

**MEETING MINUTES
RECYCLING & SOLID WASTE REDUCTION BOARD
TUESDAY, OCTOBER 12, 2021**

Community Building – Activity Room 6104 Auden, West University Place, Texas 77005

1) CALL TO ORDER:

Chairman Marlow called the meeting to order at 6:00 PM.

2) ATTENDANCE:

Members Present: Chairman Orval Marlow, Jason Ball, Mary Barnwell, Corinn Davis, Monte Edlund, Julie Fehl, Lindsay Gregory, Rick Mifflin, Eric Orzeck, Ravi Pai, Shreya Seth

Also Present: Ed Orozco (West U, Asst. Director of Public Works), John Barnes (City Council Member)

Member(s) Absent: None

3) AGENDA ORDER:

There were no changes to the Agenda order.

4) APPROVAL OF MINUTES:

A Motion was made to approve minutes of the September 21 meeting.

1st: Rick

2nd: Eric

Action: Pass

Vote: Ayes: Chairman Marlow and all present.

5) BOARD MEMBER REPORTS-BUSINESS ACTION/ACTION ITEMS

(a) New Neighbor Program- Shreya

Orval discussed all handouts. Shreya provided additional information including how to complete the forms. She is going to set up new neighbor information in Googledocs for each member such that deliveries are localized and provides follow-up opportunities for vacant homes or homes under construction (so those new neighbors don't fall through the cracks on deliveries). Shreya will send reports to Ed to convey bin availability status. Ed provided literature to be used for New Neighbor deliveries. Ed commented that bins and additional literature may be obtained by contacting him a day or so in advance.

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(b) West U Elementary School Boo Bash (October 16, 2021)-Board

Orval discussed the upcoming event. There will be games to play for children and helpful literature for parents. The RSWRB booth will be located near the playground. Orval plans to check on both supplies and games with Ed on October 13. Shreya suggested the Board consider a program to implement Halloween candy wrapper recycling and suggested Rubicon or other boxes be placed at City Hall and WUES. Lindsay offered to coordinate with WUES and Julie offered to work with her on the program. Mary suggested publicizing the information on the WUES Constant Contacts parent news platform. Shreya suggested that Candy Wrappers could be collected also at the Shred-It event.

Orval also discussed the possibility of collecting pumpkins/gourds again this year. Ed will check with Living Earth and/or Zero Waste to see if there is support in receiving them. Mary suggested that if we are unable to provide information on pumpkin/gourd composting by Boo Bash, then we could possibly distribute a flyer at the November 6 Shred-It Event.

c) Upcoming Events:

1. November 6, 2021 Shredding Event

The event will last from 9am-12pm and require 2 people per shift. Suggestions were made that candy wrappers could be collected and handouts regarding pumpkin/gourd collection distributed.

2. December 2021 Tree Lighting Event

Orval requested a Board Member to take the lead for this event. A tentative date of December 6 has been set, but City Council needs to set/confirm the date.

d) Social Media-Themes: November 2021- Board

For the month of November, Corrin offered to with advertising events including providing language, images, and coordinating with West U communications regarding social media content.

(e) Curbside Guidelines Insert for Winter Currents- Board

Numerous comments were received from Board members. Orval said the deadline was Friday, so we wasn't sure if the all of the text changes and graphic re-arranging could be done in time.

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(f) Other Currents Articles Discussion

Eric prepared an article about Medical Bridges that he submitted to Orval. Orval requested Board members consider topics they would like to write about and suggested we have articles prepared in advance there's always one ready to use.

(g) Miscellaneous

Orval said that a textile recycling company representative will attend the November Board meeting. Sizes were taken for Board shirts.

6) WEST U STAFF REPORT:

Orval and Ed explained the recycling and trash reports and went over the August 2021 Reports with the Board. The audit conducted by Waste Management on September 8 indicated 0.4% contamination. The Report is a "snapshot" based on the last audit and isn't modified monthly.

7) CHAIRMAN'S REPORT:

Orval mentioned several action items that will appear in the Action Worksheet Attached to the minutes.

8) BOARD MEMBER COMMENTS:

Corrinn requested information about the pilot program. Orval will distribute the pilot program survey results by email for discussion during the November meeting.

10) ADJOURNMENT:

At 7:42PM, Shreya motioned to adjourn tonight's meeting to November 9, and the motion was seconded by Corrinn. The Board voted unanimously to adjourn the meeting.

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**Attachment 1
Action Items –October, 2021**

Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
West U Winter <i>Currents</i> -Curbside and Recycling Guidelines	Marlow	10/12/21	10/16/21	
WUES Fall Carnival (Boo Bash)	Marlow	11/9/21	10/16/21	
West U Shredding Event	None	11/9/21	11/6/21	
Tree Lighting Ceremony	NEED	11/9/21	12/6/21	
Email copy of pilot program/survey	Marlow	Prior to 11/9/21	11/9/21	
<i>Currents</i> Article	Marlow/Orozco		Ongoing	Deadlines for upcoming issues to be obtained by Orozco and volunteered/assigned in advance by Marlow.
Spring 2022 <i>Currents</i> Article	Orzeck		Provided to Marlow prior to 10/12/21 Meeting	Topic is Medical Bridges
Summer 2022 <i>Currents</i> Article				

**MEETING MINUTES
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Action Item	Board/Staff Lead	Next Review Date	Completion or Event Date	Comments
Fall 2022 <i>Currents</i> Article				
Binders for (new) members, both manual and online.				
Curbside Recycling Guidelines	Ball	11/9/21		Ball offered to review the latest on plastics for curbside recycling. This will not be in time for the Winter Currents issue but will help for future reference.
WUES Communications				
Social Media	Davis	11/9/21		
Neighborhood Welcome and Bin Delivery	Seth	Ongoing		