

Minutes
NERC Board of Directors Meeting
Connecticut Department of Environmental Protection
Hartford, Connecticut
March 19, 2009

Adopted June 18, 2009

Present:

Board Members: Jim Short, Delaware, President; Jeff Schmitt, New York, Vice President; Don Maurer, New Hampshire, Treasurer; Robert Isner, Connecticut; George MacDonald, Maine (by phone); Greg Cooper, Massachusetts; 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

Advisory Members: Mike Hornsby, PSEG; Chip Foley, Steel Recycling Institute; Peter Egan, Connecticut Resource Recovery Corporation; Bill Smith, Connecticut Recyclers Coalition; CJ May, Connecticut Recyclers Coalition; Charles Kelly, Northeast Resource Recovery Association; Dave Smith, WeRecycle!

Guests: Judy Belaval, Connecticut Department of Environmental Protection; KC Alexander, Connecticut Department of Environmental Protection; Brian Bartram, Town of Salisbury, Connecticut.

Recorder: Moon Morgan

Meeting Called to Order at 11 a.m. by the President of the Board.

Mr. Short introduced Yvonne Bolton, Bureau Chief, Connecticut Department of Environmental Protection Bureau of Materials Management and Compliance Assurance, who welcomed the NERC Board, staff, and guests to the Department's headquarters. Mr. Short thanked Ms. Bolton, Mr. Isner, and Administrative Assistant Maritza Pagan for their hospitality and support.

I. Treasurer's Report

Mr. Maurer distributed the Treasurer's Report for the first eight months of the fiscal year—July 1, 2008 to February 28, 2009 (Attachment A)—which showed that total revenue for the year to date was \$409,840 and expenditures were \$470,381.

Mr. Maurer said that with 74 percent of the year complete, revenues were at 63 percent of the total anticipated for the year, and expenditures were at 73 percent of the anticipated total for the year. By the end of the fiscal year, revenue is expected to fall

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short of the anticipated amount by about \$100,000 which will be made up by a draw-down of reserves.

Ms. Rubinstein explained that the revenue short fall has a number of reasons:

- State dues are lower than anticipated (but Advisory Member dues are on target);
- NERC's cash accounting basis means that expenditures are reimbursed after the fact, and this line item includes approximately \$50,000 owed to NERC by the states for activities related to the Recycling Economic Information Study update;
- The decision to conduct a webinar instead of a spring conference this year resulted in a \$12,000 shortfall in the conference line item;
- Advisory member dues for the Toxics in Packaging Clearinghouse (TPCH) are lower than anticipated.

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

II. Funding for NERC: Congressional Appropriations Request and Foundation Sources

Mr. Short said that NERC's effort to obtain a Congressional appropriation did not succeed in its first round because of time constraints and the steep learning curve. Although a request was not finalized in time for the February deadline, NERC did succeed in making valuable contacts, thanks in large part, Mr. Short said, to the efforts of Mr. Foley. Mr. Short said he would continue the work on behalf of NERC when he meets later this spring with Garth Spencer, an aide to U.S. Senator Tom Carper of Delaware.

Asked by Mr. Foley if NERC qualifies for the new federal stimulus funds, Mr. Rubinstein said those funds are limited to state and municipal governments. Mr. May suggested that NERC try to partner with a state or states on a project that might qualify. Mr. Maurer suggested that a Northeast branding system might be such a project for which NERC could be hired. He said the State of New Hampshire is exploring the possibility of working with other states on the issue. Mr. Short said that Mr. Spencer has said he will seek opportunities for NERC.

III. State Dues

Ms. Rubinstein polled Board members as to whether they anticipated any cut in state dues to NERC. Responses from Connecticut, Delaware, Maine, Massachusetts, New Hampshire, and the New York Department of Environmental Conservation ranged from optimistic to confident that current levels of annual dues could be maintained. Responses from the New York Empire State Development, Pennsylvania (by prior communications), Rhode Island, and Vermont indicated that the expected cuts ranging from 50 to nearly 100 percent. Ms. Rubinstein reported that New Jersey had indicated earlier that it may increase its funding level by 50 percent.

IV. Strategic Plan

Mr. Short said that he would continue development of NERC's strategic plan, an effort that was started by Mr. McDonald. Ms. Kite volunteered to help.

V. Staff Updates

A. Ms. Remolador:

- The **webinar** on March 17 and 31 attracted more than 100 participants for the first session.
- The **Vermont Green Hotels** EPA grant has three participating hotels. Waste audits will be conducted during site visits in the coming weeks.
- The **Materials Exchanges** EPA grant now involves six exchanges that have agreed to participate in a comprehensive website being developed by iWasteNot Systems. The Exchanges are in the states of Connecticut, Florida, Massachusetts (two), Rhode Island, and Vermont. We are seeking two more Exchanges to participate in the project.
- NERC is now managing the **Vermont Business Materials Exchange** (VBMX) and has unveiled a new VBMX website developed by iWasteNot Systems. The project is through a contract with the Vermont Agency of Natural Resources. VBMX is a free matchmaking service that connects businesses that have reusable items they no longer need with others that can use those items.
- As part of a **green purchasing project with the Rhode Island Resource Recovery Corporation**, NERC surveyed the ten Northeast states about their environmentally preferable purchasing (EPP) programs. The responses will be summarized and posted on NERC's website

B. Ms. Bradley

- **Debris Management EPA Contract:** Disks containing the *Debris Management Guide* will be sent to all municipalities in New Hampshire in the coming weeks. The *Guide* is already posted on the NERC website.
- **EPA Special Events Composting Grant:** Events have been held in Massachusetts and New Hampshire, and identified in Vermont. The previously identified Connecticut site was cancelled and a new event is being sought. An additional event in Massachusetts is also being sought.
- **New York Recycling Database:** Ms. Bradley continues to update the companies listed in the database as she receives new information.
- **Manure Management USDA Grant:** This project ends this month. Biocycle accepted a proposal by Ms. Bradley to speak about the project at its national conference in San Diego in April.
- **Environmental Benefits Calculator:** Work on a comprehensive update to the Calculator, funded by Connecticut SEP funds, is nearing completion and is expected to be posted on the NERC website shortly.
- **USDA SARE Grant Proposal:** NERC has been awarded a grant to provide technical assistance to on-farm composting ventures for compost marketing in Massachusetts, New Hampshire, New Jersey, and New York.

C. Ms. Rubinstein

- **Green Procurement of Electronics in EPA Region 3:** A final report will be posted this month, detailing NERC's Outreach Campaign to Promote EPEAT®
- **State Electronics Challenge EPA Grant:** The City of Middletown, Connecticut, has become the thirtieth partner in this program. We are nearing completion of a plan for national expansion of the program and are seeking funding.
- **Northeast Newspaper Publishers Agreement.** Due to data collection challenges a different approach is being taken to reporting on newsprint for the 2008 report. The results will be reported in the May Email Bulletin.

VI. Summer Planning Meeting

Ms. Rubinstein reported that the Executive Committee of the Board recommended that NERC replace its one-and-a-half-day retreat with a conference call. Ms. Kite suggested that it be a series of calls rather than a single call. There was consensus to pursue this approach.

VII. Operating Plan for Fiscal Year 2010

Ms. Grober, Mr. Cooper, and Mr. May volunteered to work with the Executive Committee to develop the Operating Plan.

VIII. Press Release/Policy Position Regarding Electronics Take-Back Collections

Ms. Rubinstein read a draft of a policy position proposed by an Advisory Member endorsing an electronics take-back collection process. Mr. Smith asked if a statement by NERC might be an opportunity to recognize the legislative efforts of states. After discussion there was a motion by Mr. Maurer with a second by Mr. Isner, the Board voted unanimously to table the request.

IX. Recognition of Peggy Harlow

Mr. Cooper announced that former Board member Peggy Harlow of the Massachusetts Department of Environmental Protection is leaving her post for a position in the private sector. Board members acknowledged Ms. Harlow's outstanding work on behalf of Massachusetts and NERC.

The meeting adjourned at 3:00 p.m.

Treasurer's Report – March 18, 2009
Period Reported: July 1, 2008 – February 28, 2009

NERC Treasurer's Report March 18, 2009	Activity July 1, 2008 – February 28, 2009					Projected End of FY Activity	Percent Projected Activity to Date
	General	Conferences/ Meetings	Contracts/ Grants	TPCH	TOTAL TO DATE		
Revenue							
Conference Sponsorships	\$0	\$7,000	\$0	\$0	\$7,000	\$7,000	100%
Grants/Consulting	\$0	\$0	\$209,684	\$50,000	\$259,684	\$377,231	69%
Interest	\$5,776	\$0	\$47	\$525	\$6,348	\$8,000	79%
Membership Dues	\$57,050	\$0	\$0	\$26,000	\$83,050	\$104,050	80%
Membership, Advisory	\$23,600	\$0	\$0	\$8,000	\$31,600	\$32,600	97%
Registrations	\$0	\$17,100	\$0	\$0	\$17,100	\$18,000	95%
State Travel Accounts	\$0	\$3,000	\$0	\$0	\$3,000	\$3,000	100%
Reimbursed Expenses	\$345	\$1,713	\$0	\$0	\$2,058	\$2,059	100%
Drawdown	\$0	\$0	\$0	\$0	\$0	\$96,572	100%
Total Revenue	\$86,771	\$28,813	\$209,731	\$84,525	\$409,840	\$648,512	63%
Expenses							
Advertising	\$0	\$0	\$542	\$0	\$542	\$542	100%
Bank Service Charges	\$1,274	\$315	\$0	\$0	\$1,589	\$1,800	88%
Contract Labor	\$489	\$920	\$136,877	\$0	\$138,286	\$180,000	77%
Equipment Purchase	\$2,047	\$0	\$0	\$0	\$2,047	\$2,500	82%
Equipment Repairs	\$863	\$0	\$0	\$0	\$863	\$1,000	86%
Gift Given	\$0	\$7	\$0	\$0	\$7	\$10	70%
Insurance	\$924	\$0	\$0	\$0	\$924	\$2,000	46%
Internet	\$1,378	\$99	\$491	\$78	\$2,046	\$3,750	55%
State Travel	\$45	\$2,227	\$0	\$0	\$2,272	\$3,000	76%
Office Supplies	\$881	\$63	\$1,050	\$0	\$1,994	\$2,250	89%
Payroll	\$90,729	\$19,436	\$90,521	\$22,481	\$223,167	\$346,745	64%
Postage	\$161	\$5	\$171	\$227	\$564	\$750	75%
Printing (copying)	\$193	\$317	\$1,633	\$1	\$2,144	\$2,250	95%
Professional Services	\$4,568	\$0	\$0	\$0	\$4,568	\$5,000	91%
Program Expense	\$0	\$11,871	\$3,351	\$1,313	\$16,535	\$17,285	96%
Registrations	\$1,064	\$0	\$0	\$0	\$1,064	\$1,500	71%
Rent	\$8,264	\$0	\$0	\$0	\$8,264	\$12,750	65%
Subscriptions & Memberships	\$130	\$0	\$0	\$0	\$130	\$130	100%
Telephone	\$2,243	\$30	\$229	\$422	\$2,924	\$4,000	73%
Travel	\$2,758	\$996	\$6,068	\$947	\$10,769	\$12,000	90%
Restricted TPCH SEP Funds	\$0	\$0	\$0	\$49,682	\$49,682	\$49,250	100%
Total Expense	\$118,011	\$36,286	\$240,933	\$75,151	\$470,381	\$648,512	73%
Net	-\$31,240	-\$7,473	-\$31,202	\$9,374	-\$60,541	\$0	