



Minutes
Board of Directors' Meeting
Wednesday, March 20, 2019
Wilmington, Delaware
Approved April 25, 2019

Present:

Board Members: Kaley Laleker, Maryland Department of the Environment, President of the Board; Megan Pryor, Maine Department of Environmental Protection, Vice President; Rick Watson, Delaware Solid Waste Authority, Treasurer; Robert Isner, Connecticut Department of Energy & Environmental Protection; Brooke Nash, Massachusetts Department of Environmental Protection; Todd Moore, New Hampshire Department of Environmental Services; Terry Laibach, New York Department of Environmental Conservation; Josh Kelly, Vermont Agency of Natural Resources; Chip Foley, Ex Officio; and Chaz Miller, Ex Officio

Non-Board Members: Erin Jensen, New Jersey Department of Environmental Protection; Debra Darby, Organix Solutions; Dave Keeling, Steel Recycling Institute; Lynn Rubinstein, NERC Executive Director, Secretary to the Board; Mary Ann Remolador, NERC Assistant Director.

Kaley Laleker, President of the Board, called the meeting to order at 5:00 p.m.

Conference Debriefing & Fall Conferences, 2019

The Board discussed the first day of the conference. The fall conference and Board meeting are currently planned to be in Providence, RI, October 29 – 30.

Treasurer's Report was discussed and is [attached](#).

Review of Votes Taken Since Previous Board meeting

Brooke Nash moved the approval of the votes taken since the previous Board meeting and Rick Watson seconded the motion. Passed unanimously. See [attached](#).

Election of Officers for FY2020

A motion was made by Brooke Nash and seconded by Terry Laibach to elect the following slate as the NERC Officers for FY2020

- President – Kaley Laleker
- Vice President – Robert Isner
- Treasurer – Rick Watson

Passed unanimously.

Possible Bylaw Amendments

There was a discussion about improvements to the bylaws to make participation in the Executive Committee more attractive. It was agreed that the Board would consider amendments.

Joint Strategic Plan with NEWMOA - Update

A copy of the report is [attached](#).

Committee Updates

- *Executive Committee*

Lynn noted that they have monthly calls to discuss updates and pressing matters.

- *Development Committee*

The Development Committee determined to switch to quarterly calls with a focus on membership and the annual awards program. The next meeting is in early April.

- *Glass Committee*

Megan Pryor, Committee chair, reported on the Committee activities, including presentations to spread the word about the MRF survey results, and that they are working on developing a glass recycling hierarchy.

- *Regional Recycling Market Development Committee*

Chaz reported on the Committees efforts including current intentions to update NERC's Recycling Business Assistance Guide, and developing a regional blended MRF values based on the North Carolina approach.

Staff Updates were presented to the Board.

Other

1. The Board endorsed holding a joint call with the NEWMOA Board to discuss recycling markets. This will be scheduled in the next couple of months.
2. Mary Ann Remolador raised the possibility of holding quarterly webinars to cover topics that come up but aren't addressed in conferences. She proposed the topics of what is happening with bottle bill legislation in the region and around the country, update on municipalities that are switching back to dual stream, and an update on EPR packaging efforts. The Board endorsed the quarterly webinars and topics proposed.
3. Lynn Rubinstein is participating on two EPA led committees discuss recycling infrastructure needs and recycling markets.

Meeting adjourned at 8:50 p.m.

Minutes recorded by Lynn Rubinstein, Secretary to the Board

Treasurer's Report

Period Covered: July 1, 2018 – February 22, 2019

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 attached financial document includes columns for both "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 outstanding invoices that NERC has received but has not yet paid. We pay invoices on a monthly basis, usually in the middle of the month

Another feature of NERC's finances that is important to understand when looking at the attached spreadsheet is 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 attached document includes the separate key program areas, as well as a combined accounting.

Overview

This financial information below reflects the period of July 1, 2018 – February 22, 2019. Our fiscal year is July 1 – June 30, so this report captures ~ 65% of the fiscal year.

In the following pages there is budget information for each of the three key program areas (NERC, ERCC, and TPCH), followed by a combined set of financials.

NERC Only

Revenue: We are doing well for the fiscal year to date, having received 76% of the budgeted revenues (cash). All revenue line items are in excess of the budgeted amount at this point in the year.

Expenses: NERC expenses (both accrual and cash) are under the projected overall budget at 65%

Bank service charges are the credit card transaction fees that we are charged when we receive payment by credit card. The vast majority of these costs arise in conjunction with conferences. Therefore, it is to be expected that this account will be high at this point in the year (showing 91%). We are also seeing an increase in the number of Advisory Members paying by credit card, especially as we recently added the option of using American Express. Since we are several weeks from the conference, we can anticipate that the budgeted amount will be exceeded by the end of the fiscal year.

Gifts & awards is already at 102% of the budget. All of this was for the purchase of the annual awards. The awards for the State Electronics Challenge program have not been purchased – will happen in late March. We can expect those to cost around \$1,000. As a result, the budget will be significantly exceeded and will need to be adjusted for FY20.

Internet is high because of a significant charge for the State Electronics Challenge website that occurs every few years.

State travel is slightly high due to the 100% attendance at the conference by Board members and several of their staff.

Permits are the annual fees that we pay in individual states because we “do business” or “raise funds” in those states and are therefore required to be registered with the state and make annual filings. The states and jurisdictions for which we pay fees are Connecticut, Maine, Maryland, Massachusetts, New Hampshire, Vermont, and the District of Columbia (this is part of the ERCC budget). The line item is slightly over the budgeted amount, but there should only be about \$150 in additional charges to this account for the balance of the fiscal year. The line item will be adjusted upwards, accordingly, in FY20.

Postage is high because we bought two rolls of stamps in advance of the postal increase.

Program/Meeting Expenses is quite high because of the success of the fall conference (with more attendees than anticipated) and a deposit paid for the Contamination Workshop taking place in May. This will be reimbursed.

Subscriptions is slightly high because it was under-budgeted. We can anticipate budgeting for \$3,100 in FY20.

Conclusion

While fundraising and memberships is always a challenge, we are doing well. Mary Ann Remolador has had excellent results with securing sponsors and exhibitors for both of the conferences. We have secured more than 100% of the annual budget.

The balance of restricted to non-restricted shifted significantly, with the Consumer Technology Association authorizing the release of \$25,000 from restricted use (for the Nebraska electronics project) to unrestricted.

We have healthy reserves in excess of the industry standard of a minimum of 6 months of operating expense (which would be approximately \$250,000 for NERC’s expenses).

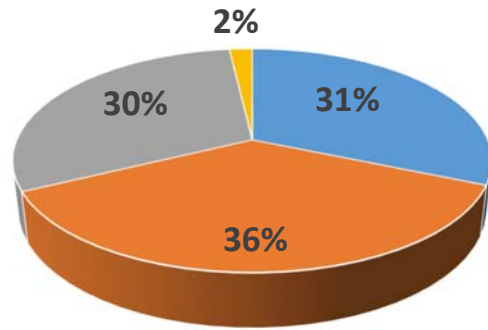
NERC Bank Balances

July 1, 2018	\$603,600	
January 31, 2019	\$645,564	
Net FY19	\$41,964	
Restricted balance	\$177,377	27%
Unrestricted balance	\$468,187	73%

July 1, 2018 – February 22, 2019	BUDGET	Accrued to date	% Budget Accrued to Date	Cash to date	% Cash to date	FY18 ¹	FY17
	Revenue						
Conference Sponsorship	\$15,000	\$51,600	344%	\$41,025	274%	\$22,000	\$13,000
Grants/Consulting	\$189,944	\$140,870	74%	\$118,370	62%	\$131,211	\$152,393
Interest	\$1,600	\$1,725	108%	\$1,700	106%	\$764	\$1,475
State Membership Dues	\$82,500	\$44,432	54%	\$58,182	71%	\$22,060	\$28,310
Advisory Member Dues	\$125,000	\$73,550	59%	\$69,750	56%	\$58,995	\$67,375
Registrations	\$55,000	\$70,020	127%	\$65,245	119%	\$37,775	\$49,973
State Travel Accounts	\$5,500	\$4,000	73%	\$4,000	73%	\$0	\$1,400
Contributions	\$0	\$8	0%	\$8		\$10	\$0
Reimbursed Expenses	\$1,000	\$1,387	139%	\$1,387	139%	\$0	\$0
Total Revenues	\$475,544	\$387,592	82%	\$359,668	76%	\$272,815	\$313,926
Released from Cash Reserves	\$0	\$0		\$0		\$0	\$0
Total	\$475,544	\$387,592		\$359,668		\$272,815	\$313,926
Expenses							
Advertising	\$500	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$4,000	\$3,645	91%	\$3,645	91%	\$2,815	\$2,641
Contractors	\$4,000	\$2,130	53%	\$2,130	53%	\$2,065	\$3,412
Equipment Purchases	\$3,000	\$278	9%	\$278	9%	\$1,233	\$1,415
Equipment Repairs	\$1,200	\$655	55%	\$655	55%	\$583	\$1,025
Gifts & Awards Given	\$1,250	\$1,276	102%	\$1,276	102%	\$2,865	\$1,284
Grants distributed	\$50,000	\$0	0%	\$0	0%	\$25,000	\$0
Insurance	\$4,600	\$1,532	33%	\$1,532	33%	\$790	\$1,028
Internet	\$1,500	\$1,565	104%	\$1,565	104%	\$1,192	\$1,260
State Travel Costs	\$5,500	\$2,861	52%	\$2,861	52%	\$1,321	\$4,136
Office Supplies	\$1,350	\$887	66%	\$887	66%	\$784	\$792
Permits	\$1,300	\$1,390	107%	\$1,390	107%	\$1,056	\$813
Personnel expenses	\$319,300	\$233,284	73%	\$233,284	73%	\$206,416	\$220,426
Postage	\$150	\$148	99%	\$148	99%	\$141	\$177
Printing (copying)	\$1,375	\$170	12%	\$170	12%	\$430	\$585
Professional Services	\$25,000	\$9,986	40%	\$9,986	40%	\$22,086	\$34,644
Promotion & Marketing	\$2,000	\$1,000	50%	\$1,000	50%	\$800	\$785
Program - Meeting Expenses	\$20,000	\$29,782	149%	\$29,782	149%	\$21,695	\$17,681
Registrations	\$7,340	\$704	10%	\$704	10%	\$1,929	\$566
Rent	\$13,000	\$8,898	68%	\$8,898	68%	\$8,761	\$8,754
Subscriptions	\$2,500	\$3,052	122%	\$3,052	122%	\$2,964	\$2,376
Telephone	\$3,550	\$2,341	66%	\$2,341	66%	\$2,353	\$2,155
Travel	\$30,000	\$20,063	67%	\$20,063	67%	\$18,895	\$12,763
Total Expenses	\$502,415	\$325,647	65%	\$325,647	65%	\$326,173	\$318,718
Net Subtotal	(\$26,871)	\$61,945		\$34,020		(\$53,358)	(\$4,792)
Release from Restricted	\$64,711	\$37,940	59%	\$37,940	59%	\$32,103	\$13,689
NET Expenses	\$37,840	\$99,885		\$71,961		(\$21,256)	\$8,897

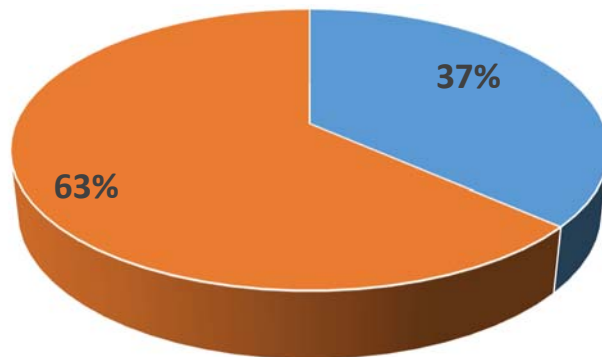
¹ FY17 and FY18 figures, throughout this document, are as of January 31, 2019 in those respective years.

NERC Only Revenue (Accrued) FY19

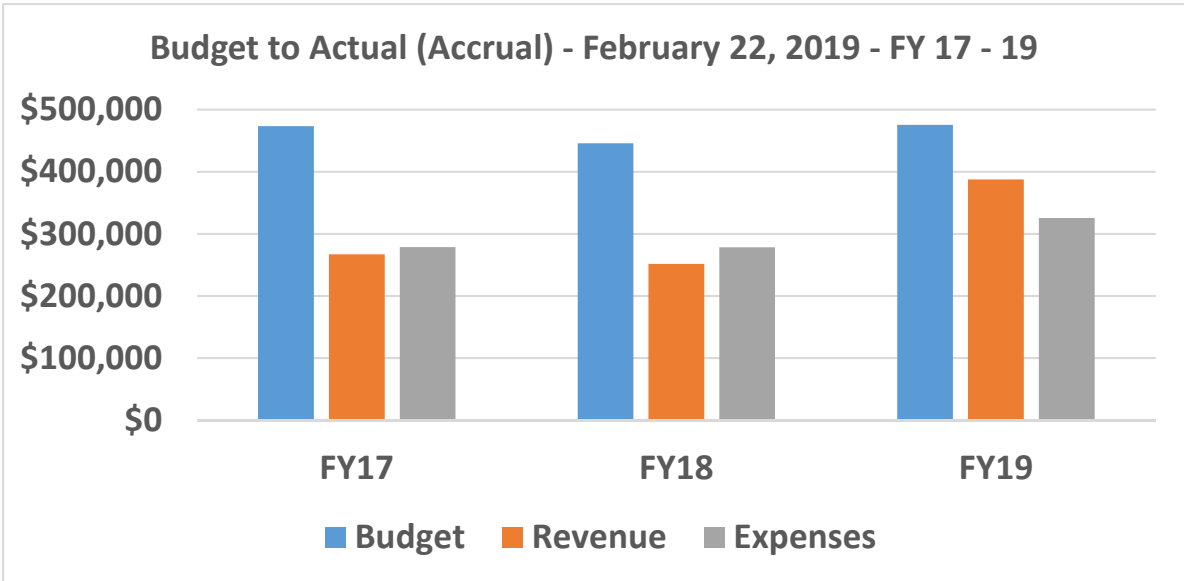
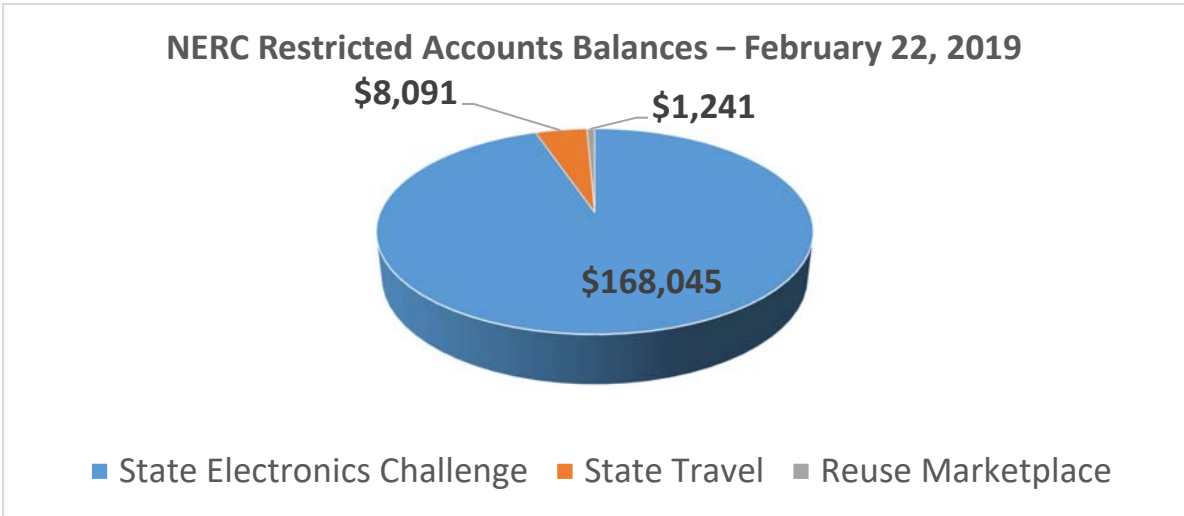
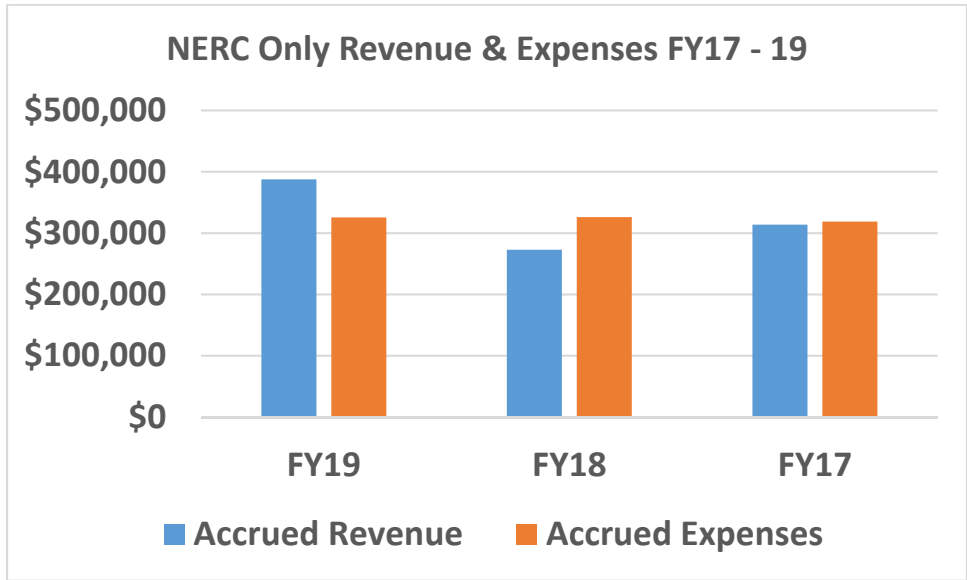


■ Conferences ■ Grants/Consulting ■ Dues ■ Other

NERC Only Expenses (Accrued) FY19



■ Administration ■ Program



ERCC Only

Revenue

ERCC continues to do well despite the current budget reflection. The ERCC programs have particularly skewed cash flows and billing cycles, and that is reflected in the budget overview presented below. Explanations about the “why” a line item is out of balance at this time are provided below.

Grants/consulting category (which is budgeted at \$172,750) represents the “market share data” and the “ecycleregistration” programs. These are services that members purchase from the ERCC, while not literally grants/consulting this is the accounting category that the revenues are recorded within. By the end of the fiscal year, the budget is expected to be in balance, with an additional invoices being sent out and revenues received.

Market share data program: Many of the states have electronics take-back laws that are based on manufacturer market share. ERCC buys this data on behalf of 17 states and pays a discounted rate as a result. This savings are passed onto the participating states. The market share program is the most expensive part of this. The states are billed when the data is needed. In the next two months, we anticipate sending out invoices in excess of \$150,000 for this program, with cash receipts during the fiscal year being approximately \$130,000.

ecycleregistration program: Many states require electronics manufacturers (and in some cases electronics recyclers) to annually register with the state. The ERCC offers a consolidated platform for registration in multiple states. Eight states participate in this program and pay a service fee to sustain the costs of program management.

Expenses

Total expenses to date (cash) are at 88%, well above the 65% mark that we are in this fiscal year. The primary reason for this relates to the market share program. See notes below.

Bank fees: More ERCC members are paying their dues and market share payments with credit cards, and as a result, bank fees are running higher than had been budgeted. This will be budgeted at a higher amount in FY20.

Contractors is running very high at 120%. This is due to the compliance calendar development costs.

Compliance calendar: This new project developed a website that provides state-by-state compliance information about all of the state electronics laws, as well as tools for the regulated community. It is completed and will be released for public use this month. The project exceeded the anticipated budget but is now complete with nominal anticipated additional costs (approximately \$1,000).

Permits is also above budget. This remains due to the District of Columbia. We have been reimbursed the taxes that were paid, and the balance reflects the one-time business registration and biennial annual report. The costs will drop significantly in the next fiscal year.

Professional Services is also very high and this is entirely a result of the billing cycle for the purchase of market share data. We have paid all of it for this fiscal year and anticipate coming in under budget for this line item at the end of the fiscal year.

State Travel costs are high because more state members were able to attend the Escrap conference last fall than in other years. There are restricted funds that provide funding and thus no revenues are lost.

Conclusion

ERCC remains a vibrant program with a great deal of support and engagement from both state and non-state members. The bank balance is down as a result of the cash flow associated with purchasing of market share data. We are optimistic that by the end of the fiscal year it will have rebounded to its full strength.

ERCC Bank Balances

July 1, 2018	\$183,862
January 31, 2019	\$68,776
Net FY19	-\$115,086.43

July 1, 2018 – February 22, 2019	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY18	FY17
	Conference Sponsorship	\$0	\$4,000		\$4,000		\$500
Grants/Consulting	\$172,750	\$90,624	52%	\$70,617	52%	\$68,085	\$93,556
Interest	\$350	\$243	70%	\$243	70%	\$302	\$232
State Member Dues	\$78,850	\$33,263	42%	\$49,750	42%	\$20,750	\$43,250
Advisory Member Dues	\$66,150	\$39,750	60%	\$42,763	60%	\$46,750	\$43,500
Registrations	\$500	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$500	0%	\$0	0%	\$0	-\$2,000
Contributions	\$0	\$0	0%	\$0	0%	\$50,000	\$0
Reimbursed Expenses	\$0	\$0		\$0		\$0	\$0
Total	\$318,600	\$168,380	53%	\$167,373	53%	\$186,387	\$181,538
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$745	\$346	46%	\$346	46%	\$522	\$499
Contractors	\$28,000	\$33,725	120%	\$33,725	120%	\$23,790	\$13,090
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants distributed	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$3,302	0%	\$3,302	0%	\$0	\$1,078
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$215	\$847	394%	\$847	394%	\$61	\$166
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$15	\$9	0%	\$9	0%	\$26	\$15
Printing (copying)	\$10	\$2	0%	\$2	0%	\$0	\$1
Professional Services	\$296,000	\$248,678	84%	\$248,678	84%	\$229,190	\$201,715
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$4,000	\$6,499	162%	\$6,499	162%	\$3,823	\$0
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$0	\$0	0%	\$0	0%	\$0	\$0
Telephone	\$15	\$0	0%	\$0	0%	\$0	\$12
Travel	\$9,000	\$5,019	88%	\$5,019	88%	\$10,465	\$7,979
Total Expenses	(\$19,400)	(\$130,047)	46%	(\$131,054)		(\$81,490)	(\$43,015)
Release from Restricted	\$0	\$2,582		\$0		\$0	\$0
NET Expenses	(\$19,400)	(\$127,465)		(\$131,054)		(\$81,490)	(\$43,015)

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TPCH Only

Revenue

TPCH revenue to date (cash) is at 73% of the annual budget. Connecticut paid its dues in FY18, which impacts the percentage.

Expenses

Expenses are almost on target at 79%.

Conclusion

TPCH continues to have a strong cash reserve and to be financially healthy.

TPCH Bank Balances

July 1, 2018	\$74,761	
January 31, 2019	\$84,579	
Net FY19	\$9,819	
Restricted balance	\$2,632	3%
Unrestricted balance	\$81,947	97%

July 1, 2018 – February 22, 2019	TPCH						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY18	FY17
Revenue							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants/Consulting	\$0	\$0	0%	\$0	0%	\$0	\$0
Interest	\$50	\$45	89%	\$45	89%	\$52	\$25
State Member Dues	\$27,000	\$26,000	96%	\$32,000	119%	\$17,000	\$28,000
Advisory Member Dues	\$16,000	\$11,000	69%	\$11,000	69%	\$11,000	\$7,000
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$0	0%	\$0	0%	\$0	\$0
Contributions	\$0	\$0	0%	\$0	0%	\$0	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Total Revenues	\$43,050	\$37,045	86%	\$43,045	73%	\$28,052	\$35,025
Released from Cash Reserves	\$0	\$0				\$0	\$0
Total	\$43,050	\$37,045	86%	\$43,045	73%	\$28,052	\$35,025
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$200	\$0	0%	\$0	0%	\$0	\$0
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants distributed	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$0	\$0	0%	\$0	0%	\$91	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$11
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel	\$29,295	\$23,223	79%	\$23,223	79%	\$18,663	\$13,950
Postage	\$100	\$72	72%	\$72	72%	\$34	\$32
Printing (copying)	\$100	\$31	31%	\$31	31%	\$55	\$11
Professional Services	\$10,000	\$7,500	75%	\$7,500	75%	\$5,000	\$7,500
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$1,000	\$254	25%	\$254	25%	\$226	\$987
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$250	\$250	100%	\$250	100%	\$250	\$250
Telephone	\$350	\$225	64%	\$225	64%	\$200	\$253
Travel	\$1,000	\$1,672	167%	\$1,672	167%	\$3,537	\$3,066
Total Expenses	\$42,295	\$33,226	79%	\$33,226	79%	\$28,055	\$26,061
Net Subtotal	\$755	\$3,818		\$9,818		(\$3)	\$8,963
Release from Restricted	\$3,345	\$713	21%	\$713	71%	\$3,035	\$2,550
NET Expenses	\$4,100	\$4,531		\$10,531		\$3,032	\$11,513

Combined Financials

July 1, 2018 – February 22, 2019	Combined (NERC, ERCC, & TPCH)		
	Budget	Total to date/ Accrued	% of Budget to date/Accrued
Revenue			
Conference Sponsorship	\$15,000	\$55,600	371%
Grants/Consulting	\$362,694	\$231,494	64%
Interest	\$2,000	\$2,013	101%
State Membership Dues	\$188,350	\$103,695	55%
Advisory Member Dues	\$207,150	\$124,300	60%
Registrations	\$55,500	\$70,020	126%
State Travel Accounts	\$5,500	\$4,500	82%
Contributions	\$0	\$0	0%
Reimbursed Expenses	\$1,000	\$1,387	139%
Total Revenues	\$837,194	\$593,009	71%
Released from Cash Reserves	\$0	\$0	0%
Total	\$837,194	\$593,009	71%
Expenses			
Advertising	\$500	\$0	0%
Bank Service Charges	\$4,745	\$3,991	84%
Contractors	\$32,200	\$35,855	111%
Equipment Purchases	\$3,000	\$278	9%
Equipment Repairs	\$1,200	\$655	55%
Gifts & Awards Given	\$1,250	\$1,276	102%
Grants distributed	\$50,000	\$0	0%
Insurance	\$4,600	\$1,532	33%
Internet	\$1,500	\$1,565	104%
State Travel Costs	\$5,500	\$6,163	112%
Office Supplies	\$1,350	\$887	66%
Permits	\$1,515	\$2,236	148%
Personnel expenses	\$348,595	\$256,508	74%
Postage	\$265	\$229	86%
Printing (copying)	\$1,485	\$203	14%
Professional Services	\$331,000	\$266,164	80%
Promotion & Marketing	\$2,000	\$1,000	50%
Program - Meeting Expenses	\$25,000	\$36,535	146%
Registrations	\$7,340	\$704	10%
Rent	\$13,000	\$8,898	68%
Subscriptions	\$2,750	\$3,302	120%
Telephone	\$3,915	\$2,566	66%
Travel	\$40,000	\$26,753	67%
Total Expenses	\$882,710	\$657,301	74%
Net Subtotal	(\$45,516)	(\$64,292)	141%
Release from Restricted	\$68,056	\$38,653	57%
NET Expenses	(\$22,540)	(\$25,638)	(114%)

**Vote Taken by NERC Board of Directors
Between Board Meetings**

October 31, 2018 – February 28, 2019

Vote to Approve NERC Board of Director Meeting Minutes from October 31, 2018

- Vote completed December 4, 2018
- Approved

Status Report

Update on Implementation of NERC-NEWMOA Strategic Plan

Activities from September 30, 2018 – February 28, 2019

<i>Food Scraps Reduction, Recovery & Management</i>	
Task	Status
Joint Food Waste Workgroup	Held a Workgroup call in February
Webinar plans	<ul style="list-style-type: none"> • Held a webinar on NEWMOA and NERC food scrap reduction & diversion projects - http://www.newmoa.org/events/event.cfm?m=343 (~80 participants) • Planning a webinar on food waste donation for grocery stores & other commercial facilities for the spring
<i>Recyclables Collection Strategies & Impacts on Manufacturing/End-users</i>	
Task	Status
Support information sharing & networking with state programs around the country that are making a significant commitment to sustainable materials management, including examining ways to solve the challenges associated with lower quality recyclables.	Coordinating with a group of national solid waste & recycling organizations (i.e., SWANA, NWRA, KAB) on an education campaign to address contamination of the recycling stream; participated in a series of conference calls to develop campaign; development is underway & focused on what to keep out of the recycling bin; will share results when available.
Contamination Workshop	<ul style="list-style-type: none"> • Planned a May 7-8, 2019 workshop in Amherst, MA in collaboration with the Recycling Partnership on strategies & programs that local governments can implement to reduce contamination of the recycling stream - https://nerc.org/news-and-updates/press-releases/ • Participated in fundraising, scholarship selections, publicity
Support NERC Regional Recycling Markets Committee	<ul style="list-style-type: none"> • Holding monthly calls, notes, and associated tasks. • Wrote an article for <i>Resource Recycling</i> about the committee
<i>Product Stewardship</i>	
Task	Status
Support umbrella organization for state Product Stewardship Councils & other EPR leaders	<ul style="list-style-type: none"> • Held conference calls in October, November, & January, & prepared notes (available upon request) • November & January calls focused on EPR for packaging; planning follow-up call in late March
<i>Climate Change & Impacts on the Recycling & Solid Waste Infrastructure</i>	
Joint Working Group & Information sharing	<ul style="list-style-type: none"> • Held a call in November & prepared notes (available upon request) • Revised fact sheet numerous times (current draft attached) • Planned Working Group call for March/April •

Construction & Demolition (C&D) Materials

Task	Status
Information sharing	Posted a list of C&D materials resources that NEWMOA & NERC compiled on both websites (C&D Material Management Resources)

Overall Coordination & Management

Task	Status
Coordination	Lynn & Terri have spoken at least once a month, often more frequently, to develop materials & plan activities; exchanged numerous emails.
Review of 1 st Year accomplishments	Wrote & published (in February) an article for <i>Resource Recycling</i> on the NERC-NEWMOA partnership & our accomplishments. https://cloud.3dissue.com/168774/169114/197590/RR0219/index.html?page=46
Workshop	Planned & promoted a workshop on “Using Recycled Content Materials in Road & Infrastructure Projects” for April 9 at the CT DEEP offices - http://www.newmoa.org/events/event.cfm?m=348 Held joint call with the West Coast Climate & Materials Management Forum in November to share ideas & information