainable path

General Plastic Project

The Plastic Project needs 500 more brochures. Their current brochure lists now outdated information on #6 plastic and Styrofoam

The McMinnville Recology transfer station is now collecting bread bag clips, caps (not lids), utensils, and straws. They say they are working with Denton Plastics in Portland, which is the same group TPP and James Recycling works with. Jeri is curious who will be monitoring the plastic that is dropped off at this location.

The Plastic Project is asking Zero Waste McMinnville to sponsor a program for the first 5 restaurants that sign up for Foreverware. This will be \$500 per restaurant, for a max spend of \$2,500. This is to get the Foreverware project started. Jeri would like 50 restaurants (within Yamhill County) to be onboard in two years. They will focus on McMinnville for the first year, then Yamhill County for the second year.

TPP will apply for grants in 2025, but they are asking for this ask now for restaurants who are interested now.

The restaurant would supply 3 months of invoices for Foreverware product to ZWM.

Ramsey is wondering if this \$2,500 will get reimbursed to ZWM.

The fees for Foreverware include: a \$250 start up fee per restaurant for technology materials plus another \$250 for a pack of 50 reusable pieces. This subsidy from ZWM would help a restaurant with their start-up fees. If the product doesn't work/catch on, Foreverware will buy back the product (\$250 of product - not technology). ZWM would then also get that money back. This \$2,500 would come off our main account.

Sayla proposed in getting a letter of intent from restaurants for using this product for 3 years. We could agree to this subsidy to collect the data from McMinnville restaurants to see how these reusables are working. We need to demonstrate that we have the wherewithal for this program for the city and the county. This data would help us to apply for future grants.

Jeri agreed, this a great PR opportunity to promote reusables.

Ramsey moves to allocate \$2,500 to this Foreverware project. Sayla seconds. The board unanimously approves this project.

C&D Committee

Gerry is no longer on committee

Steve and Ramsey are still working on this committee

Chapul Farms

Still seeking lead applicant for the grant they are applying for - this lead needs to have significant grant experience. MEDP is one possibility, Chapul are still determining who is the best fit for that role

There is a comprehensive community plan element with this grant, a memo need to be included in the application of how the community will be affected by this grant

Chapul has found a grant writer with WWF to write their first draft in July

Chapul is also reserving some funds for legal consult. Especially how some of Chapul's funds will go back to ZWM as a donation. Chapul wants legal consultation on this aspect. 25% of Chapul's profits will come back to ZWM, this needs to be included in the grant

Sayla will set up special working sessions for grant writing prep work. She does not think this needs to be set up a committee, she will just set up these sessions as needed.

There have been some grant conversations in FW+O meetings. Edible Landscapes and Chapul will keep each other informed on their grant process

FW+O Committee

Charlene has reached to two companies who have smart bins for sorting waste but has not heard back yet

Sayla is looking into possible food-waste grants

Our Q1 goal was to research food-waste processing facilities in McMinnville. We planned to talk to the city, Recology and Chapul. Our question is, who can and could process post-consumer waste

We will bring this interest to the Summit meeting with MEDP on Wednesday 6/5

Recology has taken on many small pilot projects for pre-consumer food waste. DEQ has a limit of what Recology can take on with these pilot projects. We need numbers from Recology to see how these projects are going

Cristo has connections to Recology and has offered connecting ZWM if our email and phone calls continue to go unanswered

Allison is going to start planning our involvement with Food Waste Prevention week earlier. FWP week is the first week of April and it snuck up on us this year. We will start planning for 2025 in the Fall of 2024.

Sayla is also researching what food waste grants we might be eligible for

We're working on our dream budget and how we can both raise money and spend money

Allison is working on cork and plastic recycling for wineries

For our next committee meeting, we are also going to plan our Q3, Q4, 3-year and 5-year food waste goals

TPP & FW+O

The Plastic Project and the Food Waste + Organics committee are meeting regularly to work on the website

We are also working on a double-sided half-sheet with reusable food container options for restaurants. This sheet also has information on Chapul Farms and food waste prevention.

Allison is working on this in Canva and has some design experience if the board needs anything digitally created

Standards Project

Jeri will send SKUs to Ramsey for the Standard Projects

Are there any compostable projects that have met their standards?

Tainable and Zero Food Print

Tainable is working on a project called Fork to Farm. This would add a surcharge of 1% from all sales from restaurants and wineries, and this money would go back to farmers. McMinnville will be the test city for this project. Boulder, CO is also a city that is doing this

Plastic-Free July

Last year we had a plastic-free potluck. We do not have anything planned right now.

Other conversations

Susan proposed that Brynn would be an excellent speaker for our Speaker Series next year. She makes everything at home, and excellent hummus. It could be about making your own goods at home.

Susan and Jeri are attending the Zero Waste zoom workshop on June 12th. This is with Zero Waste USA

Ramsey proposed ZWM could possibly work with the Mac Tool Library on a repair cafe

Ramsey is working on putting together a paper on endowments, we need something sustainable with a legacy. This will be done by this winter. This could be something we sponsor for all non-profits in McMinnville. This will help with grant applications and visibility

Meeting adjourned: 7:25PM

Submitted by Allison Ernst, Secretary