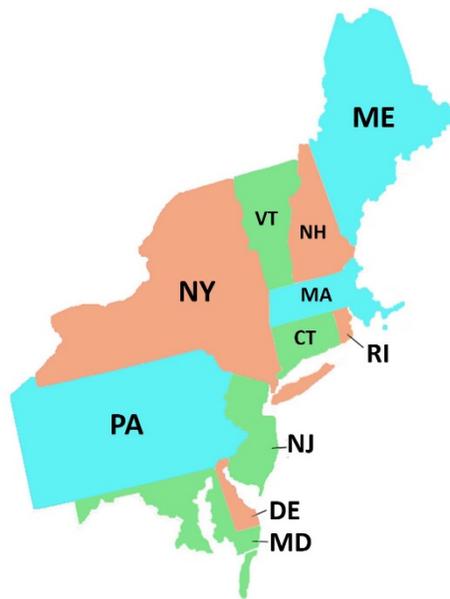




**OPERATING PLAN**  
**Fiscal Year 2022**  
**July 1, 2021 – June 30, 2022**



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

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# Northeast Recycling Council, Inc.

## OPERATING PLAN FY 2022

### 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 region 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 also four national programs: the Electronics Recycling Coordination Clearinghouse (ERCC); the State Electronics Challenge (SEC); the Toxics in Products Clearinghouse (TPCH); and the new Government Recycling Demand Champions program.

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 is a dynamic and varied organization, committed to environmental and economic sustainability through all aspects of materials management. NERC regularly develops and implements innovative projects funded from a variety of public and private sector sources. Its success derives from the leadership of its Board of Directors (Board) and, the outstanding credentials of its staff, as well as the strong support and depth of knowledge of its Advisory Members.

*NERC's vision is a world in which waste is minimized and natural resources are conserved. Its mission is to minimize waste, conserve natural resources, and advance a sustainable economy through facilitated collaboration and action.*

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 and composting; environmentally preferable purchasing; product stewardship; climate change; and natural resource conservation that supports environmental and economic 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 2022. Efforts to enhance relationships with existing Advisory Members will continue, as will increasing the number of Advisory Members.

## PRIORITY AREAS OF INTEREST

The Board of Directors and Advisory Members are annually surveyed to identify top priorities for NERC in the coming fiscal year. Staff will look for funding opportunities that could assist with undertaking projects addressing these topics, and appropriate opportunities will be pursued. The identified priorities are also considered in the development of conference and workshop topics.

For fiscal year 2022, the priorities identified by the Board are:

1. Food waste
2. Reuse/source reduction
3. Market development
4. Relationship between materials management and climate change

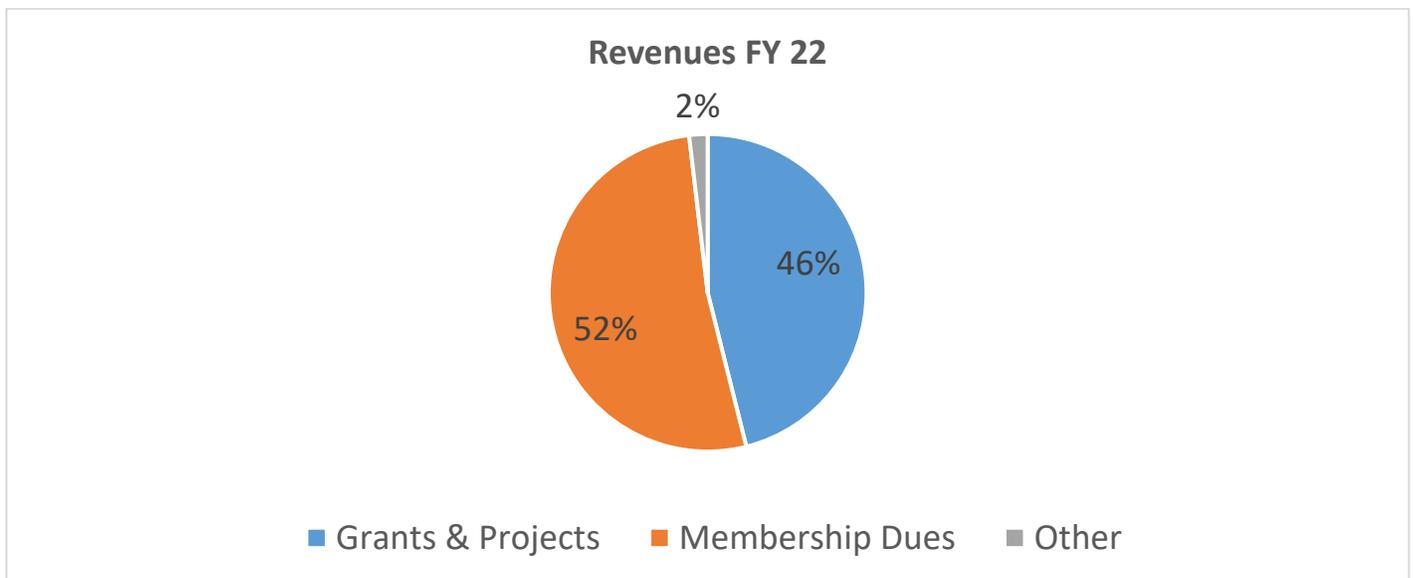
## FUNDING

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

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

Overall, 46% of NERC's revenues will come from grants, projects, and conferences. Combined, State and Advisory membership dues will represent 52% of the overall revenue. The balance (other) is interest, state travel funds, and reimbursed expenses.

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.



## OPERATIONS

NERC has three full-time staff and one part-time position that are responsible for managing the organization and delivering its services and programs. 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.

NERC staff are:

Name	Title
Lynn Rubinstein	Executive Director
Mary Ann Remolador	Assistant Director
Robert Kropp	Office Manager/Bookkeeper
Melissa Lavoie	Toxics in Packaging Clearinghouse Program Manager – part-time

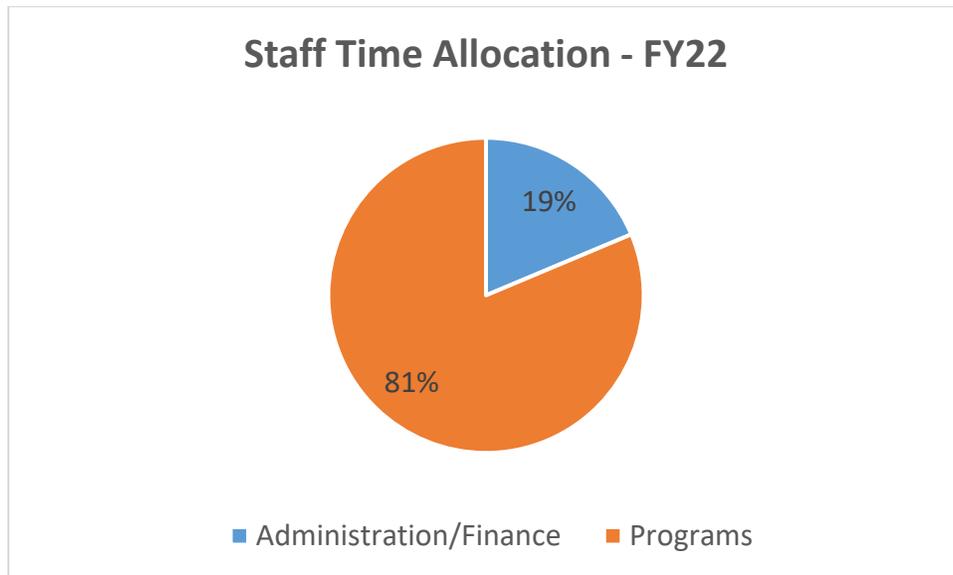
Staff responsibilities and activities are classified in two categories:

- Programs
- Administration and finance

The following chart reflects the relative commitment of full-time staff in each of these areas of operation for fiscal year 2022.

- Administration & Finance captures a wide range of staff activities, including personnel management, office and financial management.
- Programs captures all other activities that are essential for the implementation of all substantive activities that promote NERC's mission and support its membership relationships.

## Staff Time Allocation - FY22



### Ongoing Programs and Member Services

Funding for programs and member services listed below is supported by State and Advisory membership dues, as finances and staffing permits.

- 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 listservs
- Supporting the formation of the East Coast Organics Association
- Staffing committees
  - Executive Committee
  - Bottle Bill Committee
  - EPR Network (in conjunction with NEWMOA)
  - Food Waste Minimization Committee (in conjunction with NEWMOA)
  - Glass Committee
  - Glass Minimum Recycled Content Workgroup
  - Minimum Recycling Content Legislation Committee (in conjunction with NEWMOA)
  - Organics End-Markets Committee
  - Regional Recycling Markets Committee
- Webinar development
- Website maintenance and resource development
- Social media, including NERC's blog, Facebook, Twitter, and LinkedIn
- Participating on state, national, and association committees and boards, and engaging with other organizations
- Making presentations about NERC's programs and regional trends
- Continued implementation of the NERC/Northeast Waste Management Officials' Association (NEWMOA) Joint Strategic Plan

## ***Advisory Member Services***

NERC provides its Advisory Members with a wide array of services. These include:

- Invited to participate on committees, in conference and workshop planning, and to engage in ongoing conversations with the NERC Board and staff.
- New Benefactors and Sustaining Members are highlighted with a Member Spotlight that is published in the NERC Email Bulletin, on the home page, and on the Member Spotlight page.
- NERC provides free consulting services to Advisory Members, scaled to membership levels.
- Members are invited to submit articles to the Email Bulletin, as well as blogs and social media requests.
- NERC hosts Advisory Member luncheons at its conferences, providing opportunities for open dialogue and the offer of guidance and advice.
- An annual membership certificate and badge for their website.

**Project Manager:** Lynn Rubinstein

## ***Awards Program***

Annually, NERC conducts an Environmental Leadership Award competition. Nominations are solicited from around the NERC region and awards are presented at the fall conference. Award categories are:

- Advisory Member
- Public Sector
- Private Sector

**Project Manager:** Lynn Rubinstein

## ***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
- Negotiating contracts, organizing all needed services, and managing events
- Promoting and marketing the events
- Managing registrations and event finances
- Preparing event materials
- Arranging Board of Director meetings and phone calls, including agenda development and follow-up, such as minutes and website updating.

NERC's Fall Conference will be virtual, held on the afternoons of October 12 – 13. We are optimistic about returning to an in-person format for spring 2022, and expect the venue to be in Rocky Hill, Connecticut.

**Project Managers:**

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

All full-time 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.

<b>Staff</b>	<b>% of Staff Time</b>
Executive Director	4%
Assistant Director	29%
Bookkeeper/Office Manager	12%
<b>Average</b>	<b>15%</b>

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

### ***Climate Change & Relationship to Recycling***

NERC is collaborating with ISRI, Casella, and NEWMOA to develop initiatives and programming to highlight the relationship between climate and the value of the recycling industry to influence positive change.

**Project Manager:** Lynn Rubinstein

### ***Diversity, Inclusion & Racial Equity***

NERC has launched several initiatives to support and expand diversity, inclusion and racial equity within NERC and the recycling and solid waste communities.

*Training:* NERC, in collaboration with Michigan Sustainable Business Forum, and other partners, will be offering a national – virtual – training on diversity, inclusion, and racial equity in the recycling and solid waste communities. The training is currently under development. We anticipate it taking place in fall 2021.

*Next Generation Scholarship Fund:* The NERC Fall 2020 Conference featured a plenary session on racial justice in the recycling industry. This conversation opened the door to NERC’s engagement in the complex and challenging topics of diversity, inclusion and racial diversity (DIR). NERC believes that by embracing and supporting DIR, we will most effectively achieve our mission to minimize waste, conserve natural resources, and advance a sustainable economy through facilitated collaboration and action.

To help foster this, NERC has launched the Next Generation Scholarship Fund to support DIR and to introduce scholars to the topics of sustainable materials management featured at NERC’s Conferences. Scholarships will be awarded to select students interested in attending NERC’s Conferences and learning about the recycling industry. Funds are allocated in support of the scholarship program in the budget. Fundraising for additional support will allow us to expand the reach of this program.

*Conferences:* The NERC Board has committed to including at least one topic addressing diversity, inclusion, and racial equity in all future conferences.

**Project Manager:** Mary Ann Remolador

### ***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 new resources on the NERC website; State and Advisory Member updates; items of general interest, and occasional updates from the Toxics in Packaging and Electronics Recycling Clearinghouses. The Bulletin is distributed to 7,000 individuals throughout the region and nation. It is offered as a free resource to any interested party.

**Project Manager:** Lynn Rubinstein

### ***Glass Committee***

The Committee's goals are to understand better the recycled glass value chain and gaps in the Northeast, and to identify the role that NERC can play in promoting greater diversion of glass containers to the greatest value end uses. The Committee of 18 includes NERC Board and Advisory Members.

During this fiscal year, the Committee will promote, host, and manage discussions with State Departments of Transportation and Environmental Agencies to discuss increasing the use of recycled glass in processed glass aggregate and Pozzalon. The Glass Committee is also leading an effort to develop model legislation requiring minimum post-consumer recycled content glass in new containers and fiberglass.

**Project Manager:** Mary Ann Remolador

### ***Glass Model Legislation Work Group***

NERC's Glass Committee has convened a Work Group to develop model legislation for minimum post-consumer recycled content glass in containers and fiberglass. The goals for developing the model legislation are to:

- Develop markets for post-consumer glass containers.
- Increase the use of post-consumer glass containers in the manufacture of new beverage and food containers and fiberglass insulation.

Stakeholders invited to participate in the Work Group include:

- Brands
- Glass Container Manufacturers
- Fiberglass Insulation Manufacturers
- Glass Recyclers/Beneficiators
- Industry Associations
- Distributors/Retailers
- Haulers/Material Recycling Facility Operators
- State Environmental Agencies
- State Recycling Organizations
- Environmental Advocacy Groups

**Project Manager:** Mary Ann Remolador

## ***Implementation of Joint Strategic Action Plan with NEWMOA***

NERC and the Northeast Waste Management Officials' Association (NEWMOA) have entered into a Joint Strategic Action Plan. The priorities areas of mutual interest addressed in the Plan are:

- Emerging topics in the solid waste stream
- Increasing the use of recycled content in products
- Food scrap reduction, recovery and management
- Recyclables – improving quality and end-markets
- Product stewardship/extended producer responsibility
- Relationship between climate change and sustainable materials management
- Construction & Demolition (C&D) materials
- Tires

NERC and NEWMOA's Executive Directors are the primary staff for implementation of the projects and activities identified by the Boards. Action for fiscal year 2022 include:

- Staffing workgroups and committees on EPR, climate change, food recovery, recycling markets development, and minimum recycled content model legislation
- Organizing and holding webinars
- Developing an annual report

**Program Manager:** Lynn Rubinstein

## ***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 listserv, EPPnet and the Organics Management Northeast.

- EPPnet is a longstanding national listserv focused on environmentally preferable purchasing.
- The Organics Management Northeast listserv shares information, events, and updates in the field of food waste and organics management.

**Project Manager:** Lynn Rubinstein

## ***East Coast Regional Organics Association***

In fiscal year 2021, NERC began the formation of a regional organics association to support the organics industry. An inaugural Board was formed and it anticipates formally launching the association in FY22. NERC's role is limited to staff support to the inaugural Board, and subject to funding, will serve as the fiscal agent for the organization.

**Project Manager:** Lynn Rubinstein

## ***Regional Recycling Markets Committee***

In the fall of 2018, NERC, in collaboration with NEWMOA, formed a Regional Recycling Markets Committee to support and expand recycling markets in the NERC 11-state region. Membership is open to NERC and NEWMOA Board members as well as NERC Advisory Members. It is chaired by Chaz Miller, Ex Officio member of the NERC Board. All of NERC's state Board members or their appointees participate, as do 14 Advisory Members.

In FY 2022 known projects are:

- Continue the quarterly survey of MRFs and associated reports.
- Continue tracking and publicizing national investments in recycling infrastructure.
- Maintain the directory of businesses using post-consumer recycled content in the region.

**Project Manager:** Lynn Rubinstein

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

NERC's staff is often asked to participate as an advisor, participant, or stakeholder on state, regional, and national committees.

The Executive Director:

- Serves on the Board of the National Recycling Coalition
- Participates on behalf of NERC in the US Plastics Pact
- Participates in the Recycling Partnership's Circularity Council
- Participate on the Ameripen State Market Development Taskforce
- Occasionally participates via the America Recycles Network

The Assistant Director serves as an Advisory member of the Glass Recycling Coalition

## ***Social Marketing & Press Releases***

NERC maintains a [Facebook page](#), a [Twitter account](#), [LinkedIn](#) account and a [blog](#). The blog is published weekly and archived on the website. The Facebook page and Twitter feed are updated almost daily. These platforms are used to educate the public about topics related to NERC's mission and upcoming events and opportunities.

On a regular basis, NERC writes, posts and distributes press releases about its activities and accomplishments. The press releases are posted and archived for one year on NERC's website.

**Blog & LinkedIn:** Lynn Rubinstein

**Facebook and Twitter:** Robert Kropp

## ***Webinars***

NERC will organize and host several webinars in FY 2022. Some of these will be hosted jointly with NEWMOA. Anticipated topics include:

- Bioplastics
- Lithium ion battery recycling technologies and opportunities
- Managing residuals from anaerobic digester operations and how keep contaminants out of feedstock
- Markets for finished compost - opportunities and trends

- Textiles
- The fate of non-organic packaging from Depackaging

All webinar recordings are posted on the NERC website and its YouTube channel, and all presentations posted on the website.

NERC offers a webinar sponsorship program to provide financial support for the webinar series.

**Project Manager:** Lynn Rubinstein

### **Websites**

NERC maintains three websites: [NERC](#), the [State Electronics Challenge](#), and the [Toxics in Packaging Clearinghouse](#). Within the NERC website, is an area dedicated to the [Government Recycling Demand Champion Program](#).

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.

NERC is the recipient of a Google Ad Grant, which has resulted in increased activity on the NERC website. Based on Google Analytics data from FY 2021, there were approximately 11,000 visits/month<sup>1</sup>, and more than 13,000 sessions/month.

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 number of monthly visits in FY 2021 was more than 100, a significant increase from the previous fiscal year.

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 number of monthly visits in FY 2021 was 1,400/month, and more than 1,700 sessions/month.

**Project Managers:** NERC website: All staff contribute to NERC's website management. State Electronics Challenge website and Government Recycling Demand Program: Lynn Rubinstein, Executive Director. The Toxics in Packaging Clearinghouse (TPCH) website: Melissa Nadeau, TPCH Program Manager.

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<sup>1</sup> Website visit figures are of March 31, 2021.

## 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 2022.

Table 1. LIST OF NERC'S GRANTS & CONTRACT-FUNDED PROJECTS & PARTICIPANT STATES													Project End Date	FY 22 Project Revenue
Project	CT	DE	ME	MD	MA	NH	NJ	NY	PA	RI	VT	National		
Demand for Recycled Commodities												X	9/1/21	\$10,000
Electronics Recycling Coordination Clearinghouse (ERCC)	X		x	X	x		x	x	x	x	x	x	Ongoing	\$25,000
Government Recycling Demand Champions												x	Ongoing	\$9,500 <sup>2</sup>
RecycleCT Foundation	X												12/1/22	\$6,000
The Relative Value of Recyclable Commodities by Collection Strategy	X	x	x	X	x		x	x	x	x	x	Virginia, West Virginia, & Washington DC	3/30/22	\$7,500
State Electronics Challenge												x	Ongoing	\$8,500
Toxics in Packaging Clearinghouse	X					X	x	x		x		x	Ongoing	\$37,670
USDA Glass Recycling			X										9/30/21 <sup>3</sup>	\$14,500
Vermont State Standard Plan for E-Scrap											x		12/31/21 <sup>4</sup>	\$11,700
<b>Total</b>														<b>\$130,370</b>

<sup>2</sup> NERC has restricted funds that support this program.

<sup>3</sup> Seeking a 1 year extension

<sup>4</sup> The contract is expected to renew through December 31, 2022

## 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 2022, the sources of funding, and project partners.

### *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 state laws vary in their structure and impact, there are 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 updating the compliance calendar website that houses all requirements and deadlines pertaining to each of the state e-cycling laws, maintaining the website that provides a common platform for manufacturer registration, producing market share reports for over a dozen states in order to implement their laws, and completing development of a registry of non-compliant brands and manufacturers. 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 delivered by the National Center for Electronics Recycling (NCER). Currently, there are 14 state government members: Connecticut, Hawaii, Maine, Michigan, Minnesota, New Jersey, 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

**Funding Source:** Dues received from government and private sector entities

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

### *Government Recycling Demand Champions Program*

The Northeast Recycling Council (NERC) and Association of Plastic Recyclers (APR) have launched the Government Recycling Demand Champion Program to promote the purchase of plastic products with post-consumer recycled content.



A companion to APR's well-established Recycling Demand Champions program, this initiative is tailored to state, regional and local governments around the United States. It is hosted by NERC, working in close collaboration with APR.

Among the products with post-consumer recycled content (PCR) that government entities are encouraged to purchase will be plastic:

- Infrastructure drainage pipes
- Trash bags
- Roll-out carts
- Recycling and garbage containers
- Benches
- Outdoor furniture
- Plastic lumber, piers, decking
- Other PCR containing plastic products, including electronics

The program has two tiers for participation:

- Champions - full program participants that commit to purchasing products made with post-consumer recycled plastic.
- Advocates - intend to purchase products made with post-consumer recycled plastic, but their organization is not ready to act, but will within a year of joining the program.

**Project Manager:** Lynn Rubinstein

**Funding Source:** NERC funds

### *RecycleCT Foundation*

NERC was hired as the fiscal agent for the RecycleCT Foundation. The RecycleCT Foundation, Inc. targets and promotes the coordination and support of research and education activities and public information programs aimed at increasing the rate of recycling and reuse in the state. It also offers grants to help fund efforts that foster greater understanding of and promote action and engagement in waste reduction, reuse, recycling and composting in Connecticut.

**Project Manager:** Lynn Rubinstein

**Funding Source:** RecycleCT Foundation

### *The Relative Value of Recyclable Commodities by Collection Strategy*

NERC received a grant from EPA Region 3 to expand its work on the average value of ton of MRF material to include all Region 3 states. As a result, MRFs in the West Virginia and Virginia have been added to the study, and the number of participating MRFs in Maryland and Pennsylvania increased.

**Project Manager:** Lynn Rubinstein

**Funding Source:** EPA Region 3

### *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, 171 government entities, representing almost 233,000 employees in 39 states and the District of Columbia, have signed on as SEC Partners.

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

**Project Manager:** Lynn Rubinstein

**Funding Sources:** Historic contributions from Samsung, Panasonic, and the ISRI RIOS program

### *Toxics in Packaging Clearinghouse (TPCH)*

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 Glass Packaging Institute (GPI) and Walter "Chip" Foley, an Individual Subject Matter Expert.



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 Nadeau

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

### *USDA Glass Recycling in Rural Communities in Maine*

NERC received a USDA Solid Waste Management grant in October 2020 to work with nine rural communities in Maine with developing and sustaining a safe and economically feasible glass recycling program for their residents. The participant regional recycling organizations, communities, and project partners include: North

Aroostook Solid Waste Association - Eagle Lake, New Canada, Wallagrass, Winterville, Unorganized Territory (Township 15, Range 6); Unity Area Recycling Resources Center - Jackson, Thorndike, Troy, and Unity; Maine Department of Environmental Protection (ME DEP); and the Maine Resource Recovery Association (MRRRA).

The project objectives are to identify glass recyclers that serve Maine; provide technical assistance and guidance to implement glass recycling programs; develop resources to inform and educate the public about the new glass recycling programs; develop glass collection and handling safety education for transfer station attendants, including best management practices and training; and promote glass recycling and the project resources through two webinars, social media, press releases, articles, presentations and announcements.

**Project Manager:** Mary Ann Remolador

### ***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 2022 will be managing the request process for pick-ups from collection points; working with the state of Vermont to update educational materials; and conducting recycler audits. In addition, NERC collaborates with NCER in program administration and coordination with the state agency administering the program.

**Project Manager:** Lynn Rubinstein

**Funding Source:** 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 sets 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.

The Board may establish committees to assist in the organization’s work. There are currently four active committees, the Glass Markets, Regional Recycling Markets, Bottle Bills, and Organics End-Markets Committees.

An essential element of staff responsibilities is fundraising. Fundraising includes grant writing; seeking new Advisory Members; working with existing Members to maintain their memberships; webinar sponsorships;

and identifying potential consulting service opportunities. These are in addition to the efforts to secure sponsors and exhibitors for NERC conferences.

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**

At the start of fiscal year 2021, there were concerns about how COVID-19 would impact NERC and its programming. It turned out to be an exemplary year and we anticipate continued growth and success in FY22.

**NERC FY 22 BUDGET<sup>5</sup>**

<b>Revenue</b>	
Conference/Webinar Sponsorships	\$50,000
Grants/Consulting	\$96,326
Interest	\$8,000
State Membership Dues	\$84,465
Advisory Membership Dues	\$155,000
Registrations	\$65,000
State Travel Accounts	\$6,000
Reimbursed Expenses	\$1,000
<b>Total revenues</b>	<b>\$465,791</b>
Release from Cash Reserves	\$0
<b>Total</b>	<b>\$465,791</b>
<b>Expenses</b>	
Advertising	\$4,000
Bank Service Charges	\$6,500
Contractors	\$4,500
Equipment Purchases	\$2,000
Equipment Repairs	\$750
Gifts & Awards Given	\$2,750
Insurance	\$3,750
Internet	\$3,900
Office Supplies	\$750
Permits	\$1,000
Personnel expenses	\$305,170
Postage	\$25
Printing (copying)	\$500
Professional Services	\$15,500
Promotion & Marketing	\$1,500
Program - Meeting Expenses	\$50,000
Registrations	\$1,500
Rent	\$13,700
State Travel Costs	\$6,000
Scholarships	\$3,000
Subscriptions	\$5,600
Telephone	\$3,000
Travel	\$7,500
<b>Total Expenses</b>	<b>\$442,895</b>
<b>Subtotal net</b>	<b>\$22,896</b>
Release from Restricted	\$18,093
<b>Net</b>	<b>\$40,988</b>

**Cash on hand** (including restricted accounts) as of June 30, 2021: \$839,964

<sup>5</sup> This budget does not include ERCC and TPCH – except for TPCH personnel costs. Those programs have separate budgets.