

Minutes
NERC Board of Directors Annual Meeting
Hotel Northampton, Northampton, Massachusetts
March 20, 2008
Approved June 30, 2008

Present:

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

Advisory Members: Chip Foley, Steel Recycling Institute

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

Meeting Called to Order at 9:00 a.m. by the President of the Board.

I. Treasurer's Report

Referring to the NERC Treasurer's Report, July 1 to February 29, 2008, which was distributed to Board members (Attachment A), Treasurer Donald Maurer said that with 66 percent of the fiscal year completed, expenses are at 62 percent of the amount budgeted and revenue is at nearly 80 percent of the amount budgeted.

- Mr. Watson moved that the Board accept the Treasurer's Report. Ms. Grodinsky seconded the motion. The motion passed unanimously.

II. Long-Range Plan

Ms. Grober reported that Board Member George MacDonald of Maine needs feedback from Board members about the draft report "The Long Range Plan, or, Vision Statement, for the Northeast Recycling Council," which he distributed at the fall meeting. Ms. Grober said she would re-send the document to board members and asked that they provide input by April 4.

III. Staff Updates

A. Ms. Rubinstein:

- Unwanted Medications – Community Pharmacy Foundation: Two more collections are scheduled this spring, April 5 in Windsor, Connecticut, and, tentatively, June 7 in Wellesley, Massachusetts. The first collection involves a new model in which the medications will be collected at the local fire department although hosted by a

pharmacy. Sponsors are CVS/Caremark and the Farmington River Watershed Association. The second event is pending a conversation with the chair of the Massachusetts Board of Pharmacy. The sponsor is Eaton Apothecary. The grant calls for one additional collection. Ms. Rubinstein said she is responding to about five requests per week for technical assistance from all parts of the United States.

Mr. Maurer noted that the New Hampshire House of Representatives had approved a bill to divert sharps from the waste stream. The New Hampshire approach makes diversion a responsibility of the manufacturers and involves a take-back program.

Mr. Schmitt noted that the first unwanted medications collection in New York took place in Westchester County in conjunction with its 2-day household hazardous waste collection. He said the new Governor is interested in a do-not-flush campaign and that a meeting of stakeholders will take place in April.

- State Electronics Challenge - EPA: Two new Partners joined this week, which brings the total to twelve. The new Partners are the New York Department of Environmental Conservation and the City of Providence, Rhode Island, Public School Department. It is the third department of the City of Providence to join the Challenge. Others are the City Hall and the Public Safety Complex. Last week, the first Massachusetts Partner joined, the Franklin County Solid Waste District. The first Partner-only teleconference is scheduled for April 15 on the subject of how to buy green computers.
- Promoting Procurement of Green Computers - EPA: This grant ends next week. The EPA Region Three grant on the same topic has nine more months. Ms. Rubinstein will speak to the Maryland Healthy Hospital Association on April 23 about using EPEAT™ as a procurement standard.
- Toxics in Packaging Clearinghouse: Ms. Rubinstein reported that NERC staff member Patricia Dillon had completed a new round of product packaging testing under an EPA grant. The state of Washington has become a member of TPCH but the State of Maine has let its membership expire, resulting in a total membership of ten states.
- Recycling Economic Information Study Update: Ms. Rubinstein reported that the State of New Jersey was not able to meet the deadline for participation commitment; therefore five states are included in the study (Delaware, Maine, Massachusetts, New York, and Pennsylvania). The project consultant, DSM Environmental Services Inc. of Ascutney, Vermont, has completed the program's first deliverable, a preliminary analysis of Delaware's Recycling Economic Information.

B. Mary Ann Remolador:

- Fall Conference: NERC's annual fall conference is scheduled October 28 and 29 at the Hotel Northampton in Northampton, Massachusetts. The Board meeting will take place on October 30.

- Town and Business Recycling - USDA: Ms. Remolador reported that workshops have been presented in five states: Connecticut, Delaware, New Jersey, Pennsylvania, Vermont, and that technical assistance is in progress.
- Rhode Island Environmentally Preferable Purchasing: Changes in the Rhode Island Department of Environmental Management (RI DEM) have slowed the start of this contract. Ms. Kite said the situation at RI DEM is likely to become more stable within thirty days, at which point she hopes the project can move forward.
- Materials Exchange Search Engine - EPA: This project involves creating a single search engine that covers a number of materials exchanges in the United States. Unforeseen limitations of existing individual materials exchange Web sites require more technical work than had been foreseen. As a result, a new request for bids has been distributed that makes it the responsibility of the vendor to identify the exchanges that participate in the project, rather than having participation being self-identified by exchanges. The goal is to involve eight exchanges.

C. Athena Bradley:

- New York Recycling Markets Database: Ms. Bradley reported that the database will go live on the New York Empire State Development Web site in May. The database has more than 500 entries at this point, and an additional 300 re-use entities are being researched.
- Environmental Benefits Calculator – Connecticut: A number of updates are being made to the Calculator.
- Manure Management - USDA: Eight workshops will be conducted in New Jersey next week as part of this project, which focuses on hobby farms in New Hampshire, New Jersey, and Vermont. A total of eighteen workshops will be offered in the three states.
- Special Event Composting - EPA: NERC advisors have identified special events in Connecticut, Massachusetts, New Hampshire, and Vermont at which to conduct food waste diversion pilots.
- Debris Management - EPA: This contract targets New Hampshire, but the result will be a template and resource guide applicable to all locations.
- Updates to State Contacts on NERC's Web Site: This project has been completed, and the changes have been posted. From this point forward, changes can be made to the Web site as state contacts change, rather than waiting for a full round of updates. Changes should be sent directly to Mr. Morgan.

D. Moon Morgan:

- Web Site: Mr. Morgan reported that in October assumed responsibility for updating the Web sites for NERC, the Toxics in Packaging Clearing House, and the State Electronics

Challenge. These previously had been maintained by consultants. As a result, his position will become full time, effective July 1.

- Support for USDA Grants: Mr. Morgan has been producing CDs for the manure management and town and business grant projects. In addition, he will post workshop materials on NERC's Web site.

V. Operating Plan

The process for development of the Fiscal Year 09 Operating Plan was reviewed. The goal will be to have a recommended draft available for adoption at the Summer Planning Meeting. A committee will be formed to assist in the process.

VI. Election of Officers

The process for election of officers was reviewed. Ms. Grober will be stepping down as President. Discussions have lead to the following individuals being willing to accept election for the named positions:

- President: James Short, Delaware
- Vice President: Jeff Schmitt, New York
- Treasurer: Donald Maurer, New Hampshire

Any other Board member is invited to be considered for election as well. A call for nominations will be distributed in May and the election will take place via email in early June. The new Officers will assume their responsibilities on July 1.

VII. Environmental Benefits PowerPoint

Ms. Rubinstein presented the most recent draft of a PowerPoint presentation she is developing about the connection between recycling and climate change, and Board members and guest provided feedback. A committee was formed to review and finalize the next draft. Committee members are:

- Chip Foley, Steel Recycling Institute,
- Brenda Grober, New York
- Carolyn Grodinsky, New York
- Don Maurer, New Hampshire
- Jeff Schmitt, New York
- Jim Short, Delaware
- Mary Ann Remolador, NERC

VIII. Potential Grant Projects

Board members discussed a number of ideas for potential grant-funded projects. Discussion ensued pertaining to NERC's reliance on relatively small grants.

The meeting was adjourned at 11:50 a.m.

ATTACHMENT A

**NERC Treasurer's Report - March 20, 2008
Period Reported: July 1, 2007 – February 29, 2009**

Revenue	Budget	Actual July 1, 2007 – Feb. 29, 2008	% of Budget
Conference Sponsorship	\$10,000	\$11,000	110%
Grants/Consulting	\$312,162	228,469	73%
Interest	\$9,600	\$6,710	70%
Membership Dues	\$80,000	\$63,733	80%
Membership, Advisory	\$30,000	\$27,080	90%
Registrations	\$25,000	\$28,575	114%
Miscellaneous	\$0	\$4,790	
Total Revenue	\$466,762	\$370,357	79%

Expenses	Budget	Actual	% of Budget
Advertising	\$1,500	\$0	0%
Contract Labor	\$33,725	\$20,187	60%
Equipment Purchase	\$6,000	\$505	8%
Equipment Repairs	\$1,200	\$853	71%
Gifts Given	\$1,200	\$0	0%
Insurance	\$3,000	\$1,933	64%
Internet	\$3,830	\$1,938	51%
Office Supplies	\$4,007	\$2,385	60%
Payroll - Fringe Benefits	\$310,594	\$217,300	70%
Petty Cash	\$250	\$176	70%
Postage	\$2,235	\$387	17%
Printing (copying)	\$7,785	\$51	1%
Professional Services	\$12,000	\$4,700	39%
Program - Meeting Expenses	\$23,000	\$15,033	65%
Registrations	\$2,000	\$1,234	62%
Rent	\$12,750	\$7,973	63%
Subscriptions	\$50	\$0	0%
Telephone	\$16,282	\$6,510	40%
Travel	\$34,650	\$18,682	54%
Moving costs	\$5,000	\$0	0%
Total Expenses	\$481,058	\$299,845	62%

Net	\$70,512
------------	-----------------