



MINUTES FOR THE NRC BOARD OF DIRECTORS MEETING

January 16, 2015

(Meeting held via conference call/webinar)

Approved by NRC Board at July 17, 2015 meeting

Board Members Present/On Call: Gary Bilbro, Maggie Clarke, Susan Collins, Jeff Cooper, John Frederick, Juri Freeman, Jack DeBell, Marjie Griek, Doug Hill, Mark Lichtenstein, Gary Liss, Fran McPoland, Michelle Minstrell, Maite Quinn, Julie Rhodes, Antonio Rios, Will Sagar, Lisa Skumatz, Michael VanBrunt

Board Members Absent: Stephen London, Robin Wiener

Ex-Officio Present: Michele Nestor, representing ROC

Staff and Guests Present and on Call: Laura Flagg and Lisa Ruggero, NRC Staff; Guests: Stephen Bantillo, NRC Policy Chair, Marie Kruzan representing ANJR, Tim Lee representing VRA, Yvette Clapp, Dylan DeThomas representing Resource Recycling

Minutes: Liss

MOTION: Approve October and November 2014 Minutes
(Liss/McPoland)

Language on officers confirmed as appropriate for bank.

Minutes did not show that Gary B. is VP- needs to be amended.

Motion passed.

Currently no hard copy of minutes, hard and electronic copies should be provided. Were on prior website.

President's Report: Lichtenstein

Jeff forwarded letter to Board regarding mixed SW facility tour in Montgomery, AL. Next week we will have an ExCom call. We'll discuss that tour then, and will discuss the Recycling Industry Coalition (RIC) policy. Have not been able to respond to some Boardmembers. Didn't have update on agenda regarding staffing. Can give quick update under Committee Reports.

Also need to add a Treasurer's Report to the agenda.

Treasurer's Report: Rhodes

Transition nearly complete from Meg Morris to Julie Rhodes, including all relevant files. Still transitioning on check-signing.

Revenues for fiscal year \$86K, actual revenues received thru December \$61,108. Need to get 100% donations from all Boardmembers. Please send to Julie. Revenues for December: \$1574 in membership revenue. Revenues for Summit - \$10,000. Paying \$13,000 to Syracuse in January. We made the Murray Fox Fund payment in December. Most expenses are within budget. Balance sheet: \$102K cash in checking and PayPal. Trust fund has \$204,956.15.

SMM budget has been accepted.

Revenues – if made the same amount in the next 3 months, we'll be \$10K short and overall revenue will be \$4500 short. Will we make more in the next 3 months than we did in the past 9 months?

Many areas we have underspent for the year significantly. So we're OK on that end. Most of revenues will be coming in from RO memberships, which we'll be invoicing for this month, and from the SMM Summit.

We need to make a big push for supporters for the Summit. We have not done the marketing materials yet that we need. This is when we bill ROs, so should see bump in revenues.

Money doesn't come in evenly. Pattern is regular but cyclical. Fiscal year is weird compared to what others do (ending 3/31). Sources of income right now: RO invoicing and Fund Development Committee (FDC). FDC working with corporations and municipalities to get donations. Takes months for those, so they don't come in on an even schedule.

Should have an Executive Session discussion in the near future about Syracuse contract. What we do with a potential professional staff person, both those issues could have substantial impact on the budget.

We are working to grant check signing Authority. Same as adopted in 2010, as proposed in Treasurers Report. Bookkeeper has worked with NRC for 7 years and well respected professional.

MOTION: Move approval of spending levels proposed in Treasurers Report as follows:

(Rhodes/Liss)

Entity	Maximum Amount
Treasurer	\$5,000
President & Treasurer	\$10,000
Executive Committee	\$25,000
Board Majority	Above \$25,000

These limits are for a single time. Will be specified as US dollars.

MOTION: Approval as amended.

Motion passes unanimously.

MOTION: Move approval of check-signing limits as proposed in Treasurers Report
(Rhodes/Liss)

We need to make sure we have insurance and bonding provisions to give the bookkeeper check signing authority. The Finance Committee will check this.

Board must approve certain budget amounts before a check can be written. We also have accounting controls when over \$2400, someone other than the Bookkeeper needs to sign. There are checks and balances in place in the report.

Motion carries unanimously.

Membership Committee: Griek

Comments and input from Board have been incorporated into new membership document. Changes made:

- Business member category, now by budget level too
- Added extra categories to cover all size orgs
- RO set up as a 501(c)6 this allows NRC to look at differently and don't need to force them into trade association category.
- College category added- they will be voting members

Organizations will choose which category they fall into. Will probably choose lower cost, but that is okay. Levels and fees are in line with other organizations like ours. When an org joins, only one of those members becomes a voting member for NRC. Intro price is first year, second year regular price goes into effect.

This new membership structure and fees are not about ROs- Right now these dues would not apply to ROC, need to have an in-depth conversation with ROC before we impose these dues. Esp. about fees, as ROC offers tangible benefits

such as travel stipends. If an organization is only paying \$250 membership they will not get the stipend.

State RO affiliation and membership are two different things.

These fees and levels are not set in stone. We can go back and assess dues and services, this is just to get us started.

Amendment to doc: "Recycling" deleted from category of "Professional / Membership / Non-profit organizations"

MOTION: Move Matrix for Member Dues as amended
(Frederick/Griek)

Discussion: There is a separate document with a clear delineation of benefits. Should also add another color coded category regarding affiliation and benefits. Will add "NRC affiliate" line and list at \$1,000

Motion carries as amended by discussion.

Sustainable Materials Management Summit: Liss

MOTION: Move Draft 7 of Program.
(Liss/Rhodes)

Advisory committee is very large and impressive. Long-standing NRC supporters as well as many new. Number of NGOs, labor, ZW groups, solid waste groups, recycling groups, industries. This will be our first entry into this arena. Summary of Summit details the goals. The key is that we will develop an Action Plan as a result of the Summit.

In person Board meeting is a possibility at Summit.

Motion passes

MOTION: Adopt Fundraising Challenge for SMM Summit
(Liss/Bilbro)

What happens if we get money from someone who has not been invited?

Delegates are invited, observers are approved. Funders don't buy a seat at the delegate table but can participate as observers.
Applications are not to exclude but to be fully representational

Talking points should be created for Board. Talking points should include who MRN and VRA's Ro chief sponsors are so we don't step on any toes. When Board Members reach out to prospective supporters, please copy Laura. Part of supporters benefits includes a seat at the table—we can reserve the right to reject any application and funding associated with that so it is not pay-to-play.

Motion carries.

Fund Development: Bilbro

Pursuing a number of opportunities and promoting NRC as much as we can. We want to get people excited about NRC and get long-term support. For FDC, support for Summit is a priority. SMM Summit is focal point right now for FDC and the entire Board. We ask all of you to help get support and get excited about it. If it's successful, will catapult us to do other things. Some of you want us to get the National Recycling Congress back. Then we would be in a different stratosphere. It is easier to get potential funders for a project/event rather than general operating expenses.

Need different avenues, like with membership dues, so we can get new members on Board and they can help with FDC. We need to sell our relevance and benefits, and detail what benefits are at what level of support.

Will work with new Fund Development Coordinator to have work plan and to look for other avenues for funding.

A general list of potential supporters that anyone can update has been added to DropBox. Board can use this to contact for fund development. If you're not comfortable following up, we can do that. Update the list regularly and consult before calling so that we are not overlapping.

Advertising campaign is being discussed. I'm on editorial advisory board for a number of journals around the country. Will try to get advertisements in those journals on an in-kind basis. Julie and others have great ideas. Will try to develop digital ads.

Pursuing funding for specific projects is key. As Co-Chair of the Recycling Jobs Task Force Committee, I am trying to get support for that as well in the Fund Development Committee. If you lead a committee, let's discuss how FDC can help you get your projects funded.

Staffing Update: Cooper

Received several resumes. Interviews should happen in next week or so. Advertising helped, there are some good proposals.

Respectfully Submitted by:

Gary Liss and Laura Flagg
6-12-15