



Minutes
Board of Directors' Meeting
Wednesday, October 30, 2019
Providence, Rhode Island
Approved December 5, 2019

Present:

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

Non-Board Members: Erin Jensen, New Jersey Department of Environmental Protection; Debra Darby, Organix Solutions; Al Sabino, Casella Waste Systems; Tom Outerbridge, Sims Municipal Recycling; Tim Langlois, Casella Waste Systems; Mike Noel, TOMRA; Emma Stuhl, Vermont Department of Environmental Conservation; Sarah Bloomquist, TOMRA; Lynn Rubinstein, NERC Executive Director, Secretary to the Board; and Mary Ann Remolador, NERC Assistant Director.

Robert Isner, Vice President of the Board, called the meeting to order at 12:50 p.m.

Conference Debriefing

There was a conversation about the conference. There were many accolades to Mary Ann Remolador for organizing an outstanding event.

Mary Ann requested that the Board consider limiting conference venues to a short list of facilities that we know are excellent and meet NERC's green event policy requirements. The locations are: Graduate, Providence, Rhode Island; Sheraton, Rocky Hill, Connecticut; Chase Center, Wilmington, Delaware; (former) Sheraton, Lycoming, Maryland. The Board agreed, but stressed the importance of being flexible in response to specific circumstances and every few years circulating through locations in other member states.

Spring Workshop and Fall Conference, 2020

The spring conference will take place in Rocky Hill, Connecticut, April 21 – 22. An agenda planning committee is in the process of being formed.

The fall conference will most likely be a joint event with SERDC, and will be held in October in Maryland. Work is actively underway to finalize an agreement between NERC and SERDC for this event. In addition, there is the possibility of a one-day recycling market development workshop happening the day before or after the joint conference that would be organized by the National Recycling Coalition.

Treasurer's Report was discussed and is [attached](#). A motion to approve was made by Robert Isner and seconded by Brooke Nash. Vote unanimously in support.

Minutes from July 24, 2019 Board call

A motion to approve was made by Jared Rhodes and seconded by Terry Laibach. Vote unanimously in support. See [attached](#).

Review of Votes Taken Since Previous Board meeting

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

Fiscal Year 2019 Annual Report

Brooke Nash moved to approve the FY2019 annual report, seconded by Mike Nork. Passed unanimously. [Posted online](#).

Post-Consumer Recycled Content Policy

The Board determined to consider deliberation about the specific language, while expressing continuing support for adoption of such a policy.

Awards Program

It was agreed to consider a re-design, including timeline, for future awards programs.

Proposed Regional USCC Chapter

The Board requested additional research.

Discussion Regarding NERC Staff Participating/Testifying In Legislative Hearings

It was confirmed that NERC staff should provide information to legislators that further NERC's mission and policies, while stopping short of lobbying.

Joint Strategic Action Plan with NEWMOA:

- Revised Joint Strategic Action Plan

A motion was made by Mike Nork to adopt the revised Joint Strategic Action Plan, and seconded by Rick Watson. Vote was unanimously in support. See [attached](#).

- Status Report about Joint Initiative. See [attached](#).

Committee updates:

- Regional Recycling Market Development Committee – Chaz Miller, Committee Chair, provided an update on Committee activities.
- Glass Committee – Megan Pryor, Committee Chair, provided an update on Committee activities.
- Development Committee – Lynn Rubinstein explained that the Committee had assumed the role of the Awards Committee, but has otherwise not met in several months.

Staff Updates were presented to the Board. See [attached](#).

Meeting adjourned at 3:40 p.m.

Minutes recorded by Lynn Rubinstein, Secretary to the Board

Treasurer's Report
October 30, 2019
Period Covered: July 1 – September 30, 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 both outstanding invoices that NERC has received but has not yet paid, and payments on vendor invoices from that fiscal year. 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, 2019. 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 the fiscal year to date, having received 31% of the budgeted revenues (cash).

Expenses: NERC expenses (both accrual and cash) are on the mark, at 24% for accrued and 26% for cash.

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. We are also seeing an increase in the number of Advisory Members paying by credit card.

Equipment repairs are high because the annual service contract for our copier renews at the beginning of the fiscal year. There have been no other repair costs, to date.

Gifts & awards reflect the purchase of awards for the annual Environmental Sustainability Awards program. The balance of the budget is for the State Electronics Challenge program. Those expenses happen in the spring.

Internet is high because of annual fees that arise this time of year.

Professional Services are primarily for the cost for the annual audit and tax preparation.

Promotion & Marketing includes the fees paid to a graphic designer for the conference masthead design.

Registrations is very high, and will be overspent. The Executive Committee approved an unanticipated expense; allowing for Lynn Rubinstein to take an online semester-long course on Sustainable Businesses.

Rent is a little high because we pay our annual share of the utilities in the first quarter of the fiscal year.

Conclusion

We are doing well at the conclusion of the first quarter, with cash receipts in excess of 25% of the budget.

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).

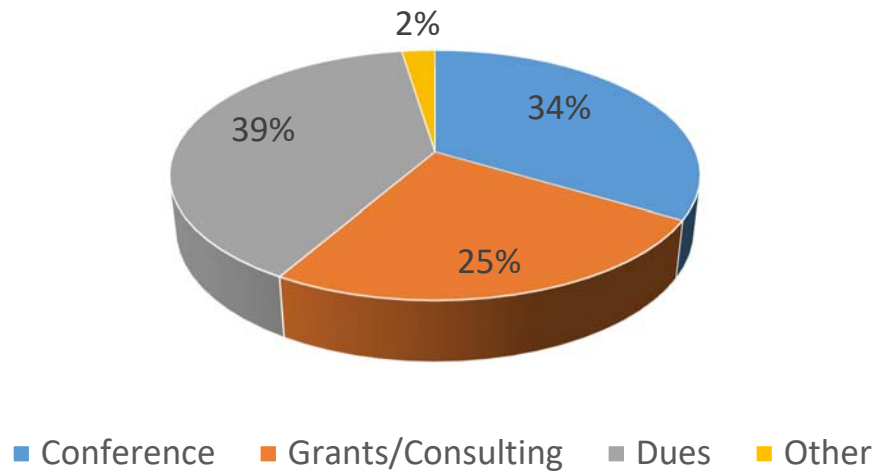
NERC Bank Balances

July 1, 2019	\$628,145	
September 30, 2019	\$702,159	
Net FY20	\$74,014	
Restricted balance	\$179,607	26%
Unrestricted balance	\$522,553	74%

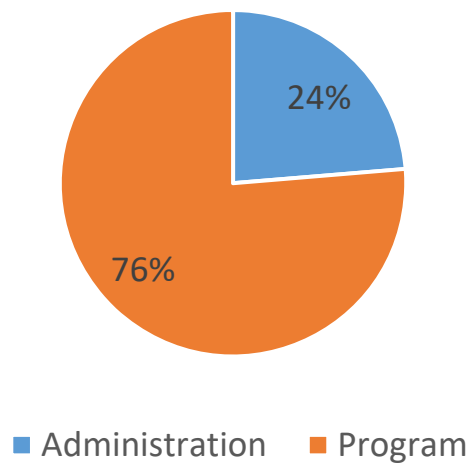
July 1 – September 30, 2019	NERC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY19 ¹	FY18
Revenue							
Conference Sponsorship	\$40,000	\$11,250	28%	\$10,000	25%	\$17,850	\$16,000
Grants/Consulting	\$154,102	\$33,240	22%	\$33,240	22%	\$42,730	\$36,372
Interest	\$3,000	\$1,082	36%	\$1,082	36%	\$771	\$299
State Membership Dues	\$84,465	\$34,000	40%	\$36,500	43%	\$32,432	\$22,060
Advisory Member Dues	\$122,500	\$18,700	15%	\$32,950	27%	\$31,800	\$15,700
Registrations	\$75,000	\$33,825	45%	\$32,950	44%	\$33,625	\$21,070
State Travel Accounts	\$5,500	\$2,000	36%	\$2,000	36%	\$2,000	\$0
Reimbursed Expenses	\$1,000	\$165	17%	\$165	17%	\$359	\$0
Total Revenues	\$485,567	\$134,262	28%	\$148,887	31%	\$161,567	\$111,501
Released from Cash Reserves	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$485,567	\$134,262	28%	\$148,887	31%	\$161,567	\$111,501
Expenses							
Advertising	\$500	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$5,500	\$1,316	24%	\$1,316	24%	\$1,490	\$1,298
Contractors	\$26,500	\$3,688	14%	\$3,688	14%	\$150	\$690
Equipment Purchases	\$3,000	\$0	0%	\$0	0%	\$150	\$211
Equipment Repairs	\$1,200	\$495	41%	\$495	41%	\$495	\$583
Gifts & Awards Given	\$2,550	\$894	35%	\$894	35%	\$923	\$0
Insurance	\$5,200	\$780	15%	\$780	15%	\$780	\$790
Internet	\$1,680	\$546	33%	\$546	33%	\$414	\$461
Office Supplies	\$1,000	\$43	4%	\$43	4%	\$192	\$170
Permits	\$1,650	\$109	7%	\$109	7%	\$578	\$569
Personnel expenses	\$267,433	\$67,500	25%	\$67,500	25%	\$94,065	\$79,397
Postage	\$150	\$2	2%	\$2	1%	\$6	\$13
Printing (copying)	\$900	\$0	0%	\$0	0%	\$55	\$57
Professional Services	\$11,976	\$9,600	80%	\$6,950	58%	\$6,500	\$10,430
Promotion & Marketing	\$1,500	\$875	58%	\$875	58%	\$375	\$300
Program - Meeting Expenses	\$35,000	\$875	3%	\$10,768	31%	\$107	\$3,823
Registrations	\$3,450	\$3,400	99%	\$3,400	99%	\$270	\$1,567
Rent	\$13,260	\$4,273	32%	\$4,273	32%	\$3,983	\$3,816
State Travel Costs	\$5,500	\$500	9%	\$500	9%	\$1,850	\$950
Subscriptions	\$4,026	\$100	2%	\$100	2%	\$460	\$450
Telephone	\$2,400	\$696	29%	\$771	32%	\$910	\$882
Travel	\$21,150	\$2,483	12%	\$5,474	26%	\$4,687	\$6,004
Total Expenses	\$415,525	\$98,175	24%	\$108,484	26%	\$118,441	\$112,459
Net Subtotal	\$70,042	\$36,087	52%	\$40,403	58%	\$43,126	-\$959
Release from Restricted	\$15,557	\$2,534	16%	\$2,534	16%	\$10,002	\$1,465
NET budget for fiscal year	\$85,599	\$38,621	45%	\$42,937	50%	\$53,129	\$507

¹ FY19 and FY18 figures, throughout this document, are as of September 30 in those respective years.

NERC Only Revenue FY20 - Accrual

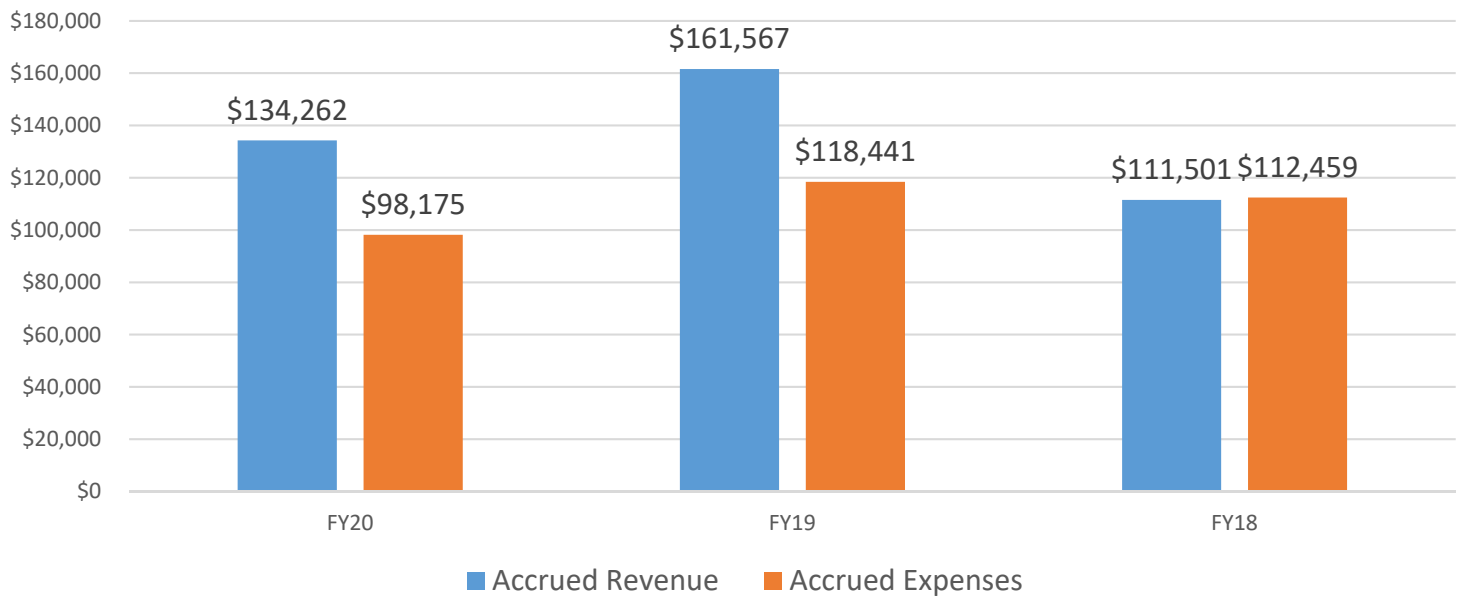


NERC Only Expenses FY20 - Accrual

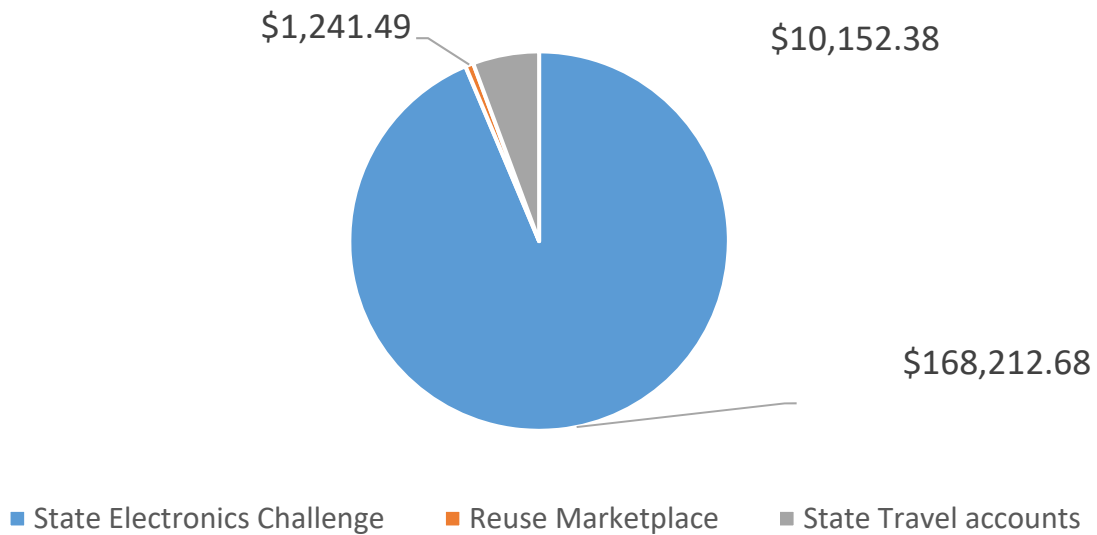


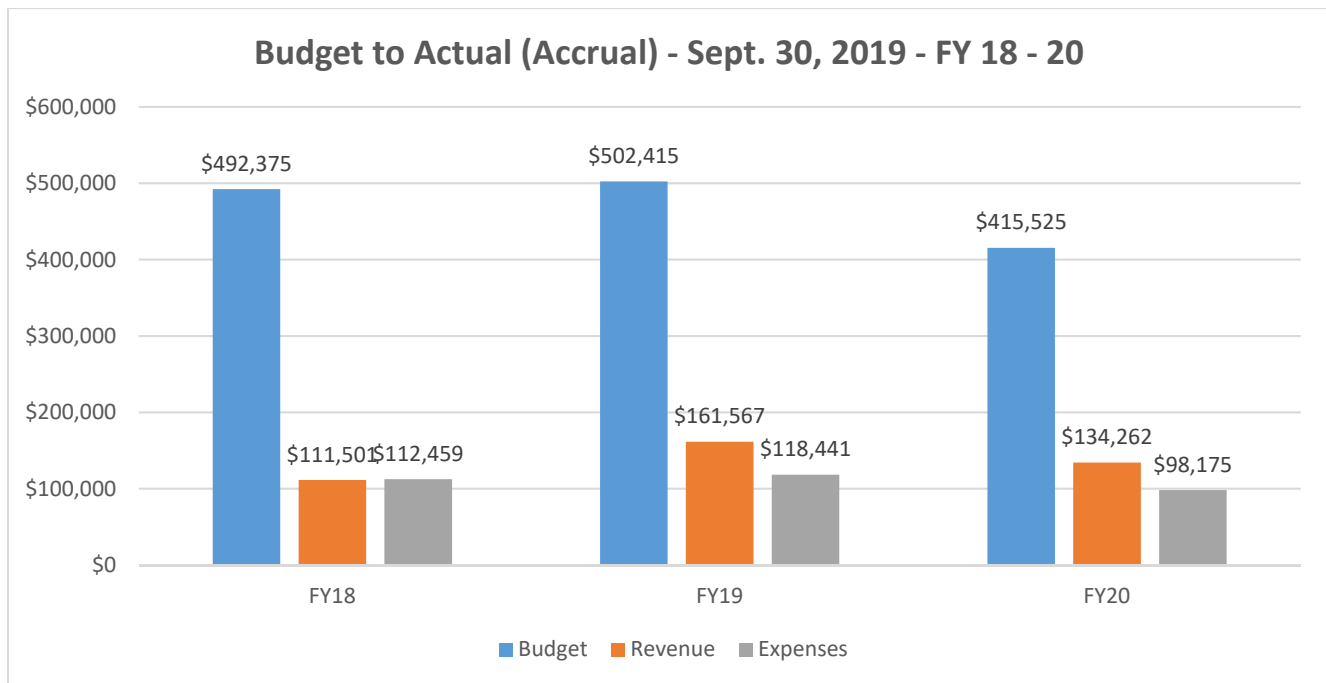
Note: Personnel costs are allocated between administration and program activities.

NERC Only Revenue & Expenses FY18 - 20



NERC Restricted Accounts Balances – September 30, 2019





ERCC Only

Revenue

ERCC continues to do well and to add new members. The ERCC programs have skewed cash flows and billing cycles, and that is reflected in the budget overview presented below.

Conference Sponsorship. ERCC had its annual meeting/workshop in September and the sponsorships were in support of that single event.

Dues. The cash flow for this quarter is ahead of pace because one Advisory member opted to pay for three years of dues at one time, resulting in a particularly large (and not budgeted) cash infusion.

Grants/consulting category (which is budgeted at \$191,750) 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. The majority of states pay these expenses in the first quarter, and the revenue this quarter reflects that. In addition, one member opted to pay for three years of market share at one time, resulting in a particularly large (and not budgeted) cash infusion.

Expenses

Total expenses to date (cash) are at 18%, in line with the first quarter.

Bank fees: More ERCC members are paying their dues and market share payments with credit cards, and most dues payments are received in the first quarter – resulting in a skewed percentage for this quarter.

Program – Meeting Expenses are well beyond the budgeted amount, due to unanticipated changes in the way the Escrap Conference assigns costs. The budget will be adjusted upwards in the next fiscal year. We did receive \$3,500² on revenues to offset these expenses, however.

Subscriptions - This was budgeted as zero. An unanticipated expense for a Survey Monkey subscription was incurred.

Telephone is high because the annual cost to purchase a phone card for the member meeting increased.

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, 2019	\$156,719.69
September 30, 2019	\$275,319.57
Net FY20	\$118,599.88

² \$500 was accidentally paid to NCER and will be credited to NERC in this quarter.

July 1 – September 30, 2019	ERCC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY19	FY18
Revenue							
Conference Sponsorship	\$4,000	\$3,000	75%	\$3,000	75%	\$4,000	\$0
Grants/Consulting	\$191,750	\$28,200	15%	\$96,254	50%	\$53,702	\$23,470
Interest	\$370	\$153	41%	\$153	41%	\$102	\$125
State Member Dues	\$74,000	\$22,750	31%	\$24,000	32%	\$29,513	\$14,500
Advisory Member Dues	\$76,000	\$19,750	26%	\$54,250	71%	\$30,750	\$22,250
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	\$346,120	\$73,853	21%	\$177,657	51%	\$118,067	\$60,345
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$800	\$326	41%	\$326	41%	\$231	\$67
Contractors	\$20,000	\$4,973	25%	\$4,973	25%	\$12,560	\$4,590
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	\$0	0%	\$49	5%	\$2,924	\$49
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$10	\$1	13%	\$1	5%	\$1	\$1
Printing (copying)	\$10	\$0.36	4%	\$0.18	2%	\$0.18	\$0.36
Professional Services	\$293,000	\$53,473	18%	\$53,473	18%	\$78,369	\$86,550
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$7,000	\$10,594	151%	\$0	0%	\$0	\$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%	\$0	\$0
Subscriptions	\$0	\$234	0%	\$234	0%	\$0	\$0
Telephone	\$10	\$19	193%	\$0	0%	\$0	\$0
Travel	\$9,000	\$1,499	21%	\$234	3%	\$0	\$1,273
Total Expenses	\$330,830	\$71,119	21%	\$59,289	18%	\$94,084	\$92,530
Net Subtotal	\$15,290	\$2,734	18%	\$118,368	774%	\$23,982	-\$32,185
Release from Restricted	\$0	\$0	0%	\$0	0%	0	0
NET budget for fiscal year	\$15,290	\$2,734	18%	\$118,368	774%	\$23,982	-\$32,185

TPCH Only

Revenue

TPCH revenue to date (cash) is at 58% of the annual budget. The majority of dues are received in the first quarter.

Expenses

Expenses are on target at 25% (cash).

Conclusion

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

TPCH Bank Balances

July 1, 2019	\$76,433.30	
September 30, 2019	\$90,795.85	
Net FY20	\$14,362.55	
Restricted balance	\$2,632	3%
Unrestricted balance	\$88,164	97%

July 1 - September 30, 2019	TPCH						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY19	FY18
Revenue							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants/Consulting	\$0	\$0	0%	\$0	0%	\$0	\$0
Interest	\$50	\$20	41%	\$20	40%	\$18	\$19
State Membership Dues	\$27,000	\$17,000	63%	\$14,000	52%	\$17,000	\$17,000
Advisory Membership Dues	\$16,000	\$11,000	69%	\$11,000	69%	\$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	\$28,020	65%	\$25,020	58%	\$28,018	\$28,019
Release from Cash Reserves	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$43,050	\$28,020	65%	\$25,020	58%	\$28,018	\$28,019
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$0	\$0	0%	\$0	0%		\$91
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	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel expenses	\$29,295	\$8,075	28%	\$7,757	26%	\$7,316	\$4,565
Postage	\$100	\$40	40%	\$62	62%	\$1	\$29
Printing (copying)	\$100	\$0	0%	\$0	0%	\$0	\$18
Professional Services	\$10,000	\$2,500.00	25%	\$2,500	25%	\$2,500	\$2,500
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$1,000	\$145	15%	\$145	15%	\$0	\$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%	\$0	\$0
Subscriptions	\$250	\$0	0%	\$0	0%	\$0	\$0
Telephone	\$350	\$75	21%	\$75	21%	\$75	\$75
Travel	\$1,000	\$445	45%	\$0	0%	\$165	\$13
Total Expenses	\$42,295	\$11,281	27%	\$10,539	25%	\$10,056	\$7,291
Net Subtotal	\$755	\$16,740	2217%	\$14,481	1918%	\$17,961	\$20,728
Release from Restricted	\$3,345	\$445	13%	\$0	0%	\$0	\$809
NET budget for fiscal year	\$4,100	\$17,185	419%	\$14,481	353%	\$17,961	\$21,537

Combined Financials

July 1 – September 30, 2019	Combined (NERC, ERCC, & TPCH)		
	Budget	Total to date/ Accrued	% of Budget to date/Accrued
Revenue			
Conference Sponsorship	\$44,000	\$14,250	32%
Grants/Consulting	\$345,852	\$61,440	18%
Interest	\$3,420	\$1,255	37%
State Membership Dues	\$185,465	\$73,750	40%
Advisory Membership Dues	\$214,500	\$49,450	23%
Registrations	\$75,000	\$33,825	45%
State Travel Accounts	\$5,500	\$2,000	36%
Reimbursed Expenses	\$1,000	\$165	17%
Total revenues	\$874,737	\$236,135	27%
Release from Cash Reserves	\$0	\$0	0%
Total	\$874,737	\$236,135	27%
Expenses			
Advertising	\$500	\$0	0%
Bank Fees	\$6,300	\$1,642	26%
Contractors	\$46,500	\$8,661	19%
Equipment Purchases	\$3,000	\$0	0%
Equipment Repairs	\$1,200	\$495	41%
Gifts & Awards Given	\$2,550	\$894	35%
Insurance	\$5,200	\$780	15%
Internet	\$1,880	\$546	29%
Office Supplies	\$1,000	\$43	4%
Permits	\$2,650	\$109	4%
Personnel expenses	\$296,728	\$75,575	25%
Postage	\$260	\$44	17%
Printing (copying)	\$1,010	\$0	0%
Professional Services	\$314,976	\$65,573	21%
Promotion & Marketing	\$1,500	\$875	58%
Program - Meeting Expenses	\$43,000	\$11,614	27%
Registrations	\$3,450	\$3,400	99%
Rent	\$13,260	\$4,273	32%
State Travel Costs	\$5,500	\$500	9%
Subscriptions	\$4,276	\$334	8%
Telephone	\$2,760	\$790	29%
Travel	\$31,150	\$4,427	14%
Total Expenses	\$788,650	\$180,575	23%
Net Subtotal	\$86,087	\$55,561	65%
Release from Restricted	\$18,902	\$2,979	16%
NET budget for fiscal year	\$104,989	\$58,540	56%

NERC Board of Directors Board Meeting – by Conference Call

July 24, 2019

Minutes

Approved October 30, 2019

On the call:

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

Non-Board Members: Lynn Rubinstein, NERC Executive Director, Secretary to the Board; and Mary Ann Remolador, NERC Assistant Director.

The meeting was called to order at 11:00 a.m.

Review of NERC EPR Policy

After discussion it was agreed to leave unchanged at this time.

Review of Draft Post-Consumer Recycled Content Policy

The draft was discussed and it was agreed that Lynn Rubinstein would prepare another draft based on the comments. The next draft will be distributed with the Board, and after conversation via email and general agreement on the draft, it will be sent to Advisory Members representing or being in the paper, plastic, steel and glass recycling industries for their input.

Proposal to Form a Regional USCC Council

The Board discussed the proposal and supported further exploration before a final decision is made. It asked Lynn to work with Debra Darby (the original proponent of the idea) to identify companies that are supportive of the idea, intend to be members and pay dues, and would be willing to serve on the Board of Directors. After an update on the results of this research, the Board will further consider the proposal.

Election of Ex Officio Board Members

Rick Watson moved, and Jared Rhodes seconded, the reappointment of Chip Foley and Chaz Miller as Ex Officio Board members for a period of one year. The terms will begin September 5, 2019.

The call was adjourned at 12:40 p.m. Minutes were recorded by Lynn Rubinstein, Secretary to the Board.

**Votes Taken by NERC Board of Directors Between Board Meetings
March 21 – October 29, 2019**

Vote to Approve NERC Board of Director Meeting Minutes from March 2019

- Approved April 25, 2019

Vote to Approve FY 2020 Operating Plan & Budget, & Bylaw Revisions

- Approved June 24, 2019

Election of Ex Officio Board Members

- Approved July 24, 2019



NEWMOA & NERC Updated Joint Strategic Action Plan Fiscal Years 2020 – 2022

Working Together on Sustainable Materials Management

Approved by the NEWMOA Board of Directors on September 20, 2019

Approved by the NERC Board of Directors on October 30, 2019

Connecticut | Maine | Maryland | Massachusetts | Delaware | New Hampshire | New Jersey | New York
Pennsylvania | Rhode Island | Vermont

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Implementation 10

Background

The Northeast Waste Management Officials' Association (NEWMOA) and the Northeast Recycling Council (NERC) are non-profit organizations, each with extensive expertise and several decades of taking action on materials management. At times various entities have asked about "the distinctions between the organizations" and "opportunities to collaborate". This Updated Joint Strategic Action Plan, an expansion of the Plan entered into in 2017, sets out to address both of these important questions, as well as to articulate a future vision of success in fulfilling our missions built upon collaboration and expertise sharing. The goal of the Plan is to further each of our missions and strengthen each organization through collaboration.

NERC's mission is to: minimize waste, conserve natural resources, and advance a sustainable economy through facilitated collaboration and action.

NEWMOA provides a strategic forum for effectively solving environmental problems through collaborative regional initiatives that advance pollution prevention and sustainability, promote safer alternatives to toxic materials in products, identify and assess emerging contaminants, facilitate adaptation to climate change, mitigate greenhouse gas sources, promote reuse and recycling of wastes and diversion of organics, support proper management of hazardous and solid wastes, and facilitate clean-up of contaminant releases to the environment.

Overlapping Areas of Interest & Activity

NEWMOA and NERC operate in similar geographic regions³ and involve many of the same state agencies. Both organizations help state programs and others in the Northeast, as well as nationally, to develop and implement sustainable materials management and pollution prevention (P2) strategies, including source reduction, reuse, diversion of organics/food for composting or anaerobic digestion, recycling, environmentally preferable purchasing, reducing toxics in products, and decreasing the toxicity of the solid waste stream. For example, both groups provide technical assistance and training for local, state, and regional programs and the private sector on various waste and prevention-related topics; support national listservs; and hold webinars workshops, conferences, and meetings that are of interest to each other's members. Both organizations also focus on supporting implementation of product stewardship/extended producer responsibility programs and food waste/organics diversion.

What Makes Each Organization Unique

Differences between the organizations include geographic area, Board membership, and membership base. NERC serves a slightly larger geographic area and includes private sector members within its governing Board. NEWMOA's Board includes the directors of the members' states waste and pollution prevention programs. NERC's Board includes managers of state sustainable materials management programs as well as Ex Officio board members that are not affiliated with state programs.

Other differences include the topics that are covered and strategies that are pursued. NEWMOA's focus includes industrial and commercial hazardous waste management, Brownfields, and contaminated site clean-up in addition to the topics outlined above. NERC has a focus on capacity enhancement: recycling markets, the broader recycling industry, and the supply of materials for recycling. NERC coordinates with the recycling and related industries. NERC generally focuses on supporting voluntary programs although it provides services that support state programs in their implementation of several producer responsibility laws. NEWMOA supports

³ **NERC's** member states are: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont. **NEWMOA's** member states are: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont.

state implementation of waste policies and laws and regulatory and enforcement programs as well as voluntary programs. NEWMOA facilitates interaction and communication between state environmental agencies and the EPA. NERC facilitates public-private partnerships and engagement.

NEWMOA's Unique Strengths

- Supports the states' enforcement, regulatory, and policy interests and coordinates development of harmonized policy initiatives.
- Collects and analyzes data and facilitates discussion about measuring the impacts of sustainable materials management.
- Prepares comments on federal rules and policy proposals.
- Facilitates the Northeast Pollution Prevention Roundtable.
- Manages the Interstate Mercury Education & Reduction Clearinghouse (IMERC).
- Manages the Interstate Chemicals Clearinghouse (IC2).
- Supports regional Workgroups to address a wide variety of waste, toxics, and prevention issues.
- Develops and manages online reporting systems to support compliance with multiple states' requirements.

NERC's Unique Strengths

- Focuses on strategies in support of sustainable materials management, green procurement, and recycling market development.
- Promotes regional and national multi-stakeholder dialogues and initiatives.
- Manages the Toxics in Packaging Clearinghouse (TPCH).
- Manages the Electronics Recycling Coordination Clearinghouse (ERCC).
- Hosts the State Electronics Challenge (SEC).
- Supports subcommittees on glass markets and regional recycling market development.
- Holds semi-annual regional conferences.
- Offers consulting services for public and private sector groups.

Priorities for Both Organizations

Materials management encompasses a wide spectrum of commodities; while NERC and NEWMOA monitor this wide range of products, there are times when certain one's demand focused attention, often due to the changing demands of the market, emerging environmental challenges, or technological advances. As a result, the NERC and NEWMOA Boards regularly identify priorities upon which the respective organizations decide to take action.

Joint NEWMOA – NERC Priorities 2020 - 2022

Emerging Contaminants in the Solid Waste Stream; Toxics in Packaging & Products; Increasing the Use of Recycled Content in Products; Wasted Food Reduction, Recovery, & Management; Recyclables – Improving Quality & End-Markets; Product Stewardship/Extended Producer Responsibility; Relationship between Climate Change & Sustainable Materials Management; Construction & Demolition Materials (C&D); & Tires

Strategy for Moving Forward Together

In order to better serve and further their missions and given the opportunities for action presented by the synergies between NERC and NEWMOA's interests, memberships, and activities, this updated Strategic Action Plan describes joint initiatives proposed for the next two years that seek to enhance the effectiveness of both organizations, as well as provide value to their members.

Collaboration between NERC and NEWMOA may be accomplished by:

- Promoting each other's events and activities and co-sponsoring such events, where appropriate
- Looking for joint funding opportunities in support of new initiatives
- Sharing reports and other information resources, including providing links to each other's websites
- Collaborating on committees and workgroups, webinars, and workshops

NERC and NEWMOA agree to collaborate in their efforts to address the following materials management issues. These efforts will include all 11 of the NERC-states so that the benefit of this joint initiative impacts the wider region. Implementation by each organization of the actions outlined below are contingent upon success in attracting funding.

Emerging Contaminants in the Solid Waste Stream

Increasingly, states and municipalities in the northeast are finding poly- and perfluoroalkyl substances (PFAS) in their drinking water supplies. PFAS are a large class of chemicals that have been used in numerous consumer products and industrial processes due to their oil and water-resistant properties and their exceptional stability. Products include carpet and fabric protection, food packaging, and aqueous film-forming foams (AFFF) used for firefighting. The same properties that make PFAS so useful in consumer products and for firefighting make them challenging to remove from soil and water, including drinking water supplies. These compounds are being released to the environment in a number of ways, including by solid waste disposal facilities. Due to the seriousness of this issue, NERC and NEWMOA have elevated this as a priority area of concern.

NEWMOA and NERC commit to the following joint actions to promote education and action around PFAS contamination associated with the solid waste stream:

- Collaborate in the development and implementation of a regional science conference on PFAS that NEWMOA is organizing for spring 2020.
- Support promotion of webinars hosted by the NEWMOA PFAS Workgroup.

- Participate in sessions for NERC's conferences on emerging contaminants, such as PFAS in products and packaging.
- Facilitate discussions and information sharing between NERC's Toxics in Packaging Clearinghouse (TPCH) and NEWMOA's Interstate Chemicals Clearinghouse (IC2) and collaborate on initiatives when both groups agree to a strategy.

NEWMOA will be the lead organization.

Increasing the Use of Recycled Content in Products

With the value of most commodities coming out of MRFs being seriously depressed, the importance of "buying recycled" becomes more critical than in the past.

NEWMOA and NERC commit to highlighting the importance of recycled content, providing resources to do this will be emphasized through the following joint initiatives:

- Hold a workshop on use of recycled content, including compost, glass, asphalt shingles, tires, and plastic in roadway projects in one or more locations in the region.
- Assist the tire manufacturers with holding a technical workshop on opportunities for using more recycled tire content in roadway projects.
- Hold webinars on the use of compost, glass, tires, and plastic components in roadway projects.
- Develop a program to promote success stories about the use of recycled content in products in the region.

NERC will be the lead organization.

Food Scraps Reduction, Recovery & Management

According to recent EPA and Department of Agriculture (USDA) studies, 40 percent of the food produced in the U.S. is not eaten. There are numerous untapped opportunities to recover this food to feed people and animals. EPA estimates that about 15 percent of the municipal solid waste stream is food waste⁴. Under the EPA "Food Recovery Hierarchy", priority for use of unwanted food should first be to feed people, then feed animals, and then directed to anaerobic digestion facilities or composting; and the last management priority is combustion/landfilling. When food waste is landfilled, it contributes to the production of methane, a potent greenhouse gas (GHG). Landfills are a significant contributor of anthropogenic GHGs. By contrast, food waste that is captured before it is discarded can feed those in need or be transformed into value-added products. After it is discarded, food waste can produce nutrient rich soil through composting, or energy when diverted to an anaerobic digester (AD).

The EPA and USDA have established a national goal to reduce food waste by 50 percent by 2030. NEWMOA and NERC support actions in the Northeast to help achieve this objective. The organizations commit to the following joint actions, with a focus on maximizing food donation, where feasible, and waste diversion to composting and anaerobic digestion:

- Convene four conference calls of the Joint NEWMOA – NERC Food Waste Workgroup per year to oversee the other tasks and to continue to facilitate regional information sharing.
- Hold two - three webinars on topics identified by the Workgroup.
- Sponsor at least one tour of a de-packaging facility.

⁴ www3.epa.gov/epawaste/nonhaz/municipal/

- Develop an educational resource that details best practices for de-packaging packaged foods, including the financial impacts and return on investment, and promote the results.
- Continue discussions about approaches and policies for reducing contamination of compost.

NEWMOA will be the lead organization.

Recyclables – Improving Quality & End-Markets

In the past year, the impacts of the “China Fence” has grown from direct impacts on Materials Recovery Facilities (MRFs) and end-markets, to increased costs for municipal programs, along with program changes – or in extreme cases – programs closing. In particular, mixed paper and plastics 3 – 7 end-markets have been impacted.

NEWMOA and NERC commit to the following joint actions to help states and private sector entities implement effective recycling programs:

- Through the joint Regional Recycling Markets Committee, identify, promote, and implement strategies to support recycling markets for mixed paper and plastics 3 - 7.
- Conduct a regional MRF blended value survey on a quarterly basis and publicize results.
- Track and publicize investments in recycling infrastructure.
- Identify communities that are doing a good job with residential recycling and highlight their strategies and results.
- Collaborate with the Recycling Partnership, deliver educational events and resources about improving the quality of materials collected in residential recycling programs.
- Support conversations among our members about a common regional definition of what materials are contaminants in the residential recycling stream.
- Share state-specific programs and messaging to promote “how to recycle right”, including two to three multi-state calls for information sharing.
- Have occasional calls of state officials who are involved with the implementation of bottle bills and initiatives to share challenges and effective strategies.
- Organize a joint webinar to discuss the results of the MRF blended value surveys being conducted by NERC and the ASTSWMO survey about how states are responding to China’s national sword.
- Support information sharing about product bans, particularly those focused on plastics, adopted and under development in the region.
- Develop and implement more systematic and positive communications about recycling and the recycling industry.

NERC will be the lead organization.

Product Stewardship/Extended Producer Responsibility

NEWMOA and NERC support product stewardship as a strategy for improving the management of certain waste streams, increasing recycling, and creating greater economic value. Both organizations have adopted a definition of product stewardship as “the act of minimizing health, safety, environmental, and social impacts, and maximizing economic benefits of a product and its packaging throughout all lifecycle stages. The producer of the product has the greatest ability to minimize adverse impacts, but other stakeholders, such as suppliers, retailers, government, and consumers, may also play a role.” Both groups believe product stewardship can be implemented through either voluntary programs or legal requirements. Extended Producer Responsibility (EPR) is defined as a mandatory type of product stewardship that includes, at a minimum, the requirement that the producer’s responsibility for its product extends to post consumer management of that product.

There are two related features of product stewardship and extended producer responsibility: (1) shifting financial and management responsibility, with government oversight, upstream to the producer and away from the public sector; and (2) providing incentives to producers to incorporate environmental considerations in the design of their products. Several commodities have the focus of attention in the region, and continue to be of interest to the states. These include: carpets, packaging, paint, pharmaceuticals, mercury-containing devices, textiles, e-scrap, mattresses, and sharps.

NEWMOA and NERC commit to the following joint actions to help states and private sector entities implement product stewardship / EPR programs:

- Hold regular conference calls of the Regional EPR Network Committee as well as State-only calls.
- Write a white paper for state agencies about EPR packaging, options for implementation, and potential impacts. This will be accompanied by a brief executive summary.
- Expand the white paper into a companion document for the general public.
- Explore opportunities for coordination and harmonization among product stewardship/EPR programs.

NEWMOA will be the lead organization.

Relationship between Climate Change & Sustainable Materials Management

Municipal solid waste (MSW) and construction and demolition (C&D) debris facilities, including landfills, combustors, transfer stations, material recycling facilities (MRFs), materials recyclers, and others may be vulnerable to the impacts of rising sea levels and frequent and more powerful storms. This infrastructure is essential during and after climate-related adverse weather events to handle the large quantities of disaster debris that are generated. State and local governments must prepare and plan for these situations to ensure the safe and proper handling of this material and to maximize as much recycling of it as feasible.

EPA's evaluation of the full lifecycle greenhouse gas impacts of products and materials generated and consumed in the U.S. estimated that approximately 35 – 46 percent of the GHG emissions in the country can be attributed to the manufacturing, use, and disposal of goods and materials. NEWMOA, NERC, and many others have long advocated for a significant role for materials management in efforts to mitigate climate change⁵, as well as recognition of the value of these contributions. Most of the states in the Northeast have included strategies to promote waste reduction and increase reuse and recycling in their climate action plans, and state-wide solid waste management plans address mitigation of GHG emissions. The agencies' efforts to implement these plans benefit from regional information sharing, networking, and development of new metrics and analysis.

In order to broaden the conversation and understanding of the relationship between materials management and climate change, NEWMOA and NERC commit to engage in conversations with other regional organizations, such as the Northeast Committee on the Environment (NECOE), Northeast States for Coordinated Air Use Management (NESCAUM), New England Interstate Water Pollution Control Commission (NEIWWPC), and the West Coast Forum on Materials Management and Climate Change on this topic and to pursue the following joint actions:

- Hold three – four conference calls of the regional Materials and Climate Workgroup to oversee the other tasks.

⁵ See www.newmoa.org/publications/NEWMOAClimate-WasteActionPlan.pdf

- Collaborate with the West Coast Climate and Materials Management Forum and share information and tools.
- Organize and hold regional webinars on climate and materials management.
- Seek opportunities to explain the connection between materials management and climate change to such audiences as the Regional Greenhouse Gas Initiative (RGGI), Council of State Governments, the Northeast Committee on the Environment (NECOE), Coalition of Northeast Governors (CONEG), and other groups in order to inform their understanding of the role of sustainable materials management and to expand the opportunities for NERC and NEWMOA to become actively involved in related regional climate change initiatives.
- Develop fact sheets, PowerPoint and other presentations, and / or blogs that make the case for incorporating materials management strategies into climate mitigation efforts and disseminate widely.
- Explore opportunities for addressing climate resiliency in the recycling and related infrastructure.

NEWMOA will be the lead organization.

Construction & Demolition (C&D) Materials

C&D debris associated with construction and demolition of buildings is usually disposed of in landfills. But available landfill space is becoming increasingly limited in most of the northeast, and public opposition has severely limited the siting of new landfills. NEWMOA's 2009 report estimated that approximately 10 percent of architectural C & D generation was recovered for an end use outside of a landfill in 2006.⁶ Metal was the only C&D material recovered at a significant percentage of estimated generation. There is significant potential to increase recovery and reuse of most C&D materials.

NEWMOA and NERC commit to the following joint action to help increasing reuse and recycling of architectural C&D materials:

- Workshop described above under increasing recycled content, will include these materials.
- Regional meeting of state programs and gypsum wallboard processors to discuss improving recycling capacity in the region and addressing the problems associated with managing potentially contaminated gypsum from demolition projects.

NEWMOA will be the lead organization.

Tires

According to the latest assessment of the U.S. scrap tire markets by the U.S. Tire Manufacturers Association (USTMA), scrap tire stockpiles have steadily declined throughout the past few decades. The association's "2017 U.S. Scrap Tire Management Summary" report found that about 60 million tires are left in stockpiles. In the early 1990s, there were over 1 billion scrap tires in stockpiles.

More tires are being recycled and used by various end markets. According to USTMA's latest report, tire-derived fuel (TDF) continues to be the largest end market for recycled scrap tires. USTMA reports that about 43 percent of scrap tires were recycled for TDF use in 2017, while ground rubber serves as the second largest end market (25 percent). 16 percent of scrap tires generated in 2017 were landfilled. Although TDF serves as the largest end market for scrap tires, TDF demand has been steadily declining in recent years.

⁶ See www.newmoa.org/solidwaste/CDReport2006DataFinalJune302009.pdf; the report analyzes and presents 2006 data provided by NEWMOA's members.

Until 2013, many of the tires generated in southern New England were incinerated as TDF in a plant in Sterling, Connecticut that burned about 10 million tires per year. That plant suspended operations in the fall of 2013. Since the closure of the Sterling facility, there has been increased interest in the region in expanding recycling of waste tires.

NEWMOA and NERC commit to the following joint action to help increase recycling of tires:

- Convene at least two webinars to encourage the use of crumb rubber and shredded asphalt tiles in roadbed construction and for erosion control.
- Develop a report on the status of tire end-markets in the region.
- Develop a summary of state tire management fees and use of those funds.
- Explore strategies for improving end-markets and encouraging appropriate end-of-life management.
- See workshop and webinars planned under Increasing Use of Recycled Content in Products, above.

NERC and NEWMOA share equal responsibility for this topic.

Implementation

NEWMOA and NERC agree to undertake the following measures to implement this Action Plan:

- Prepare an annual report for the Boards about progress in the previous fiscal year.
- Seek funding individually and jointly to support the actions outline in this Plan.
- Annually review the Strategic Action Plan with each organization's Board of Directors to ensure its accuracy and appropriateness given changing circumstances.
- Hold five to six conference calls a year between the Executive Directors of both organizations to review the actions undertaken to implement the Plan and develop recommendations for consideration by their respective Boards, as well as one - two joint calls of the Boards.
- Provide regular reports to their Boards on the progress toward implementing the Plan and seek recommendations and feedback on interim actions and strategies.

Status Report on Implementation of NERC-NEWMOA Strategic Action Plan

Activities from April 1 – October 31, 2019

<i>Food Scraps Reduction, Recovery & Management</i>	
Task	Status
Joint Food Waste Workgroup	<ul style="list-style-type: none"> • Held Workgroup call in May. • Held de-packaging tour at EL Harvey in June. • Attempted to schedule de-packaging tour at Quantum Biopower in October, but unsuccessful
Webinars	<ul style="list-style-type: none"> • Held a joint NEWMOA-NERC webinar on Edible Food for Donation - (~143 participants) & posted recording & presentations.
<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	Worked with national solid waste & recycling organizations (i.e., SWANA, NWRA, KAB, etc.) on two education campaigns to address contamination of the recycling stream; participated in a series of conference calls to develop campaign; NWRA's campaign was released in the Spring 2019 and KAB's efforts have been stalled.
Workshop	Held a May 7 - 8, 2019 workshop in Amherst, MA in collaboration with NERC and the Recycling Partnership on strategies & programs that local governments can implement to reduce contamination of the recycling stream - nerc.org/news-and-updates/press-releases/ (80 attendees).
NERC Regional Recycling Market Development Committee	<p>NERC holds monthly calls of this Committee, including preparing the agenda & notes. NERC has researched, developed and published several documents during this reporting period on behalf of the Committee:</p> <ul style="list-style-type: none"> • Summary of Announced Increased Capacity to Use Recycled Paper - Updated August 2019 (3, most recent August, 2019) • Blended Commodity Values in the Northeast - August 2019 (the survey for updating this report went out in early October) • Recycling Businesses in the NERC Region that Process or Use Post-Consumer "Blue Bin" Materials after MRF Processing <p>In addition, Lynn Rubinstein presented at the Connecticut Recyclers Coalition annual meeting about the Committee. The PowerPoint presentation is (Regional Recycling Market Development Committee - Presentation) available online (75 attendees).</p> <p>There have been press releases, listserv announcements, and Email Bulletin articles about all of the new resources.</p>

Held a Joint NEWMOA-NERC Board conference call to discuss strategies for addressing the impacts of the China National Sword	Held call in May; shared draft notes for corrections; working on follow-up implementation.
Product Stewardship	
Task	Status
Support network of state Product Stewardship Councils & other EPR leaders in the region – Network now named the Northeast EPR Network	Held conference calls in June and August. Held conference of state agency staff only in July to discuss strategies on EPR for packaging.
Draft write-up on the membership & goals of the network of state product stewardship councils & other EPR leaders in the region for discussion by the group	Write-up was prepared in response to questions about the membership & purpose of the group from several state members; will discuss in June during the conference call.
State-only EPR Call	Held call (July) of NERC & NEWMOA Board members involved in EPR to discuss collaboration and opportunities.
Draft an outline of a report on EPR for packaging that will be published late in calendar year 2019	Draft report sent out for review & comment by NEWMOA & NERC members and Boards. Incorporated comments & suggestions. Scheduled for publication by end of calendar year.
Draft a brief handout on EPR for packaging for a general audience	Draft handout sent out for review & comment to the Network & NEWMOA/NERC members. Incorporated changes, hired graphic designer. Published October 2019.
Prepare & distribute an announcement about the EPR for packaging & printed paper report & the handout	Announcement distributed in early September to NERC & NEWMOA email lists. Received & responded to feedback.
Climate Change & Impacts on the Recycling & Solid Waste Infrastructure	
Task	Status
Support joint Working Group & information sharing	<ul style="list-style-type: none"> Held call in April and prepared notes. Published fact sheet (What Can We Do As Consumers About Climate Change), issued press announcements, & posted a blog on the NERC website (https://nerc.org/news-and-updates/blog/nerc-blog/2019/06/04/what-can-we-do-as-consumers-about-climate-change).
Construction & Demolition (C&D) Materials	
Task	Status
Support information sharing	Nothing this period.
Overall Coordination & Management	
Task	Status
Coordinate	Lynn & Terri spoke numerous times to develop materials & plan activities; exchanged numerous emails.
Produce Annual Reports	Wrote & distributed NERC-NEWMOA Joint Initiative Annual Report FY 2019 .

Conduct Survey	Developed & distributed a survey of NEWMOA & NERC Boards to provide input for development of a joint Workplan for FY 2020; collecting results.
Update Joint Strategic Action Plan	Based on the results of the survey & conversations with NERC & NEWMOA's Boards, updated & expanded the Joint Strategic Action Plan for review & decision by Boards
Develop & implement annual Workplan	Prepared work plans for FY 2020 and have begun implementation.
<i>Other</i>	
Task	Status
Develop resource about end-markets for tires in the region	End-Markets for Used Tires in the Northeast was published in early October. A press release went out in mid-October. There will be an article in the November Email Bulletin.
Using Compost in Erosion Control & Infrastructure Projects webinar	Held October 3. There were 180 participants. The recording and PowerPoint presentation have been posted. There will be an article in the November Email Bulletin an announcements posted on listservs.
Workshop on increasing the use of recycled content in road and infrastructure projects	Working in collaboration with several other groups, NERC & NEWMOA are leading an effort to hold a day-long workshop in Concord, NH on April 15, 2020.

Staff Reports for March 2019 NERC Board of Directors Meeting

Reporting Period: March 1 – October 15, 2019

Lynn Rubinstein Executive Director

PROJECTS

Project/Activity Name	Activities
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 • Annual meeting & workshop • Facilitate panel on <i>Identifying Electronics/Components for Inclusion in State Programs</i> (75 attendees)
Toxics in Packaging Clearinghouse (TPCH)	<ul style="list-style-type: none"> • Provided administrative support and financial operations • Provided quarterly Google analytics
Sustainable Electronics Recycling Initiative (SERI)	Serve on Board and as Board representative to Technical Advisory Committee (TAC). This is a volunteer position.
Email Bulletin	<ul style="list-style-type: none"> • Edit and post each edition, including writing articles and producing E-Blast • Maintain subscription database. Current list 4,150, increase of 32%.
Blog	<ul style="list-style-type: none"> • Identifying, securing permission for, and posting guest blogs each week.
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 • Organized 5 trainings and delivered 3 with total attendance of 35. Two more planned for later in October. • Conducted compliance audit with one recycler and submitted report to state. • Scheduled witnessed waste sort and compliance audit with another recycler for November.
Joint Initiative with NEWMOA	<ul style="list-style-type: none"> • See separate status report. • Joined planning Committee for NEWMOA's <i>Science of PFAS Conference</i> planned for March 2020. NERC is recognized as a conference organizer.
RecycleCT Foundation Fiscal Agent	<ul style="list-style-type: none"> • Provide monthly and quarterly financial information • Participate in occasional Board meetings • Worked with auditor to conduct financial review for FY 2019
Supporting & Enhancing the Government Demand Champions Program	<ul style="list-style-type: none"> • New project supported by APR to pilot new government recognition program, focused on the purchase of plastic drainage pipes with PCR content • Conducting research into products and manufacturers • Education campaign to promote use, including scheduling webinar for November 18, included as topic in April 15, 2020 workshop, development of fact sheet, attending meeting of Plastic Pipe Institute (PPI).
National Recycling Coalition	<ul style="list-style-type: none"> • Member of the Board of Directors • Participate in monthly Board calls, attended Board meeting and retreat in August, participate on recycling market development, membership, and bylaw committees.
EPA – America Recycles	<ul style="list-style-type: none"> • Provided America Recycles Workgroup Member Profiles about NERC • Participate on recycling markets and infrastructure workgroups • Will be attending America Recycles event at EPA on November 15
Post-Consumer Recycled Content Policy Development	<ul style="list-style-type: none"> • Worked with the Executive Committee and the Board to draft a post-consumer recycled content policy. • Sought feedback from Advisory Members. Summary provided to Board.
Fall '19, Spring & Fall '20 Conferences, Recycling	<ul style="list-style-type: none"> • Assisted with logistics, contracts, and planning for events • Worked with Executive Committee to develop Board meeting agenda for Fall 2019

Market Development Workshop Fall 2020	<ul style="list-style-type: none"> Proposed that NERC collaborate with NRC to hold a one-day recycling market development workshop in fall 2020. Mary Ann has taken the lead on this initiative.
USCC Regional Chapter	<ul style="list-style-type: none"> Per the direction of the Board, have been doing research and outreach about the formation of a regional USCC Chapter. See attached report.
Annual Environmental Leadership Awards	<ul style="list-style-type: none"> Developed award application, press releases, and announcements. Promoted award program and encouraged applications. Organized process for reviewing and selecting winners. Ordered awards and arranged for photographer. Prepared script for presentations. Wrote and will distribute press release post-awards.
Regional Recycling Markets Committee	<ul style="list-style-type: none"> See NERC-NEWMOA Joint initiative status report.
Development Committee	<ul style="list-style-type: none"> Organized two calls and took notes.
Project Oversight	<ul style="list-style-type: none"> Ongoing oversight & guidance for all grants & projects, including review of significant deliverables.

MANAGEMENT RESPONSIBILITIES

Topic	Activities
Fundraising	<ul style="list-style-type: none"> Assisted with securing sponsorships for conferences Sought new Advisory Members, maintained relations with members, managed renewals and invoicing, maintain Advisory Member page and logos on website. Membership activity– New: 1 Sustaining Member and 4 Supporting Members; Renewals: 1 Distinguished Benefactor, 11 Sustaining Members, 12 Supporting Members
Financial	<ul style="list-style-type: none"> Quarterly and monthly financial reviews, monthly and quarterly warrants Developed FY20 budget Review monthly NERC warrants, and quarterly ERCC & TPCH warrants, ongoing financial transaction reviews, and budget management Worked with auditor to complete FY 2019 audit as well as federal tax and state filings
Personnel	<ul style="list-style-type: none"> Weekly meetings with each full-time staff person and monthly staff meeting Ongoing personnel management and supervision
NERC Visibility	<ul style="list-style-type: none"> Answered questions from Board, Advisory Members, and public Wrote and distributed 11 press releases Answering questions/interviews from academics, press, public and members Presented at Connecticut Recycling Coalition Annual Meeting (55 in audience) Attended Plastic Pipe Institute (PPI) meeting Spoke to Committee to Study Recycling Streams and Solid Waste in New Hampshire Met with new Executive Director, NERRA Presented at New England States Government Finance Officers Association's Spring Summit to provide a municipal recycling market update (100 attendees) Wrote and published 11 press releases Entered into an agreement with WasteExpo to be an allied partner in its May 2020 event Collaborated with EFS-Plastics on mandatory minimum recycled content campaign – NERC became signatory Presented to the New Hampshire Legislative Committee on Recycling Streams and Solid Waste Management in New Hampshire
NERC Secretary	<ul style="list-style-type: none"> Finalized April 25 minutes, distributed for review & vote, posted on website Organized July 24 Board meeting all and draft minutes Organized & participated in 7 Executive Committee calls and recorded notes Secured annual appointment letters

	<ul style="list-style-type: none"> • Revised “welcome to NERC Board document” and provided to new Board member • Prepared documents for Fall Board meeting • Prepared FY 19 Operating Report & Annual Report FY20 • Worked on bylaw revisions that were adopted by the Board
Websites	<ul style="list-style-type: none"> • Ongoing website posting & maintenance (NERC & SEC) • Wrote and posted new and updated documents: <p><i>New:</i></p> <ul style="list-style-type: none"> ○ Blended Commodity Values in the Northeast - August 2019 ○ Blog Rebuttal to NPR Planet Money Podcast ○ End-Markets for Used Tires in the Northeast ○ Recycling Businesses in the NERC Region that Process or Use Post-Consumer “Blue Bin” Materials after MRF Processing ○ Regional Recycling Market Development Committee - Presentation ○ What Can We Do as Consumers About Climate Change? <p><i>Updated:</i></p> <ul style="list-style-type: none"> ○ Recycling Business Assistance Guide for the Northeast ○ Summary of Announced Increased Capacity to Use Recycled Paper - Updated August 2019 (3 updates, most recent August) <ul style="list-style-type: none"> • Provided priority updates to Nonprofit Megaphone for NERC’s Google Ad Grant (April – September 2019) total click through’s 17,897, average click through’s⁷ 9%, an average of \$7,862/month in funds used. An increase of 53% over the last report. • Quarterly Google analytics for NERC, SEC & TPCH <p><u>April 1 – September 30, 2019</u></p> <p>NERC: average number of sessions/month = 9,471 – increase of 31% from previous period TPCH: average number of sessions/month = 2,267 – increase of 19% from previous period SEC: average number of sessions/month = 67 – decrease of 6% from previous period</p>

⁷ The percentage of people who click on your ads after they see them.

Mary Ann Remolador, Assistant Director

**Conferences/
Workshops**

Spring 2019 Conference

- Maintained communication with the hotel for all arrangements.
 - Provided counts for meals and attendance.
 - Informed hotel about special meals and attendee allergies.
 - Finalized plans for room set-ups.
- Supervised the hotel services for the Conference.
- Managed all event details.
- Maintained all Conference-related webpages.
- Posted all speaker presentations and the agenda to the Conference/Workshop [Archives webpage](#).
- Wrote thank you's to speakers, sponsors, and exhibitors.
- Sent evaluation to all attendees and summarized the results.
- Wrote Email Bulletin Articles and press release.

NERC Conferences

- Developed a spreadsheet with data from previous NERC Conferences and Workshops for future decision-making.

Fall 2019 Conference

- **Agenda Planning**
 - Developed Conference theme with input from NERC's Board, Advisory Members, and staff.
 - Invited Board and Advisory members to participate on the Agenda Planning Committee.
 - Facilitated several conference calls with the Agenda Planning Committee to identify the sessions, speakers, and to define the session formats.
 - Secured Conference speakers— nineteen speakers and nine sessions.
 - Prepped speakers and facilitators.
- **Working with Hotel**
 - Identified dates for Conference.
 - Identified Rhode Island as the location for the Conference.
 - Conducted hotel site visits.
 - Negotiated hotel contract details.
 - Ordered and negotiated price for AV equipment.
- **Sponsors/Exhibitors**
 - Secured sponsors.
 - *Secured exhibitors.*
- **Promotion**
 - Worked with graphics artist to develop the Conference ads.
 - Secured free ad space from Resource Recycling, Recycling Today, and Waste Advantage (in-kind sponsors).
 - Wrote and distributed Conference announcements, flyer, and press release.
 - Individually contacted potential attendees by phone and email.
 - Wrote Email Bulletin articles.

Spring 2020 Conference

- **Location Selection**
 - *Identified Rocky Hill, Connecticut for the Conference venue.*
- **Working with Hotel**
 - Identified dates for Conference (April 21 – 22).
 - *Contacted hotel to request they hold the event dates.*
 - *Requested a draft hotel agreement.*

	<ul style="list-style-type: none"> Discussed with NRC the possibility of holding one of their Recycling Market Development Workshops as part of the Conference agenda. Discussion with The Recycling Partnership (TRP) <ul style="list-style-type: none"> Responded to TRP's offer to hold a workshop at the Conference and discussed initial details. <p>Fall 2020 Conference</p> <ul style="list-style-type: none"> Working with SERDC on a Possible Joint Conference <ul style="list-style-type: none"> Reached out to SERDC to gage their interest in holding a joint Conference. Held two conference calls w/SERDC Conference planners to discuss the details. Submitted a detailed proposal for a joint event to SERDC, and responded to additional questions. Location & Dates <ul style="list-style-type: none"> Identified Maryland as the state to hold the Conference. Identified potential dates (Week of Oct 5 or Oct 12).
Glass Recycling Market Development	<p>NERC's Glass Committee</p> <ul style="list-style-type: none"> Worked with the Committee chair to develop agenda for nine calls, and jointly facilitated the calls. Posted the call minutes and agendas to the Committee Dropbox folder. Presented the MRF Survey Report results and conclusions at the NY Federation Conference (60+ attendees), and the Maine Resource Recovery Association Conference (60+ attendees). Worked with the Committee to develop two new resources—the Glass Hierarchy and the Northeast States' Departments of Transportation Use of Post-Consumer Recycled Glass Fact Sheet. Completed a survey of glass bottle and fiberglass manufacturers. Wrote Email Bulletin articles.
	<p>Glass Recycling Coalition (GRF)</p> <ul style="list-style-type: none"> Served on the GRF Board. Participated in monthly membership calls. Developed a description of the GRF's funding opportunities for municipalities.
Webinar Series	<ul style="list-style-type: none"> Developed a webinar series, and facilitated two of the webinars. They include: <ul style="list-style-type: none"> Bottle Bills—Benefits & Challenges, July 17 (218 attendees) US Regulatory Strategies for Packaging, September 11 (279 attendees) Canadian Packaging EPR, October 24 European Packaging EPR, December 5
NERC-NEWMOA Using Recycled Content in Road & Infrastructure Workshop	<ul style="list-style-type: none"> Facilitated Workshop sessions. Troubleshoot issues with attendee parking.
Regional Recycling Markets Committee	<ul style="list-style-type: none"> Participated on monthly NERC's Regional Recycling Markets Committee calls to remain informed and to identify how it relates to the work of NERC's Glass Committee. Provided Lynn with the names of glass beneficiaries and manufacturers using cullet for the <i>Recycling Businesses in the Northeast Region That Use Post-Consumer "Blue Bin" Materials After MRF Processing</i> document.
The Recycling Partnership Workshop	<ul style="list-style-type: none"> Conducted hotel site visit to review the event schedule, food and beverage requirements, AV, and room setup details with the events and banquet staff. Reviewed and edited the hotel event orders.

	<ul style="list-style-type: none"> • Provided on-site management of the banquet room set up. • Assisted with hotel service management. • Set up AV equipment. • Facilitated small group discussion. • Reviewed final bill from the hotel.
Fundraising	<ul style="list-style-type: none"> • Developing a USDA RUS proposal for increasing the collection and quality of post-consumer glass, and identifying end-markets for the material in rural communities. • Pitched Advisory Membership to several Spring '19 attendees. • Maintained contact with Nestle Waters. <p>Continue to scout for new Advisory Members.</p>
Social Media	<ul style="list-style-type: none"> • Continue to forward potential Facebook and Twitter postings to staff. • Post articles to social media outlets, as appropriate.
NERC's Website	Work with NERC's website programmer on an ongoing basis to address glitches with the Conference/Workshop webpages and necessary changes for event registration.
Administrative	<ul style="list-style-type: none"> • Complete & submit Bi-monthly Payroll • Completed administrative and financial tasks during Lynn's vacation and during extended periods when she is traveling for work: <ul style="list-style-type: none"> ○ Secured bank statements, reviewed and approved accounts receivables and payables, reviewed warrant, sent emails, and participated on conference calls, as needed.

Robert Kropp, Office Manager/Bookkeeper

Project/Activity Name	Activities
Financial	<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 TPC. • Regular financial tasks include: monthly reporting of NERC activity; quarterly reporting of ERCC, TPC, 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
Office Management	<ul style="list-style-type: none"> • In addition to typical office management duties, assisting on webinars when needed. • Responsible for coordinating Vermont E-cycle program.
Conferences & Workshop	<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 List and Attendees' Name Tags. • Produce financial report for conferences and workshops. • When in attendance, greet attendees upon arrival and provide additional support.
Social Media	<ul style="list-style-type: none"> • Performed above responsibilities for 2019 workshop co-hosted by NERC and The Recycling Partnership.
Writing and Editing	<ul style="list-style-type: none"> • Responsible for updating Twitter feeds; grew number of Twitter followers to 1,955, up from 1,750 at beginning of above period. • Responsible for updating Facebook posts; site now has 800 followers. • Update NERC in the News page on website.
	<ul style="list-style-type: none"> • Contributed several New Advisory Member Spotlights to monthly Email Bulletin. • Writing and editing of NERC weekly blogs and other documents; provide financial analysis support for grant and project proposals. • Contributed research into post-consumer content and other areas of interest.



Melissa Walsh Innes, Program Manager

Project	Activities
Toxics in Packaging Clearinghouse (TPCH)	<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 • Planning of in-person annual membership meeting for October 28-29, 2019 at the Graduate Providence Hotel in Providence (coordinating with the NERC meeting) • Planning of multiple outreach meetings to take place during TPCH/NERC meetings, with groups including NEWMOA, states that are not currently members of TPCH and a company seeking more info about TPCH • Work with TPCH Executive Committee members to prioritize call and meeting agendas for all member and state member only portions of calls, including upcoming annual meeting • Prepared & distributed all call documents and coordinated 6 monthly conference calls of membership and 3 Executive Committee calls • Finalized FY19 annual work plan • Drafting of FY19 annual report, to be voted on by members at annual meeting • Continued sending follow-up letters of non-compliance to companies • Support member state enforcement <p>Outreach</p> <ul style="list-style-type: none"> • Provided technical assistance and follow up by phone and email upon request to 31 companies/organizations (since last report) with multiple communications for many of the inquiries • Drafted presentation abstract (accepted) for TPCH presentation at NERC Fall 2019 Conference, including coordination with presenter on content • Updated information on TPCH website on a regular basis <p>Research</p> <ul style="list-style-type: none"> • Coordinating a packaging screening project with members with draft letters of non-compliance planned for two companies (will be sent in October 2019) • Coordinating potential updates of the TPCH model legislation with plans for extensive discussion at October 2019 annual meeting