

**Minutes**  
**NERC Board of Director Meeting**  
**Hotel Northampton**  
**Northampton, Massachusetts**  
**March 15, 2007**

**Present:**

**Board Members:** Brenda Grober, New York, President; Jim Short, Delaware, Vice President; Don Maurer, New Hampshire, Treasurer; Robert Isner, Connecticut; Peggy Harlow, Massachusetts; Guy Watson, New Jersey; Jeff Schmitt, New York; 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; Chaille Blais, Office Manager

**Recorder:** Chaille Blais

**Meeting Called to Order** at 9:02 a.m. by the President of the Board.

**Treasurer's Report**

Mr. Maurer distributed the Treasurer's Report (attached) and noted that the budget is on track.

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

**Discussion about Upcoming Election of Officers**

The nomination period for the annual election of Officers will take place in April, with the election of Officers taking place in May. Mr. Watson asked if the current slate of Officers would like to continue, and all said that they would.

**Newspaper Association of American Request that the Frequency of Reporting on Progress – Northeast Newspaper Publishers' Agreement - be Decreased**

The Northeast Newspaper Publishers' Agreement calls for annual data collection and reporting. The Newspaper Association of America (NAA) took this task over from NERC two years ago. They have requested that due to the stability in data and the difficulty of the data collection process, that the cycle of data collection and reporting be decreased to every-other-year. The agreement would be informal to the extent that the signed Agreements between NERC and the individual publishers would not be re-executed.

- Ms. Grober moved to approve a change to biennial reporting. Ms. Grodinsky seconded the motion. Motion was approved unanimously with no abstentions.

## **Project Updates – Ms. Rubinstein:**

- Unwanted Medications. Most efforts on this topic are currently funded by a grant from the Community Pharmacy Foundation (CPF). This is a national grant. We continue to receive many requests from communities and states to assist with event planning. In particular, requests come with regularity from Pennsylvania, Massachusetts, and Connecticut. We are no longer able to help plan events that are not pharmacy based. Inquiries are referred to the guidance documents posted on the website. Through the CPF grant, we are working in Connecticut and Virginia, and possibly Rhode Island and Massachusetts. Ms. Rubinstein will be speaking at the national meeting of the American Pharmacists Association in Atlanta, as well as with the Virginia Board of Pharmacy in the coming weeks.

In addition to the CPF grant, we obtained an extension of the USDA three-part grant that includes unwanted medications. The extension was requested in order to fulfill the many speaking requests that are received on this topic. Ms. Rubinstein will be speaking in April at the New Hampshire Solid Waste Conference and in August at the Professional Recyclers of Pennsylvania Annual Meeting. She recently spoke at the Chartwell/EnviroBiz Conference.

- Northeast State Electronics Challenge – Connecticut has joined the project. All ten states are now part of the project. The name of the project has been adjusted to the *Northeast States Electronics Challenge*.
- Promoting the Procurement of Green Computers – This project is going well. We are awaiting the release of the EPA electronics calculator. When the calculator is released, a teleconference will be held to demonstrate how to use it. Close to 400 products are now registered with EPEAT<sup>®</sup>. Ms. Rubinstein will be speaking at the Upper Valley Computer Industry Association (serving New Hampshire and Vermont) about EPEAT<sup>®</sup> and the project.
- Toxics in Packaging Clearinghouse (TPCH) – A new state may be joining, which would bring the total number of states to 10. TPCH is having its semi-annual Board meeting in Chicago next week. Education and enforcement issues remain the focus of TPCH due to the opportunities presented by two EPA grants. TPCH hopes to release the report about the results of the first EPA Pollution Prevention grant, for which a Niton gun was rented and products tested for compliance with state laws.
- Recycling Economic Information Study Update – A conference call was held for potential proponents to answer questions that they might have. Three companies participated in the call. The proposals are due at the end of March.
- Personnel Updates – Chaille Blais has announced her departure from NERC. The process for filling the position of Office Manager has begun and it is hoped to have the position filled in early May.

- Website – The process for redesigning and migrating the website and listservs is going well. The process should be completed this summer.

**Project Updates – Ms. Remolador:**

- USDA Town & Business Recycling – All NERC states except Maine are involved in this grant. Ms. Bradley is working on the project along with Ms. Remolador, who is the project lead. A no-cost extension has been applied for because the scope of the project will require more than a year for completion. At this time, the town selection process is underway. As soon as towns are identified, calls will be scheduled to determine the best timing for outreach efforts.
- Rhode Island Environmentally Preferable Purchasing (EPP) – NERC has a contract with Rhode Island to develop recommendations for a state government program for EPP. The project involves the RIRRC, the state Department of Environmental Management, and Department of Administration. NERC states will be polled regarding what EPP is going on in their state government.
- Pennsylvania Recycling Markets Center (PARMC) – Ms. Remolador is a non-voting member of the Board. Participation has provided her with an expanded insight into Pennsylvania and its recycling priorities. The PARMC is doing outstanding recycling market development work related to glass. This could make for a good session topic at a NERC conference.
- USDA Peer-to-Peer EPP – Ms. Remolador will be making presentations about this project at the New York Solid Waste Federation Conference in May and the Recycling Coalition of Texas in San Antonio in June.

Mr. Short recognized Ms. Remolador for the excellent Spring Conference and her hard work in making it a success.

**Project Updates – Ms. Bradley:**

- New York State Recycling Markets Database – This project is in the second year of a five-year contract. It is Ms. Bradley's primary work focus.
- USDA Town & Business Recycling – Ms. Bradley is contacting states for information to update the NERC Recycling Business Assistance Guide and Market Resources Guide. This information will be incorporated into the resources for the Town & Business Recycling Outreach Kit.
  - Environmental Benefits Calculator (EBC) – Ms. Bradley will be responsible for the EBC, but has not yet become fully involved in it. Among the projects to be undertaken will be updating the state fact sheets. Ms. Grodinsky suggested that it is more effective to raise awareness by using more images and visuals to demonstrate the benefits of recycling. Continue to use examples of what you already use -- greenhouse gas reductions equal to XX fewer cars off the road, XX homes

heated – but work with EPA to develop more. For example, describe the number of tractor trailers filled with waste and how long this would be if lined up end to end (eg the length of VT, MA, and CT).

Ms. Bradley reported that many calls are being received, in particular from New York and New Jersey, about the EBC.

### **Developing the FY 08 Operating Plan**

A compilation of the responses to the state survey for the FY Operating Plan was distributed. Ms. Rubinstein noted that given the range and breadth of responses, that the staff feels that more investigation is needed to understand the responses that were gathered. Members will be contacted to discuss their responses in more detail.

A suggested strategy for developing the Operating Plan was distributed, which included developing a Committee with at least two states represented in addition to the Executive Committee, as well as Advisory Members. The Committee will be responsible for developing a final draft document in advance of the Summer Planning Meeting in July. The Plan will be finalized at that meeting. The Board agreed with this strategy.

Maine, Massachusetts, and New Jersey volunteered to serve on the Committee. Ms. Rubinstein will invite Advisory Members to participate on the Committee, while letting them know that only two will be selected.

### **Advisory Member Lunch Highlights**

Ms. Rubinstein distributed a synopsis of highlights from the Advisory Member Lunch that was held on March 13. She noted that it was the most well attended Lunch to date (with 12 Advisory Members attending), and that the discussion was particularly vibrant.

### **Summer Planning Meeting**

The Summer Planning Meeting will take place at the University of New Hampshire, Durham Campus, at the New England Center. It will take place July 10 – 11. In addition to finalizing the NERC FY 08 Operating Plan, it was suggested that the agenda include a discussion of global warming and its relationship to recycling, recommended legislative strategies to promote recycling, and how to market NERC projects and resources in the states.

The meeting was adjourned at 12:00.

**Treasurer's Report**

**July 1, 2006 - February 26, 2007**

<b>Revenue</b>	<b>Budget</b>	<b>To date</b>	<b>% of Budgeted Amount</b>
Conference Sponsorship	\$9,000	\$5,500	61%
Grants/Consulting	\$241,346	\$59,652	25%
Interest	\$12,000	\$6,487	54%
Membership Dues, State	\$72,000	\$113,565	158%
Membership, Advisory	\$28,000	\$18,580	66%
Registrations	\$25,000	\$13,000	52%
Miscellaneous	\$0	\$10	0%
Publications	\$0	\$20	0%
State Travel	\$0	\$1,500	0%
<b>Subtotal</b>	<b>\$387,346</b>	<b>\$218,314</b>	<b>56%</b>
Draw down of reserves	\$0	\$46,908	0%
<b>Total Revenue</b>	<b>\$387,346</b>	<b>\$265,222</b>	<b>68%</b>

<b>Expenses</b>	<b>Budget (% Grant)</b>	<b>To date</b>	<b>% of Budgeted Amount</b>
Advertising	\$1,000 (50%)	\$461	46%
Bank Service Charges	\$1,100 (0%)	\$504	46%
Contract Labor – Web	\$14,000 (0%)	\$9,829	70%
Contract Labor - Grant	\$5,600 (100%)	\$3,405	52%
Contract Labor – Other	\$3,400 (0%)	\$7,256	213%
Equipment Purchase	\$6,000 (0%)	\$7,306	122%
Equipment Repairs	\$1,200 (0%)	\$982	82%
Gifts Given	\$1,000 (0%)	\$1,023	102%
Insurance	\$2,600 (0%)	\$750	29%
Internet	\$2,300 (0%)	\$2,557	111%
Meeting Expenses	\$20,000 (0%)	\$12,036	60%
Office Supplies	\$1,300 (8%)	\$1,030	79%
Payroll - Fringe Benefits	\$19,386 (45%)	\$10,848	56%
Payroll – Taxes	\$18,150 (45%)	\$12,660	70%
Payroll – Salary	\$220,000 (45%)	\$160,844	73%
Payroll – Fees	\$1,875 (45%)	\$1,174	63%
Petty Cash	\$400 (0%)	\$200	50%
Postage	\$400 (0%)	\$635	159%
Printing	\$50 (0%)	\$110	221%
Professional Services	\$16,000 (0%)	\$14,311	89%
Registrations	\$1,200 (0%)	\$1,235	103%
Rent	\$12,000 (29%)	\$7,715	64%
Subscriptions	\$50 (0%)	\$99	198%
Telephone	\$9,700 (54%)	\$4,535	47%
Travel	\$22,695 (78%)	\$3,716	16%
Moving costs	\$5,000 (0%)	\$0	0%
<b>TOTAL EXPENSES</b>	<b>\$386,406 (38%)</b>	<b>\$265,222</b>	<b>69%</b>

**Bank Balances as of February 28, 2007**

Chittenden Checking	\$69,560
Chittenden Money Market	\$2,950
Key Bank Comprehensive	\$250
USB Money Market	\$165,000
<b>Total Checking/Savings</b>	<b>\$237,760</b>