

District Signing

- JW will send proposed signing to Exec Dir McGlasson this week

Carton Recycling

Matt is waiting from Jim to indicate which recycling providers do offer carton recycling.

- Can survey MCCSC about participating
- Will reach out to Rumpkee about carton processing

Compost Captains Plan:

- Designate a number of "compost captains" per neighborhood,
- Launch website via social media and press release

Contact previous program attempts - No dice

Outline:

I. Intro/Motivation

- A. Food waste stats
- B. CAP goal (WM1-A-6)
- C. Lowest Impact method
 - 1. Self-sustaining
 - 2. Zero transportation

II. Structure/Infrastructure

A. Roles

- 1. Captain
 - a) Training Required
 - b) Ranking to limit # of participants
 - (1) Ranking defined by ability and experience
 - (2) Example: freshman, junior, senior
 - c) Commitment to pre-defined duration
 - d) Determines Drop-Off windows.
 - e) Can terminate participants (for contamination - 2/3 strikes?)
- 2. Participant
 - a) Needs to provide contact info in sign up [given to Captain]

B. Interactions

- 1. Signup
 - a) Through web portal
 - b) Participant chooses Captain
- 2. Drop-Off
 - a) Designated Receptacle
 - b) Within the Captains specified window.
 - c) Flag Up

3. Cancellation
 - a) Via website,
 - (1) Participant: any time, notifies captain w/ no notice
 - (2) captain: requires 1 month warning- notifies participants
4. Compost Party
 - a) Annual social event for all captains and participants to celebrate efforts and build community. (Zero waste)
- C. Operates on web portal for
 1. Captains to indicate their open slots, Drop-Off Hours, Drop-off process info
 2. Participants to sign up for their local compost captain
 3. Communications between parties.
 4. Host resources & FAQs, Open Community forum
- D. Site Constraints
 1. Adherence to local code
 2. Accepted Material
- E. Drop-off procedure
 1. Have Guidelines for the drop-off process
 2. Leave some definition up to the discretion of the Captain.
 3. Weight/volume/frequency limit. (5 gal / participant / week?)
 4. Violations can result in termination by the Captain (2-3 documented strikes?)
 5. Using lidded 5-gal buckets; 1-for-1 swap full bucket with clean empties.
 6. Placed in designated receptacle crate with flag

III. Resources

- A. Administrator Guidelines
 1. Initial Setup
 - a) Materials setup
 - b) Web Portal Design Description
 - c) Initial Captain Training
 2. Maintenance/Upkeep
 - a) Captain Training? (or captains train captains?)
 - b) Web portal management
 - c) Material replacement
 - d) Recruitment?
 - e) Composting Compliance check-ins?
- B. Captain
 1. Proper composting curriculum
 2. Process for advancing rank
 3. Penalties for improper composting
- C. Participant
 1. Best practices on working with your compost captain
(Can freeze food waste so doesn't smell)

2. Guidelines on drop-off procedure
3. Penalties for contamination & drop-off violations
- D. A virtual space for participants to exchange/leave feedback

IV. Startup Outreach

- A. Identifying Existing Composters to serve as captains
 1. 1k HwM mailing list [Devta]
 2. Neighborhood Associations
 3. Compost Container sale buyers
 4. MHC or Hoosier Hill Food Bank
 5. Other lists?
 6. Target 10 captains to start (adjust based on survey results)
- B. Generate Interest
 1. Social media
 2. Posters?
 3. Yard Signs
- C. Survey

V. Program Obligations

- A. Time
 1. Web-portal creation
 2. Tracking Captains & Participants
 3. Training
 4. Composting compliance check-in
 - a) Sr captain responsible for making check-ins?
 5. Recruitment?
- B. Money
 1. HAND grants / ESD Subsidy ?
 2. Compost Bin Materials
 3. Buckets+Lids?
 4. Drop-off boxes
 5. Web hosting/App Dev?
- C. Materials
 1. Browns
 2. Buckets w/ Lids
 3. Drop-Off Box
 - a) Secondary value of curb appeal

Process flow

- Household interested in Participating
- Find captain on website
- Signup

- Captain gets notification of enrollment
- Participant receives 5 gallon bucket
- Follows drop-off procedure, picks up clean bucket
- Captain processes material
- Compost sale / distribution?