

November 15, 2018

Memorandum #2018-138

TO: askHRgreen.org: Fats, Oils and Grease Subcommittee

BY: Katie Cullipher, Principal Environmental Education Planner

RE: askHRgreen.org: Fats, Oils and Grease Subcommittee Meeting – Tuesday, November 20, 2018

This is to call the next meeting of the **askHRgreen.org: Fats, Oils and Grease Subcommittee** for **Tuesday, November 20, 2018**. The meeting will begin at **9:30 a.m.** and will be held and will be held at the **Newport News Public Works Office** located at **511 Oyster Point Road, Newport News**.

In the event you are unable to attend, please let us know. Comments and suggestions based on this agenda package are welcome. The Agenda for the meeting is as follows:

1. Meeting Summary

The meeting summary for October is attached for your review and information.

Attachment 1

Action: Approve the meeting summary.

2. askHRgreen.org Events

November 13 – Anthem Eco Fair, Virginia Beach

November 15 – Anthem Eco Fair, Norfolk

February 9-10 – Hampton Roads Home Show, Hampton

Action: Based on discussion.

3. Media & Promotions

The Committee will review the updated media plan and budget breakdown for the year and continue discussion of the following campaign priorities:

- What Not To Flush – man on the street interviews.
- *New:* Holiday Grease Grinch – see attached media plan/placement
- askHRgreen social media branding campaign
 - November
 - “I am thankful for...” asking people to comment about what they’re thankful for. Videos to post from Committee members: “What are you most thankful for?”

- Need from Committee: “What are your favorite Thanksgiving traditions?” – we’ll compile these and make compilation video to post prior to Thanksgiving.
- December
 - Green holiday practices – slideshow videos highlighting will be posted of green practices for food, wrapping, gifting, tree disposal, etc.
 - Videos to post from Committee members: “favorite green gift ideas”

Attachment 3A, 3B

Action: Based on discussion.

4. Brochures & Printed Materials

The Committee will review the draft FSE BMP brochure/poster and yellow grease rack card.

Attachment 4A, 4B, 4C

Action: Based on discussion.

5. Website Development Initiatives

The Committee should discuss new and existing development initiatives for the HRFOG.com regional certification website. Specific tasks include:

- Updating the site to a responsive (mobile-friendly) design
- REST .api compatibility for integration with locality databases
- Full user report error – continues to be an issue
- Data QC reports finalized
- FSE load error when there are certified employees associated

Action: Based on discussion.

6. Roundtable

Committee members should share any information or discuss any current issues with their FOG programs.

Action: Based on discussion.

7. Staff Reports

Budget – The current FY19 budget is attached.

Attachment 7

Action: Based on discussion.

Next Meeting – Tuesday, December 18, 2018 at 9:30 a.m. in Chesapeake.
KC/sl