

Minutes
NERC Board of Directors Meeting
Princeton, New Jersey
April 13, 2016
Approved May 24, 2016

Board Members: Robert Isner, Connecticut; Rick Watson, Delaware; George MacDonald, Maine; Sharon Yergeau, New Hampshire; Guy Watson, New Jersey; Sarah Reeves, Rhode Island; and Bryn Oakleaf, Vermont; Chip Foley, Ex Officio; and Chaz Miller, Ex Officio.

Advisory Members: Ray Dube, Coca Cola Bottling of Northern New England; and Julie Rose, City of Salem, MA

NERC Staff: Lynn Rubinstein, Mary Ann Remolador, Athena Lee Bradley, Robert Kropp

Called to order by Rick Watson, President of the Board, 12:35 p.m.

Treasurer's Report (Attachment A): Sarah Reeves provided an overview of the Treasurer's Report. She noted that per the Fall 2015 Board request, this report is accrual basis and there is both a "NERC-only" report and one of all three key programs (NERC, ERCC, & TPCH) combined. After discussion, Guy Watson moved to accept as presented. The motion was seconded by Sharon Yergeau. The vote was unanimous in support of the motion.

Review of Votes Taken since Previous Board meeting (Attachment B): Sarah Reeves moved to approve as presented, and Robert Isner seconded the motion. The vote was unanimous in support of the motion.

Report from Development Committee: Bryn Oakleaf, Development Committee chair reviewed the Development Committee activities and achievements since the previous Board meeting.

Lynn Rubinstein provided information about the Advisory Member Luncheon held yesterday and specifically about the question whether to pursue a special award and recognition event.

Proposal to Initiate a Recognition Event: After discussion, George MacDonald moved, and Sharon Yergeau seconded, that NERC move forward in establishing an ad hoc committee to explore the possibility of holding a potential recognition event, no sooner than fall 2017. The motion passed unanimously. Advisory Members will be invited to participate on the committee.

Proposed Bylaw Amendments: After discussion about proposed changes to the NERC bylaws, George MacDonald moved and Sharon Yergeau seconded to adopt the bylaws per the revisions discussed during the meeting. It was agreed that the vote would be completed by email over the next 3 weeks to ensure that all Board Members have an opportunity to vote.

Major changes proposed were:

- Article V - Members:
 - Section 2: Voting membership: added the ability of non-statewide organizations to become voting members of NERC's Board under certain circumstances.
 - Section 3: New – created process for adding additional states NERC's membership.
- Article VIII – Committees:

- Reorganized Article so that Ad Hoc committee section follows standing committee sections (Executive Committee and Development Committee).
- Former Section 2: Expanded upon ability of Advisory Members to participate on Ad Hoc committees.
- Former Section 6: Clarified the responsibilities of the Development Committee.
- Article XI – Meetings:
 - Section 3: Clarification that the quorum is based upon the number of voting members.

Election of Officers for FY17: Rick Watson proposed the following slate of officers for fiscal year 2017 (beginning July 1):

- President: Robert Isner, Connecticut
- Vice President: Bryn Oakleaf, Vermont
- Treasurer, George MacDonald, Maine

A motion was made by Guy Watson to approve this slate and seconded by Sharon Yergeau. The vote in support was unanimous.

Debriefing on Conference & Discussion about Fall 2017 event: It was agreed to schedule the Fall Conference for November 1 & 2 in Portsmouth, NH. A general discussion of conference topics was explored and it was agreed that finding a way to incorporate young professionals into the event and conversation should be a specific goal.

Collaborative Strategic Planning Process with NEWMOA: Lynn shared that following discussions with Terri Goldberg (NEWMOA) and the NEWMOA's Board of Directors, who are willing to explore further cooperative efforts with NERC, building upon last year's MOU between the two organizations. It was agreed that NERC should pursue a collaborative planning process with NEWMOA. At this point, the two Executive Directors would initiate the process, and involve two Board members from each association, at a later point.

Possible cessation of the State Electronics Challenge (SEC) program: As this program nears its tenth anniversary, it was shared that continuing this program may not be possible, and further discussion is needed before making any decision.

General Announcements: Lynn happily shared that NERC received the *2015 Outstanding Business Leadership – Non-profit Business Award* from the National Recycling Coalition.

Other: Lynn Rubinstein thanked and recognized Guy Watson and Sharon Yergeau for their long-time support of NERC and participation on the Board. This is their last meeting as Board members as both are retiring before November 2016, when the next Board meeting will take place.

A motion to adjourn was made by Sharon Yergeau and seconded by Guy Watson. The meeting was adjourned at 4:40 p.m.

Minutes were recorded by Lynn Rubinstein, Secretary to the Board.

Attachment A

Treasurer's Report – April 13, 2016: NERC only
Period Reported: July 1, 2015 – February 29, 2016

	FY 16 Budget	Actuals	% of Budget
Revenue			
Conference Sponsorship	\$19,500	\$6,050	31%
Grants/Consulting	\$229,804	\$160,350	70%
Interest	\$2,200	\$1,912	87%
State Membership Dues	\$77,533	\$18,283	24%
Advisory Membership Dues	\$153,288	\$65,220	43%
Registrations	\$65,000	\$33,245	51%
State Travel Accounts	\$4,720	\$1,621	34%
Total Revenues	\$552,045	\$286,681	52%
Released from Cash Reserves	\$0	\$8,179	
Total Revenue	\$552,045	\$294,860	53%
Expenses			
Advertising	\$500	\$0	0%
Bank Service Charges	\$3,500	\$1,859	53%
Contract Services	\$9,747	\$11,375	117%
Equipment Purchases	\$5,000	\$1,483	30%
Equipment Repairs	\$1,250	\$843	67%
Gifts & Awards Given	\$2,075	\$512	25%
Insurance	\$6,000	\$1,039	17%
Internet	\$1,500	\$1,134	76%
State Travel Costs	\$4,720	\$3,614	77%
Office Supplies	\$1,740	\$417	24%
Permits	\$1,200	\$893	74%
Personnel expenses	\$481,642	\$265,193	55%
Raise/bonus fund	\$8,429	\$7,756	92%
Postage	\$450	\$360	80%
Printing (copying)	\$1,250	\$331	26%
Promotion & marketing	\$1,200	\$0	0%
Professional Services	\$10,635	\$11,338	107%
Program - Meeting Expenses	\$23,598	\$12,752	54%
Registrations	\$3,000	\$660	22%
Rent	\$13,000	\$9,149	70%
Subscriptions	\$5,353	\$2,904	54%
Telephone	\$2,800	\$1,896	68%
Travel	\$36,563	\$13,195	36%
Total Expense	\$625,152	\$348,705	56%
Net Subtotal	(\$73,107)	(\$53,845)	74%
Release from Restricted	\$73,107	\$53,845	74%
NET budget for fiscal year	\$0	\$0	

Total NERC cash on hand as of February 29, 2016: \$601,839

Restricted accounts balance as of 2/29/16: \$177,583

Net unrestricted cash on hand as of 2/29/16: \$424,256

Treasurer's Report – April 13, 2016: Combined (NERC, ERCC, & TPCH)
Period Reported: July 1, 2015 – February 29, 2016

	FY 16 Budget	Actuals	% of Budget
Revenue			
Conference Sponsorship	\$19,500	\$6,050	31%
Grants/Consulting	\$405,804	\$298,518	74%
Interest	\$2,354	\$2,280	97%
State Membership Dues	\$201,533	\$63,033	31%
Advisory Membership Dues	\$229,288	\$105,470	46%
Registrations	\$65,000	\$33,245	51%
State Travel Accounts	\$4,720	\$3,621	77%
Total Revenues	\$928,199	\$512,217	55%
Released from Cash Reserves	\$0	\$8,179	
Total Revenue	\$928,199	\$520,396	56%
Expenses			
Advertising	\$500	\$0	0%
Bank Service Charges	\$3,800	\$2,073	55%
Contract Services	\$27,793	\$25,859	93%
Equipment Purchases	\$5,000	\$1,483	30%
Equipment Repairs	\$1,250	\$843	67%
Gifts & Awards Given	\$2,075	\$512	25%
Insurance	\$6,000	\$1,039	17%
Internet	\$1,500	\$1,134	76%
State Travel Costs	\$4,720	\$5,235	111%
Office Supplies	\$1,740	\$417	24%
Permits	\$1,200	\$893	74%
Personnel expenses	\$481,642	\$265,193	55%
Raise/bonus fund	\$8,429	\$7,756	92%
Postage	\$550	\$552	100%
Printing (copying)	\$1,350	\$358	27%
Promotion & marketing	\$1,200	\$0	0%
Professional Services	\$270,635	\$139,921	52%
Program - Meeting Expenses	\$64,348	\$33,517	52%
Registrations	\$3,000	\$660	22%
Rent	\$13,000	\$9,149	70%
Subscriptions	\$5,353	\$2,904	54%
Telephone	\$3,100	\$2,120	68%
Travel	\$52,163	\$23,857	46%
Total Expense	\$960,348	\$525,477	55%
Net Subtotal	(\$32,149)	(\$5,081)	
Release from Restricted	\$73,107	\$53,845	74%
NET budget for fiscal year	\$40,958	\$48,764	119%

Total combined cash on hand as of February 29, 2016: \$854,372

Restricted accounts balance as of February 29, 2016: \$177,583

Net unrestricted cash on hand as of February 29, 2016: \$676,789

Attachment B
Votes Taken by NERC Board of Directors
Between Board Meetings

November 10, 2015 – April 11, 2016

- **Vote to Approve NERC Board of Director Meeting Minutes from November 2015**
 - Vote completed December 4, 2015
 - Approved

- **Vote on Revision to NERC Vision Statement**
 - Vote completed February 24, 2016
 - Approved