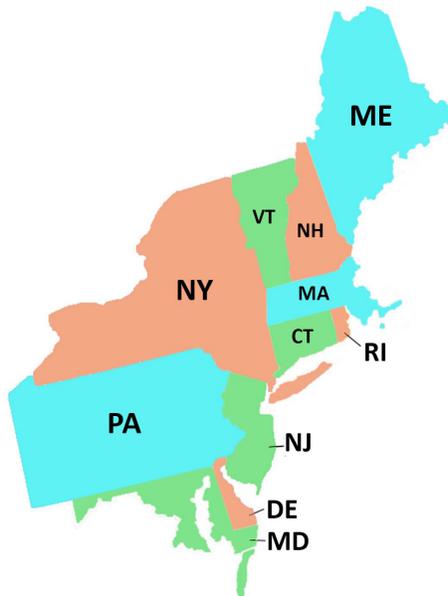




OPERATING PLAN
Fiscal Year 2018
July 1, 2017 – June 30, 2018
Celebrating NERC's 30th Anniversary



*Serving the States of Connecticut, Delaware, Maine,
Maryland, Massachusetts, New Hampshire, New Jersey, New York,
Pennsylvania, Rhode Island, & Vermont*

TABLE OF CONTENTS

INTRODUCTION	1
PRIORITY AREAS OF INTEREST	2
FUNDING	2
OPERATIONS	3
Ongoing Programs and Member Services	5
• Advisory Member Services.....	6
• Conferences, Workshops & Board Meetings.....	6
• 30 th Anniversary Activities.....	7
• Email Bulletin.....	7
• Information Clearinghouse	7
• Listservs	7
• Serving on National Committees & Boards, and Engaging with Other Organizations.....	8
• Social Marketing.....	8
• Websites.....	8
Projects - Grant and Contract-Funded	10
• Overview of Grant & Contract Funded Projects	11
• Bennington County Regional Commission Technical Assistance Program.....	11
• Creating Healthy Communities through Food Recovery & Composting in Vermont.....	11
• Electronics Recycling Coordination Clearinghouse (ERCC)	11
• Electronics Recycling in Nebraska	12
• Implementing the Food Recovery Hierarchy in Rural Vermont Communities.....	12
• State Electronics Challenge	13
• Toxics in Packaging Clearinghouse.....	13
• Vermont Green Business Program Administration	14
• Vermont State Standard Plan for E-Scrap Management.....	14
ADMINISTRATION and FINANCE.....	14
CONCLUSION.....	15

Northeast Recycling Council, Inc.
OPERATING PLAN FY 2018

INTRODUCTION

The Northeast Recycling Council, Inc. (NERC) is a multi-state non-profit organization committed to environmental sustainability through responsible materials management. Its programs emphasize source reduction, reuse, recycling, composting, and environmentally preferable purchasing. An 11-state region¹ comprised of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont is the core of its activities, although there are several national programs as well; including the Toxics in Products Clearinghouse (TPCH) and the Electronics Recycling Coordination Clearinghouse (ERCC).

Calendar year 2017 marks the 30th anniversary of NERC's founding in 1987. This is a significant milestone and it will be recognized in several ways, as described later.

As an organization, NERC undertakes tasks and work that influence policy and effect change through research, technical assistance, the demonstration and implementation of projects, and education. NERC continues to be a dynamic and varied organization, committed to environmental and economic sustainability through all aspects of materials management, with a focus on recycling and recyclables market development. NERC regularly develops and implements innovative projects, often funded by federal and state grants, as well as by private sponsors and contracts. Its success derives from the leadership of its Board of Directors (Board), the outstanding credentials of its staff, and the strong support and depth of knowledge of its Advisory Members.

NERC's mission is to promote sustainable materials management by supporting traditional and innovative solid waste best practices, focusing on waste prevention, toxics reduction, reuse, recycling and organics recovery.

NERC seeks to fulfill its mission by:

- Identifying, acknowledging, and leveraging the strengths and resources of its member states and Advisory Members through open collaboration and information exchange.
- Providing a forum for discussion and communication of the varied interests of the member states and Advisory Members relative to materials management topics, including but not limited to: toxicity and source reduction; reuse; recycling; organics recovery including the U.S. EPA's food recovery hierarchy; environmentally preferable purchasing; product stewardship efforts; climate change; and natural resource conservation that supports environmental sustainability.

- Developing, nurturing, and maintaining dialogues and strategic alliances with stakeholders to advance an environmentally sustainable economy.
-
- Providing sustainable materials management options and strategies.

NERC staff will be engaged in nine grant and contract funded projects in fiscal year 2018. Efforts to enhance relationships with existing Advisory Members will continue, as will expanding the number of Advisory

¹ Maryland became the 11th NERC state in December 2015.

Members. In addition, NERC has expanded its consulting services to include project and association management, and will also seek new opportunities in these areas.

PRIORITY AREAS OF INTEREST

The Board of Directors is surveyed annually to identify its topical priorities for NERC in the coming fiscal year. Prospects for funding that may assist with undertaking projects addressing any or all of these topics will be monitored by staff; appropriate opportunities will be pursued, as well as potential conference/workshop presentations.

For fiscal year 2018, the top four priorities were, in order of ranking:

- Organics/food scraps
- Market development & support
- Glass
- Packaging

Advisory Members were also surveyed; 15 of 70 provided responses. Among these, the priority topics were:

- Extended producer responsibility
- Organics/food scraps
- Electronics recycling

Prospects for funding that may assist the organization in undertaking projects that address any or all of these issues will be monitored by staff and appropriate opportunities will be pursued.

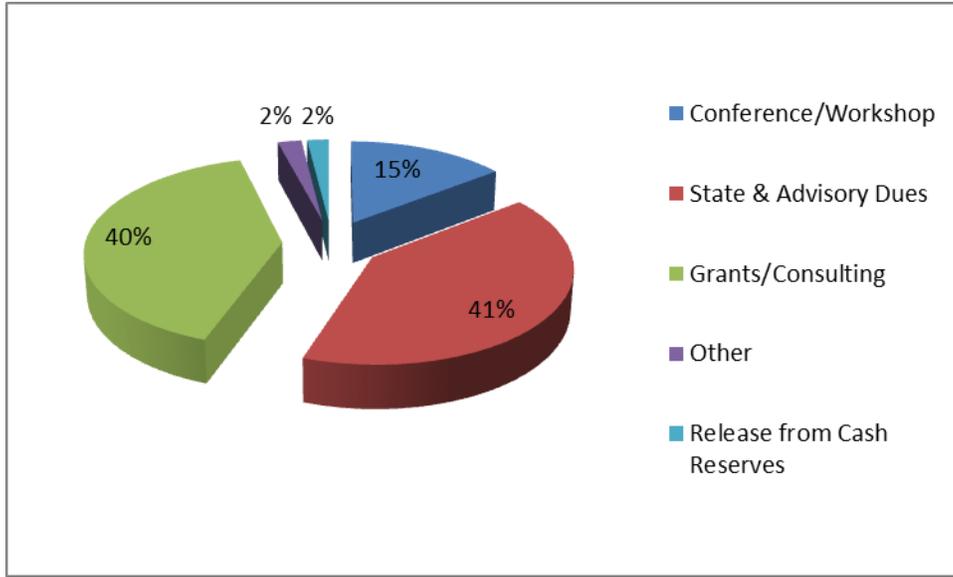
FUNDING

NERC's operations and programs are funded in several ways:

- Grants for specific projects and activities, project sponsorships, and contractual projects (consulting services)
- State and Advisory Membership dues, and donations
- Conference registrations, exhibitor fees, and event sponsorships
- Cash reserves

Overall, 40% of NERC's revenues come from grants and projects. Combined, State and Advisory membership dues also represent 40% of the overall revenue. NERC staff regularly seeks and applies for grants, consulting opportunities, and project sponsorships, as well as promoting the value of being a member of NERC.

FY 2018 PROJECTED REVENUE²



OPERATIONS

NERC has four staff and a consultant position that are responsible for managing the organization and delivering its services and products. Outside consultants are used, as necessary, to support operations and specific projects; for example, staffing of the Electronics Recycling Coordination Clearinghouse (ERCC).

The Executive Director (Director) is the Chief Executive Officer of and Secretary to NERC. The Director manages NERC's day-to-day affairs and is subject to the policies established by, and general supervision of, the Executive Committee of the Board of Directors. The Director has full responsibility to recruit, appoint, manage, and terminate staff, administer all planning and institutional development activities, and is the organization's principal representative and spokesperson. The Director is expected to be proactive in identifying issues, opportunities, and challenges for the organization and in developing policies and responses to those matters, for subsequent consideration by the Board of Directors.

All NERC staff are full time.³

Name	Title
Lynn Rubinstein	Executive Director
Mary Ann Remolador	Assistant Director
Athena Lee Bradley	Projects Manager
Robert Kropp	Office Manager/Bookkeeper

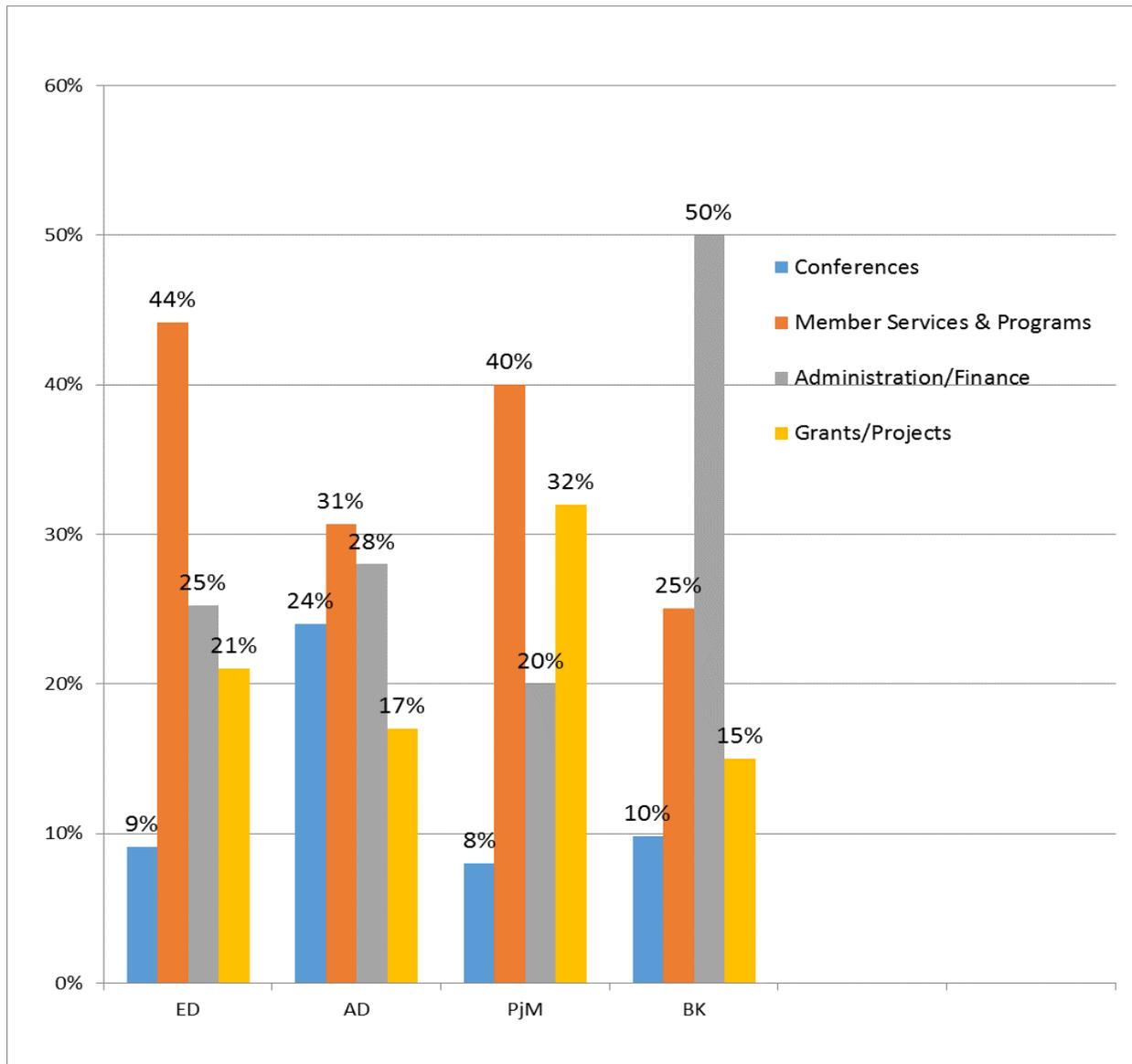
² Other includes interest, state travel accounts, and reimbursed expenses.

³ Melissa Walsh Innes staffs the Toxics in Packaging Clearinghouse (TPCH) in a consultant capacity.

Staff responsibilities and activities can be classified in one of five categories:

- Ongoing programs and Advisory Member services
- Conferences, workshops, webinars, and Board meetings/calls
- Projects – grant, contract, and sponsorship funded
- Fundraising, grantwriting, and increasing the number of Advisory Members
- Administration and finance

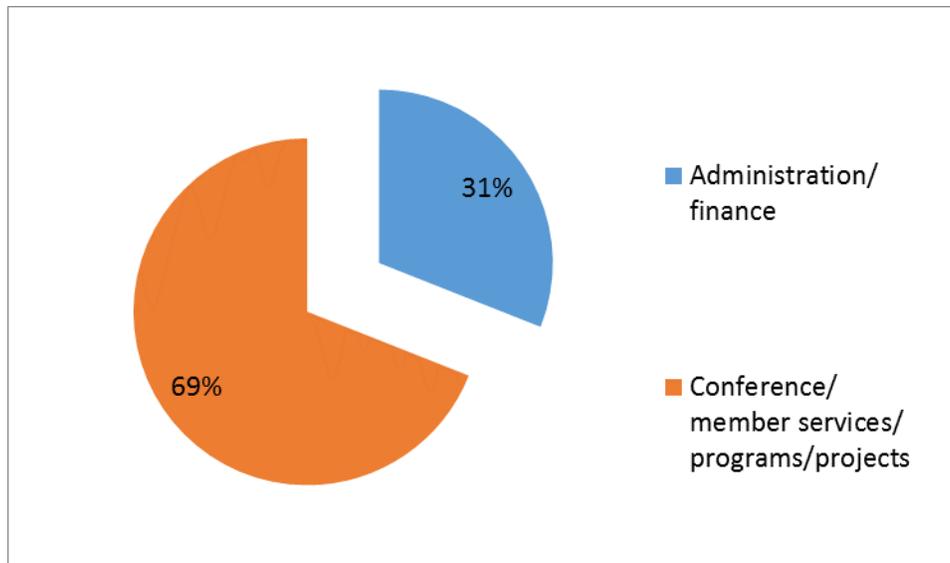
The following chart reflects the relative commitment of staff time in each of these areas of operation for fiscal year 2018.



ED = Lynn Rubinstein, Executive Director
AD = Mary Ann Remolador, Assistant Director
PjM = Athena Lee Bradley, Projects Manager
BK = Robert Kropp, Bookkeeper

- Administration & Finance captures a wide range of staff activities, including: personnel management; office management; financial management; staff education and professional development; development of the Operating Plan, Annual Report, and NERC-specific documents; Board communications; Executive Committee communications and activities; and database management.
- Conferences/member services/programs/projects reflect the implementation of all substantive activities that promote NERC mission and support its membership relationships.

Overall, approximately 70% of staff time is spent on delivering substantive programming.



Ongoing Programs and Member Services

Funding for the following programs and member services is provided by state and Advisory membership dues, and by the donations of organizations and individual supporters:

- Providing information and serving as a clearinghouse for members, the public, press, federal and state agencies, non-profits, and businesses
- Preparation and dissemination of NERC's Email Bulletin
- Administering the EPPnet and Organics Management listserv
- Website maintenance and development
- Social media, including NERC's blog, Facebook, Twitter, LinkedIn, and YouTube channel
- Participating on state, national, and association committees and boards, and engaging with other organizations.

In addition to grant and contract funded projects, and the delivery of the ongoing services and programs listed above, efforts of note to be undertaken by the Board and staff in fiscal year 2018 include:

- Implementation of the NERC/Northeast Waste Management Officials Association (NEWMOA) Joint Strategic Plan
- Recognition and celebration of NERC's 30th anniversary
- Review of NERC's vision statement and strategic position within the industry
- Update of the *Boat Wrap Collection & Recycling Programs in Northeast States* resource on the NERC website (last updated 2012)
- Update of the *Market Resources for Recycling Industries* document on the NERC website (last updated 2012)

Advisory Member Services

Advisory Members are regularly invited to participate on committees, in conference planning, and to engage in ongoing conversations with the NERC Board and staff on matters of concern and interest. NERC also highlights Advisory Members with a Member Spotlight published in the NERC Email Bulletin, on the home page, and on the Member Spotlight page. Members are invited to submit articles to the Email Bulletin, as well as blogs and social media requests. NERC also hosts Advisory Member luncheons as part of its conferences, it being an opportunity for open dialogue and the offer of guidance and advice.

Project Manager: Lynn Rubinstein, Executive Director

Conferences, Workshops & Board Meetings

NERC staff are responsible for the development and implementation of regional multi-day conferences, workshops, and a minimum of two Board of Directors meetings during the year. Fulfillment of these responsibilities includes:

- Researching topics and developing event agendas, and securing speakers, exhibitors, and sponsors
- Identifying appropriate event venues that meet NERC's environmental criteria
- Arranging contracts with event venues, making arrangements for services, and managing events
- Promoting and marketing the events
- Managing registrations and event finances
- Preparing event material packets
- Arranging Board of Director meetings and phone calls, including agenda development and follow-up, such as minutes and website updating.

A combined fall conference and 30th anniversary celebration is planned for November 2017 in Amherst, Massachusetts and another event will be held in the spring of 2018. The spring event is likely to be a one-day workshop on a topic and at a location yet to be determined.

Project Managers:

- Conferences and workshops: Mary Ann Remolador, Assistant Director
- Board of Director meetings and calls: Lynn Rubinstein, Executive Director

All Brattleboro-based staff contributes to delivering the conferences (see table below). Mary Ann Remolador, Assistant Director, is the lead for planning and organizing the events. Conference agenda planning, as well as speaker identification, also involves the time and assistance of NERC Board and Advisory Members.

Staff	% of Staff Time
Executive Director	9%
Assistant Director	24%
Projects Manager	5%
Bookkeeper/Office Manager	10%
Total	11% of combined staff time

Funding for conferences and workshops comes from event registrations, exhibitors, and sponsorships.

30th Anniversary Activities

In early calendar 2017, a 30th Anniversary Committee was formed with Advisory and Board members. That Committee has helped to identify strategies for recognizing and promoting the event. Among the activities that are planned for fiscal year 2018 are:

- Themed Fall Conference - *Learning from our past while moving into the future of sustainable materials management*
- “High level” keynote speaker at the Conference
- Celebration event in conjunction with the Fall Conference
- Presentation of up to 10 awards at that celebration
- Monthly articles in the Email Bulletin
- Special blogs

Project Manager: Lynn Rubinstein, Executive Director

Email Bulletin

Each year, NERC publishes 11 issues of its Email Bulletin, which features brief articles about NERC activities and other related news. Subjects covered in the bulletins include: announcements about publication of new resources on the website; State and Advisory Member updates; and occasional updates from the Toxics in Packaging and Electronics Recycling Clearinghouses. The Bulletin is distributed to approximately 2,000 individuals throughout the region and nation. It is offered as a free resource to any interested party.

Project Manager: Lynn Rubinstein, Executive Director

Information Clearinghouse

One of NERC’s most important roles is educating its stakeholders about source reduction, reuse, recycling, composting, environmentally preferable purchasing, and decreasing the toxicity of the solid waste stream. All of its projects and programs contribute to these efforts. In addition, NERC is regularly contacted—by phone and email—with questions and requests for assistance. NERC’s staff makes every effort to respond to these requests as fully as possible. It is important to note that NERC continues to allow broad access to our website as a matter of public service and a prudent practice for carrying out the mission of the organization.

Listservs

NERC hosts and manages two listservs: EPPnet and Organics Management Northeast. EPPnet is a long-term national listserv focused on environmentally preferable purchasing. The purpose of the Organics Management Northeast listserv is to share information, events, and updates in the rapidly evolving field of

food waste and organics management. This is a unique listserv as it is open to anyone interested in advancing organics diversion in the Northeast through promotion of the organics management hierarchy (i.e., reduction, recovery, recycling, composting and anaerobic digestion).

Project Manager: Athena Lee Bradley, Projects Manager

Serving on National Committees & Boards, and Engaging with Other Organizations

NERC's subject matter expertise is sought out and staff is asked to participate as an advisor or stakeholder on state, regional, and national committees.

NERC's Executive Director is currently serving on the NSF International⁴ server standard development committee, the IEEE⁵ computer and small server EPEAT standard development committee, and the IEEE imaging equipment and television end-of-life management criterion revision committees. She also volunteers as a board member of Sustainable Electronics Recycling International (SERI), the host organization for the R2 electronics recycling certification program. She also participates on the Technical Advisory Committee for the R2 Standard.

The Assistant Director serves on the NSF International Joint Committee on Sustainable Carpet.

The Project Manager participates in the New York State Association for Reduction, Reuse and Recycling (NYSAR³) Organics Council and is chair of its End Products & Marketing Group.

Social Marketing

NERC maintains a [Facebook page](#), a [Twitter account](#), a [blog](#), a [LinkedIn page](#), and has recently started a [YouTube channel](#). The blog features weekly articles, and posts are made on NERC's Facebook and Twitter pages regularly. NERC's Facebook page and blog are promoted through articles and announcements in NERC's Email Bulletin. Guest blog writers are also solicited.

Project Manager: Mary Ann Remolador, Assistant Director

Blog, Facebook, and YouTube: Athena Lee Bradley, Projects Manager

Twitter: Robert Kropp, Office Manager

LinkedIn: Lynn Rubinstein, Executive Director

Websites

NERC maintains three websites: [NERC](#), the [State Electronics Challenge](#), and the [Toxics in Packaging Clearinghouse](#).

The NERC website continues to be one of the organization's most effective outreach and educational tools. The site is developed and managed in-house, and includes NERC news and events, blog, new and updated resources, and the results and products of all NERC projects.

⁴ www.nsf.org

⁵ www.ieee.org

In the spring of 2017, NERC was the recipient of a Google Ad Grant, which has resulted in increased activity on the NERC website.

Based on Google Analytics data from FY2017, there were approximately 3,000⁶ visits a month to the website.

The State Electronics Challenge website includes updates about new participants, new resources, webinars, and annual awards and environmental benefit results. Based on Google Analytics, the average monthly visits in FY2017 were 110.

The Toxics in Packaging Clearinghouse (TPCH) website is updated, as necessary, with new resources, fact sheets, and press releases. Based on Google Analytics, the average monthly visits in FY2017 were 1,860.

Project Managers: NERC website: All staff contribute to NERC's website management. State Electronics Challenge website: Lynn Rubinstein, Executive Director. The Toxics in Packaging Clearinghouse (TPCH) website: Melissa Walsh Innes, consultant to TPCH⁷.

⁶ Website visit figures are of March 31, 2017 and will be updated at the end fiscal year 2017.

⁷ Ms. Innes became the TPCH Program Manager in December 2016 with the departure of Patricia Dillon.

Projects - Grant and Contract-Funded

To promote its mission, NERC pursues a wide range of grant and contract-funded projects and programs; it has become known for the innovative and outstanding work accomplished through these efforts. Grant-funded project results are posted on the NERC website, and frequently include guidance and tools for implementation or replication. Website usage data reflect that these documents are seen as highly valuable resources.

Some projects are implemented in selected states, but all states benefit from the results of NERC projects. Detailed information on all projects is available on its [website](#). Table 1 lists NERC’s grants and contract-funded projects for fiscal year 2018.⁸

Table 1. LIST OF NERC’S GRANTS & CONTRACT-FUNDED PROJECTS & PARTICIPANT STATES												Project End Date	FY 18 Budget
Project	CT	DE	ME	MD	MA	NH	NJ	NY	RI	VT	National		
Implementing the Food Recovery Hierarchy In Rural Vermont Communities – USDA										x		9/30/17	\$17,668
Bennington County (VT) Regional Commission										x		12/31/17	\$12,000
Creating Healthy Communities through Food Recovery & Composting in Vermont – EPA										x		9/30/17	\$5,000
Electronics Recycling Coordination Clearinghouse (ERCC)	x		x	X			x	x	x	x	X	Ongoing	\$24,000
Nebraska Electronics Recycling (2 projects)											X	6/30/18	\$7,800
State Electronics Challenge (National)	x	x	x	X	X	x	x	x	x	x	X	Ongoing	\$17,500
Toxics in Packaging Clearinghouse	x					x	x	x	x		X	Ongoing	\$45,000
Vermont State Standard Plan for E-Scrap										x		12/31/18	\$30,000
Vermont Green Business Program										x		9/30/17	\$22,538

⁸ Pennsylvania is not included in the list as no projects are active in the state, with the exception of the State Electronics Challenge.

Overview of Grant & Contract Funded Projects

Following are brief overviews of the grant and contract funded projects (presented alphabetically) to be undertaken in fiscal year 2018, the sources of funding, and project partners.

Bennington County Regional Commission Technical Assistance Program

NERC was awarded a contract by Bennington County Regional Commission (BCRC) to provide training, technical assistance, and outreach to schools and businesses about the recycling, food waste diversion, and toxics requirements under [Vermont's Universal Recycling Law](#). The project, to be conducted on behalf of BCRC for the [Bennington County Solid Waste Alliance](#) (BCSWA), will focus on the 13 member towns located in southwest Vermont: Arlington, Bennington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Searsburg, Shaftsbury, Stamford, Sunderland and Woodford. The region has 25 schools and more than 1,700 businesses.

Among other activities, NERC will conduct waste assessment surveys of certain schools, businesses, and institutions, provide training, technical assistance, and resource development about recycling, as well as food waste reduction, recovery, and composting. NERC will also conduct outreach on the proper storage and disposal of hazardous materials.

Project Manager: Athena Lee Bradley, Projects Manager

Funding Source: Bennington County Regional Commission

Project Partners: Bennington County Regional Commission; Bennington County Solid Waste Alliance; member towns; and participant businesses, institutions, and schools

Creating Healthy Communities through Food Recovery & Composting in Vermont

Through this grant, NERC works with businesses, haulers, and solid waste districts to divert food scraps to composting. Priorities for this fiscal year include recruiting participation in the EPA Food Recovery Challenge.

Project Manager: Athena Lee Bradley, Projects Manager

Funding Source: US EPA Region 1 (New England)

Project Partners: Vermont Agency of Natural Resources; Lamoille Regional Solid Waste Management District; Windham Solid Waste Management District; Black Dirt Farm (hauler/processor); Grow Compost (hauler/processor); and participant businesses

Electronics Recycling Coordination Clearinghouse (ERCC)

The ERCC is a forum for coordination and information exchange among the state agencies that are implementing electronics recycling laws. While the laws in the states vary in their structure and impact, there are many basic areas of overlap that can be implemented in a consistent manner. The ERCC serves to identify and coordinate joint approaches to common challenges.



The main priorities for the ERCC in the coming year will be to continue activities such as providing a common platform for manufacturer registration and conducting outreach to non-compliant companies in two or more states, and procurement of market sales data on behalf of states. Through these activities, as well as regular information sharing conference calls, an annual member meeting, and workshop at the E-Scrap Conference,

ERCC serves as a key resource and a forum for reducing the administrative overlap of the different types of electronics recycling laws.

NERC provides administrative and financial management support to the ERCC with the substantive program areas being delivered by the National Center for Electronics Recycling (NCER). Currently, there are 17 state government members: California, Connecticut, Hawaii, Maine, Maryland, Michigan, Minnesota, New Jersey, New York, North Carolina, Oregon, Pennsylvania, Rhode Island, South Carolina, Vermont, Washington DC and Wisconsin. There are also 25 affiliate members representing recyclers, manufacturers, and others.

Project Manager: Lynn Rubinstein, Executive Director

Funding Source: Dues received from government and private sector entities

Project Partners: National Center for Electronics Recycling; member states and organizations

Electronics Recycling in Nebraska

NERC has two projects in Nebraska, both with funding from the Consumer Technology Association (CTA). The projects focus on expanded opportunities for consumer electronics recycling and electronics recyclers' capacity building, with a special emphasis on achieving certification. One project includes a competitive grant program to support efforts for electronics recyclers to become certified. Currently, there are no certified electronics recyclers in Nebraska, although there are more than a dozen facilities operating in the state.

Project Manager: Lynn Rubinstein, Executive Director

Funding Source: Consumer Technology Association

Project Partners: Nebraska Recycling Council; and Consumer Technology Association

Implementing the Food Recovery Hierarchy in Rural Vermont Communities

The goal of this project is to decrease the generation of solid waste through the implementation of the Food Recovery Hierarchy in rural and small communities in Vermont. The Food Recovery Hierarchy prioritizes actions to prevent wasting food and when there is waste, diverting it to composting. Through the project, NERC is working with the Bennington County Regional Commission, the Londonderry Solid Waste Group, and the Northeast Kingdom Waste Management District to provide creative training and educational events about implementing the Food Recovery Hierarchy. Ongoing technical assistance and trainings, resource development (tip sheets and a food recovery hierarchy compendium), and an additional webinar are planned for this fiscal year. Trainings and technical assistance will include using compost in "citizen science" activities with middle school students, a food scrap home composting workshop for residents, and, technical assistance in the food recovery hierarchy for businesses.

Project Manager: Athena Lee Bradley, Projects Manager

Funding Source: USDA Rural Utility Services Solid Waste Management Grant Program

Project Partners: Vermont Agency of Natural Resources; Bennington County Regional Commission; Londonderry Group; Northeast Kingdom Solid Waste District; and participant businesses, institutions, and schools.

State Electronics Challenge

The State Electronics Challenge (SEC) is a voluntary program that encourages state, tribal, regional, and local governments, including schools, colleges, universities, other public entities, and non-profit organizations to:

- Purchase greener electronic office equipment
- Reduce the impacts during use through energy and paper conservation
- Manage obsolete electronic office equipment in an environmentally safe way.



Government entities and organizations participate as "Partners" in the program. The SEC provides Partners with free resources and technical assistance for improving electronics management practices and offers annual recognition to Partners that have achieved specific goals. To date, 167 government entities, representing more than 223,000 employees in 39 states, have signed on as SEC Partners.

In this fiscal year, NERC will continue to support the program, provide technical assistance, webinars, and annual sustainability reports and awards.

Project Manager: Lynn Rubinstein, Executive Director

Funding Sources: Samsung and the R2/RIOS program

Toxics in Packaging Clearinghouse

Through a contractual arrangement, NERC will continue to provide administration and staffing to the Toxics in Packaging Clearinghouse (TPCH). TPCH is a central repository of information and technical assistance on state toxics in packaging laws. TPCH is a membership organization with nine state members: California, Connecticut, Iowa, Minnesota, New Hampshire, New Jersey, New York, Rhode Island, and Washington. In addition, TPCH encourages advisory members. Current advisory members include the Steel Recycling Institute, American Chemistry Council, and the Glass Packaging Institute (GPI).



TPCH provides the following ongoing services to its members:

- Response to inquiries from the regulated community and others
- Coordination of responses to exemption requests
- Maintenance and update of the TPCH website, including the development of new educational materials and resources
- Outreach and education about the state laws to targeted sectors of the packaging supply chain, including testing laboratories and their customers in the manufacturing and retail sectors
- Creation and public sharing of relevant bulletins highlighting TPCH research and testing efforts
- Presentations to educate groups about the programs and benefits of TPCH
- Maintenance and update of the Model Toxics in Packaging Legislation and promoting consistent application of toxics in packaging requirements among member states
- Coordination of member state joint compliance and enforcement efforts

TPCH also conducts special projects at the requests of members or through grants and/or contracts.

Project Manager: Melissa Walsh Innes, Program Manager

Funding Source: Government and private sector membership dues paid to TPCH

Project Partners: State and Advisory Members

Vermont Green Business Program Administration

NERC is the Coordinator for Vermont's Green Business Program (VT GBP). NERC staff work with Vermont businesses to educate them about the program and to encourage their participation. NERC also provides technical assistance and guidance to businesses about maximizing their materials management programs, purchasing environmentally preferable products, conserving energy and water, and implementing other sustainable business practices. As part of the program, NERC conducts on-site walk-through assessments of businesses interested in becoming VT GBP members.

Project Manager: Mary Ann Remolador, Assistant Director

Funding Source: Vermont Department of Environmental Conservation (DEC)

Project Partners: Vermont Sustainable Jobs Fund; the Vermont Businesses for Social Responsibility

Vermont State Standard Plan for E-Scrap Management

NERC is a subcontractor to the National Center for Electronics Recycling (NCER) in the implementation of the Vermont "State Standard Plan" for the collection and recycling of e-scrap under the State electronics take-back law. NERC's primary roles in fiscal year 2018 will be: managing the request process for pick-ups from collection points; working with the state of Vermont to update educational materials; and providing collection site operator training. In addition, NERC collaborates with NCER in program administration, and coordination with the state agency administering the program.

Project Manager: Lynn Rubinstein, Executive Director

Funding Source: National Center for Electronics Recycling

Project Partners: Vermont Agency of Natural Resources; National Center for Electronics Recycling

ADMINISTRATION and FINANCE

In addition to project and program implementation, NERC's Executive Director is responsible for the overall administration and management of the organization. This includes financial management and due diligence, personnel management, managing and maintaining office equipment, writing an Annual Report and Operating Plan, Board and Advisory Member communications and relationship building, legal compliance, maintaining the financial integrity of the organization, fundraising, member relations, and IT.

The Executive Committee, comprised of the President, the Vice President, and Treasurer of the Board, and the Executive Director (as Secretary to the Board), has general administrative oversight for the management of NERC. The Board of Directors is charged with setting NERC's direction and policies that further NERC's mission. Each dues paying member state, agency, or authority has a seat on the Board of Directors. There are also two Ex Officio Board members that are annually elected by the state members.

The Board may establish committees to assist in the organization's work. One such committee is the Development Committee, which works closely with the Executive Director to enhance and expand Advisory Membership and services.

An essential element of staff responsibilities is fundraising. Fundraising includes: grant writing; seeking new Advisory Members; working with existing Members to maintain their memberships; and identifying potential consulting service opportunities, private sector program sponsorship, and individual supporters.

In addition, the Executive Director regularly reviews and pursues other ideas and opportunities that may arise, such as federal and state service contracts, foundation support, collaborative efforts, and consulting service opportunities that advance NERC's mission while securing revenues for the organization.

CONCLUSION

NERC continues to thrive and evolve as an organization, serving the needs of its members. It successfully realizes its mission through unique and innovative programming, as well as public-private sector collaboration and conversation. It has engaged State and Advisory Members, a dynamic Board, and outstanding staff. Fiscal year 2018 promises to be another dynamic year, especially with the celebration of its 30th anniversary.

NERC BUDGET⁹

July 1, 2017 – June 30, 2018

Revenue	
Conference Sponsorship	\$15,000
Grants/Consulting	\$180,313
Interest	\$2,000
State Membership Dues	\$82,000
Advisory Membership Dues	\$100,000
Registrations	\$50,000
State Travel Accounts	\$6,720
Reimbursed Expenses	\$1,000
Total revenues	\$437,033
Release from Cash Reserves	\$8,842
Total	\$445,875
Expenses	
Advertising	\$500
Bank Service Charges	\$3,500
Contractors	\$5,000
Equipment Purchases	\$5,000
Equipment Repairs	\$1,500
Gifts & Awards Given	\$3,500
Grants	\$25,000
Insurance	\$4,600
Internet	\$1,500
State Travel Costs	\$6,500
Office Supplies	\$1,000
Permits	\$1,300
Personnel expenses	\$310,000
Raise/bonus fund	\$6,200
Postage	\$200
Printing (copying)	\$1,250
Professional Services	\$34,600
Promotion & Marketing	\$2,000
Program - Meeting Expenses	\$24,000
Registrations	\$6,525
Rent	\$13,000
Subscriptions	\$2,500
Telephone	\$3,200
Travel	\$30,000
Total expenses	\$492,375
Net subtotal	-\$55,342
Release from Restricted	\$46,500
Net subtotal	-\$8,842

Cash on hand (including restricted accounts) as of June 30, 2017: \$640,030

Restricted accounts balance as of June 30, 2017: \$245,804

Unrestricted net as of June 30, 2017: \$394,226

⁹ This does not include ERCC and TPC. Those programs have separate budgets.