

Minutes
NERC Board of Directors
Northampton, Massachusetts
March 24, 2010
Approved June 1, 2010

Present:

Board Members: Jim Short, Delaware, President; Jeff Schmitt, New York, Vice President; Robert Isner, Connecticut; George MacDonald, Maine; Greg Cooper, Massachusetts; Brenda Grober, New York; Sarah Kite, Rhode Island; James Surwilo, 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 Member: Chip Foley, Steel Recycling Institute

Guest: Najwa Ali, New Jersey Department of Environmental Protection.

Board Members Absent: Don Maurer, New Hampshire, Treasurer; Guy Watson, New Jersey; Ken Reisinger, Pennsylvania

Recorder: Moon Morgan

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

I. Treasurer's Report

In the absence of the Treasurer, Ms. Rubinstein distributed the Treasurer's Report for the period July 1, 2009 to February 28, 2010 (Attachment A)—which showed that total revenue for the year to date was \$275,140 and expenditures were \$264,605.

Ms. Rubinstein said that with 66 percent of the year complete, revenues were at 72 percent of the total anticipated for the year, and expenditures were at 63 percent of the anticipated total for the year.

The budget included a drawdown in the amount of \$35,166, but Ms. Rubinstein said she now anticipates the drawdown will be closer to \$11,000.

Ms. Rubinstein noted that the new line item "Restricted ERCC Revenue" reflects activity of the Electronics Recycling Coordination Clearinghouse, which was started in January by the National Center for Electronics Recycling and NERC. She called initial response "very strong" with 10 government (voting) members, 11 affiliate members (industry and nonprofit organizations) having joined to date.

The administration of ERCC is modeled after that of the Toxics in Packaging Clearinghouse, with NERC receiving an annual administrative fee for providing financial management. The ERCC account is segregated from the NERC accounts.

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

II. Congressional Appropriation Request

Mr. Short reported that NERC was unable to secure a sponsor for a proposed Congressional appropriation request because the proposed project could not be matched with an existing line item involving a relevant agency. An untimely change in congressional staffing of a key contact also affected NERC's ability to move forward.

Ms. Rubinstein reported that she has initiated a newsletter to be distributed to members of Congress via fax on a regular basis in order to increase awareness of NERC's name and work. The first newsletter reported the results of the *Recycling Economic Information Study*. The next newsletter will be faxed in April and will focus on climate change. A subsequent newsletter will highlight materials exchanges and reuse.

Mr. Short recommended that a Congressional appropriation request remain an option for NERC in the future. Mr. Foley echoed the recommendation and said the faxed newsletter is a good approach.

III. Election of Officers Update

Ms. Rubinstein reviewed the election process: Nominations are invited to be submitted by email. Board members may nominate themselves. The election is conducted via email in the last quarter of a fiscal year. Terms are one year and may be renewed. Traditionally, she said, the Vice President becomes president at the end of a President's term if he or she does not renew the term.

Ms. Rubinstein said Mr. Short has been President for two years and is stepping down, Donald Maurer has agreed to be nominated to renew his term as Treasurer, Vice President Jeff Schmitt has agreed to be nominated for President, and Ms. Kite has agreed to be nominated as Vice President. She said others are welcome to make known their interest in being nominated. The nomination process will take place in April, and the vote will take place in May, she said.

IV. Operating Plan Committee Update

Ms. Rubinstein said the Operating Plan Committee is formed to review drafts of a plan developed by staff. Surveys of the full board have been used to identify topic areas the Board wants NERC to focus on. Results of the surveys have been used to develop grant proposals and Operating Plans. Ms. Rubinstein asked the board to provide input into this process. The goal is to have an Operating Plan completed and approved by the Board by the end of June.

Ms. Grober: The survey provides Board members with an opportunity to provide direction and feedback. Mr. Short: Surveys help identify on-going themes. Mr. Cooper: A goal should be to identify the core services every member expects in return for the funding their agency provides to NERC.

In response to specific questions raised by Ms. Rubinstein, Board Members expressed consensus that “Survey Monkey” is an effective tool, that the survey process should continue, and that the first draft should originate from staff, with the committee then refining it. The process will strive to identify core activities, activities with dedicated funding, and a “wish list” of other activities, Ms. Rubinstein said.

Ms. Kite, Ms. Grober, and Mr. Cooper volunteered to participate on the committee, along with the Executive Committee.

V. Staff Updates

A. Ms. Rubinstein

- **Foundation Funding Research:** Ms. Rubinstein said she has identified six foundations that may fund the kind of activities NERC does, from an initial list of 61 potential matches.
- **Other Funding:** Ms. Rubinstein said NERC is looking for more service-based contract opportunities, and she asked Board Members to continue to research their state’s process for awarding Supplemental Environmental Project funds (SEPs).
- **State Electronics Challenge (SEC):** This program has completed its second full year of operation. The April Email Bulletin will report on the impacts of Partner activities and announce recognition recipients. The City of Providence (Rhode Island) School Department will be the SEC’s first gold-level Partner; silver recognition will be awarded to the State of Maine and the Town of Windsor, Connecticut; and a bronze level recognition awarded to the Regional Technology Cooperative in State College, Pennsylvania. The SEC currently has 39 Partners; 33 from the ten Northeast states and six from EPA Region 8 (North Dakota, South Dakota, Wyoming, Montana, Colorado, and Utah).
- **Email Bulletin:** Readership is steady at about 590.
- **Toxics in Packaging Clearinghouse:** The membership and budget remain strong. A new national testing program will be beginning shortly.
- **Solicitation from Keep America Beautiful:** KAB is trying to organize a national collaboration of state recycling organizations. NERC and KAB are attempting to identify a strategy for the two organizations to collaborate as well.
- **Solicitation from Recycling Organizations of America (RONA):** This organization was formed by state recycling organizations when a merger between Keep America Beautiful and the National Recycling Coalition failed. A membership swap was arranged with RONA.
- **Website Updates:** NERC is seeking state responses to update its posted information on state mandatory recycling and disposal bans and state fertilizer and composting regulations. Updates to the state contacts lists have been completed.

- **First Bimonthly Board Conference Call:** The first call was in February. The next call is April 8.
- **Speaking Engagement:** Ms. Rubinstein has been invited to speak at the convention of the Institute of Scrap Recycling Industries (ISRI) in San Diego, as well as two upcoming presentations at other conferences about the State Electronics Challenge.

B. Ms. Remolador:

- **Zero Waste in Construction and Demolition:** Work on this EPA grant has begun, with two pilot projects in Connecticut, one in New York, and one in New Jersey.
- **Materials Exchanges Network:** This continues to go strong. The next step is to strategize how to make the network national.
- **Sustainable Schools USDA Grant:** Both Ms. Remolador and Ms. Bradley are working on this USDA grant project. Among the participating schools Ms. Remolador is supporting is a charter high school in Delaware that has created an “eco team,” which serves as a recycling consultant to the school.
- **Website Pages:** Ms. Remolador requested the names of state contacts for boat wrap recycling collection in order to begin the process of updating the boat wrap recycling information on the Website.

C. Ms. Bradley

- **New York Recycling Database:** More than 1,000 businesses and government agencies are now featured in this database.
- **EPA Special Events Composting Grant:** This grant is winding down, and Ms. Bradley is working on the guidance document, which will be posted to NERC’s Website, along with case studies of the events that participated in the project.
- **Environmental Benefits Calculator:** Work on state updates continues. Four have been completed.
- **Sustainable Schools USDA Grant:** Tip sheets are being developed and will be posted to the NERC Website. Six schools have been visited to date—four in New York and two in Connecticut. Two schools in Delaware will be visited in April. The second site visit to schools in New York and Connecticut will occur later this spring. Three visits to each participating school are to occur.
- **USDA SARE Grant:** Ms. Bradley displayed a CD she had developed for workshops in New York and Massachusetts. Initial workshops in both states have generated strong responses, requiring waiting lists for participation. Registered attendees are signed up from several states outside of New York and Massachusetts, including Rhode Island, Connecticut, and Pennsylvania.

VI. Whether to Change to One Event a Year

After much discussion it was agreed to continue to hold an annual conference in the Fall and to be flexible about whether to hold a spring workshop.

The meeting adjourned at 12:15 p.m.

Treasurer's Report – March 24, 2010
Period Reported: July 1, 2009 – February 28, 2010

Revenue	Budget	July 1, 2009 – Feb. 28, 2010	% of Budget
Conference Sponsorship	\$ 7,000	\$ 10,500	150%
Grants/Consulting	\$ 224,905	\$ 127,519	57%
Interest	\$ 6,476	\$ 1,535	24%
Membership Dues	\$ 55,000	\$ 44,965	82%
Membership, Advisory	\$ 21,750	\$ 22,500	103%
Registrations	\$ 10,000	\$ 17,210	172%
State Travel Accounts	\$ 3,000	\$ 3,420	114%
Reimbursed Expenses	\$ 0	\$ 1,242	
TPCH Revenue available for reimbursements	\$ 53,700	\$ 46,249	86%
Subtotal	381,831	275,140	72%
Restricted ERCC Revenue	\$ 0	\$ 42,529	
Drawdown	\$ 35,166		
Revenue	\$ 416,997	\$ 317,669	76%
Expenses			
Advertising	\$ 0	\$ 42	0%
Bank Service Charges	\$ 2,000	\$ 772	39%
Contract Labor	\$ 15,500	\$ 14,710	95%
Equipment Purchase	\$ 1,500	\$ 2,060	137%
Equipment Repairs	\$ 1,297	\$ 1,504	116%
Gifts Given	\$ 300	\$ 140	47%
Insurance	\$ 3,000	\$ 0	0%
Internet	\$ 4,100	\$ 2,133	52%
Member Travel	\$ 4,000	\$ 1,751	44%
Office Supplies	\$ 3,230	\$ 622	19%
Payroll	\$ 304,630	\$ 213,766	70%
Postage	\$ 695	\$ 119	17%
Printing (copying)	\$ 875	\$ 627	72%
Professional Services	\$ 5,000	\$ 4,800	96%
Program - Meeting Expenses	\$ 24,760	\$ 5,341	22%
Registrations	\$ 500	\$ 70	14%
Rent	\$ 15,000	\$ 8,891	59%
Subscriptions	\$ 100	\$ 225	225%
Telephone	\$ 4,460	\$ 2,554	57%
Travel	\$ 26,050	\$ 4,478	17%
Subtotal Actual Expenses	\$ 416,997	\$ 264,605	63%
Net from Subtotal		\$ 10,535	