



Minutes
Annual Board of Directors' Meeting
November 2, 2016
Portsmouth, NH
Approved December 2, 2016

In attendance:

Board Members - Robert Isner, Connecticut, President of the Board; Bryn Oakleaf, Vermont, Vice President; George MacDonald, Maine, Treasurer; Rick Watson, Delaware; Greg Cooper, Massachusetts; Kaley Laleker, Maryland; Todd Moore, New Hampshire; Chip Foley, Ex Officio

NERC Staff - Lynn Rubinstein, Mary Ann Remolador, and Athena Lee Bradley

Advisory Members - Debra Darby and Emilee Metcalf, Organix Solutions; Dave Keeling, Steel Recycling Institute; David Refkin, GreenPath Sustainability Consultants; and Julie Rose, City of Salem, Massachusetts

Meeting called to order by Board President, Robert Isner, at 12:40 p.m.

Welcomes – New Board Members Kaley Laleker and Todd Moore were welcomed to the Board.

Treasurer's Report (see Appendix A) - After discussion, Greg Cooper moved to approve the Report and Rick Watson seconded the motion. Vote unanimous in support.

Overview of Advisory Member Activity Since Last Board Meeting (see Appendix B)

Review of votes taken since previous Board meeting (see Appendix C) – Motion to approve by Rick Watson, seconded by Bryn Oakleaf. Six votes in the affirmative, with Todd Moore abstaining.

Annual Report – After discussion, Kaley moved to approve the Annual Report, Todd seconded. Vote unanimous in support.

Report from Development Committee – Rick Watson, Chair of the Development Committee, raised the need for new/additional members as the activities of the Committee will remain robust in the coming year and with the retirement of Guy Watson, there is a need for at least one more person. It would be great to have Advisory Members involved. David Refkin volunteered to join the Committee.

Update & recommendation on recognition event for Fall 2017 – 30th anniversary – A recommendation for the awards that will be presented as part of the celebration was presented and discussed. See Appendix D. After discussion, Greg Cooper moved to approve the recommendation with the understanding that as implementation of the award program evolves it may be necessary to tweak the particulars. This would be done by the Executive Committee, as necessary. Seconded by Bryn Oakleaf. Vote unanimous in support.

Third Party Organizational Review & Development Plan – After discussion, it was decided that the Board would evaluate NERC’s progress against the recommendations presented to the Board in 2014 by GreenPath Sustainability Consultants. Then, as a first step, there will be a Board call to evaluate next steps.

Update on Joint Strategic Planning Process with NEWMOA – The process for moving forward with this document was discussed and a timeframe agreed upon. The goal is to have a final draft ready for consideration by each of the Boards in March 2017.

Proposal for regional glass markets project – After discussion, the Board agreed to direct the Executive Director to pursue funding and implementation of this project.

Topics for Spring 2017 Conference & Fall Conference Location – There was conversation about conference topics for March 2017 and an update that we’re going to try a “call for papers”, which NERC has not done in several years. It was agreed to pursue holding NERC’s Fall 2017 Conference and 30th Anniversary Celebration in Maryland.

Staff updates – General conversation

Bryn moved to adjourn at 4:27, seconded by Robert.

Minutes recorded by Lynn Rubinstein, Secretary to the Board.

Appendix A
Treasurer's Report – November 2, 2016: NERC only
Period Reported: July 1 – September 30, 2016

	FY 17 Budget	Accrual to Date	% of Budget
Revenue			
Conference Sponsorship	\$12,000	\$4,000	33%
Grants/Consulting	\$247,635	\$55,593	22%
Interest	\$3,000	\$279	9%
State Membership Dues	\$68,508	\$28,310	41%
Advisory Membership Dues	\$90,000	\$16,875	19%
Registrations	\$47,490	\$18,975	40%
State Travel Accounts	\$4,720	\$1,220	26%
Total Revenues	\$473,353	\$125,253	26%
Released from Cash Reserves	\$0	\$0	
Total Revenue	\$473,353	\$125,253	26%
Expenses			
Advertising	\$500	\$0	0%
Bank Service Charges	\$3,500	\$926	26%
Contract Services	\$16,580	\$1,360	8%
Equipment Purchases	\$12,000	\$1,415	12%
Equipment Repairs	\$1,500	\$450	30%
Gifts & Awards Given	\$2,075	\$435	21%
Insurance	\$4,000	\$1,004	25%
Internet	\$1,925	\$330	17%
State Travel Costs	\$6,500	\$850	13%
Office Supplies	\$1,400	\$390	28%
Permits	\$1,200	\$338	28%
Personnel expenses	\$400,000	\$87,043	22%
Raise/bonus fund	\$10,000	\$0	0%
Postage	\$340	\$36	11%
Printing (copying)	\$900	\$23	3%
Promotion & marketing	\$1,200	\$785	65%
Professional Services	\$12,000	\$7,500	63%
Program - Meeting Expenses	\$22,792	\$3,556	16%
Registrations	\$3,000	\$241	8%
Rent	\$13,000	\$3,924	30%
Subscriptions	\$5,250	\$432	8%
Telephone	\$2,800	\$718	26%
Travel	\$13,812	\$4,747	34%
Total Expense	\$536,274	\$116,501	22%
Net Subtotal	(\$62,921)	\$8,751	-14%
Release from Restricted	\$73,107	\$2,543	3%
NET budget for fiscal year	\$10,186	\$11,294	

Total NERC cash on hand as of September 30, 2016: \$645,997

Restricted accounts balance as of 9/30/16: \$206,045

NERC unrestricted cash on hand as of 9/30/16: \$439,952

Treasurer's Report – Continued: Combined (NERC, ERCC, and TPCB)

Period Reported: July 1 – September 30, 2016

	FY 17 Budget	Accrual to Date	% of Budget
Revenue			
Conference Sponsorship	\$12,000	\$7,000	58%
Grants/Consulting	\$411,135	\$78,718	19%
Interest	\$3,185	\$372	12%
State Membership Dues	\$197,508	\$71,310	36%
Advisory Membership Dues	\$159,000	\$50,875	32%
Registrations	\$47,490	\$18,975	40%
State Travel Accounts	\$4,720	\$1,220	26%
Total Revenues	\$835,038	\$228,470	27%
Released from Cash Reserves	\$0	\$0	0%
Total Revenue	\$835,038	\$228,470	27%
Expenses			
Advertising	\$500	\$0	0%
Bank Service Charges	\$3,800	\$1,050	28%
Contract Services	\$34,915	\$2,380	7%
Equipment Purchases	\$12,000	\$1,415	12%
Equipment Repairs	\$1,500	\$450	30%
Gifts & Awards Given	\$2,075	\$435	21%
Insurance	\$4,000	\$1,004	25%
Internet	\$1,925	\$330	17%
State Travel Costs	\$6,500	\$850	13%
Office Supplies	\$1,400	\$390	28%
Permits	\$1,200	\$338	28%
Personnel expenses	\$432,322	\$91,259	21%
Raise/bonus fund	\$10,000	\$0	0%
Postage	\$440	\$36	8%
Printing (copying)	\$1,000	\$23	2%
Promotion & marketing	\$1,200	\$785	65%
Professional Services	\$270,820	\$90,860	34%
Program - Meeting Expenses	\$61,792	\$12,056	20%
Registrations	\$3,000	\$241	8%
Rent	\$13,000	\$3,924	30%
Subscriptions	\$5,250	\$432	8%
Telephone	\$3,100	\$793	26%
Travel	\$29,812	\$5,183	17%
Total Expense	\$901,551	\$214,233	24%
Net Subtotal	(\$66,513)	\$14,237	-21%
Release from Restricted	\$73,107	\$2,543	3%
NET budget for fiscal year	\$6,594	\$16,780	

Total combined cash on hand as of September 30, 2016: \$854,016

Restricted accounts balance as of 9/30/16: \$206,045

Net unrestricted cash on hand as of 9/30/16: \$647,971

**Appendix B
Advisory Member Activity
April – October 21, 2016**

Renewing Distinguished Benefactors
Panasonic
Samsung
New Sustaining Members
Good Point Recycling
Sony
Renewing Sustaining Members
American Chemistry Council
Association of Plastic Recyclers
Coca-Cola Bottling of Northern NE
CSG/Eastern Regional Conference
International Bottled Water Association
ISRI*
MRM
Recycling Partnership
Trex Company
UNTHA Shredding Technology Inc.
New Supporting Members
AD&D Partners
Chittenden Solid Waste District
GreenPath Sustainability Consultants
International Sleep Products Association
Local Search Association
Renewing Supporting Members
Carton Council
City of Salem, Massachusetts*
Connecticut Recyclers Coalition
DSM Environmental Services
Hatch Mott
hibu, publisher of Yellowbook
IPL Inc.
Maine Resource Recovery Association
MSW Consultants
News Media Alliance
Organix Solutions
Pennsylvania Recycling Markets Center
Professional Recyclers of PA (PROP)
Rockland County Solid Waste Management

* 3-year membership

Appendix C
Votes Taken by NERC Board of Directors
Between Board Meetings

April 12 – November 2, 2016

Vote to revise the Bylaws

- Vote completed May 5, 2016
- Approved

Vote to Approve NERC Board of Director Meeting Minutes from April 2016

- Vote completed May 24, 2016
- Approved

Vote to Suspend the State Electronics Challenge program

- Voted May 24, 2016
- Approved

Vote to approve the FY 2017 Operating Plan and Budget

- Vote completed June 9, 2016
- Approved

Vote To Re-Appoint Ex Officio Board Members: Chip Foley & Chaz Miller

- Vote completed August 11, 2016
- Approved

Appendix D
Recommendation to the Board for Awards to be Given
NERC 30th Anniversary Celebration, Fall 2017

NERC Environmental Sustainability Leadership Award (3)

- Public sector
- Private sector
- Young professional award – under 30

Eligibility: Organizations and individuals located within NERC's member states

Criteria: Demonstrated project completion, or significant measurable progress that is in line with and furthers NERC's mission.

Outstanding Support of NERC (2)

- Public sector
- Private sector

Eligibility: Only Advisory Members

Criteria: Recognition may be given for a proven record of any one or combination of the following:

- Active involvement in NERC
- Committed significant financial support
- Promotes and assists NERC with securing private and public sector project bids

Longevity of Commitment to NERC (1)

- Private sector

Eligibility: Only Advisory Members

Criteria: Sustained Advisory Member for most number of years in 30 years of NERC operation