



Annual Meeting - Board of Directors' Meeting Minutes

October 14, 2020

Held via Zoom

Approved November 20, 2020

Present:

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

Non-Board Members: Erin Jensen, New Jersey Department of Environmental Protection; Barbara Heineken, Carton Council; Janet Prichard, Republic Services; Joanne Shafer, Centre County Recycling & Refuse Authority; Megan Byers, Association of Plastic Recyclers; Susan Robinson, Waste Management, Resa Dimino, RRS; Phil Bresse, MSW Consultants; Charles Schwarze, Keurig Dr. Pepper; Grant Johnson, Mattress Recycling Council; Tom Gaffey, MIRA; Sarah Reeves, Chittenden Solid Waste District; Robin Ingenthron, Good Point Recycling; Brennan Georgianni, Plastics Industry Association; Steve Changaris, NWRA; and Curt Bucey, Strategic Materials; Lynn Rubinstein, NERC Executive Director, Secretary to the Board; Mary Ann Remolador, NERC Assistant Director; Robert Kropp NERC Office Manager/Bookkeeper

Robert Isner, President of the Board, called the meeting to order at 1:05 p.m.

Treasurer's Report

After discussion, Megan Pryor made a motion to approve the report, which was seconded by Jared Rhodes. All in favor. [See attached.](#)

Advisory Member Activity

Lynn Rubinstein reviewed the new and renewing Advisory Members since the April Board meeting. [See attached.](#)

Review of Votes Taken Since Previous Board Meeting

After discussion, Mike Nork made a motion to approve, which was seconded by Rick Watson. All in favor. [See attached.](#)

Spring Conference 2021 Plans

Mary Ann Remolador presented NERC's plans for its spring conference, pending approval of the Board. It was agreed to hold a virtual event, March 9 – 11, afternoons. It was agreed that there should be consideration of switching the format to two afternoons instead of three, but this will be evaluated after the fall 2020

conference, and subject to discussion of the conference planning committee. A call was made for conference planning committee members and several individuals volunteered.

NERC Webinar Series and Sponsorships Update

Lynn Rubinstein discussed the NERC webinar sponsorship program which was launched in early summer. The effort has been quite successful with two Gold sponsors (ADS Pipe and Vanguard Energy), six Silver sponsors (American Chemistry Council, Casella, ISRI, Nestle Waters, Revolution, and RRS), and one Bronze sponsor (TOMRA).

NERC has increased the frequency of its webinars, and this has been well received with increasing registrations and attendance. Several webinars will be held before the end of the calendar year, with several more in the planning stages for early 2021.

Awards Program Update

Lynn Rubinstein provided an overview of the 2021 Environmental Leadership Award program. As always, there were many applications and they were all outstanding. The committee had a difficult time making decisions but did choose winners of the Advisory Member, Private Sector, and Public Sector awards, as well as a Lifetime Achievement award. Award announcements will be made on the first and second days of the upcoming conference, and will include recognition of NERC's Benefactors. A press release will go out shortly after the announcements conclude, and for the first time, award winners will be provided with a web badge that they can use to promote their achievement. All awardees have received their physical awards.

Proposed Regional USCC Chapter Update and Discussion

Lynn Rubinstein provided background on this proposed initiative, with input from Debra Darby (whose idea this originally was). A motion was made by Josh Kelly for NERC to move forward with the effort to form a regional chapter of the USCC, seconded by Megan Pryor. All voted in favor.

Joint Strategic Action Plan with NEWMOA

The Board was provided a status report about joint initiative in advance of the Board meeting. Lynn commented that it has been a remarkably successful initiative, moving several critical issues forward with substantive results. [See attached report.](#)

Committee Updates:

- *Regional Recycling Market Development Committee*

Chaz Miller, Committee Chair, provided an update on committee activities and achievements. These have included multiple updates of the paper capacity report and ongoing blended value of a MRF ton reports.

- *Glass Committee*

Megan Pryor, Committee Chair, provided an update which included an overview of the Glass Forum – which was extremely successful and well received, as well as efforts to craft model legislation for minimum recycled content requirements for glass containers and fiberglass. Fiberglass was recently added. A subcommittee has been formed and there will be a public call for industry participation.

- *Mandatory Minimum Recycled Content for Plastic Food and Beverage Containers, and Film Bags and Packaging*

This is a joint initiative with NEWMOA and there are six NERC states participating, although all were invited. Cathy Jamieson, Vermont, is the committee chair. The committee began meeting in May and hopes to complete a draft proposal in early 2021. That draft will be distributed to all Board and Advisory Members for comment.

Staff Updates

The Board was provided with the report in advance of the Board meeting. [See attached.](#)

Organizational Updates

Lynn Rubinstein noted that she, on behalf of NERC, has been participating on The Recycling Partnership's Circularity Council, as well as a partner in a PET Thermoform Study being managed by RRS on behalf of several industry organizations. This project will be completed in the near future with a report published.

Adjourn

The meeting was adjourned by common consent at 3:35 p.m.

Minutes reported by Lynn Rubinstein, Secretary to the Board.

Treasurer's Report
September 18, 2020
Period Covered: July 1, 2020 – September 16, 2020

Background

NERC's finances are recorded on an accrual basis. This means, for example, that when an invoice is sent out requesting payment (e.g., typically a membership dues invoice) it is reflected as revenue. When presenting an overall financial picture of the organization, this can be somewhat misleading, as we do not know if payments will be received. Because of this, the financial details below include columns for "accrued to date" and "cash to date". In the case of revenue, the accrued to date reflects both unpaid invoices and payments to NERC. And in the case of expenses, the accrued to date reflects both outstanding invoices that NERC has received but has not yet paid, and payments on vendor invoices from this fiscal year. We pay invoices on a monthly basis, usually in the middle of the month.

Another important feature of NERC's finances is that when looking at the spreadsheets below, that NERC has three key program areas that have separate financial accounting: NERC; the Electronics Recycling Coordination Clearinghouse (ERCC); and the Toxics in Packaging Clearinghouse (TPCH). ERCC and TPCH have separate budgets and bank accounts, and all financial transactions are recorded separately. However, as they are NERC programs and the total financial activity is reflected in our annual audit, this document includes the separate key program areas, as well as a combined accounting.

Overview

This financial information below reflects the period of July 1, 2020 – September 16, 2020. NERC's fiscal year is July 1 – June 30, so this report captures slightly less than 25% of the fiscal year.

NERC Only

Revenue: We are on track for the fiscal year to date, having received 30% of the budgeted revenues (cash).

Expenses: NERC expenses are 24% for cash and 25% for accrued. Any significant discrepancies by account line are discussed below.

Contractors are individuals that provided services to NERC, other than professional services (see below). During this report that includes final invoices from contractors supporting the USDA grant (the majority of the expenses), as well as website maintenance and support.

Equipment purchase is very high because of stipends paid to communities participating in the USDA grant. These will be reimbursed to NERC.

Internet is running high due to the increased number of webinars that NERC has been offering.

Professional Services are primarily for the cost for the annual audit and tax preparation. It also includes graphic design for the conference. We have incurred most of the audit and tax preparation audits for the year, and these represent the majority of this expense category.

Subscriptions primarily represents annual payments for webinar platform access. In this fiscal year, we added Zoom as an alternative (almost \$1,000) and increased the GoToWebinar subscription to allow for the increasing number of webinar participants we are enjoying per event.

Conclusion

We are doing fine at this moment in the year. We are actively receiving conference registrations, as well as workshop registration. For this reporting period, we have a net budget of slightly more than \$8,000.

NERC Bank Balances

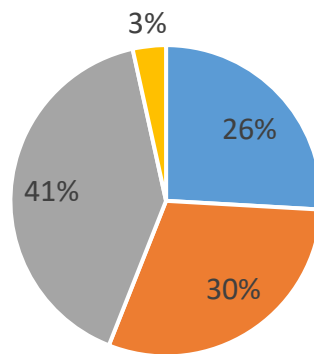
July 1, 2020	\$704,783	
August 31, 2020	\$715,596	
Net FY21	\$10,813	
Restricted balance (7/1/20)	\$170,926	24%
Unrestricted balance	\$544,670	76%

Restricted funds include state travel accounts, the State Electronics Challenge, and the balance of a Connecticut SEP that was established many years ago dedicated to reuse.

July 1, 2020 – September 16, 2020	NERC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY20 ¹	FY19
Revenue							
Conference Sponsorship	\$25,000	\$21,000	84%	\$19,250	77%	\$11,250	\$17,850
Grants/Consulting	\$109,724	\$34,204	31%	\$34,204	31%	\$33,240	\$42,730
Interest	\$6,000	\$1,931	32%	\$1,931	32%	\$1,082	\$655
State Membership Dues	\$74,465	\$23,000	31%	\$15,000	20%	\$34,000	\$32,432
Advisory Member Dues	\$120,000	\$30,450	25%	\$31,100	26%	\$18,700	\$31,800
Registrations	\$37,500	\$10,205	27%	\$10,205	27%	\$33,825	\$33,625
State Travel Accounts	\$6,000	\$2,000	33%	\$2,000	33%	\$2,000	\$2,000
Reimbursed Expenses	\$1,000	\$0	0%	\$0	0%	\$165	\$359
Total Revenues	\$379,689	\$122,790	32%	\$113,690	30%	\$134,262	\$161,451
Released from Cash Reserves	\$38,082	\$0	0%	\$0	0%	\$0	\$0
Total	\$417,771	\$122,790	29%	\$113,690	27%	\$134,262	\$161,451
Expenses							
Advertising	\$4,000	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$6,500	\$1,186	18%	\$1,186	18%	\$1,642	\$1,490
Contractors	\$14,000	\$5,715	41%	\$5,715	41%	\$3,688	\$150
Equipment Purchases	\$2,500	\$3,412	136%	\$3,412	136%	\$0	\$150
Equipment Repairs	\$1,200	\$0	0%	\$0	0%	\$495	\$495
Gifts & Awards Given	\$2,600	\$1,365	53%	\$1,365	53%	\$894	\$923
Insurance	\$5,200	\$1,055	20%	\$1,055	20%	\$780	\$780
Internet	\$2,000	\$609	30%	\$609	30%	\$546	\$414
Office Supplies	\$750	\$0	0%	\$0	0%	\$43	\$192
Permits	\$1,750	\$75	4%	\$75	4%	\$109	\$578
Personnel expenses	\$306,016	\$72,303	24%	\$69,862	23%	\$75,575	\$94,065
Postage	\$100	\$1	1%	\$1	1%	\$2	\$6
Printing (copying)	\$750	\$0	0%	\$0	0%	\$0	\$55
Professional Services	\$14,176	\$8,265	58%	\$8,265	58%	\$9,600	\$6,500
Promotion & Marketing	\$2,000	\$250	13%	\$250	13%	\$875	\$375
Program - Meeting Expenses	\$30,000	\$8,088	27%	\$8,088	27%	\$10,768	\$107
Registrations	\$3,750	\$0	0%	\$0	0%	\$3,400	\$270
Rent	\$13,700	\$3,009	22%	\$3,009	22%	\$4,273	\$3,983
State Travel Costs	\$5,000	\$255	5%	\$255	5%	\$500	\$1,850
Subscriptions	\$3,500	\$1,836	52%	\$1,836	52%	\$100	\$460
Telephone	\$2,750	\$793	29%	\$793	29%	\$771	\$910
Travel	\$11,168	\$369	3%	\$369	3%	\$5,474	\$4,687
Total Expenses	\$433,410	\$108,584	25%	\$106,143	24%	\$119,536	\$118,441
Net Subtotal	-\$15,640	\$14,205		\$7,546	11%	\$14,726	\$43,011
Released from Restricted	\$15,640	-\$545	3%	-\$545	3%	\$2,534	\$1,850
NET for fiscal year	\$0	\$13,360		\$7,001		\$17,261	\$44,861

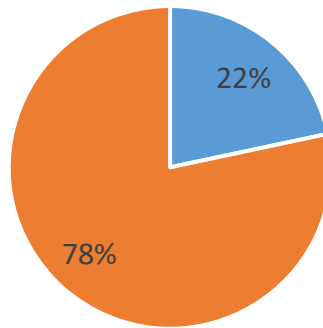
¹ FY20 and FY19 figures, throughout this document, report the entire first quarters of the respective fiscal years.

NERC Only Revenue FY21 - Cash



■ Conference ■ Grants/Consulting ■ Dues ■ Other

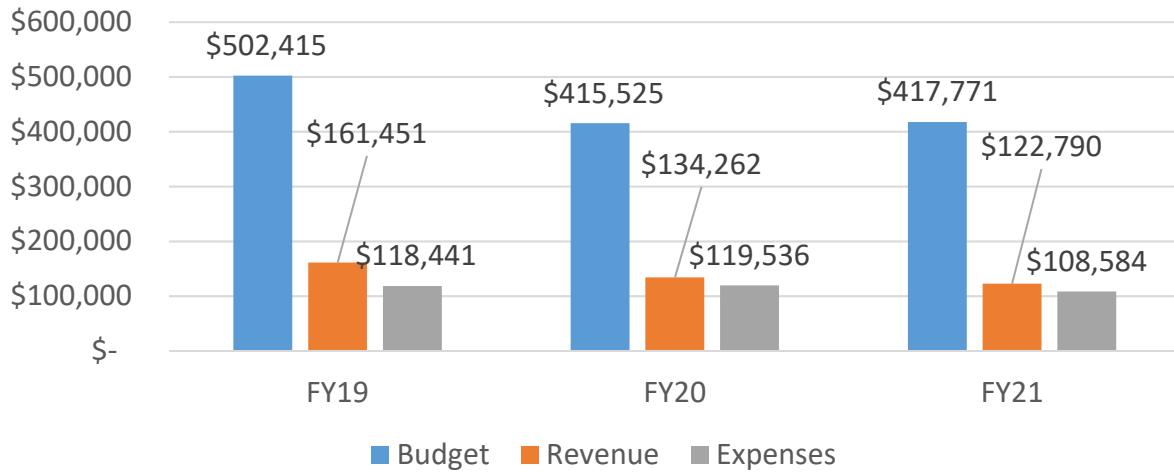
NERC FY 21 Only Expenses Cash



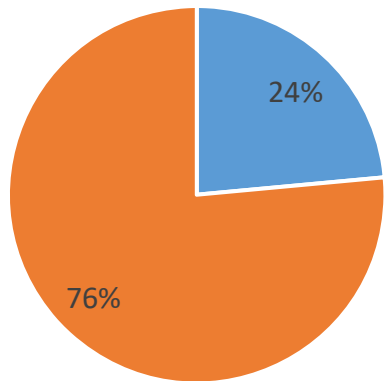
■ Administration ■ Program

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

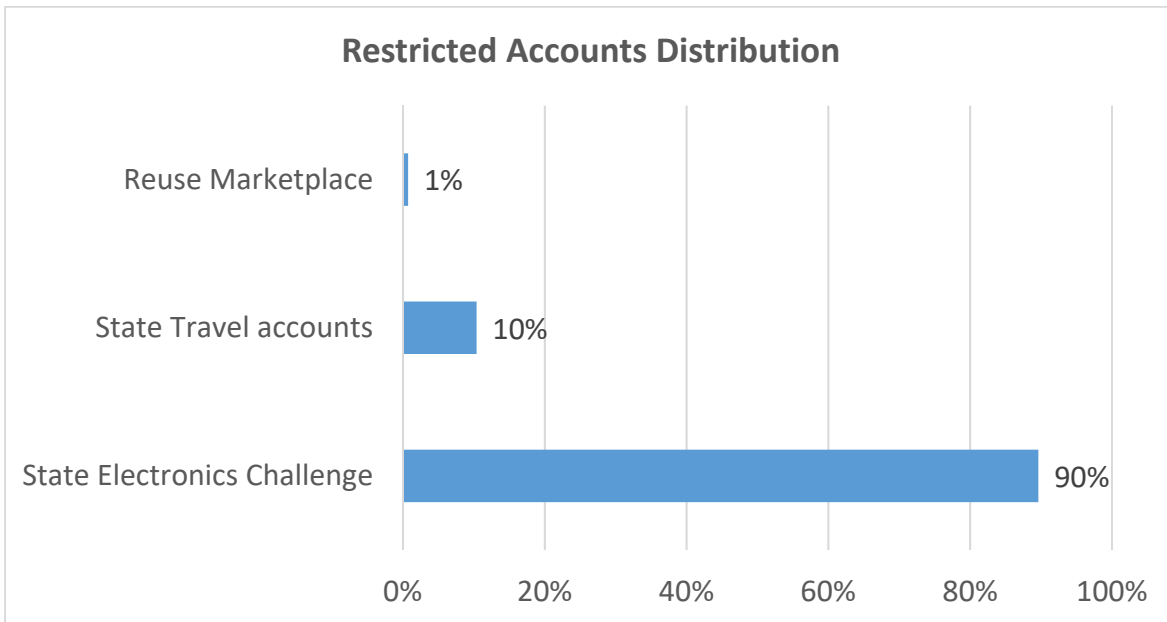
Budget to Actual (Accrued) - September 16, 2020 - FY 19 - 21



Restricted & Unrestricted Balances June 30, 2020



■ Restricted ■ Unrestricted



Electronics Recycling Coordination Clearinghouse (ERCC) Only

Revenue

ERCC continues to do well, although having learned that two high-dues level states are not likely to pay this fiscal year. If that remains true, we can anticipate below budget project revenues by the end-of-the fiscal year. Cash revenues are at 16% and this is slightly low.

Expenses

Total expenses to date (cash) are at 19%, which is slightly low for this moment in the year. Bank Service Charges are high due to increased credit payments by members, but all others are in line with projections.

Conclusion

ERCC remains a vibrant program with a great deal of support and engagement from both state and non-state members.

ERCC Bank Balances

July 1, 2020	\$157,779.27
August 31, 2020	\$142,915.93
Net FY21	-\$14,863.34

The negative figure is a reflection of the timing of payments, and not currently a matter of concern.

July 1, 2020 – September 16, 2020	ERCC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY20	FY19
Revenue							
Conference Sponsorship	\$4,000	\$0	0%	\$3,000	75%	\$4,000	\$500
Grants/Consulting	\$201,750	\$26,969	13%	\$26,969	65%	\$90,624	\$118,085
Interest	\$625	\$57	9%	\$57	127%	\$243	\$302
State Member Dues	\$68,000	\$17,110	25%	\$12,700	60%	\$33,263	\$20,750
Advisory Member Dues	\$67,000	\$17,500	26%	\$11,250	114%	\$39,750	\$46,750
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$1,000	0%	\$0	0%	\$500	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$341,375	\$62,636	18%	\$53,976	76%	\$168,380	\$186,387
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$900	\$291	32%	\$291	32%	\$61	\$231
Contractors	\$25,000	\$3,910	16%	\$3,910	16%	\$4,973	\$12,560
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$0	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$1,000	\$0	0%	\$462	46%	\$49	\$2,924
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$10	\$1	13%	\$1	10%	\$1	\$1
Printing (copying)	\$10	\$0	4%	\$0	2%	\$0	\$0
Professional Services	\$270,000	\$53,523	20%	\$53,523	20%	\$53,473	\$78,369
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$10,000	\$0	0%	\$0	0%	\$0	\$0
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$0	\$0	0%	\$0	0%	\$234	\$0
Telephone	\$10	\$0	0%	\$0	0%	\$19	\$27
Travel	\$7,500	\$0	18%	\$0	0%	\$866	\$0
Total Expenses	\$314,430	\$57,725	18%	\$58,187	19%	\$59,676	\$94,111
Net Subtotal	\$26,945	\$4,911	18%	-\$4,211	-16%	\$108,704	\$92,276
Release from Restricted	\$0			\$0	0%	\$59,676	\$94,111
NET for fiscal year	\$26,945	\$4,911	18%	-\$4,211	-16%	\$14,177	\$20,456

Toxics in Packaging Clearinghouse (TPCH) Only

Revenue

TPCH revenue to date (cash) is on target at 24% of budget.

Expenses

Expenses are also on target at 26%.

Conclusion

TPCH continues to have a strong cash reserve and to be financially healthy. It is aware that its restricted funds are close to expended and will take that into consideration when budgeting for FY 2021.

TPCH Bank Balances

July 1, 2020	\$77,948	
August 31, 2020	\$77,943	
Net FY21	-\$5.04	
Restricted balance	\$1,120	1%
Unrestricted balance	\$76,823	99%

July 1, 2020 – August 31, 2020	TPCH						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY20	FY19
Revenue							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	0%	0%
Grants/Consulting	\$0	\$0	0%	\$4	0%	0%	0%
Interest	\$50	\$4	7%	\$10,500	7%	\$20	\$18
State Membership Dues	\$27,000	\$17,000	63%	\$0	0%	\$17,000	\$17,000
Advisory Membership Dues	\$16,000	\$11,000	69%	\$0	0%	\$11,000	\$11,000
Registrations	\$0	\$0	0%	\$0	0%	0%	0%
State Travel Accounts	\$0	\$0	0%	\$0	0%	0%	0%
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	0%	0%
Total revenues	\$43,050	\$28,004	65%	\$10,500	24%	\$28,020	\$28,018
Released from Cash Reserves	\$0	\$0	\$0	\$0	0%	\$0	\$0
Total	\$43,050	\$28,004	65%	\$0	24%	\$28,020	\$28,018
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$0	\$0	0%	\$50	0%	\$0	\$0
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$200	\$0	0%	\$0	0%	\$119	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel expenses	\$30,169	\$5,566	18%	\$8,431	28%	\$7,757	\$7,316
Postage	\$100	\$0	0%	\$0	0%	\$62	\$1
Printing (copying)	\$100	\$0	0%	\$0	0%	\$145	\$0
Professional Services	\$10,000	\$2,500	25%	\$2,500	25%	\$2,500	\$2,500
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$1,000	\$0	0%	\$19	2%	\$0	\$0
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$250	\$19	8%	\$19	8%	\$0	\$0
Telephone	\$350	\$66	19%	\$66	19%	\$75	\$75
Travel	\$1,000	\$0	0%	\$0	0%	\$0	\$165
Total Expenses	\$43,169	\$8,151	19%	\$11,085	26%	\$10,658	\$10,056
Net Subtotal	-\$119	\$19,853		-\$581	0%	\$17,363	\$17,961
Release from Restricted	\$2,345	\$0	0%	\$0	0%	\$0	\$0
NET for fiscal year	\$2,226	\$19,853		-\$581		\$17,363	\$17,961

Combined Financials

July 1, 2020 – September 16, 2020	Combined (NERC, ERCC, & TPCH)		
	Budget	Accrued Total to Date	Accrued % of Budget to Date
Revenue			
Conference Sponsorship	\$29,000	\$21,000	72%
Grants/Consulting	\$311,474	\$61,173	20%
Interest	\$6,675	\$1,991	30%
State Membership Dues	\$169,465	\$57,110	34%
Advisory Membership Dues	\$203,000	\$58,950	29%
Registrations	\$37,500	\$10,205	27%
State Travel Accounts	\$6,000	\$3,000	50%
Reimbursed Expenses	\$1,000	\$0	0%
Total revenues	\$764,114	\$213,429	28%
Release from Cash Reserves	\$38,082	\$0	0%
Total	\$802,196	\$213,429	27%
Expenses			
Advertising	\$4,000	\$0	0%
Bank Fees	\$7,400	\$1,476	20%
Contractors	\$39,000	\$9,625	25%
Equipment Purchases	\$2,500	\$3,412	136%
Equipment Repairs	\$1,200	\$0	0%
Gifts & Awards Given	\$2,600	\$1,365	53%
Insurance	\$5,200	\$1,055	20%
Internet	\$2,200	\$609	28%
Office Supplies	\$750	\$0	0%
Permits	\$2,750	\$75	3%
Personnel expenses	\$336,185	\$77,869	23%
Postage	\$210	\$2	1%
Printing (copying)	\$860	\$0	0%
Professional Services	\$294,176	\$64,288	22%
Promotion & Marketing	\$2,000	\$250	13%
Program - Meeting Expenses	\$41,000	\$8,088	20%
Registrations	\$3,750	\$0	0%
Rent	\$13,700	\$3,009	22%
State Travel Costs	\$5,000	\$255	5%
Subscriptions	\$3,750	\$1,855	49%
Telephone	\$3,110	\$859	28%
Travel	\$19,668	\$369	2%
Total Expenses	\$791,009	\$174,461	22%
Net Subtotal	\$11,186	\$38,968	
Release from Restricted	\$17,985	-\$545	3%
NET budget for fiscal year	\$29,171	\$38,423	132%

Advisory Member Activity

April 4 – September 30, 2020

New Benefactors
Can Crusher US
Waste Management
Renewing Distinguished Benefactor
Samsung
New Sustaining Members
GDB International
Plastics Industry Association
Sonoco Recycling
Renewing Sustaining Members
American Chemistry Council
American Forest & Paper Association (AF&PA)
American Iron & Steel Institute (AISI)
Coca-Cola Beverages Northeast, Inc.
Council of State Governments/Eastern Regional Conference
Good Point Recycling
Keurig Dr. Pepper
National Waste and Recycling Association (3-year)
Resource Recycling Systems (RRS)
Schaefer Systems International
Soundview/Marcal
The Carton Council
The Recycling Partnership
TOMRA
New Supporting Member
Fast-Track Materials
Renewing Supporting Members
Call2Recycle
Chittenden Solid Waste District
City of Reading, PA
Connecticut Recyclers Coalition
EFS-Plastics
Foam Cycle
International Sleep Products Association
National Center for Electronics Recycling
Pennsylvania Recycling Markets Center

Members that did not renew

Allagash Brewing Company - Supporting
American Coatings Association - Supporting
hibu – Supporting
Organix Solutions - Sustaining

**Votes Taken by NERC Board of Directors
Between Board Meetings**

April 4 – September 30, 2020

Vote on Board Minutes – April 2020

Approved May 21, 2020

Vote on FY21 Operating Plan & Budget, and Appointing Terry Laibach as Ex Officio Board Member

Approved June 20, 2020

Vote on FY20 Annual Report

Voting to be completed by October 5.



Status Report

Implementation of NERC-NEWMOA FY 2021 Joint Workplan

Activities from July 1, 2020 – September 29, 2020

TOPIC: Food Scraps Reduction, Recovery, & Management

NEWMOA is the lead:

- Held a webinar on (NERC was lead in organizing) July 14 on AgSTAR's Anaerobic Digestion Resource for Farms (378 people registered). Posted recording and presentations on NERC & NEWMOA websites.
- Held a webinar on Teaching Practical Strategies for Reducing Wasted Food through Community Events on August 5 (821 people registered). Posted recording and presentations on NERC & NEWMOA website.
- Planning virtual ReCook Café webinar for November 10.
- Planning webinar on depackaging for January 2021
- Planning webinar on different strategies for collecting food waste for composting for February/March 2021
- Prepared and submitted a grant proposal to EPA Headquarters in July to promote the use of food waste in anaerobic digesters

TOPIC: Recyclables Collection Strategies & Impacts on Manufacturing/End-users

NERC is the lead:

- Staff Regional Recycling Markets Committee
- Planned & held calls in July and September, including preparing agenda and notes
- Published report & update on expansion of announced paper recycling capacity
- Continued quarterly MRF surveys, analyzed results and published updated reports
- Published NERC Email Bulletin articles and press releases about publications, as well as distributed on listservs

TOPIC: Increasing the Use of Recycled Content in Products

NERC is the lead:

- Planned workshop for April 15 about using recycled content in road & infrastructure projects, including glass, and plastic
 - Promoted, accepted registrations, and made arrangements for event
 - Was forced to postpone due to Coronavirus; rescheduled as virtual workshop for November 16 – 17
- NERC and NEWMOA launched a new Workgroup, Recycling Content legislation in June; planned and held two calls in June and July and prepared notes; planned third call for October 1; conducted a survey to help select materials/products; compiled list of existing and proposed state laws requiring minimum recycled content for plastic containers and/or film products
- Planned and promoted two webinars on minimum post-consumer recycled content (PCRC) standards: State and Local Laws on Minimum Recycling Content: September 24, and Voluntary Initiatives Driving the Use of Minimum Recycled Content in Products and Packaging for October 6
- Will present at NERC fall conference on initiative

TOPIC: Extended Producer Responsibility (EPR)

NEWMOA is the lead:

- Planned Northeast EPR Network virtual meetings for September
- Published and promoted FAQs write-up on EPR for packaging & paper products

TOPIC: Climate Change & Materials Management

NEWMOA is the lead:

- NEWMOA participates in the monthly calls of the West Coast Climate & Materials Management Forum

TOPIC: Waste Tires

NERC is the lead:

- Finalizing report on state waste tire regulations, fees, and program elements; shared with state contacts for review and corrections; to be published this fall

TOPIC: Emerging Contaminants in the Solid Waste Stream

NEWMOA is the lead:

- Planned PFAS Conference
 - NERC has collaborated with NEWMOA on planning the Science of PFAS Conference, including participating in the Planning Committee
 - Rescheduled to December 2020 due to COVID-19 pandemic; postponing again to late 2021

TOPIC: Bottle Bill Coordination

- Supporting NYS DEC in holding monthly conferences calls on state bottle bill programs
- NERC planned webinar for October 28, Container Deposit Laws – Taking their Effectiveness to the Next Level through Global Best Practices
- Will be topic at NERC fall conference

TOPIC: Overall Coordination & Management

- Lynn and Terri spoke numerous times to develop materials and plan activities; exchanged numerous emails
- Co-wrote this progress report
- Co-wrote an annual report, which has been posted and shared with both Boards
- Prepared FY2021 annual workplan and shared with both Boards

**Staff Reports for October 2020 NERC Board of Directors Meeting
Reporting Period: April 3 – September 30, 2020**

**Lynn Rubinstein Executive Director
PROJECTS**

Project/Activity Name	Activities
Electronics Recycling Coordination Clearinghouse (ERCC)	<ul style="list-style-type: none"> • Provided administrative and financial support, including invoicing • Entered into annual memorandum of agreement for continued services by NERC • Participated in calls, including Executive Committee and voting members
Toxics in Packaging Clearinghouse (TPCH)	<ul style="list-style-type: none"> • Provided administrative support and financial operations • Entered into annual memorandum of agreement for continued services by NERC • Provided quarterly Google analytics
State Electronics Challenge	<ul style="list-style-type: none"> • Obtained annual reports from 28 partners, calculated and produced individualized sustainability reports and distributed • Received 14 award applications, reviewed, ordered awards, wrote 3 press releases on behalf of winners • Continue to receive inquiries about program and respond • Update of reporting components of website • Three organizations joined. Now 171 Partners.
Sustainable Electronics Recycling Initiative (SERI)	<p>Serve on Board and as Board representative to Technical Advisory Committee (TAC). This is a volunteer position.</p>
Email Bulletin	<ul style="list-style-type: none"> • Edit and post each edition, including writing articles and producing E-Blast • Maintain subscription database. 5,996 active subscribers (9/10/20) an increase of 27% since previous staff report.
Blog & LinkedIn	<ul style="list-style-type: none"> • Identifying, securing permission for, and publishing weekly blogs. 289 subscribers. • Created NERC LinkedIn page and sought followers. Began populating with announcements.
Vermont State Standard Plan for E-Waste	<ul style="list-style-type: none"> • Participated on calls and meetings with VT ANR & NCER. • Answered questions from public and VT ANR • Prepare monthly invoices to NCER • Conducted witnessed waste sort and compliance audit with one recycler and submitted documentation to state. • Scheduled two virtual compliance audits for October 2020.
Joint Initiative with NEWMOA	<ul style="list-style-type: none"> • See separate status report.
RecycleCT Foundation Fiscal Agent	<ul style="list-style-type: none"> • Provide monthly and quarterly financial information • Participate in occasional Board meetings • Sought and achieved contract renewal for two years, ending October 31, 2022 • Prepared and submitted annual reporting document/registration renewals to state of Connecticut

Government Recycling Demand Champions Program	<ul style="list-style-type: none"> • New project in partnership with APR to promote purchasing of products with post-consumer resin (PCR) re by government entities. NERC is the lead organization. • Conducted research into specifications, products, and training opportunities, and had phone calls with many potential program participants • Held 10 introductory webinars with more scheduled, 600 attendees • Posted PowerPoint presentations and recordings on Government Recycling Demand Champion webpage. • Updated and maintained the webpage. • Scheduled national buy recycled training webinar for January 2021 • Wrote and distributed press release about new program, as well as several Email Bulletin articles • Program has 3 types of participants: Champion, Advocate, State Recycling Organization Advocate. We have had 2 Champions, 1 Advocate, and 2 State Recycling Organizations sign up, with several more having expressed interest
National Recycling Coalition	<ul style="list-style-type: none"> • Member of the Board of Directors. Term expires September 2021. • Participate in monthly Board calls. • Participate on recycling market development, Chair of membership and bylaw committees.
Spring & Fall '20 Conferences, Glass Forum, Road & Infrastructure Workshop Fall 2020	<ul style="list-style-type: none"> • Assisted with logistics, contracts, and planning for events, as well as budgeting and switch to virtual technology. • Helped with behind the scenes event delivery for Glass Forum. • Worked with Executive Committee to develop Board meeting agenda for Fall 2020 • Switched Using Recycled Content in Road & Infrastructure Projects Workshop to virtual event, organizing, and promoting
Webinars	<ul style="list-style-type: none"> • Created a webinar sponsorship program and promoted. • Planning and delivering multiple webinars (including some in collaboration with NEWMOA) into 2021. • Maintaining relationship with webinar sponsors, including promoting their support in promotion and webinars. • Held 3 webinars, with 550 attendees (not including joint webinars with NEWMOA)
USCC Regional Chapter	<ul style="list-style-type: none"> • There was a call organized with representatives of the Colorado and Minnesota USCC Compost Chapters to ask questions and learn about their experiences. Most Board members participated on the call.
Annual Environmental Leadership Awards	<ul style="list-style-type: none"> • Promoted and oversaw award nomination process. Received 26 nominations. • Formed award committee, ordered awards, informed winners and losers • Planned award presentations and publicity for virtual conference • Arranged for production of website badges for award winners
Regional Recycling Markets Committee	<ul style="list-style-type: none"> • See NERC-NEWMOA Joint initiative status report.
USDA Community Composting Grant	<ul style="list-style-type: none"> • Lead for this project. • Supported contractor and part-time staff efforts • Assisted contractor with development of educational resources, posted on web, announced in NERC Email Bulletin • Submitting quarterly reports and documentation to USDA

	<ul style="list-style-type: none"> • Wrote final report • Project ended September 30, 2020
Project Oversight	<ul style="list-style-type: none"> • Ongoing oversight & guidance for all grants & projects, including review of significant deliverables.

MANAGEMENT RESPONSIBILITIES

Topic	Activities
Fundraising	<ul style="list-style-type: none"> • Assisted with securing sponsorships for conferences, developed and promoted webinar sponsorship program (see above) • Applied for and received grant USDA for glass recycling project in Maine. Mary Ann was the lead on grant proposal development. • Sought new Advisory Members, maintained relations with members, managed renewals and invoicing, maintain Advisory Member page and logos on website • Membership activity – New: 2 Benefactors; 3 Sustaining Member and 1 Supporting Member; Renewals: 1 Distinguished Benefactors, 14 Sustaining Members, 9 Supporting Members
Financial	<ul style="list-style-type: none"> • Quarterly and monthly financial reviews, monthly and quarterly warrants • Finalized FY 2021 budget • Review monthly NERC warrants, and quarterly ERCC & TPCW warrants, ongoing financial transaction reviews, and budget management • Pay bills • Distributed invoices for state membership renewals • Worked with accountant for FY20 financials, federal 990 tax form, and new indirect cost rate application, as well as state annual report filings
Personnel	<ul style="list-style-type: none"> • Weekly meetings with each full-time staff person and monthly staff meeting • Ongoing personnel management and supervision
NERC Visibility	<ul style="list-style-type: none"> • Answering questions/interviews from academics, press, businesses, public and members • Wrote and distributed eight press releases • Webinar presentations – 10 for the Government Recycling Demand Champion program (see above) • Will moderate a panel for the NYSAR conference in November
Secretary to the Board	<ul style="list-style-type: none"> • Finalized April minutes, distributed for review and vote, posted on website • Organized October 2020 Board meeting • Organized and participated in 6 Executive Committee calls and recorded notes • Updated website for FY21 officers • Prepared documents for Fall Board meeting • Secured Board appointment letters for FY21 • Managed vote for appointment of new Ex Officio Board member (formerly state member) • Completed Operating Plan & Budget for FY21, and posted on website • Created draft of FY20 Annual Report
Websites	<ul style="list-style-type: none"> • Ongoing website posting & maintenance (NERC and SEC) • Wrote and posted new documents (Email Bulletin article links): <ul style="list-style-type: none"> ○ Updated Summary of Announced Increased Capacity to Use Recycled Paper ○ Latest MRF Blended Value Study Released shows Improvement in Value ○ NERC Operating Plan & Budget - Fiscal Year 2021 ○ A Roadmap to Buying Products with Recycled Content

- [Examples of Specifications for Purchasing Products with Post-Consumer Resin](#)
 - [Update to National Listing of Disposal Bans and Mandatory Recycling Published](#)
 - [EPR for Packaging & Paper Products - Frequently Asked Questions Published](#)
 - [NERC-NEWMOA Joint Strategic Action Plan Annual Report FY20](#)
 - [State Program Contact Information Updated for 2020](#)
 - [Recordings & PowerPoint Presentations Posted for Several Webinars](#)
 - [How the COVID-19 Pandemic has Impacted Reducing & Recovering Wasted Food Webinar - May 20 - PowerPoints & Recordings Posted](#)
 - [Latest MRF Blended Value Report Published - Region Expanded](#)
 - [Minutes, NERC Board of Directors Meeting April 2020](#)
 - [NERC & NEWMOA Publish White Paper on EPR for Packaging & Paper Products](#)
 - [COVID-19 Guidance for Community Composting](#)
 - [Webinar Recordings, PowerPoint Presentations & Handouts Available](#)
 - [Another Update Released - Summary of Announced Increased Capacity to Use Recycled Paper](#)
- Provided priority updates to Nonprofit Megaphone for NERC's Google Ad Grant (April–August 2020) total click through's 21,681, average click through's² more than 11%, an average of \$6,800/month in funds used
- Quarterly Google analytics for NERC, SEC and TPCH
 - NERC: average number of sessions/month = 11,967 – 18% increase from previous period (ending March 30)
 - TPCH: average number of sessions/month = 2,788 – 3% increase from previous period (ending March 30)
 - SEC: average number of sessions/month = 91 – 2% increase from previous period (ending March 30)

² The percentage of people who click on your ads after they see them.

Mary Ann Remolador, Assistant Director

Fall 2020 Conference

Virtual Event

- Made the decision to hold the Fall '20 Conference as a virtual event due to Pandemic.
- Researched different platforms for virtual events.
 - Attended the Sustainable Leadership Council's virtual conference to research.
 - Searched online.
 - As part of the prep for the Virtual Event Webinar (described below), surveyed State Recycling Organizations to find out what platforms they used for virtual events.
- Made the decision to use Zoom as platform
- Learned how to use Zoom
 - Watched numerous online videos
 - Conducted three practice Zoom meetings with NERC staff.
 - Participated in committee meetings using Zoom.
 - Interviewed staff at ISRI and NYSAR about using Zoom.
- Researched the best format for the virtual Conference by talking with others who had previously held virtual conferences.

Agenda Planning

- Re-engaged the Agenda Planning Committee to flesh out the agenda details (removed three sessions and added three new sessions).
- Identified and secured speakers for newly added sessions and confirmed Conference speakers' participation for pre-existing sessions—29 speakers.
- Identified moderators for all sessions (9).
- Scheduled calls with speakers and moderators for each session and provided written instructions with session details for a virtual event.
- Scheduled voluntary Tech Check for speakers to practice their ability to access Zoom, check the audio, and sharing their screens to show their presentations.

Conference Registration Rate

- Went through a rigorous process to develop a Conference budget and adjusted registration rates to accurately reflect the virtual event.

Conference Attendees

- Contacted all Spring '20 Conference registrants to let them know that registration had been applied to the Fall '20 Conference, and to ask what they would like NERC to do if they had a remaining balance. This included making at least three attempts (email and phone) to reach each of the Conference registrants (82).

Sponsors

- Secured sponsors.
- Worked with NERC's IT person to develop virtual sponsor exhibit hall on NERC's website.
- Obtained sponsor logos and resources for exhibit hall.
- Developed sponsor slideshow with their logos to be played during the breaks.

Promotion

- Worked with graphics artist to redesign Conference banner and ads.
- Secured free ad space from Resource Recycling, Recycling Today, and Waste Advantage (in-kind sponsors).

	<ul style="list-style-type: none"> • Wrote and distributed Conference press release. • Wrote Email Bulletin articles and social media and emailed announcements. <p>CEUs for Attending Conference Contacted Professional Recyclers of Pennsylvania (PROP), New Hampshire Department of Environmental Services (NHDES) and Association of New Jersey Recyclers (ANJR) about recognizing NERC’s Fall Conference for CEUs. Both PROP & NHDES agreed to award CEUs Conference attendance.</p>
	<p><i>Spring 2021 Conference</i> Location Selection If we are able to hold the Spring ’21 Conference in-person, NERC intends to hold the event at the Sheraton Hartford South Hotel in Connecticut.</p> <p>Working with Hotel</p> <ul style="list-style-type: none"> • Re-negotiated previous contract details for a live event in 2021. • Identified and secured assistance of Conference Direct, a service provider that helps with negotiating event contracts.
<p>Glass Recycling Market Development</p>	<p>Northeast Glass Forum Virtual Event</p> <ul style="list-style-type: none"> • Decided to hold the Forum as a Virtual Event and rescheduled it to September • Cancelled contract with the Waltham Conference Center. <p>Agenda Planning</p> <ul style="list-style-type: none"> • Reconfirmed speakers’ availability for new dates. • Prepped speakers (15) and session moderators (7) – call for each session scheduled and written instructions provided with session details for a virtual event. • Scheduled voluntary Tech Check for speakers to practice their ability to access Zoom, check the audio, and sharing their screens to show their presentations. • Promotion <p>Promoted event as a virtual event—press releases, Email Bulletin articles, and social media and emailed announcements.</p> <p>Sponsors</p> <ul style="list-style-type: none"> • Secured sponsors. • Worked with NERC’s IT person to develop virtual sponsor exhibit hall on NERC’s website. • Obtained sponsor logos and resources for exhibit hall. • Developed slideshow with the sponsor logos that was played during the breaks. <p>CEUs PROP & NHDES offered CEUs to Forum attendees.</p> <hr/> <p>NERC’s Glass Committee</p> <ul style="list-style-type: none"> • Worked with the Committee chair to develop agenda for six calls, and jointly facilitated calls. • Developed the Glass Forum agenda with the Committee. • Wrote call minutes and posted, as well as agendas to the Committee Dropbox folder. <p>Model Legislation for Minimum Recycled Content in Glass Containers</p> <ul style="list-style-type: none"> • Developed invite list for the Glass Recycled Content Work Group. <hr/> <p>Glass Recycling Foundation (GRF)</p> <ul style="list-style-type: none"> • Served on the GRF Board. • Participated in monthly membership calls. <p>Glass Recycling Coalition (GRC)</p>

	<ul style="list-style-type: none"> Participated in quarterly conference calls.
Webinar Series	<ul style="list-style-type: none"> Planned and facilitated NERC's webinar about holding virtual events for State Recycling Organizations - <i>Finding Your Way with Virtual Events</i>, August 6 (31 attendees) Planned and rescheduled the webinar (due to the Pandemic), <i>Should Munis Get Back in the MRF Game?</i> The webinar will be held on November 12. Contacted PROP, New Hampshire Department of Environmental Services and ANJR about recognizing NERC's webinars for CEUs.
Regional Recycling Markets Committee	<ul style="list-style-type: none"> Participated on monthly Regional Recycling Markets Committee calls to remain informed and to identify how it relates to the work of NERC's Glass Committee.
Minimum Recycled Content Work Group	<ul style="list-style-type: none"> Participated on the Minimum Recycled Content Work Group calls and updated the group on the progress made with NERC's Glass Recycled Content Work Group.
Fundraising	<ul style="list-style-type: none"> Revised the budget and work plan for the glass project proposal submitted to USDA. USDA awarded NERC the project (\$48,000). Pursued discussions with Bottle Crusher USA, which resulted in them becoming joining as an Advisory Member at the Benefactor level. Continue to scout for new Advisory Members.
Social Media	<ul style="list-style-type: none"> Continued to forward potential Facebook and Twitter postings to staff. Posted articles to social media outlets, as appropriate.
NERC's Website	Work with NERC's website programmer on an ongoing basis to address glitches with the Conference/Workshop webpages and necessary changes for event registration.
Administrative	<ul style="list-style-type: none"> Completed & submitted bi-monthly payroll.

Robert Kropp, Office Manager/Bookkeeper

Project/Activity Name	Activities
Financial & Office Management	<ul style="list-style-type: none"> • Prepared Treasurer’s Report for distribution at NERC’s twice-yearly board meetings. • Compile and present for the annual audit all financial documents required. • Produce monthly warrants for NERC and quarterly warrants for ERCC and TPCH. • Regular financial tasks include monthly reporting of NERC activity; quarterly reporting of ERCC, TPCH, and all other grants and projects; monthly bank and credit card reconciliations; entering all financial transactions in QuickBooks. • Monitor bank balances and alert Executive Director when transfers are necessary. • Annual updating of forms such as travel reimbursement, timesheets, etc., and more frequently when necessary to do so. • Maintain travel accounts for state members • Maintain daily office hours during pandemic
Conferences, Workshops, Glass Forum	<ul style="list-style-type: none"> • Responsible for entering Conference registrations and attendee information into Microsoft Access database. • Manage payments by Conference attendees. • Prepare Conference Attendees List and Attendees’ Name Tags. • Produce financial report for conferences and workshops. • When in attendance, greet attendees upon arrival and provide additional support. • For virtual conferences and forums, assign each attendee Zoom access to the event.
Social Media etc.	<ul style="list-style-type: none"> • Responsible for updating Twitter feeds; grew number of Twitter followers to more than 2,300, up from 2,090 at beginning of above period. • Responsible for updating Facebook posts; site now has 860 followers, up from 840 at beginning of above period. • Update NERC in the News page on website.
Program Implementation	<ul style="list-style-type: none"> • Assist with webinar delivery, as needed. • Responsible for coordinating Vermont E-cycle program.
Writing and Editing	<ul style="list-style-type: none"> • Contributed several New Advisory Member Spotlights to monthly bulletin. • Writing and editing of NERC weekly blogs and other documents; provide financial analysis support for grant and project proposals.



Melissa Nadeau, Program Manager

Project	Activities
<p>Toxics in Packaging Clearinghouse (TPCH)</p>	<p>Program administration</p> <ul style="list-style-type: none"> • Manage all aspects of organization including coordination and facilitation of monthly two-hour conference calls, sub-committee and Executive Committee calls • Initial planning of in-person member meeting for Fall 2020 • Work with TPCH Executive Committee members to prioritize call and meeting agendas for all member and state member only portions of calls, including the Fall annual meeting • Prepared & distributed all call documents and coordinated 4 monthly conference calls of membership, 10+ special project subgroup calls, and 5 Executive Committee calls • Finalized and posted on website FY19 annual report as well as coordination of actions on FY20 annual workplan • In response to a screening project, TPCH sent a letter of non-compliance plus multiple follow up letters, emails and calls to one company • Support member state enforcement drafting a letter of non-compliance on behalf of a TPCH state member to send via their state department <p>Outreach</p> <ul style="list-style-type: none"> • Provided technical assistance and follow up by phone and email upon request to 14 companies/organizations (since last report) with multiple communications for many of the inquiries • Updated information on TPCH website on a regular basis • Created and sent TPCH Annual Report FY19 to 400+ interested parties on TPCH listserv <p>Research</p> <ul style="list-style-type: none"> • Finalizing a packaging screening project with state members • Coordinating updates of the TPCH model legislation as well as the website FAQ page and the Sample Certificate of Compliance