

**Minutes – Adopted October 30, 2008**  
**NERC Board of Directors Meeting**  
**New England Center, Durham, New Hampshire**  
**August 6 and 7, 2008**

**Present:**

**Board Members:** Jim Short, Delaware, President; Jeff Schmitt, New York, Vice President; Don Maurer, New Hampshire, Treasurer; George MacDonald, Maine; Peggy Harlow, Massachusetts; Guy Watson, New Jersey; Brenda Grober, New York, Sarah Kite, Rhode Island; Carolyn Grodinsky, Vermont

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

**Recorder:** Moon Morgan

**Session I – August 6**

**Meeting Called to Order** at 9:32 a.m. by the President of the Board.

**I. Treasurer's Report**

Mr. Maurer distributed the Treasurer's Report for the fiscal year that ended on June 30, 2008 (Attachment A), which showed that total revenue for the year was \$646,420 and expenditures were \$496,179 Ms. Rubinstein said the report included revenue and expenditures for the Toxics in Packaging Clearinghouse, which NERC administers.

- Mr. Watson moved that the Board accept the Treasurer's Report. Ms. Grober seconded the motion. The motion passed unanimously with no abstentions.

**II. Staff Updates**

**A. Ms. Rubinstein:**

- The EPA Region 3 **EPEAT™ grant** ends Dec. 31. Presentations will be made to the North American Hazardous Materials Association and a teleconference sponsored by ICLEI – Local Governments for Sustainability.
- The **Community Pharmacy Foundation grant** also ends on Dec. 31. The guidance document for retail pharmacies is expected to be completed in September. One more collection will take place at Eaton Apothecary in Wellesley, Massachusetts.
- The **State Electronics Challenge** now has 17 Partners. NERC's goal is to have 50 Partners. Two Partner Only Teleconferences are scheduled for this fall.
- The **Recycling Economic Information (REI) Study Update** is one month behind schedule. Participating states have received their drafts.

- The **climate change PowerPoint presentation** has been completed. It will be posted to NERC's website and featured in the September Email Bulletin.
- A preliminary grant proposal has been accepted by the Sustainable Agricultural Resource and Education (SARE) division of the USDA. The \$45,000 proposal is to develop a **marketing program for on-farm composting operations**. All ten NERC member states could participate. Ms. Bradley would be the project lead.
- NERC has received a \$25,000 grant from EPA Region 1 for a demonstration project titled **Source Reduction, Food Rescue and Diversion, Recycling and P2 in Vermont Hotels**. Ms. Remolador will be the project lead.
- NERC has solicited cost quotes from consultants to update the formulas in the Environmental Benefits Calculator.

#### B. Ms. Remolador

- Documents from the USDA grant **Increasing Reuse and Recycling by Municipalities and Businesses in Rural Communities** ("Recycling Makes Sen\$e") have been posted on NERC's website. This project ends on September 30, 2008.
- NERC is developing a plan for the **State of Rhode Island to include environmentally preferable purchasing (EPP)** in its state purchasing policy. NERC has sent a request to states to identify what items on their state purchasing list fall within EPP guidelines. NERC will distribute a summary of the responses.
- The EPA grant to create a single web-based search engine of materials available from eight **Materials Exchanges** has encountered a number of security and technical issues of the websites of the participating Exchanges. A revised scope of work has been accepted by EPA and the project is now moving forward. NERC will be engaging iWasteNot! Systems of Mallorytown, Ontario to implement the technical aspects of this project.

#### C. Ms. Bradley

- **New York State Database project**, in its third year, went on line in April. Ms. Bradley provided a demonstration to Board members on how to navigate the web-based database.
- The USDA-funded project **Manure Management Education** in New Hampshire, New Jersey, and Vermont has attracted a large number of people to its workshops. A handbook, quick reference guide, and calculator have been developed and are available on disk and at the NERC website. Almost 200 people attended the New Jersey workshops, and 125 attended the New Hampshire workshops. Six other workshops and two speaking engagements are planned this fall in Vermont.
- Ms. Bradley distributed a draft guide for **debris management after a natural disaster**, written under a contract with the EPA. The contract focuses on the State

of New Hampshire. Copies of the draft have been sent to officials in three New Hampshire towns that were affected by disastrous flooding in 1997.

- The EPA Region 1 demonstration grant titled **Diverting Special Event Food Waste** has achieved a significant goal with the help of the State of Massachusetts in negotiating with a major food show sponsor to compost and divert food waste at their show, which attracts up to 100 vendors and 1,500 chefs and food purchasers. Other states in the project are Connecticut, New Hampshire, and Vermont.
- Funding from the Connecticut Department of Environmental Protection to update NERC's **Environmental Benefits Calculator** paid for two hands-on training sessions in Connecticut in the spring.

### **III. Product Stewardship**

Ms. Rubinstein said that during a committee discussion of the Fiscal Year 2009 operating plan, several Board members suggested that NERC get more involved in product stewardship issues and establish a collaborative relationship with the Product Stewardship Institute (PSI). Ms. Harlow noted that the efforts of PSI and NERC overlap in several areas, particularly electronics and pharmaceuticals, and that there has been some discussion around establishing a regional stewardship council. She asked if NERC could play a role in that.

Ms. Rubinstein noted the importance of respecting the boundaries of PSI and its efforts. Ms. Grodinsky said that NERC is engaged in product stewardship but not identifying its work under that rubric on its website or elsewhere. She suggested that NERC survey its member states to determine how many are working on master plans that incorporate product stewardship. After further discussion there was agreement that NERC will speak with the Council of State Governments (CSG) about working collaboratively to develop model product stewardship framework legislation. If CSG is interested in such an effort, PSI would be contacted and well.

### **IV. Operating Plan for Fiscal Year 2009**

Ms. Rubinstein expressed her thanks to the committee that helped create the Operating Plan: Ms. Grober, Ms. Grodinsky, Mr. Maurer, Mr. Short, Ms. Harlow, Ms. Nash, and Marie Kruzan (Association of New Jersey Recyclers). A draft Plan supported by the committee had been distributed to the Board in advance of this meeting.

Discussion identified several suggestions for modifications to the Plan, which were incorporated into the document.

- Mr. Maurer moved that the Board accept the Operating Plan for Fiscal Year 2009 as amended. Mr. Watson seconded the motion. The motion passed unanimously with no abstentions.

### **V. Budget for Fiscal Year 2009**

Ms. Rubinstein distributed and reviewed the Fiscal Year 2009 Budget. She said that the FY09 budget is about 20 percent higher than the FY08 budget.

## **VI. Financial Future/Health Committee**

Mr. Short thanked committee members who participated in a conference call (Ms. Rubinstein, Ms. Harlow, Ms. Kite, Mr. Maurer, Ms. Grober, and Ms. Remolador). There was a general discussion about future funding priorities and strategies that NERC could use to secure that funding. The work of the Committee will be ongoing.

Session I adjourned at 4:30 p.m.

## **Session II – August 7**

The meeting was called to order by the President of the Board at 8:30 a.m.

### **I. Long Range Plan**

Mr. MacDonald distributed the document titled Sustainable NERC: Envisioning Our Future (draft). There was a discussion of the document. Mr. MacDonald and Mr. Short asked Board members to continue to provide feedback on the plan via e-mail after the meeting. They will develop the next draft for presentation at the October Board meeting.

### **II. Conferences – Mary Ann Remolador**

Ms. Remolador introduced a discussion relative to NERC's semi-annual conferences, asking whether the frequency should change and whether the format and timing should change. Currently, the fall and spring conferences coincide with Board meetings. The summer Board meeting involves no conference. Ms. Rubinstein stated that NERC needs to continue to conduct three Board meetings annually.

Ms. Remolador reviewed the concept of a workshop, which focuses on a single topic, does not have sponsors, and is not marketed widely.

A number of models about how to proceed were discussed, with an emphasis on no longer holding two conferences a year. There was unanimous agreement that three Board Meetings were essential, however.

Ms. Remolador polled those in attendance and said she will poll representatives of Connecticut and Pennsylvania after the meeting. A decision about how to proceed will be made by the Executive Committee and reported to the Board.

**The meeting was adjourned at 11:40 a.m.**

**ATTACHMENT A**  
**Treasurer's Report**  
**July 1, 2007 – June 30, 2008**

	<b>FY 08 Budget</b>	<b>Actual Transactions<sup>1</sup></b>	<b>% of Budget</b>
<b>Revenue</b>			
Conference Sponsorship	\$10,000	\$19,000	190%
Grants/Consulting	\$312,162	\$369,120	118%
Interest	\$9,600	\$9,650	101%
Membership Dues	\$80,000	\$156,968	196%
Membership, Advisory	\$30,000	\$33,980	113%
Registrations	\$25,000	\$44,150	177%
State Travel Accounts	-	\$6,833	-
Reimbursements	\$0	\$6,720	-
Drawdown	\$14,296	\$0	0%
<b>Total Revenue</b>	<b>\$481,058</b>	<b>\$646,420</b>	<b>134%</b>
<b>Expenses</b>			
Advertising	\$1,500	\$0	0%
Contract Labor	\$33,725	\$46,959	139%
Equipment Purchase	\$6,000	\$579	10%
Equipment Repairs	\$1,200	\$2,470	206%
Gifts Given	\$1,200	\$0	0%
Insurance	\$3,000	\$4,057	135%
Internet	\$3,830	\$2,595	68%
Meeting Expenses	\$23,000	\$32,376	141%
Office Supplies	\$4,007	\$2,271	57%
Payroll - Fringe Benefits	\$310,594	\$334,317	108%
Petty Cash	\$250	\$367	147%
Postage	\$2,235	\$776	35%
Printing (copying)	\$7,785	\$565	7%
Professional Services	\$12,000	\$4,700	39%
Program (Grant) Expenses	\$0	\$4,101	-
Registrations	\$2,000	\$1,394	70%
Rent	\$12,750	\$12,328	97%
State Travel Costs	-	\$9,316	-
Subscriptions	\$50	\$0	0%
Telephone	\$16,282	\$8,773	54%
Travel	\$34,650	\$28,235	81%
Moving costs	\$5,000	\$0	0%
<b>Total Expenses</b>	<b>\$481,058</b>	<b>\$496,179</b>	<b>103%</b>

**Net: \$150,240**

**Assets as of June 30, 2008:**

**NERC: \$377,400    TPCH: \$47,182**

<sup>1</sup> Includes TPCH Revenue and Expenses