

Minutes
NERC Board of Directors Meeting
New England Center, Durham, New Hampshire
July 10 and 11, 2007
Approved September 21, 2007

Present:

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

Others with State Affiliation: Jetta Antonakos, Maine State Planning Office

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 - July 10

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, 2007 (Attachment A), which showed that total expenditures for the year were \$405,517, requiring a draw down of reserves in the amount of \$62,011. Mr. Maurer noted that \$230,000 remains in the reserve account.

Mr. Watson asked how revenues from conference sponsorships and advisory memberships in Fiscal Year 2007 compared to those of FY 2006. Ms. Rubinstein said both were down from the previous year.

Ms. Rubinstein noted that the approved budget for the fiscal year had included a draw down of \$40,000. In addition to the reductions in the revenues noted above, she said, staff expansion and computer purchases accounted for the need to increase the draw down.

Ms. Grober said New York had increased its dues amount and asked if other states are doing the same. Ms. Rubinstein said membership dues are expected to total \$120,675 in Fiscal Year 2008, compared to \$112,498 in FY 2007.

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

II. Staff Updates

A. Grants – Ms. Rubinstein:

- NERC was notified of a grant award by the USDA Rural Development Solid Waste Management Grant Program, for a manure management education project in New Hampshire, New Jersey, and Vermont.
- A grant application was recently submitted:

EPA Region One Demonstration Project: Diverting Special Event Food Waste -- To develop pilot projects in each of four states (Connecticut, Massachusetts, New Hampshire, and Vermont) focusing on diverting food waste at special events. Each pilot will demonstrate different methodologies for designing and implementing food waste diversion programs.

B. Other projects – Ms. Rubinstein

- Northeast Recycling Economic Information Study Update (REI Study) – To update the 2000 REI Study. A request for proposals was released and DSM Environmental was selected to conduct the update. Six states will participate in the REI Study: Delaware, Maine, Massachusetts, New Jersey, New York, and Pennsylvania. These states will be fully funding the project. The REI Study is scheduled to be completed July 1, 2008.

C. Carpets and CARE Conference – Ms. Rubinstein

Ms. Rubinstein reported that she was among 140 people who attended the annual conference sponsored by Carpet America Recovery Effort (CARE) in Charleston, South Carolina, in May. She said that there is a high level of entrepreneurial activity in carpet recycling. End markets have been developed, but material is not meeting demand. She suggested that there is the opportunity for NERC to become more involved in this issue. NERC Executive Committee members have suggested that NERC develop a special ½ day session on this subject for the Spring 2008 conference. Following brief discussion, the full Board of Directors concurred.

D. Pennsylvania Recycling Markets Center (RMC) – Ms. Remolador

Ms. Remolador is an ad hoc member of the Board of Directors. The mission of the RMC, located at the Penn State Harrisburg Campus, is to expand and develop more secure and robust markets for recovered secondary materials, stimulate demand for products with recycled content, and research and maintain up-to-date market trend data. The RMC provides support to generators, haulers, processors, manufacturers and end-users of recycled materials and products.

E. Other Projects – Ms. Remolador

Ms. Remolador, followed by Athena Bradley, provided a summary of other current projects:

Project	Timing	Goal	Partners	Tasks
USDA	10/10 – 9/07	Peer Mentoring of Businesses on EPP	ME, NH, VT	Mentoring Teams, Guide, Green Purchasing Web Resources
USDA	10/05 – 9/07	Increase Special Events Recycling	ME, NH, VT	Waste Audits, Recycling Plans, Guide
USDA	10/06 – 9/08	Town & Business Recycling	CT,DE, MA,NH,NJ, NY, PA, RI, VT	Workshops, TA, Toolkit
RIEPP	7/07 – 12/07		RIRRC, RIDEM, RIDOA	Strategy for Developing Statewide EPP Plan
Materials Exchange - EPA OSWER	10/07 – 9/09	Increase exchanges	CT,FL,MA, NC,RI,TN, VT	Web-based Meta Search Engine
EPPnet	On-going	Increase purchasers access to EPP info	Govt and private purchasers	Admin tasks now being done by Moon
NERC Confs	Spring and Fall			
Empire State Development	1/06 -12/10	Recycling Materials Markets Database	NYS ESD ESU	Research & compile data
Environmental Benefits Calculator	Ongoing	Benefits of recycling	NERC member states	Answer questions; update
USDA	10/07-9/08	Manure management education at hobby farms	NH, NJ, VT	Technical assistance, workshops, handbook, “quick-guide”

F. Web Site Updates – Ms. Bradley

Ms. Bradley distributed three forms for Board members to complete and return in order to update state information on NERC’s Web site. They are:

- State contact information and recycling data
- State fact sheets for the Environmental Benefits Calculator
- State information for the Northeast States Recycling business Assistance Guide

G. Medications – Ms. Rubinstein

Ms. Rubinstein is involved in two grants related to the collection and destruction of unwanted medications: USDA Rural Development Solid Waste Management Grant and Community Pharmacy Foundation. The USDA project will be completed in September of this year. The Community Pharmacy Foundation project is targeted on providing technical support to retail pharmacies for holding unwanted medication collections. At the end of the project, a guidance document for retail pharmacies on best management practices for holding these events will be produced.

III. Operating Plan for Fiscal Year 2008

Ms. Rubinstein expressed her thanks to the committee that helped create the Operating Plan: Ms. Grober, Mr. Maurer, Mr. Short, Mr. Watson, Ms. Antonakos, Ms. Harlow, Ms. Brooke Nash (Massachusetts Department of Environmental Protection), Marie Kruzan (Association of New Jersey Recyclers), Jim Leahy (Connecticut Newspaper Publishers Association), and Ms. Remolador. A draft Plan supported by the committee had been distributed to the Board in advance of this meeting.

After a review of the areas of revenue and expenses, discussion focused on the six dues-funded program areas: Web site; E-mail bulletin; EPPnet; Environmental Benefits Calculator; participation on state, regional, and national advisory committees; and conferences and Board meetings. Consensus was reached to update two documents on the Web site - Recycling Rules and the Universal Waste Rules - and to add a new debris management resource document. Reflecting the earlier discussion related to carpet recycling, it was noted that efforts to promote the National Carpet Stewardship Agreement would be enhanced by the presentation of a special forum on carpet recycling at NERC's spring 2008 conference.

Ms. Rubinstein noted that the list of eleven grant and contract funded projects will grow to twelve if the Special Event Food Waste grant is approved.

After discussion about the need to do a detailed update of the Environmental Benefits Calculator in FY 09, Ms. Rubinstein asked Board members to consider designating this as the top priority for seeking project funding in FY 08. She estimated that the project would cost \$7,500 to \$12,500, plus \$10,000 for the creation of a Web interface. Final decisions related to priorities were postponed until the Wednesday session of the Board meeting.

IV. National Recycling Coalition Bottle Bill Position

Ms. Rubinstein distributed copies of email communications related to the National Recycling Coalition's position on bottle bills and asked Board members if they want to involve NERC in this issue in any way. After considerable discussion, Board members instructed Ms. Rubinstein to draft a letter to the National Recycling Coalition seeking clarification of its position, with the NERC Executive Committee to review the draft before it is sent.

Session I adjourned at 4:42 p.m.

Session II - July 11

The meeting was called to order at 8:30 a.m.

I. Operating Plan for Fiscal Year 2008

Ms. Rubinstein reviewed amendments to the plan that were discussed at Tuesday's session:

- Mr. Maurer moved that the Board accept the Operating Plan for Fiscal Year 2008 as amended, including seeking funding for updating the Environmental Benefits Calculator as the top priority. Mr. MacDonald seconded the motion. The motion passed unanimously with no abstentions.

The final Operating Plan will be posted on the NERC Web site and an Email Bulletin announcement published in September.

II. Funding and Long-Range Planning

Ms. Rubinstein shared two ideas for developing new funding streams that had been submitted to her recently: federal earmarks and foundation support. After a brief discussion, Mr. MacDonald volunteered to chair a committee of the whole to create a five-year planning document, which will include recommendations for additional funding streams. A draft of the document is to be presented at the October meeting of the Board.

Mr. Isner said that he would submit a request for funds through the Connecticut Supplemental Environmental Projects process to help fund the Environmental Benefits Calculator update. He said these projects often are part of court settlements, and other states may also be able to request that specific projects be funded this way.

III. Fall Conference – Mary Ann Remolador

Ms. Remolador asked Board members to assist in publicizing NERC's Fall Conference on October 16 and 17. The conference will be followed by a meeting of the Board on October 18.

IV. Twentieth Anniversary – Mr. MacDonald

Mr. MacDonald alerted Board members and staff that 2008 is NERC's twentieth anniversary. It was originally part of the Council of State Governments. He suggested that the 2008 spring conference highlight the anniversary.

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

ATTACHMENT A

**Treasurer's Report
NERC FY 2007
July 1, 2006 – June 30, 2007**

Revenue	
Conference Sponsorship	\$11,500
Grants/Consulting	\$138,584
Interest	\$8,036
Membership Dues	\$112,498
Membership, Advisory	\$25,769
Registrations	\$18,025
Miscellaneous	\$45
Accounts Receivable	\$29,049
Subtotal	\$343,506
Draw down of reserves	\$62,011
Reimbursements	\$0
Total Revenue	\$405,517

Expenses	
Advertising	\$1,394
Contract Labor	\$26,064
Equipment Purchase	\$7,913
Equipment Repairs	\$1,090
Gift	\$1,223
Insurance - Commercial, D&O	\$2,550
Internet	\$3,699
Office Supplies	\$1,414
Payroll	\$288,072
Petty Cash	\$200
Postage	\$798
Printing	\$110
Professional Services	\$15,839
Program - Meeting Expenses	\$20,088
Registrations	\$1,255
Rent	\$12,031
Subscriptions	\$99
Telephone	\$8,641
Travel	\$13,037
TOTAL EXPENSES	\$405,517