



OPERATING PLAN
Fiscal Year 2021
July 1, 2020 – June 30, 2021



*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 2021

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 eight grant and contract funded projects in fiscal year 2021. 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 2021, the priorities identified by the Board, and supported by Advisory Members, are:

- Market development – mixed paper, mixed plastic, and glass
- Extended producer responsibility for packaging
- Food waste

Due to the timing of when members were asked about priorities for the fiscal year, they were not asked about the impact of the COVID-19 pandemic on the recycling industry. It is clear, however, that this must be one of the priority areas of concern for NERC in fiscal year 2021.

FUNDING

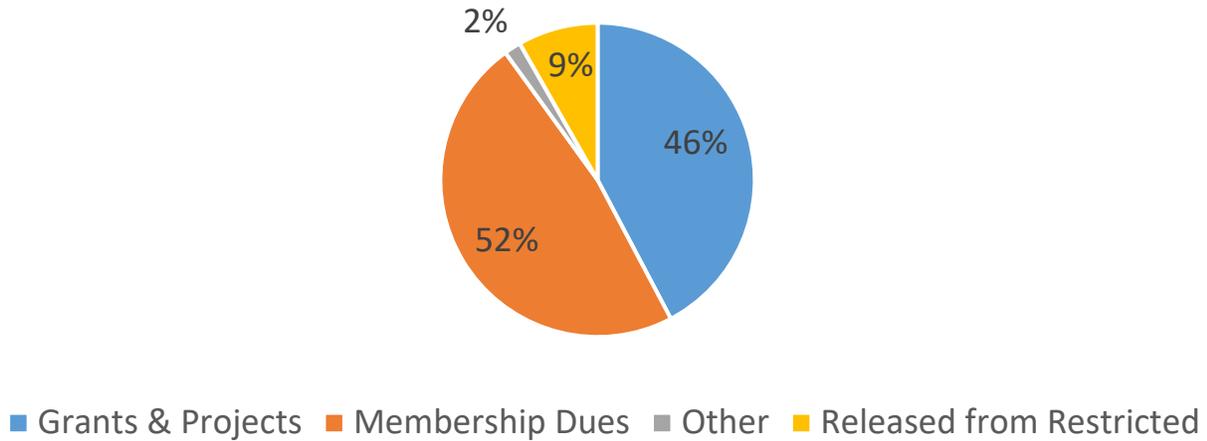
NERC's operations and programs are funded in several ways:

- 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 and projects, which includes conference revenues. Combined, State and Advisory membership dues will represent 52% of the overall revenue. This year we will have a net negative budget and will use existing cash reserves amounting to 9% of our total revenue. The balance (other) is interest, state travel funds, and reimbursed expenses. The proportion of revenues for fiscal year 2021 are not typical of past years. Usually, conference revenues represent a greater percentage but due to the impact of the COVID-19 pandemic on the NERC conference, most of the revenue for the Fall conference were received in fiscal year 2020.

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.

Budgeted FY21 Revenue



OPERATIONS

NERC has three full-time staff and two part-time positions 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 ¹	Office Manager/Bookkeeper
Melissa Nadeau	Toxics in Packaging Clearinghouse Program Manager – part-time
Cindy Sterling ²	USDA Community Composting Grant – part-time

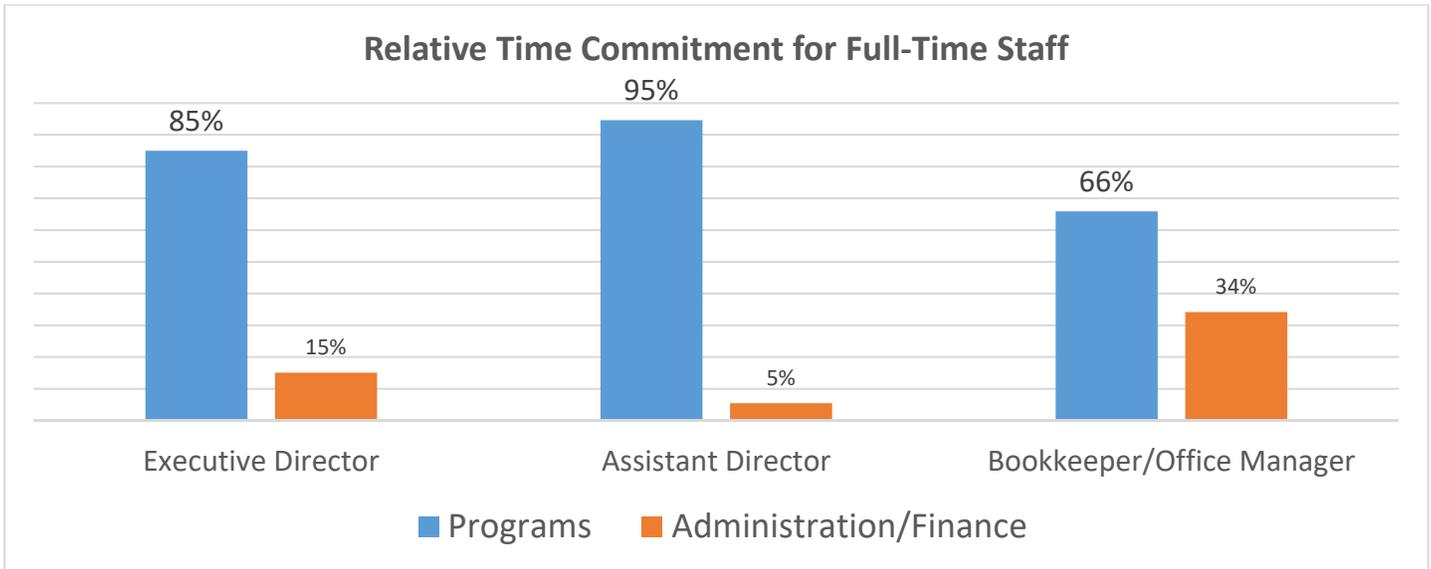
Staff responsibilities and activities are classified in two categories:

- Programs
- Administration and finance

¹ Robert Kropp has expressed the intention to change his work situation as of January 2021. It maybe that this position will transition to two part-time employees.

² This position will end September 30, 2020 when the grant ends. It is not expected that the position will be filled in FY 2021.

The following chart reflects the relative commitment of full-time staff in each of these areas of operation for fiscal year 2021.



- 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.

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
- Website maintenance and resource development
- Social media, including NERC’s blog, Facebook, and Twitter
- Participating on state, national, and association committees and boards, and engaging with other organizations
- Continued implementation of the NERC/Northeast Waste Management Officials’ Association (NEWMOA) Joint Strategic Plan

In addition to grant and contract funded projects and the delivery of the ongoing services and programs, efforts of note that are supported in part by dues are:

- Staffing the Regional Recycling Markets Committee
- Staffing the Glass Committee
- Developing webinars

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 and 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 October 20 - 21 in Rocky Hill, Connecticut. The Spring 2020 event location is expected to be Manchester, New Hampshire. The data and agenda are yet to be determined.

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.

Staff	% of Staff Time
Executive Director	5%
Assistant Director	31%
Bookkeeper/Office Manager	12%
Average	17%

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

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 more than 6,500 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 a one-day Northeast Glass Forum. As of this writing, we do not know if it will be an in-person event or virtual event to discuss alternative glass markets, the economics of glass recycling, preparing glass for the marketplace, strategies and technologies for cleaning, handling and transporting glass, and advancing glass recycling in the Northeast. The Glass Committee will also lead an effort to develop model legislation requiring minimum post-consumer recycled content glass in new containers sold in the region.

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. Thirty-five (35) action items are included in the work plan for fiscal year 2021. Among these are:

- Staffing workgroups and committees on product stewardship/EPR, climate change, food recovery, recycling markets development, minimum recycled content model legislation
- Organizing and holding webinars
- Organizing workshops that promote the use of recycled content materials in road and infrastructure projects
- Organizing joint Board calls
- 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

Northeast Regional Chapter of the U.S. Composting Council (USCC)

In fiscal year 2020, NERC began exploring the development of regional chapter of the USCC. Progress has been slow but we anticipate continuing with this project during the year.

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 2021 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:

- Volunteers as a board member of Sustainable Electronics Recycling International (SERI), the host organization for the R2 electronics recycling certification program, and participates on the Technical Advisory Committee for the R2 Standard.
- Participates in the EPA America Recycles Network, including the infrastructure and recycling markets committees. There are occasional calls (no more than one per quarter) and occasional in-person meetings held in conjunction with other conferences and events.
- Serves on the Board of the National Recycling Coalition, and three of its subcommittees (bylaw, membership, and recycling market development).

The Assistant Director serves as a:

- Advisory Member of the Glass Recycling Coalition
- Board member of the Glass Recycling Foundation
- Reviewer for SustainableCT's applications for municipal certification.

Social Marketing & Press Releases

NERC maintains a [Facebook page](#), a [Twitter account](#), and a [blog](#). The blog features weekly articles. The Facebook page and Twitter feed are updated on an almost daily basis. These platforms are used to educate the public about topics related to NERC's mission.

On a regular basis, usually monthly, 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: Lynn Rubinstein

Facebook and Twitter: Robert Kropp

Webinars

NERC will organize and host several webinars in FY 2021. Some of these will be joint webinars with NEWMOA. Anticipated topics include:

- Current Markets for Recycling Plastic from Electronics
- Minimum Recycled Content Legislation (2 webinars)
- The Government Recycling Demand Champion Project (3 webinars)
- Textile Management/Recycling
- EPA's AgSTAR Anaerobic Digestion Development Project

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.

In addition, NERC will be updating the following documents:

- Disposal Bans and Mandatory Recycling in the United States
- Asphalt Shingles Manufacturing & Waste Management In The Northeast Fact Sheet
- Funding Opportunities for Organics & Compost Related Businesses
- State Surplus Property Programs
- State Program Contacts

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 2020, there were approximately 6,000 visits/month³, and more than 11,000 sessions/month. NERC blogs are among the most frequently visited pages on 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 number of monthly visits in FY 2020 was 55, a decrease 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 2020 was 2,240, an increase in excess of 17% from the previous fiscal year, and more than 2,700 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.

³ Website visit figures are of March 31, 2020.

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 2021.

Table 1. LIST OF NERC'S GRANTS & CONTRACT-FUNDED PROJECTS & PARTICIPANT STATES													Project End Date	FY 21 Project Revenue
Project	CT	DE	ME	MD	MA	NH	NJ	NY	PA	RI	VT	National		
Electronics Recycling Coordination Clearinghouse (ERCC)	x		x	x	x		x	x	x	x	x	x	Ongoing	\$28,200
Government Recycling Demand Champions												x	Ongoing	\$5,000 ⁴
Implementing Rural Community Composting in Connecticut, Maine, Massachusetts, New Hampshire, New York, and Vermont	x		x		x	X		x			x		9/30/20	\$14,011
RecycleCT Foundation	x												12/1/20	\$5,070
The Relative Value of Recyclable Commodities by Collection Strategy	x	x	x	x	x		x	x	x	x	x	Virginia, West Virginia, & Washington DC	3/30/21	\$6,422
State Electronics Challenge												x	Ongoing	\$0 ⁵
Toxics in Packaging Clearinghouse	x					X	x	x		x		x	Ongoing	\$37,670
Vermont State Standard Plan for E-Scrap											x		12/31/20 ⁶	\$13,350
Total														\$109,724

⁴ NERC has restricted funds that support this program.

⁵ NERC has restricted funds that support this program.

⁶ The contract is expected to renew through December 31, 2021

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 2021, 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 developing 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 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 27 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: APR and NERC funds

Project Partners: Association of Plastic Recyclers (APR)

Implementing Rural Community Composting in Connecticut, Maine, Massachusetts, New Hampshire, New York, and Vermont

NERC received a grant from the US Department of Agriculture, Rural Utility Services, Solid Waste Management Grant Program, for *Implementing Rural Community Composting in Connecticut, Maine, Massachusetts, New Hampshire, New York, and Vermont*.

The project focuses on working with communities to divert food scraps and yard/garden trimmings to community-based compost operations. The goals of project are:

- Develop multimedia “*be a community compost expert*” training resources about how to establish and sustain community composting sites. The training resources—videos, written tip sheets, and webinars—will comprise a Community Composting Training Course.
- Deliver remote, local and regional trainings utilizing the Community Composting Training Course.
- Provide technical assistance and support for the management of food and organic waste through community composting sites.
- Develop a two-part *National Capacity Building Webinar* modeled on the community composting training course and incorporating lessons learned at the community compost sites.

This grant will conclude on September 30, 2020.

Project Manager: Lynn Rubinstein

Funding Source: USDA Rural Utilities Services

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, 169 government entities, representing almost 224,000 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 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 Nadeau

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

Project Partners: State and Advisory Members

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 2021 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

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 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 annually elected Ex Officio Board members.

The Board may establish committees to assist in the organization's work. There are currently two active committees, the Glass Committee and the Regional Recycling Markets Committee.

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

The continuing impacts of the COVID-19 pandemic, changes to the industry, and to event opportunities remain unknown for the coming fiscal year, but are likely to play a significant role. Thus, we enter the new fiscal year with some financial uncertainty but with optimism that NERC is a strong organization with committed stakeholders, members, and staff and will continue to thrive and deliver the outstanding services that it always has.

NERC BUDGET⁷
July 1, 2020 – June 30, 2021

Revenue	
Conference Sponsorship	\$25,000
Grants/Consulting	\$109,724
Interest	\$6,000
State Membership Dues	\$74,465
Advisory Membership Dues	\$120,000
Registrations	\$37,500
State Travel Accounts	\$6,000
Reimbursed Expenses	\$1,000
Subtotal	\$379,689
Release from Cash Reserves & from Restricted	\$38,082
Total	\$417,771
Expenses	
Advertising	\$4,000
Bank Service Charges	\$6,500
Contractors	\$14,000
Equipment Purchases	\$2,500
Equipment Repairs	\$1,200
Gifts & Awards Given	\$2,600
Insurance	\$5,200
Internet	\$2,000
Office Supplies	\$750
Permits	\$1,750
Personnel expenses	\$306,016
Postage	\$100
Printing (copying)	\$750
Professional Services	\$14,176
Promotion & Marketing	\$2,000
Program - Meeting Expenses	\$30,000
Registrations	\$3,750
Rent	\$13,700
State Travel Costs	\$5,000
Subscriptions	\$3,500
Telephone	\$2,750
Travel	\$11,168
Subtotal	\$433,410
Net Subtotal	-\$53,722
Release from Restricted	\$15,640
NET	0

Cash on hand (including restricted accounts) as of June 30, 2020: \$704,785

Restricted accounts balance as of June 30, 2020: \$165,013

Unrestricted net as of June 30, 2020: \$539,772

⁷ This budget does not include ERCC and TPCH. Those programs have separate budgets.