

Minutes
NERC Board of Directors Meeting
Hotel Northampton, Northampton, Massachusetts
April 18, 2012
Approved June 4, 2012

Present:

Board Members:, Sarah Kite, Rhode Island, President; Chris Nelson, proxy for Robert Isner, Connecticut; Richard Watson, Delaware; George MacDonald, Maine, Treasurer; Greg Cooper, Massachusetts, Vice President; Sharon Yergeau, New Hampshire; Guy Watson, New Jersey; Peter Pettit, New York; Bryn Oakleaf, proxy for Carey Hengstenberg, Vermont

Guests: KC Alexander, Connecticut Department of Energy and Environmental Protection; Steve Rosario and Margaret Gorman, American Chemistry Council

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

Recorder: Moon Morgan

Meeting Called to Order at 9:00 a.m. by the President of the Board.

I. Treasurer's Report – Vote Required

Mr. MacDonald directed the Board's attention to a new column in the Treasurer's Report that shows each line item's budgeted amount as a percentage of total budget. He said revenue for the first nine months of the fiscal year was ahead of projections, at 93% of what was budgeted, so a planned release from reserves in the amount of \$158,614 will likely not be necessary. Cash on hand totals \$627,504, of which \$209,935 is restricted, which Mr. MacDonald said leaves an ample balance available if a release from reserves were to become necessary.

On a motion by Mr. Watson of Delaware and a second by Mr. Pettit, those present voted to accept the Treasurer's report. Report attached.

II. General Board and Process Updates – Lynn Rubinstein

State Dues

Ms. Rubinstein said she will be sending out state dues invoices in the next two weeks.

Election of Officers

Ms. Rubinstein reminded Board members that the terms of office for NERC's officers coincide with the corporation's fiscal year, which begins July 1. Ms. Kite and Mr. MacDonald have offered to serve another term as President and Treasurer, respectively. Mr. Cooper has said he will not renew his term as Vice President, and Mr. Isner has expressed interest in serving in that capacity.

On a motion by Ms. Yergeau and a second by Mr. Pettit, those present voted to accept the a slate of officers consisting of Ms. Kite as President, Mr. Isner as Vice President, and Mr. Macdonald as Treasurer.

On a motion by Ms. Yergeau and a second by Mr. Pettit, those present voted to elect the slate as presented.

Operating Plan

Ms. Rubinstein called for volunteers to serve, alongside the Executive Committee, to review the Fiscal Year 2013 Operating Plan. The goal is to have the Plan finalized by July 1. Part of the process is for staff to survey Board members to identify priority topic areas. Mr. Pettit and Mr. Watson of Delaware volunteered to participate on the committee

EPA Award

Ms. Rubinstein reminded Board members that NERC will receive a Lifetime Environmental Merit Award from EPA New England in honor of its 25th anniversary, on April 25, in Boston. Board members are welcome to attend.

Blog

Ms. Rubinstein reported that with funding from the Steel Recycling Institute and the American Chemistry Council, NERC will launch a blog in late April. In observance of NERC's 25th anniversary, staff has developed a list "champions," people who have been important in NERC's history. A blog post will be requested from each of the champions.

Regional Recycling Markets Database

Ms. Rubinstein reported that the New York State Recycling Markets Database Project 7-year contract will expire on December 31, after nearly six years of work by Ms. Bradley, who populated the database. The intention is that at that time, the database will move from New York's Internet servers to NERC's servers. The states of Maine, Rhode Island, and Vermont are already participating in an expanded regional recycling markets database and it is hoped that all states will elect to participate in this new regional resources. During FY 2013, NERC will work with a contracted programmer to redesign the database interface and add a mapping feature, Ms. Rubinstein said. Agreements with states to participate in the project are expected to be in place by the end of November.

III. Updating of NERC Strategic Plan – Vote Required

Ms. Rubinstein directed the Board's attention to the draft strategic plan for 2013-2018, which she said reflected a range of responses from the full Board and a review by the Executive Committee. After some discussion related to the mission statement, Mr. Pettit recommended that the Board undertake a separate consideration of the mission statement, and Ms. Kite said that task would be added to the Operating Plan for FY 2013. In response to a recommendation from Mr. Rosario that the strategic plan include metrics, Ms. Kite said the Executive Committee had discussed metrics and decided they should be part of the operating plan rather than the strategic plan. Ms. Yergeau recommended that a bullet be added above financing on Page 7 to indicate that NERC will establish performance metrics annually in the Operating Plan.

On a motion by Mr. Pettit and a second by Mr. Watson of Delaware, those present voted to accept the plan as written with the additional bullet added.

IV. NERC Offering Comments on Legislation – Discussion

Ms. Rubinstein said NERC had received a request from an Advisory Member seeking comment on proposed legislation in Connecticut, and the Executive Committee had said it would not be appropriate for NERC to offer comment or to submit testimony. Ms. Kite said she wanted to get a sense of Board sentiment in relation to NERC responding to such requests. Mr. MacDonald said NERC had never testified in front of a legislative body. Mr. Watson of New Jersey said a distinction may be made between stating facts and advocating a position. Mr. Rosario said Advisory Members would not like to see NERC as an advocacy organization. Ensuing discussion included consideration of the development of occasional white papers on particular topics. Ms. Kite

determined there was consensus to instruct NERC not to offer an advocacy position on any given topic.

V. NERC's Strategic Position and Collaborative Opportunities - Discussion

Ms. Rubinstein reported that she is actively seeking acknowledged relationships between NERC and other organizations. This may be a membership exchange, as has happened with the Product Stewardship Institute, or may involve a project.

VI. Staff Updates

The Board was reminded of the staff updates that had been provided in advance of the meeting and asked if there were any questions.

VII. Upcoming Conference Topics

There was a general discussion relating to where to hold future events, including what criteria should be used to make that decision. Among the potential criteria was suggested to be a match between the topic(s) and the location.

VIII. Other Auditor

Ms. Rubinstein reported that NERC's auditor has stopped doing audits. NERC has been seeking a replacement and is currently considering two accountants to perform the audit, complete the federal financial report Form 990, and to compute NERC's indirect cost rate. The fee for those services has been between \$5,000 and \$6,000 annually. One candidate has said he can perform those tasks at about the same rate. The other candidate estimated the cost would more than double for the audit alone and not including Form 990 and the indirect cost rate computation. Ms. Rubinstein said she has scheduled a meeting with the first candidate in two weeks.

Mr. Pettit suggested that NERC consider putting these accounting functions out to bid in the future. Ms. Kite suggested that NERC consider having an audit performed biannually.

Regional Materials Exchange

Ms. Remolador reported that seven states have decided to participate in this Web-based materials exchange, which is expected to launch in September and to replace individual state exchanges. The participating states are Connecticut, Delaware, Massachusetts, New Jersey, New York, Rhode Island, and Vermont. In addition to state support, there are several private sector sponsors. Additional states are welcome, and interest has been expressed by the District of Columbia, Maryland, and Virginia, all of whom are exploring funding strategies.

NERC is in the process of negotiating a contract with the software contractor, iWasteNot Systems of Canada, who will develop the Web interface for the exchange.

Future Conferences

Ms. Remolador said she is seeking topics for NERC events in the fall of 2012 and spring of 2013.

Individual Memberships

Ms. Kite said she would like the Board to consider at a future meeting the possibility of offering individual memberships in NERC.

The meeting adjourned at 12:05 p.m.

Attachment A

Treasurer's Report – April 18, 2012 Period Covered: July 1, 2011 – March 31, 2012

Revenue	FY12 Budget	% of Total Revenue	July 1, 2011 – March 31, 2012	% of Line Item Budgeted
Conference Sponsorship	\$ 11,000	2%	\$ 11,407	104%
Grants/Consulting	\$ 199,742	38%	\$ 340,921	171%
Interest	\$ 2,400	<1%	\$ 3,141	131%
Membership, State Dues	\$ 90,000	17%	\$ 69,580	77%
Membership, Advisory	\$ 27,500	5%	\$ 29,000	105%
Registrations	\$ 20,000	4%	\$ 21,675	108%
State Travel Accounts	\$ 8,220	2%	\$ 4,059	49%
Reimbursed Expenses	\$ 2,000	<1%	\$ 1,385	69%
Release from Reserves	\$ 158,614	31%	\$ -	0%
Total Revenue	\$ 519,476		\$ 481,168	93%
Expenses				
Advertising	\$ 500	<1%	\$ -	0%
Bank Service Charges	\$ 1,300	<1%	\$ 952	73%
Contract Labor	\$ 49,430	10%	\$ 30,067	61%
Equipment Purchase	\$ 16,000	3%	\$ 11,187	70%
Equipment Repairs	\$ 1,000	<1%	\$ 738	74%
Gifts Given	\$ 400	<1%	\$ 499	125%
Insurance	\$ 3,100	<1%	\$ 974	31%
Internet	\$ 2,270	<1%	\$ 2,571	113%
State Travel Costs	\$ 5,000	1%	\$ 4,505	90%
Office Supplies	\$ 1,309	<1%	\$ 960	73%
Personnel expenses	\$ 363,891	70%	\$ 263,732	72%
Postage	\$ 392	<1%	\$ 241	61%
Printing (copying)	\$ 1,180	<1%	\$ 366	31%
Professional Services	\$ 6,000	1%	\$ 5,330	89%
Program/Meeting Expenses	\$ 13,218	3%	\$ 10,122	77%
Registrations	\$ 1,000	<1%	\$ 205	21%
Rent	\$ 15,500	3%	\$ 9,763	63%
Subscriptions	\$ 450	<1%	\$ -	0%
Telephone	\$ 2,761	<1%	\$ 2,121	77%
Travel	\$ 34,775	7%	\$ 13,896	40%
Total Expenses	\$ 519,476	100.0%	\$ 358,229	69%

Net: \$122,939

Cash on hand: \$627,504 as of March 31, 2012

- Of these funds, \$209,935 is restricted