

Minutes
NERC Board of Directors
Nathan Hale Inn, U CONN, Storrs, Connecticut
April 3, 2013
Approved May 6, 2013

Present:

Board Members: Sarah Kite, Rhode Island, President; Robert Isner, Connecticut, Vice President; Richard Watson, Delaware; Najwa Ali, proxy for Guy Watson, New Jersey; George MacDonald, Maine, Treasurer; Greg Cooper, Massachusetts; and Bryn Oakleaf, Vermont.

Guests: Sherill Baldwin, Connecticut Department of Energy & Environmental Protection

Staff: Lynn Rubinstein, Executive Director and Secretary to the Board; Athena Lee Bradley, Projects Manager; and Mary Ann Remolador, Assistant Director

Recorder: Sherill Baldwin

Meeting Called to Order at 9:03 a.m. by the President of the Board.

I. Treasurer's Report

George MacDonald, Treasurer distributed the Treasurer's Report. NERC is on track for revenues and expenses for the first half of the year (7/1/2012 – 12/31/2012). A copy of the Treasurer's Report is attached to these minutes.

On a motion by Greg Cooper and a second by Najwa Ali, those present voted unanimously to accept the Treasurer's report.

II. Ratification of votes taken between Board meetings

Ms. Rubinstein led the discussion about votes taken by the Board by email since the last Board meeting. There were two actions, passing of the Product Stewardship policy in November 2012 and the October 2012 Board Minutes. Detailed records of these votes are kept on file at the NERC office.

A motion was made by Greg Cooper and a second by Bryn Oakleaf to ratify these votes. Those present voted unanimously to ratify the votes.

III. Finalization of fee for service program language

As a follow-up to conversation at the fall Board meeting, Ms. Rubinstein distributed draft language outlining the process for determining whether to accept 'fee for service' projects. Discussion followed about: when the Executive Committee vs. the full Board should be consulted; how the fee-for-service process compares with grants; and how to allow for a quick turnaround to avoid losing opportunities. Ms. Rubinstein will redraft the language with a vote to adopt final language conducted via email to all Board members.

IV. NERC's strategic position and collaborative opportunities

Ms. Rubinstein led a discussion about the challenges and opportunities for the regional Recycling Market Database project. This remains a project of great interest to the organization but adequate state support is not yet certain.

NERC is an equal opportunity employer and provider.

V. Staff Updates

Written staff updates were distributed in advance of the meeting. A brief conversation took place as Board members and guests asked questions. Staff, especially Mary Ann Remolador, was commended for the successful spring 2013 workshop.

Ms. Rubinstein shared that the new NERC web redesign is expected to go live in May, including the new logo.

Ms. Rubinstein noted that the Vermont Agency of Natural Resources has earned a Silver award for its activities in the State Electronics Challenge in 2012, and that the Providence, Rhode Island, School System earned a Gold award.

VI. Fall Workshop ideas

Bryn Oakleaf talked about the interest in sharing ideas about the challenges and opportunities with organics programs. Ms. Rubinstein suggested this could be topic for the fall workshop – organics overall covering topics related to metrics, collaboration and partnerships, technology, policy and pesticide residuals and other impacts for end-product sales.

VII. Annual Election of Officers

Ms. Rubinstein shared the timeline for nominating and electing officers for the coming fiscal year. Ms. Kite, current President will be stepping down. Mr. Isner, current Vice President will run for President. Mr. MacDonald is willing to remain Treasurer and Ms. Rubinstein will continue as Secretary. A Vice President will be needed and Board members were asked to volunteer and join the Executive Committee.

VIII. Operating Plan

Ms. Rubinstein noted it's time for staff to begin drafting the operating plan. A draft will be completed in May. An on-line survey will be sent to all board members seeking input for future projects. Ms. Rubinstein pointed out that the Executive Committee is very involved with this task and an additional volunteer would be helpful. Greg Cooper volunteered to help. A final version of the Plan is scheduled for early July.

Following a motion to adjourn by Greg Cooper with a second by Robert Isner, the meeting adjourned at 12:05 p.m.



Treasurer's Report – April 3, 2013
Period Reported: July 1 – December 31, 2012

Revenue	FY 13 Budget	July 1 – December 31, 2012	% of Budget
Conference Sponsorship	\$12,000	\$6,000	50%
Grants/Consulting	\$220,993	\$177,340	80%
Interest	\$3,000	\$1,494	50%
Membership, State Dues	\$81,500	\$45,515	56%
Membership, Advisory	\$30,000	\$23,750	79%
Registrations	\$24,000	\$16,550	69%
State Travel Accounts	\$6,370	\$2,870	45%
Reimbursed Expenses	\$2,000	\$1,268	63%
Release from Reserves	\$192,084	\$0	0%
TOTAL REVENUE	\$571,946	\$274,786	48%
Expenses			
Advertising	\$500	\$0	0%
Bank Service Charges	\$1,300	\$562	43%
Contract Labor	\$83,760	\$35,230	42%
Equipment Purchase	\$1,000	\$1,322	132%
Equipment Repairs	\$1,000	\$1,042	104%
Gifts & Awards Given	\$1,200	\$274	23%
Insurance	\$3,100	\$2,348	76%
Internet	\$2,750	\$2,584	94%
State Travel Costs	\$6,370	\$3,300	52%
Office Supplies	\$5,116	\$1,144	22%
Permits & Licenses	\$0	\$1,380	
Personnel expenses	\$398,135	\$163,239	41%
Postage	\$450	\$127	28%
Printing (copying)	\$500	\$35	7%
Professional Services	\$6,000	\$11,493	192%
Program - Meeting Expenses	\$14,000	\$12,130	87%
Registrations	\$500	\$258	52%
Rent	\$18,600	\$7,775	42%
Subscriptions	\$665	\$458	69%
Telephone	\$3,500	\$1,572	45%
Travel	\$23,500	\$9,880	42%
Total	\$571,946	\$256,152	45%

Cash on hand as of December 31, 2012: \$672,531