



**Minutes**  
**Board of Directors' Meeting**  
**Wednesday, October 31, 2018**  
Rocky Hill, Connecticut  
Approved December 4, 2018

**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:* Lynn Rubinstein, NERC Executive Director, Secretary to the Board; Mary Ann Remolador, NERC Assistant Director; Athena Lee Bradley, NERC Projects Manager; Robert Kropp, NERC Office Manager; Debra Darby, Organix Solutions; Julie Rose, City of Salem, Massachusetts.

The meeting was called to order by Kaley Laleker, President of the Board, at 12:30 p.m.

**Spring Workshop & Fall Conference, 2019, & Conference Debriefing**

The Board agreed to have the spring event be a conference rather than a workshop, extending it to a day and a half. The dates will be March 20 – 21, 2019, in Wilmington, Delaware. In addition, NERC's Board and staff are invited to tour Aero Aggregates in the morning of the 20<sup>th</sup>. The Delaware Solid Waste Authority is generously hosting the Conference and providing the transportation for the tour.

The fall conference will be in Providence, RI. No date has been selected.

**Treasurer's Report**

After the discussion, Josh Kelly moved to approve the Treasurer's Report. The motion was seconded by Robert Isner. Passed unanimously. Report [attached](#)

**Review of Votes Taken since Previous Board meeting**

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

**FY 2018 Annual Report**

After the discussion, Robert Isner moved and Megan Pryor seconded the approval of the Treasurer's Report. Passed unanimously.

## **Awards Program - Discussion**

It was agreed that it had been a very successful event and we were very pleased by the caliber of applicants. We intend to continue the program in 2019.

## **Joint Strategic Plan with NEWMOA - Update**

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

## **Committee Updates**

- *Development Committee*

Lynn Rubinstein reported on behalf of the Committee as the individual who had been the chair is no longer able to serve in that position. The Committee has focused its efforts on the award program, including making decisions about winners. In addition, a new Advisory Member benefit was recommended by the Committee, and has been implemented; providing new and renewing members with a PDF membership certificate and a JPG badge of membership for website posting. Lynn Rubinstein staffs the Committee.

- *Regional Recycling Market Development Committee*

Lynn Rubinstein provided the report. Chaz Miller is the chair of this Committee, which was formed in September 2018. All Board members are participating on this committee, as well as 13 Advisory Members. It has identified as its immediate priorities mixed paper and a recycling markets directory. Mixed plastics are also a topic of great interest. Lynn Rubinstein staffs the Committee.

- *Glass Committee*

Megan Pryor, Committee chair, reported on the recent publication of a MRF study conducted by the Committee and future efforts, including developing an end-of-life glass hierarchy based on life cycle analysis. Mary Ann Remolador staffs the Committee.

## **Staff Updates**

Updates were presented to the Board.

## **Organizational Updates**

- NERC was recently awarded a contract to be RecycleCT's fiscal agent for two years.
- Lynn Rubinstein has been elected to the National Recycling Coalition (NRC) Board of Directors for a three-year term.
- The "Welcome to the Board" document has been updated and distributed to the Board.

Meeting adjourned at 3:45 p.m.

Minutes recorded by Lynn Rubinstein, Secretary to the Board

**Treasurer's Report**  
**October 31, 2018**  
**Period Covered: July 1 – September 30, 2018**

*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– September 30, 2018. Our fiscal year is July 1 – June 30, so this report captures 25% 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 this fiscal year to date, having received 32% of the budgeted revenues (cash). None of the line items are below the 25% mark; appropriate for the first quarter of the fiscal year

**Expenses:** NERC expenses (both accrual and cash) are right "on the mark" at 24%.

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 37%). We are also seeing an increase in the number of Advisory Members paying by credit card, and this has an impact as well.

Equipment repairs are slightly high, as we have taken on a number of maintenance activities this quarter, such as upgrading memory in three desktop computers.

Gifts & awards high because of the purchase of the annual awards, but anticipate few expenses for the balance of the fiscal year.

Internet is slightly high because of billing cycles.

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).

Rent is slightly high because we just paid our annual utility contribution. I anticipate rent coming in on budget.

*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 the Fall Conference. As such, we have already secured more than 100% of the annual budget, which is based on two events. 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).

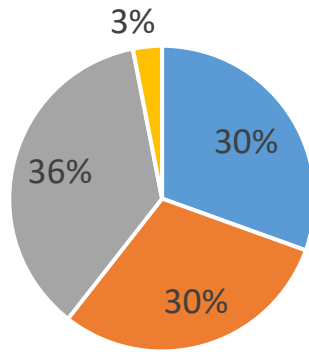
**Bank Balances**

July 1, 2018	\$603,600	
September 30, 2018	\$641,168	
Net FY19	\$37,568	
Restricted balance	\$218,426	34%
Unrestricted balance	\$422,742	66%

July 1 – September 30, 2018	NERC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY18 <sup>1</sup>	FY17
<b>Revenue</b>							
Conference Sponsorship	\$15,000	\$17,850	119%	\$16,525	110%	\$16,000	\$4,000
Grants/Consulting	\$189,944	\$42,730	22%	\$45,589	24%	\$36,372	\$55,593
Interest	\$1,600	\$655	41%	\$655	41%	\$299	\$279
State Membership Dues	\$82,500	\$38,560	47%	\$36,000	44%	\$22,060	\$28,310
Advisory Member Dues	\$125,000	\$34,800	28%	\$19,100	15%	\$15,700	\$16,875
Registrations	\$55,000	\$33,625	61%	\$29,700	54%	\$21,470	\$18,975
State Travel Accounts	\$5,500	\$2,000	36%	\$4,000	73%	\$1,220	\$1,220
Contributions	\$0	\$0	0%	\$0		\$0	\$0
Reimbursed Expenses	\$1,000	\$359	36%	\$2	0%	\$0	\$0
<b>Total Revenues</b>	<b>\$475,544</b>	<b>\$170,579</b>	<b>36%</b>	<b>\$151,571</b>	<b>32%</b>	<b>\$113,121</b>	<b>\$125,253</b>
Released from Cash Reserves	\$0	\$0		\$0		\$0	\$0
<b>Total</b>	<b>\$475,544</b>	<b>\$170,579</b>	<b>36%</b>	<b>\$151,571</b>		<b>\$113,121</b>	<b>\$125,253</b>
<b>Expenses</b>							
Advertising	\$500	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$4,000	\$1,490	37%	\$1,490	37%	\$1,298	\$926
Contractors	\$4,000	\$150	4%	\$0	0%	\$690	\$1,360
Equipment Purchases	\$3,000	\$150	5%	\$150	5%	\$211	\$1,415
Equipment Repairs	\$1,200	\$495	41%	\$495	41%	\$583	\$450
Gifts & Awards Given	\$1,250	\$923	74%	\$923	74%	\$0	\$435
Grants distributed	\$50,000	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$4,600	\$780	17%	\$780	17%	\$790	\$1,004
Internet	\$1,500	\$414	28%	\$414	28%	\$461	\$330
State Travel Costs	\$5,500	\$1,850	34%	\$1,850	34%	\$1,350	\$850
Office Supplies	\$1,350	\$192	14%	\$192	14%	\$170	\$390
Permits	\$1,300	\$578	44%	\$578	44%	\$569	\$338
Personnel expenses	\$319,300	\$94,065	29%	\$94,065	29%	\$79,397	\$87,043
Postage	\$150	\$6	4%	\$6	4%	\$13	\$36
Printing (copying)	\$1,375	\$55	4%	\$55	4%	\$57	\$23
Professional Services	\$25,000	\$6,500	26%	\$6,500	26%	\$10,430	\$7,500
Promotion & Marketing	\$2,000	\$375	19%	\$375	19%	\$300	\$785
Program - Meeting Expenses	\$20,000	\$107	1%	\$107	1%	\$3,823	\$3,556
Registrations	\$7,340	\$270	4%	\$270	4%	\$1,567	\$241
Rent	\$13,000	\$3,983	31%	\$3,983	31%	\$3,816	\$3,924
Subscriptions	\$2,500	\$460	18%	\$460	18%	\$450	\$432
Telephone	\$3,550	\$910	26%	\$910	26%	\$882	\$718
Travel	\$30,000	\$4,687	16%	\$4,687	16%	\$6,004	\$4,047
<b>Total Expenses</b>	<b>\$502,415</b>	<b>\$118,441</b>	<b>24%</b>	<b>\$118,291</b>	<b>24%</b>	<b>\$112,859</b>	<b>\$115,801</b>
<b>Net Subtotal</b>	<b>-\$26,871</b>	<b>\$52,139</b>		<b>\$33,281</b>		<b>\$261</b>	<b>\$9,451</b>
Release from Restricted	\$64,711	\$2,199	3%	\$2,199	3%	\$2,723	\$2,118
<b>NET budget for fiscal year</b>	<b>\$37,840</b>	<b>\$54,338</b>		<b>\$35,480</b>		<b>\$2,985</b>	<b>\$11,569</b>

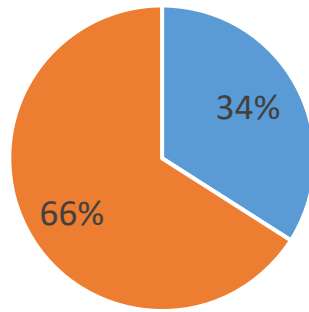
<sup>1</sup> FY17 and FY18 figures, throughout this document, are as of the end of the 1<sup>st</sup> quarter in those respective years.

### NERC Only Revenue FY19

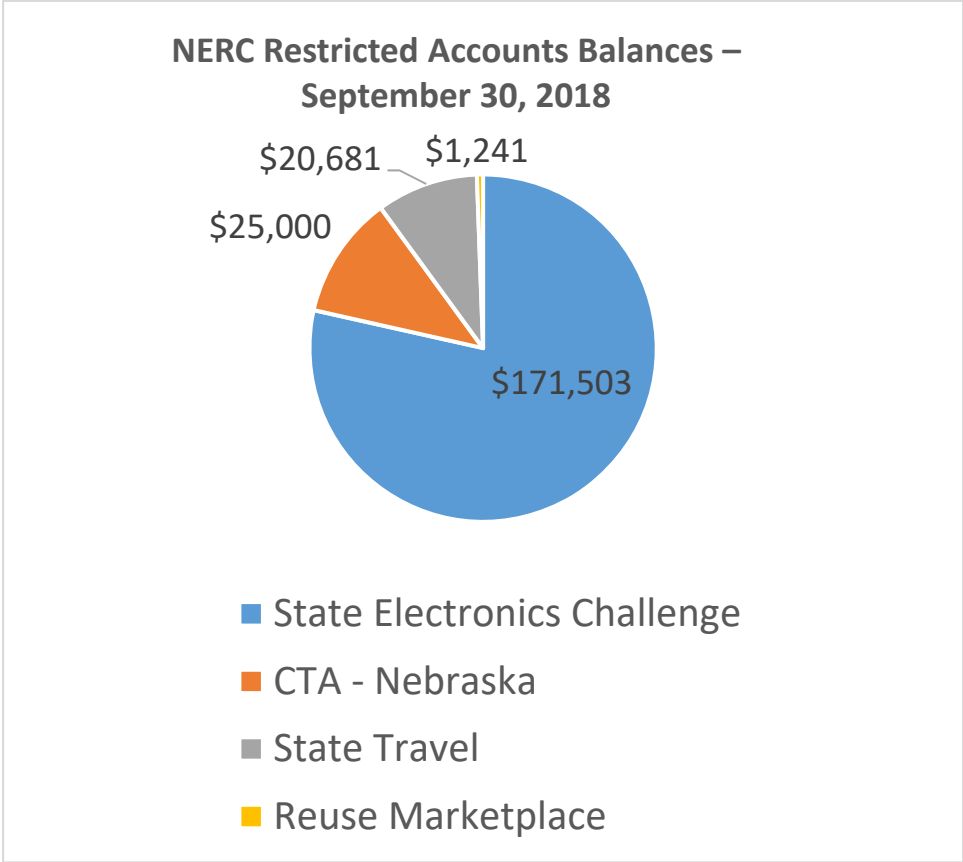
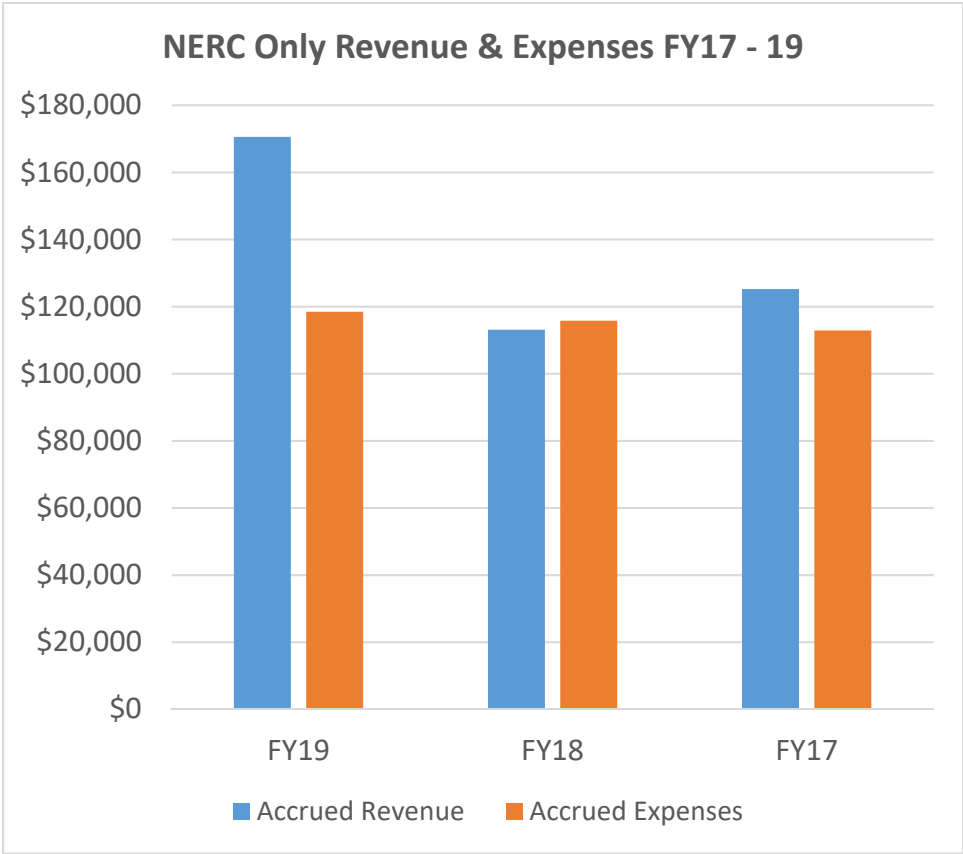


■ Conferences ■ Grants/consulting ■ Dues ■ Other

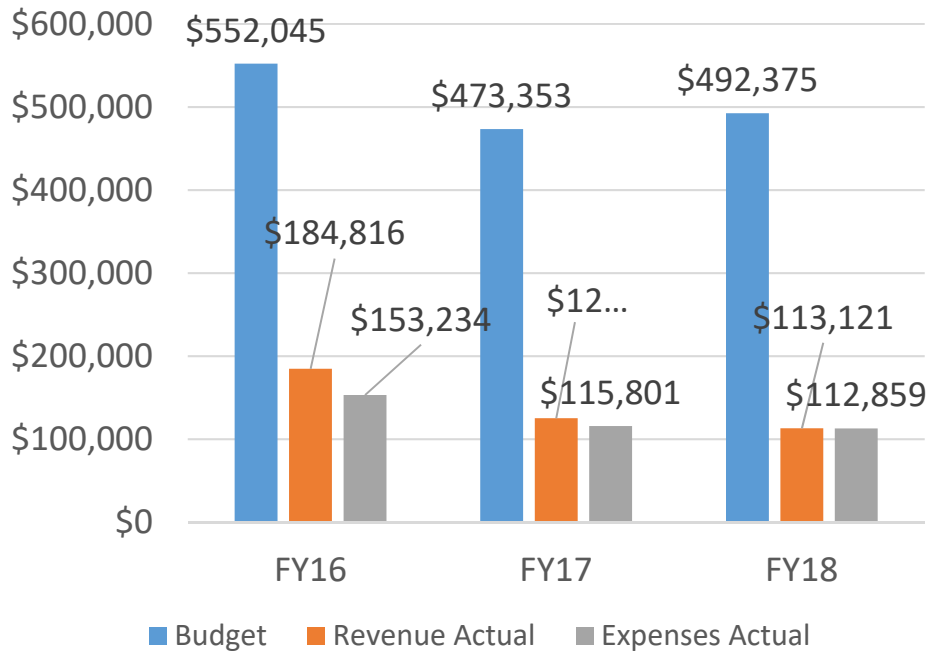
### NERC Only Expenses FY19



■ Administration ■ Program



**Budget to Actual (Accrual) Sept. 30 - FY 16 - 18**





## ERCC Only

### Revenue

ERCC continues to do well, having received 37% of the budgeted revenues (accrual). The Grants/consulting category (which is budgeted at \$172,750) represents the “market share data program”, the “ecycleregistration program”, and the new “compliance calendar” project as well. These are services that member states purchase from the ERCC and while not literally grants/consulting this is the accounting category that the revenues are recorded within. The Consumer Technology Association (CTA) in FY2018 contributed funds for the compliance calendar.

*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 is passed onto the participating states.

*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.

*Compliance calendar:* This new project is developing a web site that provides state-by-state compliance information and tools for the regulated community. It is in beta testing and is expected to be “live” by the end of the calendar year.

### Expenses

Total expenses to date (cash) are at 28%, just slightly above the one-quarter mark that we are in this fiscal year. This is primarily the result of unanticipated tax payments to the District of Columbia. These funds will be reimbursed during the second quarter of this fiscal year.

*Bank fees:* More ERCC members are paying their dues with credit cards, and as a result, bank fees are running higher than had been budgeted.

*Contractors* is running high at 45%, but this is the result of the billing cycle for the companies that provide the market share data. We anticipate this line item being within budget at the end of the fiscal year.

*Permits* is at an amazing 1,360% above budget. This is entirely due to the tax payments to the District of Columbia. This budget item will balance out by the end of the fiscal year.

### Conclusion

ERCC remains a vibrant program with a great deal of support and engagement from both state and non-state members. It has a healthy bank balance as well. It is down right now because of the market share data program and the tax payments to DC.

### ERCC Bank Balances

July 1, 2018	\$183,862
September 30, 2018	\$143,110
Net FY19	-\$40,752

July 1 – September 30, 2018	ERCC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY18	FY17
<b>Revenue</b>							
Conference Sponsorship	\$0	\$500	0%	\$500	0%	\$3,000	\$0
Grants/Consulting	\$172,750	\$68,085	22%	\$121,296	69%	\$93,556	\$65,580
Interest	\$350	\$302	63%	\$302	151%	\$232	\$385
State Member Dues	\$78,850	\$20,750	26%	\$54,350	69%	\$43,250	\$39,250
Advisory Member Dues	\$66,150	\$46,750	54%	\$32,250	60%	\$43,500	\$50,000
Registrations	\$500	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$0	0%	\$0	0%	-\$2,000	\$5,000
Contributions	\$0	\$50,000	0%	\$50,000	0%	\$0	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
<b>Total</b>	<b>\$318,600</b>	<b>\$186,387</b>	<b>29%</b>	<b>\$258,698</b>	<b>83%</b>	<b>\$181,538</b>	<b>\$160,214</b>
<b>Expenses</b>							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$745	\$231	31%	\$231	31%	\$67	\$124
Contractors	\$28,000	\$12,560	45%	\$12,560	45%	\$4,590	\$1,020
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
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	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$215	\$2,924	1360%	\$2,924	1360%	\$49	\$0
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$15	\$1	0%	\$1	0%	\$1	\$0
Printing (copying)	\$10	\$0	0%	\$0	0%	\$0	\$0
Professional Services	\$296,000	\$78,369	26%	\$78,369	26%	\$86,550	\$89,360
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$4,000	\$0	0%	\$0	0%	\$0	\$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	\$0
Travel	\$9,000	\$0	28%	\$0	0%	\$1,273	\$436
<b>Total Expenses</b>	<b>\$338,000</b>	<b>\$94,084</b>	<b>28%</b>	<b>\$94,084</b>	<b>28%</b>	<b>\$92,530</b>	<b>\$90,940</b>
<b>Net Subtotal</b>	<b>-\$19,400</b>	<b>\$23,982</b>		<b>-\$43,353</b>		<b>-\$32,185</b>	<b>-\$17,730</b>

## TPCH Only

### Revenue

TPCH revenue to date (cash) is at 73% of the annual budget. All membership dues, state and advisory members, are due in July of each year so the majority are paid in the first quarter.

### Expenses

Expenses are almost on target at 24%.

### Conclusion

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

### TPCH Bank Balances

July 1, 2018	\$74,760.47	
September 30, 2018	\$76,715.32	
Net FY19	\$1,954.85	
Restricted balance	\$3,345	4%
Unrestricted balance	\$71,415	96%

July 1, September 30, 2018	TPCH						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY18	FY17
<b>Revenue</b>							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants/Consulting	\$0	\$0	0%	\$0	0%	\$0	\$0
Interest	\$50	\$18	35%	\$18	35%	\$19	\$7
State Member Dues	\$27,000	\$17,000	63%	\$15,000	56%	\$17,000	\$23,000
Advisory Member Dues	\$16,000	\$11,000	69%	\$4,000	25%	\$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
<b>Total Revenues</b>	<b>\$43,050</b>	<b>\$28,018</b>	<b>65%</b>	<b>\$19,018</b>	<b>73%</b>	<b>\$28,019</b>	<b>\$30,007</b>
Released from Cash Reserves	\$0	\$0		\$0		\$0	\$0
<b>Total</b>	<b>\$43,050</b>	<b>\$28,018</b>	<b>65%</b>	<b>\$19,018</b>	<b>73%</b>	<b>\$28,019</b>	<b>\$30,007</b>
<b>Expenses</b>							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$200	\$0	0%	\$0	0%	\$91	\$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%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel	\$29,295	\$7,316	25%	\$7,316	25%	\$4,565	\$4,216
Postage	\$100	\$1	1%	\$1	1%	\$29	\$0
Printing (copying)	\$100	\$0	0%	\$0	0%	\$18	\$0
Professional Services	\$10,000	\$2,500.00	25%	\$2,500.00	25%	\$2,500	\$2,500
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$1,000	\$0	0%	\$0	0%	\$0	\$0
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$250	\$0	0%	\$0	0%	\$0	\$0
Telephone	\$350	\$75	21%	\$75	21%	\$75	\$75
Travel	\$1,000	\$165	17%	\$165	17%	\$13	\$0
<b>Total Expenses</b>	<b>\$42,295</b>	<b>\$10,056</b>	<b>24%</b>	<b>\$10,056</b>	<b>24%</b>	<b>\$7,291</b>	<b>\$6,792</b>
<b>Net Subtotal</b>	<b>\$755</b>	<b>\$17,961</b>		<b>\$8,961</b>		<b>\$20,727</b>	<b>\$23,215</b>
Release from Restricted	\$3,345	\$0		\$0		\$809	\$0
<b>NET for fiscal year</b>	<b>\$4,100</b>	<b>\$17,961</b>		<b>\$8,961</b>		<b>\$21,536</b>	<b>\$23,215</b>

### Combined Financials

July 1 – September 30, 2018	Combined (NERC, ERCC, & TPCH)		
	Budget	Total to date/ Accrued	% of Budget to date/Accrued
<b>Revenue</b>			
Conference Sponsorship	\$15,000	\$21,850	146%
Grants/Consulting	\$362,694	\$96,432	27%
Interest	\$2,000	\$775	39%
State Membership Dues	\$188,350	\$85,073	45%
Advisory Member Dues	\$207,150	\$76,550	37%
Registrations	\$55,500	\$33,625	61%
State Travel Accounts	\$5,500	\$2,000	36%
Contributions	\$0	\$0	0%
Reimbursed Expenses	\$1,000	\$359	36%
<b>Total Revenues</b>	<b>\$837,194</b>	<b>\$316,663</b>	<b>38%</b>
Released from Cash Reserves	\$0	\$0	0%
<b>Total</b>	<b>\$837,194</b>	<b>\$316,663</b>	<b>38%</b>
<b>Expenses</b>			
Advertising	\$500	\$0	0%
Bank Service Charges	\$4,745	\$1,721	36%
Contractors	\$32,200	\$12,710	39%
Equipment Purchases	\$3,000	\$150	5%
Equipment Repairs	\$1,200	\$495	41%
Gifts & Awards Given	\$1,250	\$923	74%
Grants distributed	\$50,000	\$0	0%
Insurance	\$4,600	\$780	17%
Internet	\$1,500	\$414	28%
State Travel Costs	\$5,500	\$1,850	34%
Office Supplies	\$1,350	\$192	14%
Permits	\$1,515	\$3,502	231%
Personnel expenses	\$348,595	\$101,380	29%
Postage	\$265	\$7	3%
Printing (copying)	\$1,485	\$55	4%
Professional Services	\$331,000	\$87,369	26%
Promotion & Marketing	\$2,000	\$375	19%
Program - Meeting Expenses	\$25,000	\$107	0%
Registrations	\$7,340	\$270	4%
Rent	\$13,000	\$3,983	31%
Subscriptions	\$2,750	\$460	17%
Telephone	\$3,915	\$985	25%
Travel	\$40,000	\$4,853	12%
<b>Total Expenses</b>	<b>\$882,710</b>	<b>\$222,581</b>	<b>25%</b>
<b>Net Subtotal</b>	<b>-\$45,516</b>	<b>\$94,082</b>	
Release from Restricted	\$68,056	\$2,199	3%
<b>NET budget for fiscal year</b>	<b>\$22,540</b>	<b>\$96,281</b>	<b>427%</b>

## **Votes Taken by NERC Board of Directors Between Board Meetings**

**March 16 – October 30, 2018**

### **Vote to Approve NERC Board of Director Meeting Minutes from April 4, 2018**

- Vote completed April 27, 2018
- Approved

### **Vote to Approve FY 2019 Operating Plan & Budget**

- Vote completed May 22, 2018
- Approved

### **Vote to Revise Vision & Mission Statements**

- Vote completed October 10, 2018
- Approved

## Update on Implementation of NERC-NEWMOA Strategic Plan

Activities from June 1 – October 31, 2018

<b><i>Food Scraps Reduction, Recovery &amp; Management</i></b>	
<b>Task</b>	<b>Status</b>
Form a Joint Food Waste Workgroup	Held Workgroup calls on June 20 and September 26; developing a plan for a series of webinars on food waste reduction for 2019
Harmonize organics symbols & images	Food Waste Workgroup identified this as a high priority; see below
Webinar plans	Plans underway for 2019 webinars. Athena Lee Bradley is helping with this.
<b><i>Recyclables Collection Strategies &amp; Impacts on Manufacturing/End-users</i></b>	
<b>Task</b>	<b>Status</b>
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 and recycling organizations on an education campaign to address contamination of the recycling stream; participated in a series of conference calls to develop campaign; more calls planned; development is underway & focused on what to keep out of the recycling bin; plan to share results when available.
New Task - Conduct workshop	Collaborate with the Recycling Partnership to hold a workshop in the region on for later in the fiscal year (May 2019) on strategies and programs that local governments can implement to reduce contamination of the recycling stream.
New Task – Support NERC Regional Recycling Markets Committee	NERC formed Committee and Mixed Paper Workgroup. Committee has had two calls. Drafting an article for <i>Resource Recycling</i> about the committee.
<b><i>Product Stewardship</i></b>	
<b>Task</b>	<b>Status</b>
Form & support umbrella organization for state Product Stewardship Councils	Held conference calls in July and October. Group is very enthusiastic, with priority areas of interest being information exchange and product stewardship legislation for packaging. Another call is planned for this fall.
<b><i>Climate Change &amp; Impacts on the Recycling &amp; Solid Waste Infrastructure</i></b>	
<b>Task</b>	<b>Status</b>

Information sharing	Held a call in June with another call scheduled for early November. Drafted a set of Draft Climate-Materials Fact Sheets (audiences: one for residents and one for municipal officials). Intend to finalize by end of November.
Collaborate with the West Coast Climate Forum	We have been attempting to schedule a call for this fall. Have sought their input into draft fact sheets, mentioned above.
<b>Construction &amp; Demolition (C&amp;D) Materials</b>	
<b>Task</b>	<b>Status</b>
Information sharing	No recent activities to report.
Convene a meeting/workshop with state transportation agency officials to encourage the use of asphalt shingles, glass, plastic, and compost in roadbed construction and for erosion control.	<ul style="list-style-type: none"> <li>• We conducted a survey of DPW officials to identify best timing for a workshop (April was identified).</li> <li>• Have broadened scope of materials to include: glass, compost, tires, and asphalt shingles.</li> <li>• Created a brief description of workshop. Working with CT DEEP to hold workshop at their location.</li> </ul>
<b>Overall Coordination &amp; Management</b>	
<b>Task</b>	<b>Status</b>
Coordinate	Lynn & Terri have spoken several times to develop materials & plan activities; exchanged numerous emails.
New Task - Prepare a Report on the Accomplishments in the first year of the Plan	Completed, shared with Boards, & posted: <a href="http://www.newmoa.org/publications/Joint_Action_Plan_Annual_Report_FY18.pdf">www.newmoa.org/publications/Joint Action Plan Annual Report FY18.pdf</a>
New Task – Publicize 1 <sup>st</sup> Year Accomplishments	<i>Resource Recycling</i> has expressed interest in an article on the NERC-NEWMOA partnership & our accomplishments for publication later in the year.
New Task – Develop a Year 2 Workplan	Drafted a workplan for fiscal year 2019.