

**Minutes  
Annual Meeting  
NERC Board of Directors  
Hotel Northampton, Northampton, Massachusetts  
October 30, 2008  
Approved – March 3, 2009**

**Present:**

**Board Members:** Jim Short, Delaware, President; Jeff Schmitt, New York, Vice President; Don Maurer, New Hampshire, Treasurer; Robert Isner, Connecticut; George MacDonald, Maine; Greg Cooper, Massachusetts; Guy Watson, New Jersey; Brenda Grober, New York, Sarah Kite, Rhode Island; Carolyn Grodinsky, 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 Members:** Chip Foley, Steel Recycling Institute; Billy Johnson, Institute of Scrap Recycling Industries

**Recorder:** Moon Morgan

**Meeting Called to Order** at 9:32 a.m. by the President of the Board.

Mr. Short congratulated Ms. Grober, who was recognized on October 16 as the “Recycler of the Year” by the New York State Association for Reduction, Reuse, and Recycling (NYSAR3).

**I. Treasurer’s Report**

Mr. Maurer distributed the Treasurer’s Report for the first quarter of the fiscal year, July 1 – September 30 (Attachment A), which showed that total revenue for the quarter was \$257,956 and expenditures were \$174,473.

Mr. Watson asked if revenues from state dues are likely to meet the budgeted amount. Ms. Rubinstein said \$51,000 of the \$81,050 in reported dues is NERC dues. The remainder is dues received by the Toxics in Packaging Clearinghouse (TPCH), which NERC administers. An additional \$6,000 in NERC dues has been received since September 30. At this time, two states have yet to pay dues for the current fiscal year. She said she does not expect to receive the full budgeted amount.

Ms. Rubinstein also explained that \$50,000 of the \$149,735 in grants and consulting revenue is from a California ruling against a company, creating an unrestricted supplemental environmental project (SEP) to benefit TPCH. This is similar to the \$10,000 Connecticut SEP that NERC received thanks to the efforts of Mr. Isner. Mr. Schmitt suggested that these awards serve as models for other states to direct funds to support NERC’s work.

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

## **II. Format for NERC Conferences**

Ms. Remolador reported that following the summer Board Meeting discussion and follow-up conversations with Board Members, that the Executive Committee and NERC staff has finalized a new format for NERC's semi-annual conferences.

Beginning with spring 2009, the NERC spring event will be a one-day workshop followed by a half-day Board Meeting. In 2009, the workshop will take place on Tuesday, March 17, and will focus on green purchasing. The Board Meeting will take place on Wednesday, March 18, ending at noon.

The fall events will be a one-and-a-half-day conference, ending mid-day on the second day, with the Board Meeting taking place from 1 to 4 p.m. on the second day.

## **III. Long Range Plan**

Mr. Short noted that he had distributed the draft Plan to Board Members via e-mail. He thanked Mr. MacDonald, who initiated work on the Plan in 2007.

Mr. MacDonald said that Chip Foley of the Steel Recycling Institute and Billy Johnson of the Institute of Scrap Recycling Industries have offered to help NERC achieve some of the goals outlined in the Plan.

Mr. Short said he will call for an e-mail vote on the Plan as soon as possible after the meeting.

Mr. MacDonald suggested that the Board use the document for internal guidance for three to five years.

Discussion of the document involved strategies for requesting a federal budget line item. Mr. Foley said that he and Mr. Johnson will help NERC shape their request and will assist with arranging meetings with appropriate officials for Mr. Short and Ms. Rubinstein to make their request in person.

Mr. MacDonald expresses his thanks to Mr. Short, Ms. Rubinstein, Mr. Foley, and Mr. Johnson.

## **IV. Staff Updates**

### **A. Ms. Rubinstein:**

- The **Community Pharmacy Foundation grant**, which funded pilot unwanted medication collections in retail pharmacies and develop best management practices for holding such events, had been scheduled to end on December 31, but has been extended into January to provide an opportunity for Ms. Rubinstein to make a presentation at a Massachusetts conference. NERC will post the final guidance document on its website.

- The **State Electronics Challenge** now has 21 partners. NERC's goal is to have 50 partners.
- The EPA Region 3 **EPEAT®** grant will end on December 31. The final webinar education program is scheduled for November 12.
- The **Recycling Economic Information (REI) Study Update** is scheduled to be completed and published by January 31.

Ms. Rubinstein said the fall advisory member luncheon included a number of new participants and included several interesting and helpful ideas. She acknowledged the support and enthusiasm of NERC's Advisory Members in sustaining the organization and its successes.

#### **B. Ms. Bradley**

- The **EPA-funded Debris Management** document has been completed and posted on NERC's website.
- Two special event food waste plans have been completed and two are in progress for the **EPA Special Event Food Waste** grant.
- The **New York Recycling Database** has been posted. Ms. Bradley invited Board Members to visit the site, provide comments, and suggest additional companies that should be listed. Re-use firms have been added to the database.
- NERC received an extension from USDA for the **Manure Management grant**. Three workshops have been completed in Vermont, three more will be scheduled in Vermont, and two are coming up in New Hampshire.
- Thanks to the **Connecticut SEP funds**, NERC is working with a consulting firm to update the NERC Environmental Benefits Calculator. Also web-based version of the Calculator is in progress. Ms. Bradley is supervising a graduate student from Marlboro College who is developing this platform.
- A proposal to the SARE grant program (USDA) was submitted for providing technical assistance for on-farm compost marketing in the states of Massachusetts, New Hampshire, New Jersey, and New York.

#### **C. Ms. Remolador**

- The **Town and Business "Recycling Makes Sense" grant** from the USDA has been completed.
- NERC has been awarded a one-year contract to manage the **Vermont Business Materials Exchange**.
- Work has begun on the **EPA Materials Exchange Networking Grant**. NERC received a budget increase and has issued a sole source contract with iWasteNot Systems to provide the programming expertise.

- Work is just beginning on a new grant from EPA - **Vermont Green Hotels.**

#### **IV. State Master Plan Matrix**

Ms. Bradley said that she will send an electronic version of the matrix, including hyperlinks, to Board Members after the meeting.

#### **V. Proposed Project**

Ms. Rubinstein reviewed a proposed project to assess the impact of state-sponsored recycling programs on recycling rates. NERC staff would conduct the project with input from Board Members. All Board Members present supported the project and agreed to provide the information necessary to support the analysis.

#### **VI. Annual Report**

On a motion by Mr. Maurer and a second by Mr. MacDonald, the Board voted unanimously to approve the Annual Report for Fiscal Year 2008.

#### **VII. Grant Ideas**

Board Members discussed a number of ideas in the four priority areas of NERC's plan for Fiscal Year 2009: organics, construction and demolition, electronics, and increasing diversion volume.

The meet adjourned at 11:55 a.m.

**Treasurer's Report - October 30, 2008**  
**Period Reported: July 1, 2008 – September 30, 2008**

Revenue	Budget	July 1, 2008 – Sept. 30, 2008	% of budget
Conference Sponsorship	\$10,000	\$5,000	50%
Grants/Consulting	\$350,000	\$149,735	43%
Interest	\$11,000	\$2,152	20%
Membership Dues	\$152,000	\$81,050	53%
Membership, Advisory	\$32,000	\$11,000	34%
Registrations	\$30,000	\$5,700	19%
State Travel Accounts	\$5,625	\$3,000	53%
Reimbursed Expenses	\$0	\$319	-
Drawdown	\$0	\$0	-
<b>Total Revenue</b>	<b>\$590,625</b>	<b>\$257,956</b>	<b>44%</b>
<b>Expenses</b>			
Advertising	\$0	\$50	-
Bank Service Charges	\$1,100	\$99	9%
Contract Labor	\$150,995	\$68,183	45%
Equipment Purchase	\$6,000	\$1,962	33%
Equipment Repairs	\$1,200	\$715	60%
Gifts Given	\$300	\$0	0%
Insurance	\$3,000	\$924	31%
Internet	\$3,750	\$761	20%
Member Travel	\$3,000	\$0	0%
Office Supplies	\$2,250	\$1,103	49%
Payroll	\$346,745	\$81,967	24%
Petty Cash	\$225	\$0	0%
Postage	\$1,045	\$223	21%
Printing (copying)	\$5,650	\$759	13%
Professional Services	\$6,000	\$2,880	48%
Program - Meeting Expenses	\$20,750	\$3,193	15%
Registrations	\$2,000	\$570	29%
Rent	\$12,750	\$3,544	28%
Subscriptions	\$50	\$0	0%
Telephone	\$6,765	\$1,388	21%
Travel	\$17,050	\$6,152	36%
<b>Total Expenses</b>	<b>\$590,625</b>	<b>\$174,473</b>	<b>30%</b>
<b>Net</b>		<b>\$83,483</b>	

**Bank Account Balances as of September 30, 2008:**

NERC: \$399,334

TPCH: \$103,732

**Total: \$503,066**