



Board of Directors' Meeting Minutes

March 16, 2021

Held via Zoom

Approved April 15, 2021

Present:

Board Members: Robert Isner, Connecticut Department of Energy & Environmental Protection, President; Josh Kelly, Vermont Department of Environmental Conservation, Vice President; Rick Watson, Delaware Solid Waste Authority, Treasurer; Megan Pryor, Maine Department of Environmental Protection; Kaley Laleker, Maryland Department of the Environment; Brooke Nash, Massachusetts Department of Environmental Protection; Mike Nork, New Hampshire Department of Environmental Services; Jared Rhodes, Rhode Island Resource Recovery Corporation; Terry Laibach, New York Department of Environmental Conservation, Ex Officio; Chip Foley, Ex Officio; and Chaz Miller, Ex Officio

Non-Board Members: Megan Byers, Association of Plastic Recyclers (APR); Al Sabino, Casella; Sarah Reeves, Chittenden Solid Waste District (CSWD), Vermont; Micaela Guglielmi, City of Salem, Massachusetts; Rachel Kenyon, Fibre Box Association; Dennis Colley, Fibre Box Association; Jen Heaton-Jones, Housatonic Resource Recovery Authority (HRRA), Connecticut; Grant Johnson, Mattress Recycling Council; Tom Gaffey, MIRA; John Culbertson, MSW Consultants; Steve Changaris, National Waste & Recycling Association (NWRA); Brennan Georgiani, Plastics Industry Association; Cherish Miller, Revolution; Resa Dimino, RRS; Patrick Grasso, Urban Mining; Billy Connelly, Vanguard Renewables; Lynn Rubinstein, Mary Ann Remolador, and Robert Kropp, NERC

Robert Isner, President of the Board, called the meeting to order at 1:02 p.m.

Treasurer's Report

After discussion, Robert Isner made a motion to approve the report, which was seconded by Josh Kelly. All in favor. [See attached.](#)

Banking Resolution

NERC will be opening new bank accounts and this requires an updated resolution from the Board authorizing such action. A motion to approve the resolution was made by Rick Watson and seconded by Jared Rhodes. All in favor.

Advisory Member Activity

Lynn Rubinstein reviewed the new and renewing Advisory Members since the October Board meeting. [See attached.](#)

Review of Votes Taken Since Previous Board Meeting

After discussion, Mike Nork made a motion to approve, which was seconded by Brooke Nash. All in favor. [See attached.](#)

Bylaw Revisions

It was agreed to modify NERC's bylaws to change the term of office for Ex Officio Board members to two years. Rick Watson made a motion to approve, which was seconded by Terry Laibach. All in favor. [See attached.](#)

Fall Conference 2021 Plans

Mary Ann Remolador presented NERC's plans for its fall conference. It was agreed to hold a virtual event in early October. A call was made for conference planning committee members and several individuals volunteered.

Formation of Bottle Bill Committee

During the Advisory Member Luncheon (virtual) in January, several Advisory Members supported the formation of a NERC Committee to discuss bottle bill legislation. This will be a committee open to both Board and Advisory Members. The committee will *not* be developing model legislation nor advocating on behalf of NERC for any specific position. It will be an opportunity for information exchange, updates on efforts to improve/expand bottle bills, the nexus between EPR and bottle bills and issues this may present, as well as other related topics. Lynn Rubinstein will staff the committee. The Board agreed by consensus to move forward committee formation.

Formation of Organics End Market Committee

The Regional Recycling Market Development Committee recommended to the NERC Board that a committee be formed to focus on end-markets for organics (infrastructure and selling of compost/finished products). After discussion, the Board endorsed the formation of such a committee with the caveat that it anticipates that the regional organics association being formed (next discussion item) will assume leadership of it within the coming year. In the meantime, Lynn Rubinstein will staff the committee. This will be a committee open to both Board and Advisory Members.

Regional Organics Association Update

The effort to launch a regional organics association has successfully begun. Key accomplishments are:

Formation of the inaugural Board

- Development of a name (currently East Coast Organics Management Association)
- Decision *not* to have affiliation with the USCC as a goal, although over time this may occur
- Decision to be part of NERC, along the lines of TPC and ERCC, rather than creating a new organization. This may change in the future.
- Invite all eastern states to participate (being mindful not to step-on the toes of USCC Chapters or active state organics organizations)

The Board meets monthly and is actively developing bylaws, a proposition statement, mission and vision statements, and membership and fundraising strategies.

Joint Strategic Action Plan with NEWMOA

The Board was provided a status report about joint initiative in advance of the Board meeting. Lynn commented that it has been a remarkably successful initiative, moving several critical issues forward with substantive results. [See attached report.](#)

NERC Webinar Series and Sponsorships Update

Since the beginning of the fiscal year NERC has held 16 webinars (some in conjunction with NEWMOA), resulting in total registrations 7,640, with 4,546 attendees; 59% attendance rate. The webinars have brought

NERC acclaim and recognition. The webinars were supported by 11 sponsors. Those sponsorships have ended. Several more webinars will be held in the coming months and the sponsorship program re-vitalized.

Committee Updates:

- *Regional Recycling Market Development Committee*

Chaz Miller, Committee Chair, provided an update on committee activities and achievements. These have included updates of the paper capacity report and ongoing blended value of a MRF ton reports.

- *Glass Committee*

Megan Pryor, Committee Chair, provided an update as well as a report of the launch of the work group to develop model minimum recycled content legislation. Chris Nelson, Supervising Environmental Analyst of the Connecticut Department of Energy & Environmental Protection; and Stephen Burm, Director of State Government Affairs at Anheuser-Busch with technical assistance from Ed Ferguson, Director of Sustainability at Anheuser-Busch.

- *Mandatory Minimum Recycled Content for Plastic Food and Beverage Containers, and Film Bags and Packaging*

Lynn Rubinstein reported that this committee (a joint NERC-NEWMOA committee) meets monthly and frequently has guest presenters. Cathy Jamieson, VT ANR is the chair.

Staff Updates

The Board was provided with the report in advance of the Board meeting. [See attached.](#)

Diversity, Equity & Injustice (DEI) Initiatives

Lynn reported on several new initiatives she and Mary Ann are working on to actively engage in moving the DEI conversation (and impact) forward:

- *Next Generation Scholarship Fund.* This scholarship program will help introduce scholars to the topics of sustainable materials management featured at NERC's Conferences. Scholarships will be awarded to select students interested in attending NERC's Conferences and learning about the recycling industry.
- *National DEI Training for the Recycling Community.* Working on partnership with the Western Michigan Sustainable Business Forum, NERC is designing and implementing a national (virtual) training for DEI in the recycling (and solid waste) community. Several other national organizations will be participating in and supporting the development and implementation of this program.
- *DEI Round Table Discussion.* NERC will hold a call open to Board and Advisory Members to discuss what priorities and initiatives their organizations have on this important topic. It will be held spring 2021.

Adjourn

The meeting was adjourned by common consent at 3:25 p.m.

Minutes reported by Lynn Rubinstein, Secretary to the Board.

Treasurer's Report

Period Covered: July 1, 2020 – February 15, 2021

Background

NERC's finances are recorded on an accrual basis. This means, for example, that when an invoice is sent out requesting payment (e.g., typically a membership dues invoice) it is reflected as revenue. When presenting an overall financial picture of the organization, this can be somewhat misleading, as we do not know if payments will be received. Because of this, the financial details below include columns for "accrued to date" and "cash to date". In the case of revenue, the accrued to date reflects both unpaid invoices and payments to NERC. And in the case of expenses, the accrued to date reflects both outstanding invoices that NERC has received but has not yet paid, and payments on vendor invoices from this fiscal year. We pay invoices on a monthly basis, usually in the middle of the month.

Another important feature of NERC's finances is that when looking at the spreadsheets below, that NERC has three key program areas that have separate financial accounting: NERC; the Electronics Recycling Coordination Clearinghouse (ERCC); and the Toxics in Packaging Clearinghouse (TPCH). ERCC and TPCH have separate budgets and bank accounts, and all financial transactions are recorded separately. However, as they are NERC programs and the total financial activity is reflected in our annual audit, the document includes the separate key program areas, as well as a combined accounting.

Overview

This financial information below reflects the period of July 1, 2020 – February 15, 2021. NERC's fiscal year is July 1 – June 30, so this report captures almost 63% of the fiscal year. Due to the pandemic, several anticipated expenses were either never realized or incurred very little activity. These were:

- Office supplies
- Postage
- Printing
- Program meeting expenses
- Registrations
- Travel

On the other hand, also due to the pandemic, office equipment purchases were more than anticipated, as we purchased screens and other equipment needed for effective home workspace.

NERC Only

Revenue: Income is on target, having received 75% of the budgeted revenues (cash). Because conference registrations are received this time of year, it makes this a more active revenue period than will occur in the final quarter of the fiscal year.

Expenses: NERC expenses were 59% for cash and accrued. As noted above, several expense items are not being realized, resulting in lower overall expenses. Any significant discrepancies by account line are discussed below.

Equipment purchases, as noted above, are high due to equipment purchases for home workspaces.

Internet is running high due to the increased number of webinars that NERC has been offering, as well as significant increases in the number of subscribers to the NERC Email Bulletin; which list is used for promotional blasts.

Professional Services are primarily for the cost for the annual audit and tax preparation. It also includes graphic design for the conference. We have incurred the audit and tax preparation costs for the year, and these represent the majority of this expense category.

Telephone is above budget due to service provider increases.

Conclusion

We are doing very well at this moment in the year. We are actively receiving conference registrations and anticipate additional revenues by the end of the fiscal year. For this reporting period, we have a net cash budget in excess of \$62,000.

NERC Bank Balances

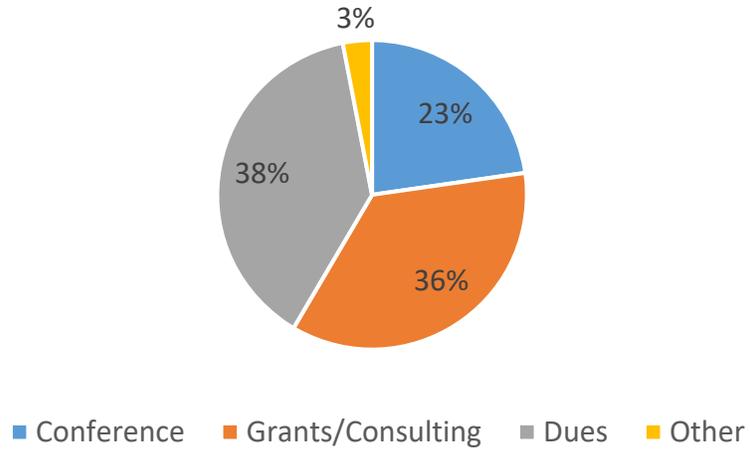
July 1, 2020	\$704,783	
February 15, 2021	\$774,865	
Net FY21	\$70,082	
Restricted balance (7/1/20)	\$161,567	21%
Unrestricted balance	\$613,298	79%

Restricted funds include state travel accounts, the State Electronics Challenge, and the balance of a Connecticut SEP that was established many years ago dedicated to reuse.

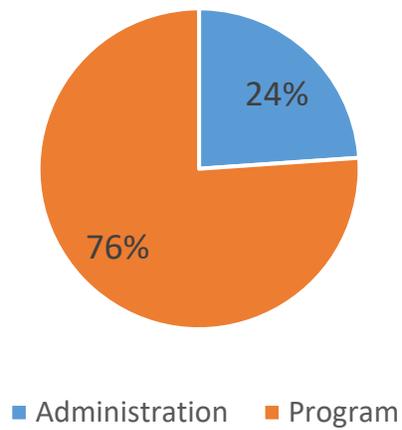
July 1, 2020 – February 15, 2021	NERC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY20 ¹	FY19
Revenue							
Conference Sponsorship	\$25,000	\$41,500	166%	\$34,250	137%	\$26,250	\$52,925
Grants/Consulting	\$109,724	\$112,647	103%	\$111,892	102%	\$104,865	\$143,370
Interest	\$6,000	\$3,530	59%	\$3,530	59%	\$3,215	\$1,923
State Membership Dues	\$74,465	\$40,500	54%	\$32,000	43%	\$46,000	\$44,432
Advisory Member Dues	\$120,000	\$110,500	92%	\$88,500	74%	\$97,150	\$74,150
Registrations	\$37,500	\$37,080	99%	\$36,905	98%	\$77,288	\$72,670
State Travel Accounts	\$6,000	\$4,000	67%	\$4,000	67%	\$4,000	\$4,000
Reimbursed Expenses	\$1,000	\$1,239	124%	\$1,239	124%	\$1,817	\$1,395
Total Revenues	\$379,689	\$350,996	92%	\$312,316	82%	\$360,584	\$394,866
Released from Cash Reserves	\$38,082	\$0	0%	\$0	0%	\$0	\$0
Total	\$417,771	\$350,996	84%	\$312,316	75%	\$360,584	\$394,866
Expenses							
Advertising	\$4,000	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$6,500	\$4,257	65%	\$4,257	65%	\$3,974	\$3,833
Contractors	\$14,000	\$15,120	108%	\$15,120	108%	\$8,872	\$2,690
Equipment Purchases	\$2,500	\$3,972	159%	\$3,972	159%	\$2,034	\$278
Equipment Repairs	\$1,200	\$113	9%	\$113	9%	\$816	\$655
Gifts & Awards Given	\$2,600	\$1,365	53%	\$1,365	53%	\$1,049	\$1,276
Insurance	\$5,200	\$1,955	38%	\$1,955	38%	\$1,583	\$1,532
Internet	\$2,000	\$2,255	113%	\$2,255	113%	\$1,376	\$1,605
Office Supplies	\$750	\$0	0%	\$0	0%	\$489	\$887
Permits	\$1,750	\$802	46%	\$802	46%	\$928	\$1,475
Personnel expenses	\$306,016	\$197,398	65%	\$197,398	65%	\$201,406	\$236,003
Postage	\$100	\$7	7%	\$7	7%	\$82	\$148
Printing (copying)	\$750	\$4	1%	\$4	1%	\$287	\$170
Professional Services	\$14,176	\$13,466	95%	\$13,466	95%	\$11,726	\$9,986
Promotion & Marketing	\$2,000	\$875	44%	\$875	44%	\$1,500	\$1,000
Program - Meeting Expenses	\$30,000	\$0	0%	\$0	0%	\$38,473	\$29,782
Registrations	\$3,750	\$0	0%	\$0	0%	\$4,650	\$704
Rent	\$13,700	\$9,035	66%	\$9,035	66%	\$9,288	\$8,898
State Travel Costs	\$5,000	\$730	15%	\$730	15%	\$4,186	\$3,052
Subscriptions	\$3,500	\$2,460	70%	\$2,460	70%	\$2,638	\$2,861
Telephone	\$2,750	\$1,989	72%	\$1,989	72%	\$2,171	\$2,341
Travel	\$11,168	\$427	4%	\$427	4%	\$13,300	\$20,115
Total Expenses	\$433,410	\$256,229	59%	\$256,229	59%	\$310,829	\$329,290
Net Subtotal	-\$53,722	\$94,767		\$56,087		\$49,755	\$65,575
Released from Restricted	\$15,640	\$6,502	42%	\$6,502	42%	\$5,578	\$44,986
NET for fiscal year	\$0	\$101,269		\$62,589		\$55,334	\$110,561

¹ FY20 and FY19 figures, throughout this document, report the same moment in the respective fiscal years.

NERC Only Revenue FY21 - Cash

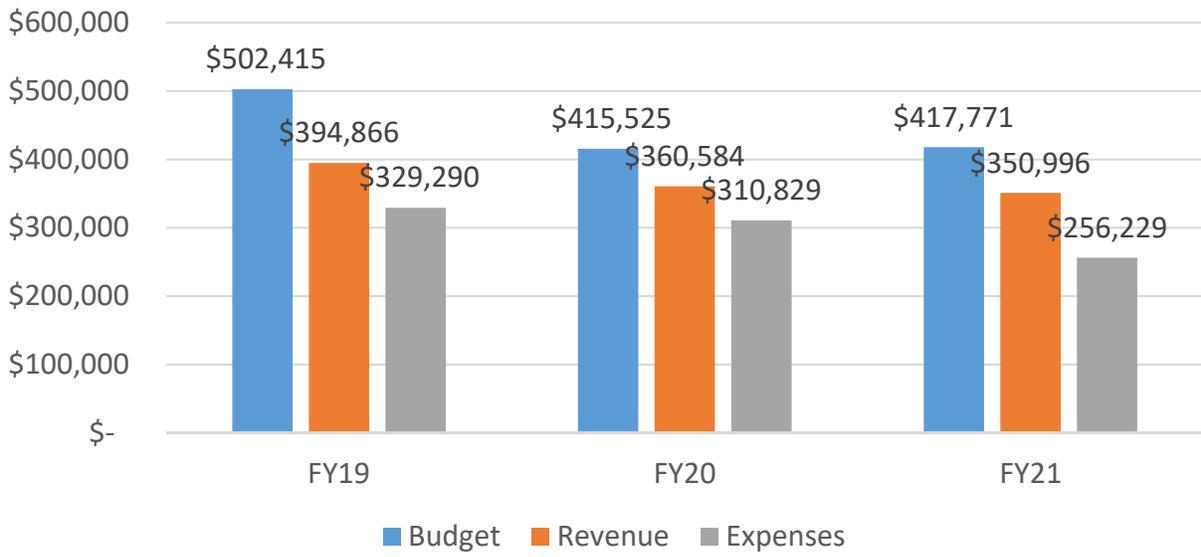


NERC Only Expenses Cash

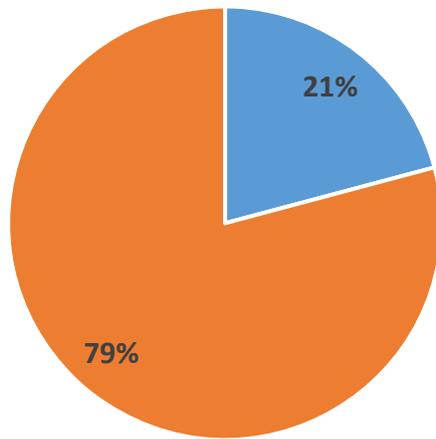


Note: Personnel costs are allocated between administration and program activities.

**Budget to Actual (Accrued) - February 15, 2021
- FY 19 - 21**

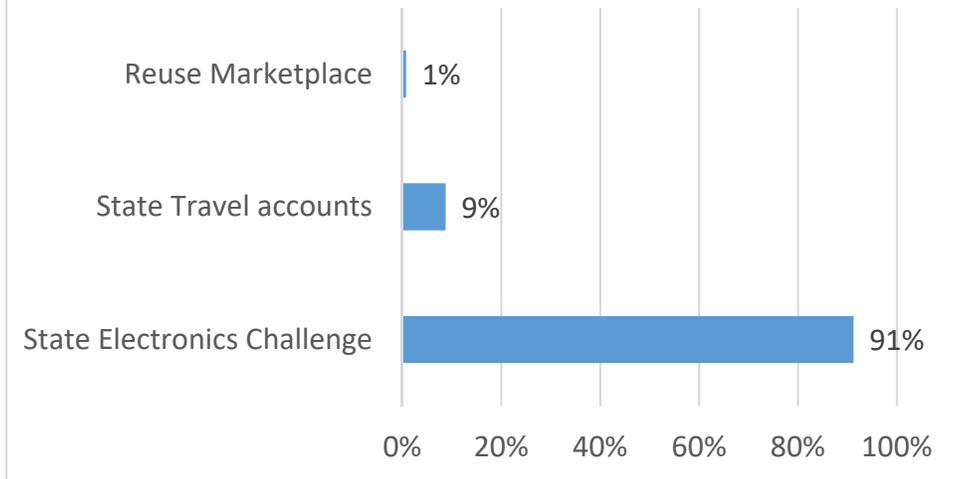


Restricted & Unrestricted Balances February 15, 2021



■ Restricted ■ Unrestricted

Restricted Accounts Distribution



Electronics Recycling Coordination Clearinghouse (ERCC) Only

Revenue

ERCC continues to do well, although having learned that two high-dues level states will not pay dues this fiscal year. Cash revenues are at 50% and this is slightly low.

Expenses

Total expenses to date (cash) are at 74%. The majority of the market share payments have been made, and these are the largest proportion of the budget. Bank Service Charges are high due to increased credit payments by members, but all others are in line with projections.

Conclusion

ERCC remains a vibrant program with a great deal of support and engagement from both state and non-state members.

ERCC Bank Balances

July 1, 2020	\$157,779
February 15, 2021	\$87,000
Net FY21	-\$70,779

The negative figure is a reflection of the timing of payments of market share fees, and not a matter of concern.

July 1, 2020 – February 15, 2021	ERCC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY20	FY19
Revenue							
Conference Sponsorship	\$4,000	\$0	0%	\$3,000	0%	\$3,000	\$4,000
Grants/Consulting	\$201,750	\$79,402	39%	\$104,297	52%	\$68,683	\$96,330
Interest	\$625	\$236	38%	\$236	38%	\$428	\$264
State Member Dues	\$68,000	\$23,610	35%	\$17,310	25%	\$33,500	\$33,263
Advisory Member Dues	\$67,000	\$48,500	72%	\$45,000	67%	\$49,500	\$38,251
Registrations	\$0	\$0	0%	\$0	0%	\$700	\$0
State Travel Accounts	\$0	\$1,500	0%	\$0	0%	\$1,000	\$500
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$2,542
Total	\$341,375	\$153,248	45%	\$169,843	50%	\$156,811	\$175,149
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$900	\$542	60%	\$542	60%	\$508	\$339
Contractors	\$25,000	\$12,283	49%	\$12,283	49%	\$18,381	\$33,725
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$0	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$1,000	\$462	46%	\$462	46%	\$61	\$9,414
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$10	\$0	0%	\$0	0%	\$1	\$1
Printing (copying)	\$10	\$0	4%	\$0	2%	\$0	\$0
Professional Services	\$270,000	\$217,923	81%	\$217,923	81%	\$135,978	\$248,678
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$10,000	\$0	0%	\$0	0%	\$11,444	\$0
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$569	\$3,302
Subscriptions	\$0	\$0	0%	\$0	0%	\$234	\$0
Telephone	\$10	\$0	0%	\$0	0%	\$19	\$27
Travel	\$7,500	\$0	74%	\$0	0%	\$5,305	\$11,518
Total Expenses	\$314,430	\$231,210	74%	\$231,210	74%	\$172,500	\$307,003
NET for fiscal year	\$26,945	-\$77,962		-\$61,367		\$141,122	\$43,295

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Toxics in Packaging Clearinghouse (TPCH) Only

Revenue

TPCH revenue to date (cash) is on target at 77% of budget. The majority of their receipts happen in the first six-months of the year.

Expenses

Expenses are also on target at 65% (cash).

Conclusion

TPCH continues to have a strong cash reserve and to be financially healthy. It is aware that its restricted funds are close to expended and it was taken into consideration in the FY 2021 budget.

TPCH Bank Balances

July 1, 2020	\$77,948	
February 15, 2021	\$75,143	
Net FY21	-\$2,805	
Restricted balance	\$1,120	1%
Unrestricted balance	\$74,023	99%

July 1, 2020 – February 15, 2021	TPCH						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY20	FY19
Revenue							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants/Consulting	\$0	\$0	0%	\$0	0%	\$0	\$0
Interest	\$50	\$13	25%	\$13	25%	\$56	\$51
State Membership Dues	\$27,000	\$26,000	96%	\$26,000	96%	\$20,000	\$23,000
Advisory Membership Dues	\$16,000	\$7,000	44%	\$7,000	44%	\$11,000	\$11,000
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$0	0%	\$0	0%	\$0	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Total revenues	\$43,050	\$33,013	77%	\$33,013	77%	\$31,056	\$34,051
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$0	\$0	0%	\$50	0%	\$0	\$0
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$200	\$250	125%	\$250	125%	\$119	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel expenses	\$30,169	\$25,868	86%	\$22,697	75%	\$32,057	\$29,647
Postage	\$100	\$8	8%	\$8	0%	\$81	\$72
Printing (copying)	\$100	\$0	0%	\$0	0%	\$145	\$31
Professional Services	\$10,000	\$5,000	50%	\$5,000	50%	\$5,000	\$5,000
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$1,000	\$0	0%	\$0	0%	\$0	\$255
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$250	\$62	25%	\$62	25%	\$0	\$0
Telephone	\$350	\$248	71%	\$203	58%	\$225	\$225
Travel	\$1,000	\$3	0%	\$3	0%	\$1,853	\$959
Total Expenses	\$43,169	\$31,439	73%	\$28,274	65%	\$39,480	\$36,187
NET for fiscal year	-\$119	\$1,573		\$4,738		-\$8,424	-\$2,136

Combined Financials

July 1, 2020 – February 15, 2021	Combined (NERC, ERCC, & TPCH)		
	Budget	Accrued Total to Date	Accrued % of Budget to Date
Revenue			
Conference Sponsorship	\$29,000	\$41,500	143%
Grants/Consulting	\$311,474	\$192,049	62%
Interest	\$6,675	\$3,779	57%
State Membership Dues	\$169,465	\$90,110	53%
Advisory Membership Dues	\$203,000	\$166,000	82%
Registrations	\$37,500	\$37,080	99%
State Travel Accounts	\$6,000	\$5,500	92%
Reimbursed Expenses	\$1,000	\$1,239	124%
Total revenues	\$764,114	\$537,257	70%
Release from Cash Reserves	\$38,082	\$0	0%
Total	\$802,196	\$537,257	67%
Expenses			
Advertising	\$4,000	\$0	0%
Bank Fees	\$7,400	\$4,799	65%
Contractors	\$39,000	\$27,403	70%
Equipment Purchases	\$2,500	\$3,972	159%
Equipment Repairs	\$1,200	\$113	9%
Gifts & Awards Given	\$2,600	\$1,365	53%
Insurance	\$5,200	\$1,955	38%
Internet	\$2,200	\$2,505	114%
Office Supplies	\$750	\$0	0%
Permits	\$2,750	\$1,264	46%
Personnel expenses	\$336,185	\$223,266	66%
Postage	\$210	\$15	7%
Printing (copying)	\$860	\$4	1%
Professional Services	\$294,176	\$236,389	80%
Promotion & Marketing	\$2,000	\$875	44%
Program - Meeting Expenses	\$41,000	\$0	0%
Registrations	\$3,750	\$0	0%
Rent	\$13,700	\$9,035	66%
State Travel Costs	\$5,000	\$730	15%
Subscriptions	\$3,750	\$2,522	67%
Telephone	\$3,110	\$2,237	72%
Travel	\$19,668	\$430	2%
Total Expenses	\$791,009	\$518,879	66%
Net Subtotal	\$11,186	\$18,378	
Release from Restricted	\$15,640	-\$545	-3%
NET budget for fiscal year	\$26,826	\$17,833	66%

**Advisory Member Activity
October 1, 2020 – March 1, 2021**

New Benefactor
Coca-Cola Company
Renewing Benefactors
Consumer Technology Association (CTA)
Panasonic
Samsung
New Sustaining Member
American Beverage Association (ABA)
Renewing Sustaining Members
Association of Plastics Recyclers (APR)
Casella Resource Systems
Dart Containers
Keurig Dr. Pepper
Nestlé Waters North America Inc.
PaintCare
Plastics Industry Association
Republic Services
Sims Municipal Recycling
Strategic Materials
TOMRA
New Supporting Members
Connecticut Junk Removals, LLC
Environmental Research & Education Foundation
Machinex Technologies
Northern Virginia Waste Management Board
Novamont North America
Tetra Tech
Urban Mining Northeast
Vanguard Renewables
Renewing Supporting Members
Addison County Solid Waste Management District
Centre County Recycling & Refuse Authority
Fast-Track Materials
Fibre Box Association
Housatonic Resource Recovery Authority (HRRRA)
Interstate Refrigerant Recovery Systems
Materials Innovation & Recycling Authority (MIRA)
MSW Consultants
News Media Alliance
NYC Bureau of Recycling and Sustainability
Oak Ridge Waste and Recycling
Quantum Biopower
Southeastern CT Regional Resource Recovery Authority (SCRRRA)
Sustainable Electronics Recycling International (SERI)
Sustainable Packaging Coalition

Members that did not renew

American Forest & Paper Association (AF&PA), Sustaining

Votes Taken by NERC Board of Directors Between Board Meetings

October 14, 2020 – February 28, 2021

Vote on Board Minutes – October 2020

Approved November 20, 2020

Bylaws
Adopted March 16, 2021

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ARTICLE I. NAME & INCORPORATION

The name of the Corporation shall be the “Northeast Recycling Council, Inc.” (NERC). The Northeast Recycling Council, Inc. is incorporated in the state of Vermont as a non-profit corporation, per the Vermont Statute for Nonprofit Corporations (Title 11B of the Vermont Statutes Annotated).

ARTICLE II. PURPOSE

The purposes of the Corporation shall be to conduct research and educate the public about the environmental and economic benefits of recycling and source reduction in the Northeast as well as the United States. Recycling and source reduction includes reuse, re-manufacture, composting, and any other activity that decreases the amount and/or toxicity of material in the solid waste stream requiring disposal. The Corporation shall be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III. OFFICE

The registered office of the Corporation currently is located at 139 Main Street, Suite 401, Brattleboro, Vermont 05301. The principal office shall always be located in a member state.

ARTICLE IV. FISCAL YEAR

The fiscal year shall be from July 1 to June 30 of the following year.

ARTICLE V. MEMBERS

Section 1. Classes of Membership.

There shall be three classes of membership: voting, ex officio, and advisory.

Section 2. Voting Membership.

NERC's voting membership is comprised of public and quasi-public agencies, instrumentalities, and authorities that are statewide, and the District of Columbia and that have either paid state dues or committed to pay state dues to NERC for that fiscal year. There may be more than one voting member from a member state if more than one entity contributes to the state dues.

However, if no public or quasi-public agencies, instrumentalities, or authorities that are statewide from an individual member state have either paid or committed to pay dues to NERC for that fiscal year, then other instrumentalities of the state that represent a minimum population of 35,000, upon approval of the NERC Board of Directors, may become state and voting members upon payment in full of the annual state dues.

Section 3. Addition of New States to the Board of Directors.

By a two-thirds vote of the member states, new states may be authorized to become voting members upon the payment of dues.

Section 4. Appointment of Members of the Board of Directors.

Each voting member shall appoint an individual as its representative to the NERC Board of Directors. Such appointments shall expire after one year – unless renewed, upon the resignation of the individual from the Board, or a replacement is appointed in writing by the voting member. When a new voting member joins the organization, a new representative to the Board may be appointed when that entity pays state dues to NERC.

Section 5. Ex Officio Members.

The Board of Directors may vote by majority vote to add ex officio members to the Board on a case-by-case basis, for terms of two-years.

The Board of Directors also has the authority to remove ex officio members by a majority vote.

Section 6. Annual Meeting.

There shall be an annual meeting of the voting members of the Corporation to be held each year during the second quarter of the fiscal year. At the annual meeting, the President and Treasurer of the Corporation shall report on the activities and financial status of the Corporation and the members may take up such other business as they deem warranted. Notice of the date, time, and location of the meeting, along with matters to be taken up at the meeting, shall be sent to all members of the Corporation no fewer than 10 nor more than 60 days before the meeting date. The meeting may be held outside the state of Vermont as long as it is held within a member state.

Section 7. Actions by Voting Members.

All actions of the Corporation that require a vote of the Corporation's governing body shall be taken by the Board of Directors.

Section 8. Advisory Membership.

Any interested person, association, organization, agency, or business may join NERC as a non-voting Advisory Member. Advisory members are invited to participate in Board of Directors meetings, workshops, subcommittees, working groups, and any other NERC organized event, except for participating on the Executive Committee. Advisory Members may be present for voting actions taken by the Board of Directors. Exceptions to this apply when an executive session is called.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Membership & Appointment.

The Board of Directors shall be composed of the appointees of all voting members as well as any ex officio members approved by the Board. The Board of Directors shall be considered to have a vacancy when a voting member does not have an appointed member to the Board, no matter the cause of such vacancy.

Section 2. Number of Members of the Board of Directors.

At no time will the Board of Directors have fewer than three voting members. There is no maximum number of members of the Board of Directors.

Section 3. Powers.

The Board of Directors shall have the powers and duties of a Board of Directors as set forth in the Vermont Statute for Nonprofit Corporations (Title 11B of the Vermont Statutes Annotated) (the Act) and these bylaws. The Board shall elect the Corporation's and Board of Director's officers. The Board of Directors shall be entrusted with responsibility for defining the operating policies of the Corporation and shall separately adopt the annual operating plan and budget for each fiscal year. The Board shall maintain such standing committees as are specified in these bylaws and may from time to time create such additional ad hoc committees as may, in their judgment, be needed. The Board of Directors may delegate any of its powers to committees, subject to such limitations as the Board of Directors itself may impose or as limited by the Act.

Section 4. Resignation of Directors.

Any member of the Board of Directors may resign from the Board of Directors at any time by written notification to the President or Secretary of the Corporation. In the event that a voting member of the Board is unable to report their resignation, written notification from their supervisor will be accepted by the Corporation in place of a personal resignation.

Section 5. Vacancies.

A vacancy or vacancies on the Board of Directors shall not interrupt the continuity of corporate business, and the continuing voting members shall for this purpose be deemed to constitute the full Board of Directors. Any such vacancy(ies), however occurring (including by reason of an enlargement of the Board of Directors by amendment of these bylaws) shall preferably be filled as soon as conveniently possible.

Section 6. Removal of a Member of the Board of Directors.

The Board of Directors may, by affirmative majority vote, remove a voting member for failure to pay dues or failure to sustain a commitment to pay dues in any fiscal year.

ARTICLE VII. OFFICERS OF THE BOARD & CORPORATION

Section 1. Designation.

The principal officers of the Board of Directors and Corporation shall be the President, the Vice-President, the Treasurer, and the Secretary. The principal officers shall constitute the Executive Committee. Any officer other than the President and Secretary may hold more than one office at the same time.

Section 2. President.

The President shall be the principal officer for the Corporation, as well as of and for the Executive Committee, and shall preside at all meetings at which (s)he is present. The President shall also have such other powers and responsibilities as customarily or by statute belong to the office of the President of a corporation, or as may be designated from time to time by the Board of Directors. Only a voting member of the Board of Directors is eligible to hold the office of President.

Section 3. Vice President.

The Vice President shall be responsible to perform those duties designated by the President, and in the absence or incapacity of the President, shall perform the duties and functions of the President. Only a voting member of the Board of Directors is eligible to hold the office of Vice President.

Section 4. Treasurer. The Treasurer will be responsible for overseeing the preparation of, and present, all fiscal and financial accounts and reports of the Corporation, shall have oversight responsibility for the management of all funds and financial accounts, reports, and audits, for representation of the Corporation to all outside financial institutions and the IRS, and shall have such other powers and responsibilities as customarily or by statute belong to the office of Treasurer or as may be designated from time to time by the President or the Board of Directors. Only a voting member of the Board of Directors is eligible to hold the office of Treasurer.

Section 5. Secretary.

The Secretary shall record all minutes of the Board of Directors meetings and shall be responsible for authenticating records of the Corporation. The Secretary shall have such other powers and responsibilities as customarily or by statute belong to the office of Secretary, or as may be designated from time to time by the President or the Board of Directors, including signing grant applications and contracts on behalf of the Corporation. The Executive Director will serve as the Secretary to the Corporation and the Board of Directors.

Section 6. Executive Director.

The Executive Director shall be the Chief Executive Officer (CEO) of and the Secretary to the Corporation and as such shall have charge of the day-to-day affairs of the Corporation subject to the policies established by, and general supervision of, the Executive Committee. The Executive Director/CEO/Secretary shall be appointed by and report to the Board of Directors. The Executive Director/CEO/Secretary shall have full responsibility for recruitment, appointment, management, and termination, of all staff. The Executive Director/ CEO/Secretary shall have charge of all planning and institutional development activities, and shall be the principal representative and spokesperson of the organization internally, to the profession, and to the public. The Executive Director/CEO/Secretary shall perform, or oversee the performance of, all staff work for the Corporation and provide staffing to the Board of Directors and the Executive Committee. The Executive Director/CEO/Secretary shall be pro-active in identifying issues, opportunities, and challenges for the organization and Corporation, and in developing for Board of Directors consideration policies addressing or responsive to those matters.

Section 7. Elections.

All officers, with the exception of the Secretary, will be annually elected by a majority vote of the Board of Directors for a term of one year. Elections will take place each year during the fourth quarter of the Corporation's fiscal year, with the term of office running coincident with the fiscal year. Election of officers may occur between Board of Directors meetings pursuant to Article IX, Section 4 (Action without Meetings).

Section 8. Vacancies.

If the President vacates his/her seat, the Vice President becomes the President and a new Vice President will be elected by the Board of Directors. Other vacancies shall be filled by vote of the Board of Directors as needed. Election of officers may be held at Board meetings or by email.

ARTICLE VIII. COMMITTEES

Section 1. Designation.

Committees of the Board of Directors and of the Corporation shall consist of no less than three (3) individuals, at least one of whom shall be a voting member of the Board of Directors. The Executive Committee shall appoint the Chairs of committees and their membership. The Executive Committee will appoint one of or more of its members to serve as an ex officio member of Committees, though their participation is left to their own discretion.

Section 2. Executive Committee.

There shall be an Executive Committee. The Executive Committee will be comprised of the President, Vice President, Treasurer, and Secretary. The Board may also elect one additional voting member.

The Executive Committee shall have general oversight of the Executive Director and may act in lieu of the full Board of Directors between meetings. The Executive Committee shall have responsibility for all decisions and projects assigned to it by the Board of Directors.

Section 3. Development Committee.

There shall be a standing Development Committee. The Development Committee shall work closely with NERC staff to develop policies, strategies, and systems to promote the organization and its benefits, and to ensure the sustainability and viability of the organization, including any assignments received from the Board of Directors or Executive Committee. Advisory Members may participate as voting members of this Committee. Any member of the Development Committee may serve as its chair. All votes by the Development Committee shall have the weight of recommendations to the Board of Directors and as such are not binding on the Board to the Corporation.

Section 4. Ad Hoc Committees.

Ad Hoc Committees and their members shall be appointed by the Executive Committee. All Directors, ex officio Board members, Advisory Members, and NERC staff may participate. Any member of the Ad Hoc Committee may serve as its chair. The Board of Directors shall be notified within 10 business days of the creation of an Ad Hoc Committee.

All Ad Hoc Committee members, other than NERC staff, will have voting rights. All votes by Ad Hoc Committees shall have the weight of recommendations to the Board of Directors and as such are not binding on the Board to the Corporation.

An Ad Hoc Committee member may designate other individuals from their state or organization to act on their behalf as a Committee member to address specific issues, without the express permission of the Executive Committee.

ARTICLE IX. VOTING

Section 1. When Votes will be Taken.

Votes by the Board of Directors will be taken upon a motion and second made by a voting member of the Board.

Section 2. Number of Votes to Carry a Motion.

Each member state shall be entitled to one vote, so that in any given vote by the Board of Directors no more than the number of states represented by voting members can be cast. It is the responsibility of the voting members from each state to decide how their vote will be determined among voting members from that state. Further, it will be the responsibility of the voting members from each state to designate a single individual to cast votes.

In order to carry any motion presented for a vote, there must be a quorum, and passage of such motion must be adopted by a majority of member states voting in the affirmative. Votes conducted by email between meetings shall be delivered to the NERC office within a period of voting of no less than 14 days.

Section 3. Voting by Proxy.

In the event that a voting member is unable to attend a Board meeting (whether physical or a conference call), the voting member may designate a proxy in writing to serve at one meeting and whose vote shall be considered acceptable for all purposes, in the absence of the voting member. The writing shall be provided to both the Secretary and President by email or letter, and must be received in advance of any vote being taken.

Section 4. Action without Meetings.

At the discretion of the Executive Committee, votes may be conducted by conference call or email between meetings of the Board of Directors.

For a vote conducted by email, the period of voting shall be at least fourteen (14) days and a quorum must participate in the vote to be successfully concluded. Notice of the vote shall include the voting deadline and the substance of the matter to be voted upon. Each action must be evidenced by written consents (email shall be considered to be a sufficient writing) describing the action taken, ratified and the next physical Board meeting, and included in the minutes filed with the corporate records reflecting the action taken.

ARTICLE X. DUES

Section 1. State Dues.

Each member state shall annually pay dues in accordance with the terms and conditions of the dues structure. These dues shall be paid by voting members from each state. More than one entity may contribute to the annual dues for a member state. **Section 2. Dues Structure.** The dues structure shall be reviewed by the Executive Committee at least every two years, in years ending in odd numbers. If the Executive Committee proposes a change in the dues for either State or Advisory Members, this proposal shall be voted upon by the Board of Directors. The Board of Directors may accept, reject, or modify the proposed dues structure. Any changes in dues structure will be take effect in the next fiscal year.

ARTICLE XI. MEETINGS

Section 1. Frequency & Location.

Physical meetings of the Board of Directors shall be held at least twice a year. All Board meetings may be held outside of the state of Vermont and at least one of the two meetings must be within one of the NERC member states. Additional meetings may be conducted via telephone or webinar.

Section 2. Meetings & Notice.

The time and location of all physical Board of Directors meetings will be at the discretion of the President. Notice of the meeting shall be at least thirty days prior to the meeting and will be made by email or mail. The notice will state the place, day, and hour for the meeting and the purpose thereof. The President or any two Board members may call a special meeting of the Board upon at least two business days' notice. Such meetings may be conducted by conference call, video conferencing or other appropriate technologies at the discretion of the Executive Committee.

Section 3. Quorum.

Voting members from one-half of the states with voting members shall constitute a quorum.

Section 4. Executive Session.

Meetings of the Board of Directors are generally open to the public. However, the Board shall have the right to go into Executive Session at its discretion and to prohibit attendance by anyone other than voting members of the Board, or at the Board's discretion, and others as the Board may identify. Minutes will be maintained of Executive Sessions, but will not be made public.

Section 5. Conduct at Meetings.

Meetings shall be conducted in accordance with guidance developed by the Executive Committee, and such guidance may be changed from time-to-time.

ARTICLE XII. AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed in whole or in part by the affirmative vote of the voting members from at least two-thirds of the voting member states.

ARTICLE XIII. INDEMNIFICATION

To the extent permitted by the Act, the Corporation may authorize the indemnification of any past, current and future Directors, officers, agents, and employees of the Corporation for actions taken in their official capacity on behalf of the Corporation.



Status Report Implementation of NERC-NEWMOA FY 2021 Joint Workplan

Activities from July 1, 2020 – February 28, 2021

- *TOPIC: Food Scraps Reduction, Recovery, & Management*

NEWMOA is the Workgroup lead:

- Held a webinar (NERC was lead organizer) in July 2020 on AgSTAR's Anaerobic Digestion Resource for Farms (378 people registered). Posted recording & presentations on NERC & NEWMOA websites.
- Held a webinar (NEWMOA was lead organizer) in August 2020 on Teaching Practical Strategies for Reducing Wasted Food Through Community Events (821 people registered). Posted recording & presentations on NERC & NEWMOA websites.
- Held virtual ReCook Café webinar (NEWMOA was lead organizer) in November 2020 (647 people registered). Posted recording on NERC & NEWMOA websites.
- Held webinar (NERC was lead organizer) in January 2021 on De-packaging (900 people registered). Posted recording & presentations on NERC & NEWMOA websites.
- Held webinar (NERC was the lead organizer) on February 2021 on Different Strategies for Collecting Food Waste for Composting (800 people registered). Posted recording & presentations on NERC & NEWMOA websites.
- Prepared & submitted a grant proposal to EPA Headquarters in July to promote the use of food waste in anaerobic digesters. Did not receive funding. Conducted a debriefing with EPA on their review of the proposal.
- Held 3 Food Recovery Workgroup calls. Prepared & shared notes on the results of the meetings.

- *TOPIC: Recyclables Collection Strategies & Impacts on Manufacturing/End-users*

NERC is the Workgroup lead:

- Planned & held monthly calls, including preparing agenda & notes & inviting guest presenters.
- Published report & update on expansion of announced paper recycling capacity.
- Continued quarterly MRF surveys, analyzed results, & published updated reports.
- Published NERC Email Bulletin articles & press releases about publications, as well as distributed on listservs.
- Held webinar (NEWMOA was the lead organizer) in July on State Actions to Address Recycling Market Changes (609 registrants). Posted recording & presentations on NERC & NEWMOA websites.
- Held a webinar (NEWMOA was the lead organizer) in January for the NEWMOA & NERC Boards & state program staff on the International Requirements on Plastic Scrap (34 registrants).

- *TOPIC: Increasing the Use of Recycled Content in Products*

NERC is the lead:

- Planned workshop for April 15 about using recycled content in road & infrastructure projects, including glass, & plastic.
 - Promoted, accepted registrations, & made arrangements for event.
 - Was postponed due to Coronavirus; rescheduled as virtual workshop for November 16 – 17 (90

registrants).

- NERC & NEWMOA launched a Recycled Content Legislation Workgroup to develop model legislation for plastic food & beverage containers & plastic film. Planned & held 6 monthly calls & invited guest presenters. Prepared & distributed notes on the meetings.
- Held two webinars on minimum post-consumer recycled content standards: State & Local Laws on Minimum Recycling Content in September (650 registrants) & Voluntary Initiatives Driving the Use of Minimum Recycled Content in Products & Packaging in October (460 registrants). Posted recordings & presentations on NERC & NEWMOA websites.
- Presented at NERC fall conference on initiative as well as to Sustainable Packaging Coalition Next Markets Committee.
- Prepared a spreadsheet summary of existing state PCR legislation & updated as needed.
- Prepared & submitted a joint NERC & NEWMOA letter to the Plastic Pact regarding biodegradable & compostable plastics.

- *TOPIC: Extended Producer Responsibility (EPR)*

NEWMOA is the Workgroup lead:

- Planned & held three Northeast EPR Network virtual meetings. Prepared & distributed notes on the meetings.
- Published & promoted FAQs write-up on EPR for packaging & paper products.

- *TOPIC: Climate Change & Materials Management*

NEWMOA is the Workgroup lead:

- NEWMOA participates in the monthly calls of the West Coast Climate & Materials Management Forum.

- *TOPIC: Waste Tires*

NERC is the lead:

- Published report on state waste tire regulations fees, & program elements; shared with state contacts for review & corrections (NEWMOA was the lead report researcher/writer). Posted report with state contacts on NERC & NEWMOA websites.
- Participated in a U.S. Tire Manufacturers Association virtual session on end-of-life uses of scrap tires in February.

- *TOPIC: Emerging Contaminants in the Solid Waste Stream*

NEWMOA is the lead:

- Collaborated on planning the Science of PFAS Conference, including the Planning Committee.
- Rescheduled Conference to December 2020 due to COVID-19 pandemic; postponed again to March 2022.
- NEWMOA is holding a series of 11 webinars on PFAS topics starting in February 2021; topics were part of the original 2020 Conference agenda.

- *TOPIC: Bottle Bill Coordination*
- *NERC is the lead:*
 - Supporting NYSDEC in holding monthly conferences calls on state bottle bill programs. With retirement of Peter Pettit, committee stopped meeting. Efforts are afoot to reconfigure with NERC in the lead & NERC Advisory Members included. To be decided by NERC Board at its meeting in March.
 - NERC held webinar in October on Container Deposit Laws – Taking their Effectiveness to the Next Level Through Global Best Practices (324 registrants).
 - Topic at NERC fall conference.
- *Additional Projects (not part of original 2021 Workplan)*
 NEWMOA is the lead:
 - Formed Joint Workgroup on state HHW programs; held 2 virtual meetings in November & February. Prepared & distributed notes on the meetings.
 - Initiated plans for two webinars on proper management of lithium batteries, to be held in May.
- *TOPIC: Overall Coordination & Management*
 - Lynn & Terri spoke numerous times to develop materials & plan activities; exchanged numerous emails.
 - Co-wrote this progress report.
 - Co-wrote an annual report, which has been posted & shared with both Boards.
 - Prepared FY 2021 annual Workplan & shared with both Boards.

Staff Reports
Reporting Period: October 1, 2020 – February 28, 2021

Lynn Rubinstein Executive Director
PROJECTS

Project/Activity Name	Activities
Blog, LinkedIn, Listservs	<ul style="list-style-type: none"> • Identifying, securing permission for, and publishing weekly blogs. 289 subscribers (unchanged from previous report). • Maintained NERC LinkedIn page, with 200 followers, showing significant growth since the launch late fall 2020. • Administered EPPnet (161 subscribers, down 12%) and Organics Management listservs (83 subscribers, up 12%). • Migrated listservs from Yahoo to Google Groups. During migration discovered inactive email addresses and updated membership rosters.
Diversity, Equity & Inclusion (DEI)	<ul style="list-style-type: none"> • Initiated conversation with West Michigan Sustainable Business Forum (WMSBF) for purposes of planning joint DEI training for the recycling industry • Began process/seeking speakers for planning webinar for NERC on DEI
Electronics Recycling Coordination Clearinghouse (ERCC)	<ul style="list-style-type: none"> • Provided administrative and financial support, including invoicing • Participated in calls, including Executive Committee and voting members
Email Bulletin	<ul style="list-style-type: none"> • Edit and post each edition, including writing articles and producing E-Blast • Maintain subscription database. 6,806 active subscribers (2/18/21) an increase of 14% since previous staff report.
Government Recycling Demand Champions Program	<ul style="list-style-type: none"> • Conducted research into specifications, products, and training opportunities, and had phone calls with many potential program participants • Held 13 introductory webinars with more scheduled, 1,175 attendees • Posted PowerPoint presentations and recordings on Government Recycling Demand Champion webpage. • Updated and maintained the webpage. • Promoted and held national buy recycled training webinar with 125 attendees. Posted recording and resources on NERC website, promoted availability. • Ongoing outreach to secure participants in program and answer questions. • Provided technical assistance to several entities in support of buying recycled; products, policies, and tracking. • Program has 3 types of participants: Champion, Advocate, and State Recycling Organization Advocate. We have had 3 Champions, 3 Advocates, and 3 State Recycling Organizations sign up, with several more having expressed interest
Joint Initiative with NEWMOA	<ul style="list-style-type: none"> • See separate status report.
National Recycling Coalition	<ul style="list-style-type: none"> • Member of the Board of Directors. Term expires September 2021. • Participate in monthly Board calls. • Participate on recycling market development committee
Project Oversight	<ul style="list-style-type: none"> • Ongoing oversight & guidance for all grants & projects, including review of significant deliverables.
RecycleCT Foundation Fiscal Agent	<ul style="list-style-type: none"> • Provide quarterly financial information • Participate in occasional Board meetings

	<ul style="list-style-type: none"> • Renewed charitable registration • Researched bank rates
Regional Organics Initiative	<ul style="list-style-type: none"> • Identified members for inaugural Board • Held two Board meeting calls, began making decisions regarding • Decided not to label as USCC Chapter. Want to pursue as freestanding.
Regional Recycling Markets Committee	<ul style="list-style-type: none"> • See NERC-NEWMOA Joint initiative status report.
Spring '21 Conference	Assisted with logistics, planning, and promotion.
State Electronics Challenge	<ul style="list-style-type: none"> • Obtained annual reports from 21 partners, began calculating and producing individualized sustainability reports • Received 17 award applications • Respond to inquiries about program • Update of reporting and other parts of website
Sustainable Electronics Recycling Initiative (SERI)	Serve on Board. This is a volunteer position.
The Recycling Partnership Circularity Council	Participate on this Council. Monthly calls.
Toxics in Packaging Clearinghouse (TPCH)	<ul style="list-style-type: none"> • Provided administrative support and financial operations • Provided quarterly Google analytics
U.S. Plastic Pact	Participate as Activator on monthly calls
Vermont State Standard Plan for E-Waste	<ul style="list-style-type: none"> • Participated on calls and meetings with VT ANR & NCER. • Answered questions from public and VT ANR • Prepare monthly invoices to NCER • Conducted two virtual compliance audits and provided reports to state • Contract renewed through 2021, and anticipate extension through 2022.
Webinars	<ul style="list-style-type: none"> • Created a webinar sponsorship program and promoted. 11 Sponsors (2 Gold, 6 Silver, 3 Bronze) • Planning and delivering multiple webinars (including some in collaboration with NEWMOA) into 2021. • Maintaining relationship with webinar sponsors, including promoting their support in promotion and webinars. • Held 14 webinars, with 13,000 registrants • Recordings and PowerPoint presentations posted on NERC website.
Workshop – Increasing the Use of Recycled Content in Road & Infrastructure Projects	<ul style="list-style-type: none"> • Planned, promoted, and held virtual workshop in conjunction with NEWMOA. • 90 attendees.

MANAGEMENT RESPONSIBILITIES

Topic	Activities
Financial	<ul style="list-style-type: none"> • Quarterly and monthly financial reviews, monthly and quarterly warrants • Filed 990 and state annual reports. • Developed and submitted indirect cost rate (ICR) agreement proposal. Finalized 4-year rate. • Reviewed monthly NERC warrants, and quarterly ERCC & TPCW warrants, ongoing financial transaction reviews, and budget management • Pay bills
Fundraising	<ul style="list-style-type: none"> • Sought new Advisory Members, maintained relations with members, managed renewals and invoicing, maintain Advisory Member page and logos on website • Membership activity – New: 1 Benefactor; 1 Sustaining Member and 8 Supporting Members; Renewals: 1 Benefactor, 11 Sustaining Members, 14 Supporting Members • Secured contract with the Recycling Partnership for assistance with a survey. Project completed. • Contract with RecycleCT renewed for two years.
NERC Visibility	<ul style="list-style-type: none"> • Answering questions/interviews from academics, press, businesses, public and members • Wrote and distributed five press releases • Webinars (see above) • Moderated a panel for the NYSAR conference • Unusually high number of inquiries seeking insights and information about recycling
Personnel	<ul style="list-style-type: none"> • Weekly meetings with each full-time staff person and monthly staff meeting - virtual • Ongoing personnel management and supervision • Annual performance evaluations
Secretary to the Board	<ul style="list-style-type: none"> • Finalized October Board minutes, distributed for review and vote, posted on website • Organized March 2021 Board meeting • Organized and participated in 5 Executive Committee calls and recorded notes • Prepared documents for Spring Board meeting
Websites	<ul style="list-style-type: none"> • Ongoing website posting & maintenance • Wrote and posted documents: <ul style="list-style-type: none"> ○ <i>MRF Blended Value Study Updates - (November 2020, February 2021) - new</i> ○ <i>Funding Opportunities For Organics & Compost Related Businesses From State & Federal Agencies In The Northeast States – Update</i> ○ <i>Textile Donation Opportunities in the Northeast – new</i> ○ <i>Buy Recycled Resources – new</i> ○ <i>Buy Recycled Fact Sheet - new</i> ○ <i>Sample Buy Recycled Policy – new</i> ○ <i>Summary of Announced Increased Capacity to the Use Recycled Paper - Updated January 2021</i> ○ <i>Recycling Businesses in the NERC Region that Process or Use Post-Consumer Recycled Content “Blue Bin” Materials after MRF Processing - updated</i> ○ <i>Board of Directors Meeting Minutes October 2020 - new</i> ○ <i>Overview of Tire Regulations in the Northeast States – new</i> ○ Federal tax <i>form 990</i> – new ○ FY 2020 Audit <i>annual audit</i> – new ○ FY 2020 <i>Annual Report</i> – new

	<ul style="list-style-type: none">• Provided priority updates to Nonprofit Megaphone for NERC’s Google Ad Grant (July 2020 – January 2021) total click through’s 32,132, average click through’s² 11%, an average of \$8,434/month in funds used – an increase of 25% since October.• Quarterly Google analytics for NERC, SEC and TPCH (as of February 24)<ul style="list-style-type: none">○ NERC: average number of sessions/month = 12,630. 6% increase from previous period○ TPCH: average number of sessions/month = 2,987. 7% increase from previous period○ SEC: average number of sessions/month = 116. 30% increase from previous period
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² The percentage of people who click on your ads after they see them.

Mary Ann Remolador, Assistant Director

Conferences	<ul style="list-style-type: none"> • <i>Fall '20 Conference</i> <p>Hosted the Conference. Posted presentations in the Conference Archives webpage. Wrote and distributed press release about the Conference. Wrote an Email Bulletin article about the Conference. Sent thank you's to the Conference speakers, moderators, and sponsors. Developed and sent evaluation to Conference attendees.</p>
	<ul style="list-style-type: none"> • <i>Spring 2021 Conference</i> <p>Agenda Planning Convened the Agenda Planning Committee to develop the Conference Agenda Identified primary topics for the Conference and distributed the Call for Papers. Selected the Conference speakers and identified the sessions. (6 sessions, 19 speakers) Secured moderators for all sessions. Held calls with speakers and moderators for each session to flesh out the content and review details for the virtual event. Scheduled voluntary Tech Check for speakers and moderators to practice their ability to access Zoom, check audio, share their screens, and to answer any final questions.</p> <p>Conference Registration Rates Developed a Conference budget with multiple scenarios in order to set viable registration rates for all attendees and sponsors.</p> <p>Sponsors Secured sponsors. Worked with NERC's IT person to develop chat feature to the virtual sponsor exhibit hall. Obtained sponsor logos and resources for exhibit hall. Developed sponsor logo slideshow to be played during the Conference breaks.</p> <p>Promotion Worked with graphics artist to develop the new Conference banner and ads. Secured free ad space from Resource Recycling and Waste Advantage (in-kind sponsors). Wrote and distributed Conference press release. Wrote Email Bulletin articles, and social media and emailed announcements.</p> <p>CEUs for Attending Conference Secured acceptance of Conference attendance to be recognized for CEUs by the Professional Recyclers of Pennsylvania (PROP), New Hampshire Department of Environmental Services (NHDES) and Rutgers NJ.</p>
	<ul style="list-style-type: none"> • <i>Fall 2021 Conference</i> • <i>Conference Dates</i> <p>Began researching potential dates for the Fall Conference.</p>
Glass Recycling Market Development	<p>Northeast Glass Forum Held call with speakers and moderators of each session to flesh out the session content and review details for the virtual event. Hosted the Forum. Posted presentations in NERC's Conference Archives webpage. Wrote and distributed press release about the Forum. Wrote an Email Bulletin article about the Forum. Sent thank you's to the Forum speakers, moderators, and sponsors. Developed and sent evaluation to Forum attendees.</p>

	<p>NERC’s Glass Committee Worked with the Committee chair to develop agenda for six calls, and jointly facilitated the calls. Wrote the call minutes and posted them and the agendas to the Committee Dropbox folder.</p> <p>Glass Minimum Content Model Legislation Work Group Convened sub-committee of NERC’s Glass Committee to develop plan for the Work Group. Chip Foley joined as an advisor to the subcommittee due to his experience with developing model legislation. Secured Work Group co-chairs: Chris Nelson of CT DEEP and Stephen Burm of AB InBev. Expanded Work Group invite list. Developed PowerPoint presentation for the first Work Group meeting. Finalized Work Group invite letter. Contacted a significant number of those to be invited to the Work Group to gauge their interest in model legislation. Wrote press release about the Work Group.</p>
<p>Diversity, Equity & Inclusion (DEI)</p>	<p>Initiated and facilitated panel discussion about racial justice at NERC’s Fall ’20 Conference. Identified and reached out to contacts at Historically Black Colleges and Universities for announcing scholarships to the Spring ’21 Conference. Initiated discussion among NERC staff to identify what the organization could do to further discussion and understanding about diversity, equity, and inclusion (DEI). Suggestions included:</p> <ul style="list-style-type: none"> ○ Scholarships/program – NERC offer at least five scholarships per Conference to students at Historically Black Colleges and Universities. ○ Convene a call with Board members to share what their agencies are doing on this topic. ○ Have at least one session at all future conferences about DEI. <p>• West Michigan Sustainable Business Forum (WMSBF) Participated in a phone call to discuss how NERC could assist the WMSBF in developing and delivering a training/webinar series about DEI. Suggestion Made: Survey the intended audience to find out specifically what they would like to learn about DEI (e.g. applicable vocabulary used by private and public sectors and their meaning and recognizing policies and procedures that support or oppose DEI) In process of developing survey mentioned above.</p>
<p>Webinar Series</p>	<p>Planned and moderated NERC’s webinar <i>Should Munis Get Back in the MRF Game?</i> Secured acceptance of the Professional Recyclers of Pennsylvania (PROP) and New Hampshire Department of Environmental Services (NHDES) to offer CEUs for attendance at NERC’s webinars. Began researching speakers for potential webinar series about textiles.</p>
<p>Regional Recycling Markets Committee</p>	<p>Participated on monthly Regional Recycling Markets Committee calls.</p>
<p>Minimum Recycled</p>	<p>Participated on the Minimum Recycled Content Work Group calls, and updated the group on the progress made with NERC’s Glass Model Legislation Work Group.</p>

Content Work Group	
Fundraising	<ul style="list-style-type: none"> • Contacted a select list of potential Advisory Members and secured the membership of Revolution Plastics (not yet received). • Continue to scout for new Advisory Members.
Social Media	<ul style="list-style-type: none"> • Forwarded potential Facebook and Twitter postings to staff. • Posted articles to social media outlets, as appropriate.
NERC's Website	<ul style="list-style-type: none"> • Work with NERC's website programmer on an ongoing basis to address glitches with the Conference webpages and necessary changes for event registration.
Administrative	<ul style="list-style-type: none"> • Submitted Bi-monthly payroll.

Robert Kropp, Office Manager/Bookkeeper

Project/Activity Name	Activities
Financial & Office Management	<ul style="list-style-type: none"> • Prepared Treasurer’s Report for distribution at NERC’s twice-yearly board meetings. • Produce monthly warrants for NERC, and quarterly warrants for ERCC and TPCH. • Regular financial tasks include: monthly reporting of NERC activity; quarterly reporting of ERCC, TPCH, and all other grants and projects; monthly bank and credit card reconciliations; entering all financial transactions in QuickBooks. • Monitor bank balances and alert Executive Director when transfers are necessary. • Annual updating of forms such as travel reimbursement, timesheets, etc., and more frequently when necessary to do so. • Maintain travel accounts for state members. • Maintain in-office activities while rest of staff works from remote locations.
Conferences	<ul style="list-style-type: none"> • Responsible for entering Conference registrations and attendee information into Microsoft Access database. • Manage payments by Conference attendees. • Prepare Conference Attendees Lists. • Register attendees on Zoom for virtual conferences. • Produce financial report for conferences and workshops.
Social Media etc.	<ul style="list-style-type: none"> • Responsible for updating Twitter feeds; grew number of Twitter followers to 2,700 up from 2,090 at beginning of above period. • Responsible for updating Facebook posts; site now has 905 followers, up from 840 at beginning of above period. • Update NERC in the News page on website.
Program Implementation	<ul style="list-style-type: none"> • Assist with webinar delivery, as needed. • Responsible for coordinating Vermont E-cycle program.
Writing and Editing	<ul style="list-style-type: none"> • Contributed several New Advisory Member Spotlights to monthly bulletin. • Writing and editing of NERC weekly blogs and other documents, including press releases; provide financial analysis support for grant and project proposals.



TOXICS IN PACKAGING
CLEARINGHOUSE

Melissa Nadeau, Program Manager

Project	Activities
<p>Toxics in Packaging Clearinghouse (TPCH)</p>	<p>Program administration</p> <ul style="list-style-type: none"> • Manage all aspects of organization including coordination and facilitation of monthly two-hour conference calls, sub-committee and Executive Committee calls • Work with TPCH Executive Committee members to prioritize call and meeting agendas for all member and state member only portions of calls, including the Fall annual meeting • Prepared & distributed all call documents and coordinated 5 monthly conference calls of membership, 5 model legislation subgroup calls, and 4 Executive Committee calls • Finalized and posted on website FY20 annual report as well as coordination of actions on FY21 annual workplan <p>Outreach</p> <ul style="list-style-type: none"> • Provided response including 30 instances of technical assistance and follow up by phone and email upon request to companies/organizations (since last report) (multiple communications for many of the inquiries) • Updated information on TPCH website on a regular basis • Created and sent TPCH Annual Report FY20 to 700+ interested parties on TPCH listserv <p>Research</p> <ul style="list-style-type: none"> • Finalizing a packaging screening project with state members • Coordinating updates of the TPCH model legislation as well as the website FAQ page and the Sample Certificate of Compliance