

Minutes
NERC Board of Directors Annual Meeting
Hotel Northampton, Northampton, Massachusetts
October 18, 2007
Annual Meeting

Adopted February 19, 2008

Present:

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

Others with State Affiliation: Guy Watson, New Jersey

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

Ms. Rubinstein reported that New Hampshire representative and Treasurer Donald Maurer was unable to attend the meeting and had asked that she provide the report in his absence. Referring to the NERC Treasurer's Report, July 1 to September 30, 2007, which was distributed to Board members (Attachment 1), Ms. Rubinstein said that with one quarter of the fiscal year completed, expenses are at approximately one quarter of the amount budgeted and revenue is slightly higher than one quarter of the amount budgeted.

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

II. Long-Range Plan

Mr. MacDonald distributed the draft report "The Long Range Plan, or, Vision Statement, for the Northeast Recycling Council." He asked Board members to review the document and to provide suggestions to him via e-mail, with the goal of having a second draft completed by Thanksgiving and the final report completed for presentation at the next meeting of the full Board in March 2008.

III. Review of Fall Conference

Ms. Rubinstein complimented staff for the conference organization and Ms. Grober and Mr. Short for their facilitation.

Ms. Grober said that three Board members had been approached by a member state employee who had expressed strong concerns about the conference presentation by Jason Farren on the Role of Recycling and Climate Change. The employee said NERC's inclusion of the presentation in the conference could have repercussions in state climate change offices. A discussion ensued during which Ms. Rubinstein said NERC has never claimed that conference presentations represent NERC's mission or point of view. Ms. Grober said the presentation was appropriate because it sparked discussion. Mr. Short said the role of recycling in climate change was not mentioned, despite the title of the presentation. Ms. Kite said the presentation was worthwhile. Mr. Isner said it was not damaging to NERC.

Ms. Remolador said the speakers on that topic, Keith Weitz, Environmental Scientist, RTI International and Jason Farren, PE, Environmental Scientist, changed their presentations less than two weeks before the conference, when there was no time to find replacement speakers. She also reviewed the topic selection process, which involves collecting suggestions from Board members and advisory members and having the Executive Committee review the suggestions and decide the topics. Mr. Remolador said she would share a compilation of the session evaluations with Board members.

IV. Staff Updates

A. Ms. Rubinstein:

- Unwanted Medications: Two collections took place in September, one each in Connecticut and Virginia. In addition, Ms. Rubinstein spoke at the New England Pharmacists Convention October 11 in Connecticut. Additional collections are possible in Danbury, Connecticut; Newton, Massachusetts; and Iowa.
- State Electronics Challenge: The State of New Hampshire has signed on as the first Partner in this Challenge. Ms. Rubinstein asks Board members to recruit their respective agencies for membership. Requests to partner have been received from states outside the Northeast, but they are not eligible. A Web site has been launched.
- Promoting Procurement of Green Computers: Efforts continue to work with large entities.
- Toxics in Packaging Clearinghouse: The TPCH Board meets next week. The June study titled *An Assessment of Heavy Metals in Packaging: Screening Results Using a Portable X-Ray Fluorescence Analyzer* has received widespread publicity and is expected to be mentioned in Consumer Reports magazine. Illinois and Washington have agreed to become members of the Clearinghouse. Pennsylvania has declined.
- Recycling Economic Information Study Update: Contracts have yet to be received from New Jersey and Pennsylvania. The project contract with consultant DSM

Environmental Services Inc. of Ascutney, Vermont, cannot be signed until those state contracts come in.

- Web site: NERC's new Web site was launched in August.
- Connecticut SEP for Environmental Benefits Calculator: This project is the result of a suggestion at the summer Board meeting by Board member Robert Isner of Connecticut, to use Supplemental Environmental Project (SEP) funds resulting from court settlements of environmental cases, to fund this effort. Mr. Isner was able to arrange SEP funding in the amount of \$10,000 to update the Environmental Benefits Calculator and to provide training to Connecticut DEP staff in its use. He suggested that he might be able to acquire another \$10,000 from SEP funds to enhance the Calculator by developing a Web-based interface rather than the current method of downloading an Excel file.
- Debris Management Guidance for Homeowners and Small Businesses: This project is the result of another suggestion at the summer Board meeting, this time from Board member Donald Maurer. NERC has secured a contract from EPA to develop a guidance document for individuals and small businesses about how to manage waste after a disaster, including recycling and reuse opportunities.

B. Mary Ann Remolador:

- USDA Town and Business: Ms. Remolador has scheduled and helped facilitate workshops in Vermont and New Jersey, with additional workshops scheduled Pennsylvania and Delaware. Ms. Bradley has helped facilitate workshops in Connecticut and is working on additional workshops in Massachusetts. Response to the workshops has been very positive, with attendance ranging up to 40. The sessions have received good press coverage. Ms. Remolador displayed the CD toolkit that NERC developed for workshop participants.
- Rhode Island Environmentally Preferable Purchasing: The starting and ending dates for this project have changed so that it extends through this winter into spring.
- Materials Exchange Search Engine: NERC received three proposals and two in-depth letters from consultants that did not respond, but offered insight into the project and the challenges it would face.

C. Athena Bradley:

- New York Recycling Markets Database: NERC has received 450 completed surveys to date. The database is expected to be available on the New York State Web site by the end of the year.
- Environmental Benefits Calculator: A number of state updates have been completed and will be posted on the NERC Web site.

- USDA Manure Management: This project will focus on hobby farms in New Hampshire, New Jersey, and Vermont. Eighteen workshops will be offered in the three states.
- Special Event Composting: Ms. Bradley is working with state advisors to identify special events in Connecticut, Massachusetts, New Hampshire, and Vermont at which to hold food waste diversion pilots.

V. Annual Report

Ms. Rubinstein reported that all Board members' edits had been incorporated in the latest version of the NERC Annual Report for Fiscal Year 2007, as well as the audit, and that it had been e-mailed to Board members in preparation for this meeting.

- Ms. Grober moved that the Board accept the Annual Report for Fiscal Year 2007. Ms. Grodinsky seconded the motion. The motion passed unanimously.

VI. Environmental Benefits PowerPoint

Ms. Rubinstein presented a preview of a draft PowerPoint presentation she is developing about the connection between recycling and climate change.

VII. Potential Grant Projects

Board members discussed a number of ideas for potential grant-funded projects.

VIII. Twentieth Anniversary Celebration

Ms. Rubinstein distributed an outline of proposed 20th Anniversary Activities.

IX. Conference Hand-Outs

Board members engaged in a discussion about the number of copies of presentations to make available at NERC conferences. It was determined that for the next conference, the number of copies would be a percentage, greater than 33%, of those registered for the session.

X. NRC Letter and Re-Branding Presentation

Ms. Grober noted that Board members had instructed Ms. Rubinstein at their summer meeting to draft a letter to the National Recycling Coalition seeking clarification of its position on bottle bill laws, with the NERC Executive Committee to review the draft. A final letter has not been sent because there has not been agreement on final text of that letter. Ms. Grober asked how the Board wants to proceed. After some discussion, Board members asked Ms. Grober to draft a letter asking NRC to clarify its position but without reference to state legislative activities that raised the original concern.

The meeting was adjourned at 12:35 p.m.

ATTACHMENT A
NERC
Treasurer's Report
July 1 – September 30, 2007

Revenue	Budget	1st Quarter	% of Budget
Conference Sponsorship	\$10,000	\$3,500	35%
Grants/Consulting	\$312,162	\$56,599	18%
Interest	\$9,600	\$1,701	18%
Membership Dues	\$80,000	\$78,033	98%
Membership, Advisory	\$30,000	\$11,200	37%
Registrations	\$25,000	\$12,225	49%
Reimbursements	\$0	\$915	--
Total Revenue	\$466,762	\$164,173	35%
Expenses			
Advertising	\$1,500	\$0	0%
Contract Labor	\$33,725	\$6,092	18%
Equipment Purchase	\$6,000	\$282	5%
Equipment Repairs	\$1,200	\$229	19%
Gifts Given	\$1,200	\$0	0%
Insurance	\$3,000	\$1,933	64%
Internet	\$3,830	\$794	21%
Meeting Expenses	\$23,000	\$5,368	23%
Office Supplies	\$4,007	\$1,709	43%
Payroll - Fringe Benefits	\$310,594	\$95,232	31%
Petty Cash	\$250	\$0	0%
Postage	\$2,235	\$120	5%
Printing (copying)	\$7,785	\$32	0%
Professional Services	\$12,000	\$1,950	16%
Registrations	\$2,000	\$320	16%
Rent	\$12,750	\$3,433	27%
Subscriptions	\$50	\$0	0%
Telephone	\$16,282	\$1,786	11%
Travel	\$34,650	\$6,894	20%
Moving costs	\$5,000	\$0	0%
Total Expenses	\$481,058	\$126,174	26%
Net	\$37,999		