

**MEETING MINUTES**  
**RECYCLING AND SOLID WASTE REDUCTION BOARD**  
**TUESDAY, January 14, 2020**  
**Community Building – John Neighbor’s Activity Room**

**1) Call to Order**

Marlow called the meeting to order at 6:03 PM.

**2) Attendance**

Members Present: Brown, Castro, Hairston, Jacobs, Little, Marlow, Mifflin, Sheth, Sickler, Stelzer

Also Present: Barrera

Members Absent: Swiger

**3) Agenda Order**

There were no changes to Agenda order.

**4) Approval of Minutes**

Sickler motioned to approve minutes of the December meeting and the motion was seconded by Brown. The Board voted unanimously to approve the December minutes.

**5) Board Member Reports**

**a) Houston Marathon and Waste Reduction – followup – Marlow**

Needed to notify Parks department ahead of time in order to implement zero waste policy with community.

To do: Yvonne will create document for next year Marathon to outline zero waste policy. This will involve food, water bottles, and clothes,

**b) West U Elementary School International Festival Report – January 11– Susie/ Board**

Susie reports positive feedback for event. For next time it would be beneficial to have a more accurate headcount and information about ages. It was suggested that we should break kids into groups by age. Jennifer remarked that her group was diverse age-wise but that the older kids helped the younger. Jennifer suggested a round of applause for Susie for organizing this new event so successfully. Orval talked about possibility of working with new principal on more recycling initiatives..

To do: Susie to create report for Board records.

**c) New Neighbor Program – Brown**

Brown reminded Board that he sent out electronic list for this month and brought supplies to meeting. Brown requests Board finish all outstanding 2019 new neighbors for year so he can generate report. Brown has list of I completed work. Barrera reminds Board that we can email him if we need bins. He can have bins delivered to Board member homes.

To do: Complete any outstanding 2019 “new neighbor”. Brown to generate report for next meeting.

**d) Recycling and Solid Waste Survey for Residents – Discussion - Board**

Orval wants Board to think about what we want for Survey - it’s focus. Does community have a focus? Steltzer reminds Board that our job is to generate list and to get this to the professionals (per Gerardo) who will then be able to help us fine-tune the survey.

To do: Board members to review survey and rate each question (5 – most useful, 1- least useful). Email Orval with questions (marked 5 to 1] by next Tuesday (1/21). Orval will compile responses and email Board (1/22).

**e) Waste Management Responses and Follow-up Discussion - Board**

No discussion.

**f) West U Little League Carnival – February 29, 2020 – Board**

Yvonne will be point person for Carnival. Orval reminded Board that we need to make sure we are in good location (away from generators, etc.).

To do: Yvonne will send out previous reports so Board can send suggestions.

**g) Tri-Sports Recycling – signage and 2020 preparation – Marlow/ Board**

January 22-27 is suggested time for team meetings. Each Board member will attend at least one meeting to give a presentation on recycling. Each team will have a cleanup/ recycling person who will be in charge of pledge sheet. Teams with highest percentage of pledges will be eligible for award. Award/ criteria will be determined later.

Gerardo's team will be placing concrete pads under bins within next few weeks.

To do: Orval to send out signup for presentation after he receives meeting list. He will also send out suggested presentation materials.

Board to determine prizes and what constitutes a "win".

**h) Master Recycler Program – Structure/ Discussion - Board**

Jacobs emailed first draft of module one for Master Recycler Program. Edits were discussed.

Yvonne asked for any feedback as quickly as possible in order to keep project moving forward.

To do: Board members to provide edits ASAP. Board members to work on any materials they are doing for course.

**i) Currents Articles Discussion (articles assigned to Board members) - Board**

Orval reminds Board of Current article assignments,

To do: Write Currents articles

**j) Miscellaneous (and other items discussed by Board)**

**6) West University Staff Report**

All "trash" stats for 2019 are finished and were discussed. Gerardo will have "recycling" and "yard waste" stats available at meeting in February, 2020.

To do: Gerardo to compile the rest of the stats for 2019.

**7) Chairman's Report**

Nothing additional to report.

**8) Board Member Comments**

- Steltzer recommends presenting City Council with idea for mandate for construction companies in West U. They would be required to agree to recycling of construction/ remodeling materials.
- Gerardo reminded Board that Christmas trees picked up by deadline (January 10, 2020) were taken to LivingEarth without fee. After the deadline, trees are picked up as "yard waste" for regular fee. Trees placed curbside (both before and after deadline) with lights, flocking, etc. are placed into "trash".

**9) Adjournment – next meeting February 11, 2020**

At 7:34 Brown motioned to adjourn tonight's meeting and the motion was seconded by Castro. The Board voted unanimously to adjourn the meeting.