



**Board of Directors' Meeting
April 4, 2022
Minutes
Approved May 9, 2022**

Present:

Board Members: Josh Kelly, Vermont Department of Environmental Conservation, President; Megan Pryor, Maine Department of Environmental Protection, Vice President; Rick Watson, Delaware Solid Waste Authority, Treasurer; Gabrielle Frigon, proxy for Robert Isner, Connecticut Department of Energy & Environmental Protection; Kaley Laleker, Maryland Department of the Environment; Brooke Nash, Massachusetts Department of Environmental Protection; Jared Rhodes, Rhode Island Resource Recovery Corporation; John Vana New York Department of Environmental Conservation, Ex Officio; Chip Foley, Ex Officio; and Chaz Miller, Ex Officio

Non-Board Members:

Sam Bissonnette, Blount Fine Foods; Abbie Webb, Casella; Sarah Reeves, CSWMD; Justin Short, ISRI; Charlie Schwarze, Keurig Dr. Pepper; Eric Grabowski, Northern Virginia Waste Management Board; Lew Dubuque, NWRA; John Hurd, PaintCare;; Janet Pritchard, Republic Services; Janet Burnet and Gerald Damiani, Rockland Green; Andriana Kontovrakis and Melanie Weitzel, RLG; Jenni Chung, Samsung; Sarah Bloomquist, TOMRA; Shannon Crawford, WM; Lynn Rubinstein, Mary Ann Remolador, and Robert Kropp, NERC

The meeting was called to order at 10:02 by Josh Kelly, President of the Board, call to order, and introductions

Treasurer's Report - After discussion a motion to approve made by Josh Kelly, second by Jared Rhodes. All in favor. See [Appendix A](#).

Advisory Member Activity - Lynn Rubinstein reviewed the new and renewing Advisory Members since the March Board meeting report. See [Appendix B](#).

Election of FY 23 Officers - Discussion

How to Improve Diversity on Board and Proposed DE&I Mission Statement
– Discussion lead by Mary Ann Remolador

Review of Votes Taken since Previous Board Meeting - After discussion a motion to approve made by Rick Watson, second by Megan Pryor. All in favor. See [Appendix C](#).

Fall Conference 2022 Plans – Discussion was led by Mary Ann Remolador

NERC Webinar Series Update – Provided by Lynn Rubinstein

Awards Program 2022 Plans – Discussion of theme for Awards Program.

Joint Strategic Action Plan with NEWMOA Status Report - [See Appendix D.](#)

Committee Updates:

- Bottle Bill Committee – Updated provided by Lynn Rubinstein
- Glass Committee – Updated provided by Megan Pryor, Committee Chair
- Organics End Markets Committee – Update provided by Lynn Rubinstein
- Regional Recycling Market Development Committee – Update provided by Chaz Miller, Committee Chair

Staff Report - See [Appendix E.](#)

Organizational updates – Were provided by Lynn Rubinstein

Adjourned at 11:45 a.m.

Recorded by Lynn Rubinstein, Secretary to the Board

Appendix A
Treasurer's Report
April 4, 2022
Period Covered: July 1, 2021 – February 28, 2022

Background

NERC's finances are recorded on an accrual basis. This means, for example, that when an invoice is sent out requesting payment (e.g., typically a membership dues invoice) it is reflected as revenue. When presenting an overall financial picture of the organization, this can be somewhat misleading, as we do not know if payments will be received. Because of this, the financial details below include columns for "accrued to date" and "cash to date". In the case of revenue, the accrued to date reflects both unpaid invoices and payments to NERC. In addition, in the case of expenses, the accrued to date reflects both outstanding invoices that NERC has received but has not yet paid, and payments on vendor invoices from this fiscal year. We pay invoices on a monthly basis, usually in the middle of the month.

Another important feature of NERC's finances is that when looking at the spreadsheets below, that NERC has two key program areas that have separate financial accounting: NERC and the Electronics Recycling Coordination Clearinghouse (ERCC). ERCC has a separate budget and bank account, and all financial transactions are recorded separately. However, as it is a NERC program and the total financial activity is reflected in our annual audit, the document includes the ERCC.

In past reports, the Toxics in Packaging Clearinghouse (TPCH) was included. TPCH separated from NERC early this calendar year and financial management and all bank accounts were transferred to NEWMOA. As such, TPCH is no longer included in these reports.

Overview

This financial information below reflects the period of July 1, 2021 – February 28, 2022. NERC's fiscal year is July 1 – June 30. This report captures approximately 60% of the fiscal year.

NERC Only

Revenue: Income is on target, having received 66% of the budgeted revenues (cash).

Grants & Consulting is above the anticipated amount, at 94% of the budget. There were several fee for service projects that came in after the start of the fiscal year, as well as an expansion of the contract with the RecycleCT Foundation.

Interest is below the anticipated budget at 25%. This a result of continuing trends with low income rates being offered by financial institutions.

Expenses: NERC expenses were 58% for cash and accrued. Any significant discrepancies by account line are discussed below.

Permits are a little high because of an overlook filing in 2020 that was filed this year, in addition to the 2021 filing.

Postage as part of TPCH’s separation from NERC we shipped all of the TPCH records. NERC has been reimbursed for this expense.

Registrations (expense) – covers professional development. Mary Ann Remolador took a multi-part training on diversity, equity, and inclusion that was not anticipated when budgeting.

Conclusion

Once again, we are doing very well. We are currently receiving conference registrations, and have two active “fee for service” projects, as well as one federal grant.

NERC Bank Balances

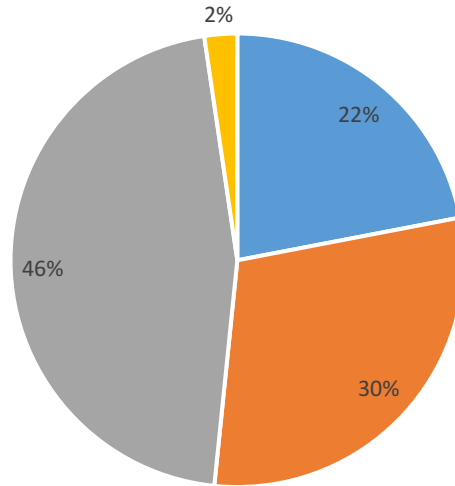
July 1, 2021	\$840,558	
February 28, 2022	\$894,038	
Net FY22	\$53,480	
Restricted balance	\$150,227	17%
Unrestricted balance	\$743,811	83%

Restricted funds include state travel accounts, the State Electronics Challenge/Government Recycling Demand Champion Program, and the balance of a Connecticut SEP that was established many years ago dedicated to reuse.

July 1, 2021 – February 28, 2022	NERC Only						
	BUDGET	Accrued to date	Accrued % budget to date	Cash to date	Cash % budget to date	FY21 ¹	FY20
Revenue							
Conference Sponsorship	\$50,000	\$37,750	76%	\$38,500	77%	\$41,500	\$26,250
Grants/Consulting	\$96,326	\$92,505	96%	\$90,835	94%	\$112,647	\$104,865
Interest	\$8,000	\$1,996	25%	\$1,996	25%	\$3,530	\$3,215
State Membership Dues	\$84,465	\$34,500	41%	\$52,000	62%	\$40,500	\$46,000
Advisory Member Dues	\$155,000	\$87,500	56%	\$89,095	57%	\$110,500	\$97,150
Registrations	\$65,000	\$31,540	49%	\$28,865	44%	\$37,080	\$77,288
State Travel Accounts	\$6,000	\$4,000	67%	\$4,000	67%	\$4,000	\$4,000
Reimbursed Expenses	\$1,000	\$1,163	116%	\$1,163	116%	\$1,239	\$1,817
Total Revenues	\$465,791	\$290,955	62%	\$306,454	66%	\$350,996	\$360,584
Released from Cash Reserves	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$465,791	\$290,955	62%	\$306,454	66%	\$350,996	\$360,584
Expenses							
Advertising	\$4,000	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$6,500	\$2,491	38%	\$2,491	38%	\$4,257	\$3,974
Contractors	\$4,500	\$2,263	50%	\$2,263	50%	\$15,120	\$8,872
Equipment Purchases	\$2,000	\$901	45%	\$901	45%	\$3,972	\$2,034
Equipment Repairs	\$750	\$413	55%	\$413	55%	\$113	\$816
Gifts & Awards Given	\$2,750	\$1,270	46%	\$1,270	46%	\$1,365	\$1,049
Insurance	\$3,750	\$2,256	60%	\$2,256	60%	\$1,955	\$1,583
Internet	\$3,900	\$2,971	76%	\$2,971	76%	\$2,255	\$1,376
Office Supplies	\$750	\$61	8%	\$61	8%	\$0	\$489
Permits	\$1,000	\$1,205	121%	\$1,205	121%	\$802	\$928
Personnel expenses	\$305,170	\$207,228	68%	\$207,228	68%	\$197,398	\$201,406
Postage	\$25	\$167	669%	\$167	669%	\$7	\$82
Printing (copying)	\$500	\$109	22%	\$109	22%	\$4	\$287
Professional Services	\$15,500	\$12,976	84%	\$12,976	84%	\$13,466	\$11,726
Promotion & Marketing	\$1,500	\$1,000	67%	\$1,000	67%	\$875	\$1,500
Program - Meeting Expenses	\$50,000	\$0	0%	\$0	0%	\$0	\$38,473
Registrations	\$1,500	\$2,191	146%	\$2,191	146%	\$0	\$4,650
Rent	\$13,700	\$9,039	66%	\$9,039	66%	\$9,035	\$9,288
Scholarships	\$6,000	\$3,400	57%	\$3,400	57%	\$730	\$4,186
State Travel Costs	\$3,000	\$225	8%	\$225	8%	\$0	\$0
Subscriptions	\$5,600	\$3,307	59%	\$3,307	59%	\$2,460	\$2,638
Telephone	\$3,000	\$1,608	54%	\$1,608	54%	\$1,989	\$2,171
Travel	\$7,500	\$1,721	23%	\$1,721	23%	\$427	\$13,300
Total Expenses	\$442,895	\$256,802	58%	\$256,802	58%	\$256,229	\$310,829
Net Subtotal	\$22,896	\$34,153		\$49,652		\$94,767	\$49,755
Released from Restricted	\$18,093	\$9,192	51%	\$9,192	51%	\$6,502	\$5,578
NET for fiscal year	\$40,988	\$43,345		\$58,844		\$101,269	\$55,334

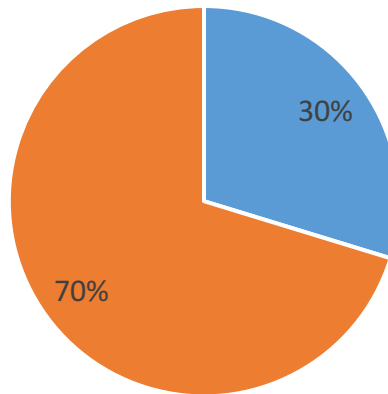
¹ FY21 and FY20 figures, throughout this document, report the same moment in the respective fiscal years in terms of cash.

NERC Only Revenue FY22 - Cash



■ Conference ■ Grants/Consulting ■ Dues ■ Other

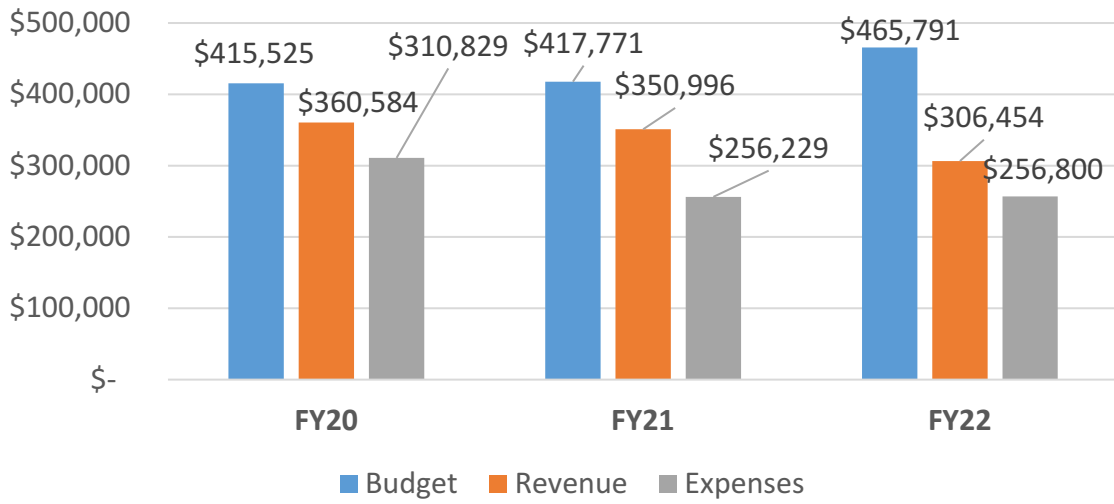
NERC Only Expenses Cash FY22



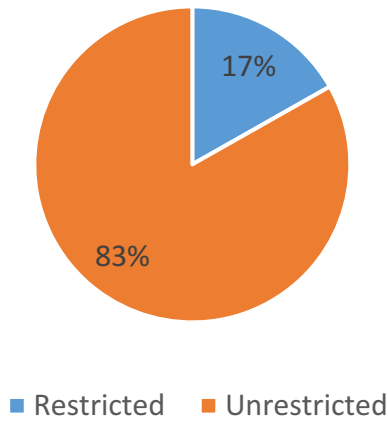
■ Administration ■ Program

Note: Personnel costs are allocated between administration and program activities.

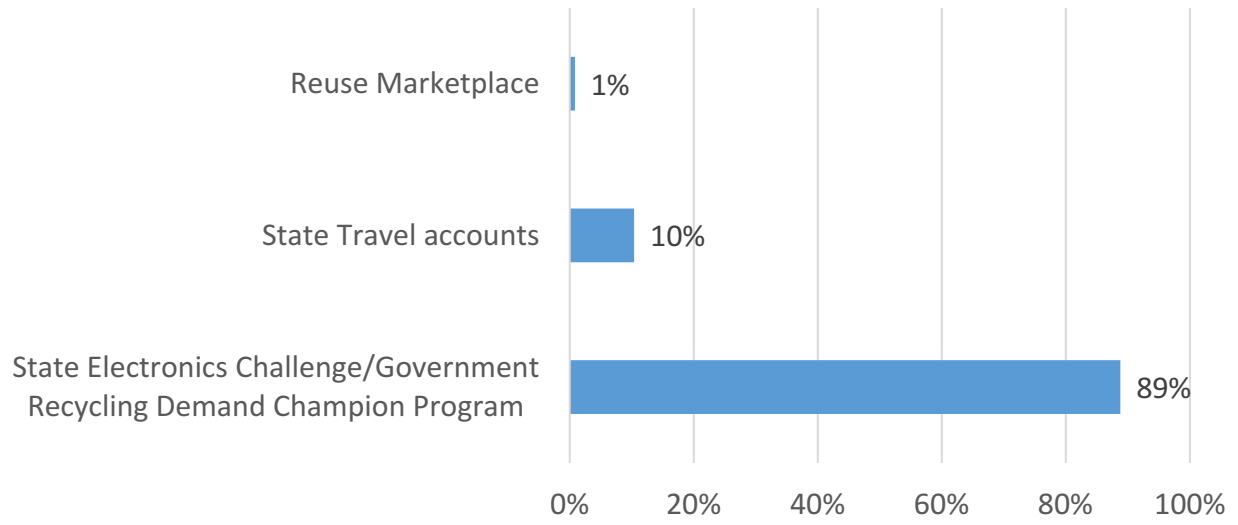
Budget to Actual Expenses (Cash) - February 28 - FY 20 - 22



Restricted & Unrestricted Balances February 28, 2022



Restricted Accounts Distribution



Electronics Recycling Coordination Clearinghouse (ERCC) Only

Revenue

ERCC continues to do well. Cash revenues are at 57% and this is slightly low.

Expenses

Total expenses to date (cash) are at 83%. The majority of the market share payments have been made, and these are the largest proportion of the budget. Bank Service Charges are high due to increased credit payments by members, but all others are in line with projections.

Conclusion

ERCC remains a vibrant program with a great deal of support and engagement from both state and non-state members.

ERCC Bank Balances

July 1, 2021	\$180,976
February 28, 2022	\$100,184
Net FY22	-\$80,792

The negative figure is a reflection of the timing of payments of market share fees, and not a matter of concern.

July 1, 2021 – February 28, 2022	ERCC Only						
	BUDGET	Accrued to date	Accrued % budget to date	Cash to date	Cash % budget to date	FY21	FY20
Revenue							
Conference Sponsorship	\$2,500	\$0	0%	\$0	0%	\$0	\$3,000
Grants/Consulting	\$186,759	\$88,777	48%	\$99,220	53%	\$79,402	\$68,683
Interest	\$250	\$181	72%	\$181	72%	\$236	\$428
State Member Dues	\$68,000	\$25,860	38%	\$37,860	56%	\$23,610	\$33,500
Advisory Member Dues	\$62,000	\$48,500	78%	\$45,000	73%	\$48,500	\$49,500
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$700
State Travel Accounts	\$0	\$1,500	0%	\$0	0%	\$1,500	\$1,000
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$319,509	\$164,818	52%	\$182,261	57%	\$153,248	\$156,811
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$900	\$554	62%	\$554	62%	\$542	\$508
Contractors	\$25,000	\$22,015	88%	\$22,015	88%	\$12,283	\$18,381
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$0	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$1,000	\$61	6%	\$61	6%	\$462	\$61
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$10	\$0	0%	\$0	0%	\$0	\$1
Printing (copying)	\$10	\$0	4%	\$0	2%	\$0	\$0
Professional Services	\$272,000	\$237,504	87%	\$237,504	87%	\$217,923	\$135,978
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$7,500	\$411	5%	\$411	5%	\$0	\$11,444
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$569
Subscriptions	\$350	\$0	0%	\$0	0%	\$0	\$0
Telephone	\$10	\$305	0%	\$305	0%	\$0	\$234
Travel	\$7,500	\$975	13%	\$975	13%	\$0	\$19
Total Expenses	\$314,280	\$261,826		\$261,826		\$231,210	\$172,500
Net for fiscal year	\$5,229	-\$97,008		-\$79,565		-\$77,962	-\$15,689

Combined Financials

July 1, 2021 – February 28, 2022	Combined (NERC & ERCC)		
	Budget	Accrued Total to Date	Accrued % Budget to Date
Revenue			
Conference Sponsorship	\$52,500	\$37,750	72%
Grants/Consulting	\$283,085	\$181,282	64%
Interest	\$8,250	\$2,177	26%
State Membership Dues	\$152,465	\$60,360	40%
Advisory Membership Dues	\$217,000	\$136,000	63%
Registrations	\$65,000	\$31,540	49%
State Travel Accounts	\$6,000	\$5,500	92%
Reimbursed Expenses	\$1,000	\$1,163	116%
Total revenues	\$785,300	\$455,772	58%
Release from Cash Reserves	\$0	\$0	
Total	\$785,300	\$455,772	58%
Expenses			
Advertising	\$4,000	\$0	0%
Bank Fees	\$7,400	\$3,046	41%
Contractors	\$29,500	\$24,278	82%
Equipment Purchases	\$2,000	\$901	45%
Equipment Repairs	\$750	\$413	55%
Gifts & Awards Given	\$2,750	\$1,270	46%
Insurance	\$3,750	\$2,256	60%
Internet	\$3,900	\$2,971	76%
Office Supplies	\$750	\$61	8%
Permits	\$2,000	\$1,266	63%
Personnel expenses	\$305,170	\$207,228	68%
Postage	\$35	\$167	478%
Printing (copying)	\$510	\$110	22%
Professional Services	\$287,500	\$250,480	87%
Promotion & Marketing	\$1,500	\$1,000	67%
Program - Meeting Expenses	\$57,500	\$411	1%
Registrations	\$1,500	\$2,191	146%
Rent	\$13,700	\$9,039	66%
Scholarships	\$6,000	\$3,400	57%
State Travel Costs	\$3,000	\$225	8%
Subscriptions	\$5,950	\$3,612	61%
Telephone	\$3,010	\$1,608	53%
Travel	\$15,000	\$2,696	18%
Total Expenses	\$757,175	\$518,629	69%
Net Subtotal	\$28,125	-\$62,857	
Released from Restricted	\$18,093	\$9,192	
Net for Fiscal Year	\$46,218	-\$53,665	

Advisory Member Activity - October 6, 2021 – March 18, 2022

Renewing Benefactor
Consumer Technology Association
New Sustaining Members
Ecoproducts
Blount Fine Foods
RLG
Renewing Sustaining Members
AMP Robotics
Bottle Crusher
Casella Resource Solutions
CSG/ERC
Dart Containers
Good Point Recycling
International Bottled Water Association (IBWA)
Keurig Dr. Pepper
PaintCare
Revolution
Sims Municipal Recycling
Sonoco
Strategic Materials
TOMRA
New Supporting Member
RECYC-QUÉBEC
Renewing Supporting Members
Addison County Solid Waste Management District
Carton Council
Centre County Recycling & Refuse Authority
Fibre Box Association
HRRRA
Machinex
MIRA
Northern Virginia Waste Management Board
Novamont
PROP
Quantum Biopower
SCRRA
SERI
Sustainable Packaging Coalition
Tetra Tech
Vanguard Renewables

Members that did not renew

Supporting
Connecticut Junk Removal
Interstate Refrigerant Recovery Systems
News Media Alliance
Oak Ridge Waste and Recycling
Town of Ipswich, Massachusetts
Sustaining
American Chemistry Council

Appendix C

**Votes Taken by NERC Board of Directors
Between Board Meetings**

October 22, 2021 - April 3, 2022

- Vote on October Board Meeting Minutes
Approved November 18, 2021

Appendix D



NERC
NORTHEAST RECYCLING COUNCIL

NEWMOA
NORTHEAST WASTE MANAGEMENT OFFICIALS' ASSOCIATION

Status Report

Implementation of NERC-NEWMOA FY 2021 Joint Workplan

Activities from September 1, 2021 – February 28, 2022

TOPIC: Food Scraps Reduction, Recovery & Management

NEWMOA is the Workgroup lead:

- Held joint virtual meetings of the NEWMOA – NERC Food Recovery Workgroup in October (15 participants) to share updates and discuss plans; prepared and distributed notes.
- Held joint webinar on “End Markets for Finished Compost” in Feb. (404 attendees), posted recordings and presentations. (NERC was the lead).
- Held joint webinar on “Fate of Non-Organic Packaging Materials from De-Packaging Operations” in November. (359 participants), posted recordings and presentations. (NEWMOA was the lead).
- Planned a joint webinar on “Tools and Strategies for Reducing Food Waste from Commercial and Institutional Generators” for April (NEWMOA is the lead).

TOPIC: Improving Markets for Recyclables

NERC is the Committee lead:

- Planned & held monthly meetings of the Recycling Market Development Committee, including preparing agenda & inviting guest presenters.
- Published updates on expansion of announced paper recycling capacity.
- Continued quarterly MRF surveys, analyzed results, & published updated reports.
- Published NERC Email Bulletin articles & press releases about publications, as well as distributed on listservs.

TOPIC: Increasing the Use of Recycled Content in Products

Workgroup led jointly:

- Held joint Workgroup meetings in October, (7 participants), and November (7 participants) December (7 participants); prepared and distributed notes.
- Finalized the draft plastics model legislation.
- Issued a press announcement in January; posted the draft model; solicited comments; initiated review of the comments in February.
- Held a joint webinar on “Model Plastic Post-Consumer Recycled Content Legislation Overview” in Jan. (131 attendees)
- Held a joint webinar on “Recycled Content Mandates: The Good, the Bad, and the Ugly” in Jan. (622 participants), posted recordings and presentations.

TOPIC: Extended Producer Responsibility (EPR)

NEWMOA is the Workgroup lead:

- Held joint virtual meetings of the NERC – NEWMOA Northeast EPR Network in December (17 participants) to talk about EPR priorities and ideas for regional coordination; prepared and distributed notes.
- Planning a joint webinar on “EPR for Gas Cylinders” (NEWMOA is the lead).

TOPIC: Climate Change & Materials Management

NEWMOA is the Workgroup lead:

- Participated (NEWMOA) in five virtual meetings the West Coast Climate Forum to learn about their efforts and to discuss increased coordination
- Held a Climate and Materials Workgroup meeting in November (26 participants) and February (17 participants) to work on the Consumption Based Emissions Inventory Project; prepared and distributed notes.
- Planning a joint webinar on “Purchasing Specifications for Low Carbon Concrete” (NEWMOA is the lead) for the spring.

TOPIC: Emerging Contaminants in the Solid Waste Stream

NEWMOA is the lead:

- Convened two Science of PFAS Conference Planning Committee meetings to plan the 2022 Conference. Prepared & shared notes on the results of the meetings.
- Communicated with Conference speakers, managed registration & logistics.

TOPIC: Household Hazardous Waste (HHW)

NEWMOA is the lead:

- Held a virtual meeting in October (18 participants); prepared and distributed notes.

ADDITIONAL: Joint Proposal to EPA

- Prepared and submitted a joint proposal to EPA to conduct a compliance assistance and EJ project for anaerobic digestion operations in the region (will be funded by EPA); NEWMOA is the lead on the proposal (available upon request).

TOPIC: Overall Coordination & Management

- Lynn & Terri spoke numerous times to develop materials & plan activities; exchanged numerous emails.
- Co-wrote progress report for both Boards.

Appendix E
Staff Reports for April 2022 NERC Board of Directors Meeting
Reporting Period: October 1, 2021 – February 28, 2022

Lynn Rubinstein Executive Director
PROJECTS

Project/Activity Name	Activities
Blog, LinkedIn, Listservs	<ul style="list-style-type: none"> • Identifying, securing permission for, and publishing weekly blogs. • Maintained NERC LinkedIn page, 324 followers, increase of 17% since last report. • Administered EPPnet (162 subscribers, 1% increase) and Organics Management listservs (86 subscribers, 4% increase)
Bottle Bill Committee	<ul style="list-style-type: none"> • Formed new Bottle Bill committee • Organize calls and take notes – held 2 calls, as well as 1 state-only call • Share information with committee that receive via email/news articles • Researched and created overview of bottle bills in NERC states
Diversity, Equity & Inclusion (DE&I)	<ul style="list-style-type: none"> • Staff and Executive Committee discussions
Electronics Recycling Coordination Clearinghouse (ERCC)	<ul style="list-style-type: none"> • Provided administrative and financial support, including invoicing • Participated in calls, including Executive Committee and voting members
Email Bulletin	<ul style="list-style-type: none"> • Edit and post each edition, including writing articles and producing E-Blast • Oversaw re-design of E-Blast • Maintain subscription database. 8,087 active subscribers, increase of 8% since previous staff report.
Government Recycling Demand Champions Program	<ul style="list-style-type: none"> • Updated and maintained the webpage • Ongoing outreach to secure participants in program and answer questions. • Provided technical assistance to participants in support of buying recycled; products, policies, and tracking • Program has 3 types of participants: Champion, Advocate, State Recycling Organization Advocate. There are 7 Champions, with 2 new ones; 2 Advocates, and 5 State Recycling Organizations
Joint Initiative with NEWMOA	<ul style="list-style-type: none"> • See separate status report
Organics End Market Committee	<ul style="list-style-type: none"> • Organize calls – held 2 calls • Share information with committee that receive via email/news articles
Project Oversight	Ongoing oversight & guidance for all grants & projects
RecycleCT Foundation	<ul style="list-style-type: none"> • Provide quarterly financial information and pay bills • Participate in occasional Board meetings • Arranged for annual financial reviews • Expanded and extended contract
Regional Recycling Markets Committee	<ul style="list-style-type: none"> • See NERC-NEWMOA Joint initiative status report.
Spring 2022 Conference	Assisted with logistics, planning, and promotion.
State Electronics Challenge	<ul style="list-style-type: none"> • Obtained annual reports from 21 partners, calculated environmental results and produced individualized sustainability reports and distributed

	<ul style="list-style-type: none"> • Received 14 award applications, ordered awards • Posted environmental results and award winners on website • NERC Email Bulletin article • New Partner
The Recycling Partnership Circularity Council	Participate on the Council and end markets committee.
Toxics in Packaging Clearinghouse (TPCH)	Managed logistics of separation from NERC (effective 2/14/22).
U.S. Plastic Pact	Participate as Activator on monthly calls
Vermont State Standard Plan for E-Waste	<ul style="list-style-type: none"> • Participated on calls with VT ANR & NCER • Answered questions from public and VT ANR • Prepare monthly invoices to NCER • Conducted 2 downstream and 1 compliance audit with reports • Contract has been awarded for another year
Webinars	<ul style="list-style-type: none"> • Promoted webinar sponsorship program. 6 Sponsors (1 Gold, 3 Silver, 2 Bronze) • Developed dedicated webinar page on NERC website • Planning and delivering multiple webinars (including some in collaboration with NEWMOA) into 2022 • Maintaining relationship with webinar sponsors, including promoting their support in promotion and webinars • Held 9 webinars, with more than 5,500 registrants • Recordings and PowerPoint presentations posted on NERC website and YouTube channel

MANAGEMENT RESPONSIBILITIES

Topic	Activities
Financial	<ul style="list-style-type: none"> • Quarterly and monthly financial reviews, monthly and quarterly warrants • Filed several state annual reports and registration renewals. • Reviewed monthly NERC warrants, and quarterly ERCC & TPCH warrants, ongoing financial transaction reviews, and budget management • Pay bills • Prepare Treasurer Report for Board meeting • Annual PCI Compliance review and credit card policies updated
Fundraising	<ul style="list-style-type: none"> • Sought new Advisory Members, maintained relations with members, managed renewals and invoicing, maintain Advisory Member page and logos on website • Membership activity – New: 3 Member and 1 Supporting Members; Renewals: 1 Benefactor, 14 Sustaining Members, 16 Supporting Members (through March 18) • Participated in grant proposals to EPA on anaerobic digestion, NEWMOA the lead. Grant awarded. NERC will be subcontractor, project expected to begin late spring/early summer 2022. • 3 new projects with TRP, 2 completed • EPA grant for quarterly MRF surveys has ended • Oversaw redesign of Advisory Membership brochure and individual flyer, including securing quotes from Advisory Members. • Updated website Advisory Member content

NERC Visibility	<ul style="list-style-type: none"> • Answering questions/interviews from academics, press, businesses, public and members • Wrote and distributed 3 press releases • Webinars (see above) • New Hampshire Solid Waste Working Group – monthly virtual meeting
Personnel	<ul style="list-style-type: none"> • Regular meetings with each staff person and monthly staff meeting – virtual • Ongoing personnel management and supervision
Secretary to the Board	<ul style="list-style-type: none"> • Finalized October 2021 Board minutes, distributed for review and vote, posted on website • Organized April 2022 Board meeting • Organized and participated in 5 Executive Committee calls • Prepared documents for Spring 2022 Board meeting
Websites	<ul style="list-style-type: none"> • Ongoing website posting and maintenance • Wrote and posted documents including: 2 quarterly MRF survey results, all webinar presentations and recordings, 1 Summary of Announced Increased Capacity to use Recycled Paper Update, recent webinar recordings & PowerPoint presentations, minutes from November 2021 NERC Board of Directors Meeting, and State Electronics Challenge annual environmental accomplishments and award winners • Created dedicated webpage for regional markets reports (https://nerc.org/news-and-updates/nerc-recycling-markets-value-reports) • Quarterly Google analytics for NERC and SEC (as of February 28) <ul style="list-style-type: none"> ○ NERC: average number of sessions/month = 15,792, a 6% decrease from previous period ○ SEC: average number of sessions/month = 151, 3% increase from previous period

Mary Ann Remolador, Assistant Director

Conferences	Fall 2021 Conference <ul style="list-style-type: none">• Planned, promoted, and implemented the Conference.• Posted presentations in the Conference Archives webpage.• Wrote an Email Bulletin article about the Conference.• Sent thank yous to the Conference speakers, moderators, and sponsors.• Developed and analyzed results of evaluation sent to Conference attendees.
	Spring 2022 Conference Agenda Planning <ul style="list-style-type: none">• Convened Agenda Planning Committee• Identified primary topics for the Conference and distributed the Call for Papers.• Developed Conference theme for banner and ads.• Selected Conference speakers and identified the sessions (6 sessions, 19 speakers).• Secured moderators for all sessions.• Held calls with speakers and moderators for each session to flesh out the content and review details.• Scheduled voluntary Tech Check for speakers and moderators to practice their ability to access Zoom, check audio, share their screens, and to answer any final questions.
	Conference Registration Rates <ul style="list-style-type: none">• Developed a Conference budget with multiple scenarios in order to set viable registration rates for all attendees and sponsors.• Worked with NERC's IT person to make necessary changes to the Conference registration webpage.
	Sponsors <ul style="list-style-type: none">• Secured sponsors.• Obtained sponsor logos and resources for exhibit hall.• Developed sponsor logo slideshow for Conference breaks. Promotion <ul style="list-style-type: none">• Worked with graphic designer to develop Conference banner and ads.• Secured free ad space from Resource Recycling and Waste Advantage (in-kind sponsors).• Wrote and distributed press release.• Wrote Email Bulletin articles, and social media and weekly announcements. CEUs for Attending Conference <p>Secured acceptance of Conference attendance for CEUs by the Professional Recyclers of Pennsylvania (PROP), New Hampshire Department of Environmental Services (NHDES), and Rutgers NJ.</p>
	Fall 2022 Conference Conference Dates – Researched potential dates. Hotel Arrangements – Contacted event consultant to find out available dates of hotel in Rocky Hill, Connecticut

Glass	<p>Glass Committee</p> <ul style="list-style-type: none"> • Worked with Committee chair to develop agenda for two calls, and jointly facilitated the calls. • Wrote and distributed call notes for each. • Conducted research and completed other tasks, as requested by the Committee.
	<p>Glass Minimum Post-Consumer Recycled Content Model Legislation Work Group</p> <ul style="list-style-type: none"> • Continued working with the three Model Legislation facilitators. • Summarized the comments received from the public and Stakeholders Group. • Managed the Drafting Committee process for reviewing the comments received and finalizing the draft. • Completed final edits on the Preamble section. • Posted the completed it on NERC’s website. • Wrote and distributed a press release to announce the release as well as an Email Bulletin article.
Diversity, Equity & Inclusion (DE&I)	<ul style="list-style-type: none"> • Developed session about <i>Making DE&I Part of Your Operations</i> for Spring Conference. • Continue to offer student scholarships for Fall and Spring Conference to Historically Black Colleges & Universities, Carnegie Mellon’s Asian Students Association, the LGBTQ Resource Center at Northeastern University, and Latino Students Association at New York University. • Completed a five-week, online course— Champions for Inclusion Program. • Began working on next steps for NERC’s work on DE&I.
Materials Reuse Forums	<ul style="list-style-type: none"> • Followed up on request from two Fall ’21 Conference presenters that NERC spearhead a networking event(s) for those working in reuse. • Organized and facilitated two calls with the Forum Planning Committee. • Developed a survey for input from reuse practitioners.
Presentation	<ul style="list-style-type: none"> • Presented a summary of NERC’s past and present market development efforts to MassDEP’s Recycling Market Development Committee on February 17.
Fundraising	<ul style="list-style-type: none"> • Contacted a select list of potential Advisory Members and secured the membership of Blount Fine Foods. • Continue to scout for new Advisory Members.
Social Media	<ul style="list-style-type: none"> • Continued to forward potential Facebook and Twitter postings to staff. • Posted articles to social media outlets, as appropriate. • Found several blogs and obtained permission for NERC to re-Blog them.
NERC’s Website	<p>Worked with programmer on an ongoing basis to address glitches with Conference webpages.</p>
Administrative	<p>Completed & submitted bi-monthly payroll.</p>

Robert Kropp, Office Manager/Bookkeeper

Project/Activity Name	Activities
Financial & Office Management	<ul style="list-style-type: none"> • Prepared financials for Treasurer’s Report • Produced monthly warrants for NERC and quarterly warrants for ERCC and TPCH. • Regular financial tasks include monthly reporting of NERC activity; quarterly reporting of ERCC, TPCH, and all other grants and projects; monthly bank and credit card reconciliations; entering all financial transactions in QuickBooks. • Remote deposits of checks received in mail. • Monitor bank balances and alert Executive Director when transfers are necessary. • Maintain travel accounts for state members. • Maintain in-office activities while rest of staff works from remote locations.
Conferences	<ul style="list-style-type: none"> • Responsible for entering Conference registrations and attendee information into Microsoft Access database. • Produce invoices for attendees paying for registration via Purchase Orders. • Manage payments by Conference attendees. • Prepare Conference Attendees Lists on a weekly basis. • Register attendees on Zoom for virtual conferences. • Produced financial report for fall conferences.
Social Media	<ul style="list-style-type: none"> • Responsible for updating Twitter feeds; grew number of Twitter followers to 3,450 up from 3,150 at beginning of above period. • Responsible for updating Facebook posts; site now has 964 followers, up from 930 at beginning of above period. • Update NERC in the News page on website. • Post NERC blogs on a weekly basis. <p>Research and write blogs.</p>
Program Implementation	<ul style="list-style-type: none"> • Responsible for entering bills of lading for Vermont E-Cycle program.
Writing and Editing	Contributed several New Advisory Member Spotlights to monthly bulletin.