



MINUTES OF MEETING OF THE BOARD OF THE NATIONAL RECYCLING COALITION (NRC)
December 9, 2016, 2PM Eastern Time
(Phone meeting)
Motions noted; underlines represent follow-up action items)

ATTENDANCE AND CALL TO ORDER:

- **Attendees on Phone:** Susan Attridge, Stephen Bantillo, Gary Bilbro, Bob Bylone, Maggie Clarke, Jack DeBell, George Dreckmann, Paul England, MaryEllen Etienne, John Frederick, Juri Freeman, Bob Gedert, Marjie Griek, Brent Hildebrand, Doug Hill, David Keeling, Gary Liss, Maite Quinn, Will Sagar, Lisa Skumatz, Michael Van Brunt, Robin Wiener.
- **Board Not Present:** Carey Hamilton, Tony Rios, Melissa Young
- **Staff Present:** Savannah Betkowski, NRC Staff.
- **Guests:** Fran McPoland; Heather Armstrong; Michelle Nestor joined later.

Call to Order: Meeting called to order by Freeman, 2:07 pm ET.

Roll Call: Roll call by Chair, Freeman. Quorum present. 22 in attendance.

Ways to move through meeting efficiently. If you are on the computer, raise your hand to speak (better than chatting questions). If phone, say name and that you want to make a comment, and your name will be put in the list and called on in turn. Mute your call.

- **MOTION and Second:** Approval of agenda (Griek / Bantillo); no changes. Passed unanimously.
- **MOTION and Second:** Approval of minutes (Griek / Etienne); no changes. Passed unanimously. Abstain: Freeman and Liss (not present)

ROC: Planned presentation by Michelle Nestor, but not in attendance yet; Gedert will address key issues on ROC call during President's Report.

NRC Members and Public Comment: Guest introduced herself (McPoland).

Gedert: President's Message.

ROC invited Gedert to attend their monthly calls once a quarter. Important to have adoption of ROC Strategic Plan (mission, vision, issues) on today's NRC agenda (line item 7 on agenda). Another key agenda item is item 8 on NRC Board Member / ROC affiliate match. This is an important additional communication link beyond newsletter and other items. Review the draft match list that Gedert distributed and confirm with him prior to the January meeting.

Personal note by Gedert – leaving City of Austin and starting with RRS as Senior Recycling Consulting, locating in Cincinnati, and getting married as well in 2017.

Liss would like to suggest distributing draft minutes to ROs (or at least adopted minutes).

Clarke notes that New England states (and NERC) are missing from Gedert's list. Skumatz noted she volunteered to be that rep; Keeling and Bylone notes that they are advisory board members or members and could be reps to NERC. Gedert will revise list and distribute, including non-affiliates as well; wants feedback. Freeman suggests additional tab showing assignments both ways (person / state; state / person).

Additional Public Comment: Heather Armstrong (member). Suggests it is useful to share information to non-affiliates as well as it provides good communication.

ROC Strategic Plan – (Gedert) – sees motion to adopt ROC Strategic Plan.

- **MOTION and Second:** (Liss / Griek) for formal adoption of the ROC Strategic Plan. Michelle Nestor joined call. Discussion. Questions about amendment date (2014); terminology regarding memberships (affiliate, RO, etc.); consistency of messaging by NRC board; rationale why they aren't state chapters. Some confusing language because some ROs are affiliates and some are Members (e.g., NERC member; RMC is member); affiliates pay the \$1000 fee, and have additional privileges. Question Called by Freeman. All in favor (none abstain, none opposed). **Unanimous to adopt the ROC Strategic Plan.**

Gedert refers additional discussion of member / affiliate concept to membership committee; Gedert wants to be included on that call. Keeling also volunteers for membership committee.

NRC Strategic Plan Discussion – Gedert and Griek / Griek Leads.

Recap that Board match put off until January (part of short term strategic plan and relationship building). Run-through of Implementation of Strategic Plan through Committee work / assignments; VPs check in with committees periodically, reporting to Chair of Board. Chairs and discussion noted below.

- Awards: Skumatz. Mentioned core committee; volunteers contact Skumatz.
- Bylaws: Nestor (not a Board member); add Van Brundt / Bylone who volunteered on sheets in New Orleans meeting (Savannah has those lists).
- Campus Council: DeBell noted Lichtenstein will co-chair. Operates as ad hoc committee that recruit members as needed for specific assignments / tasks.
- Communications: Young / Quinn co-chair. Meeting monthly. Working on rapid response, clearinghouse, etc. For-credit intern acquired to help NRC staff.
- Conference: Liss Chair. Have most of the people they need on the committee, but may add as close in on conference date. Meeting monthly.
- Elections: Bantillo chair; other volunteers included Clarke and Van Brundt.
- Executive committee: Automatic membership by officers.
- Finance: Space available for finance and budget preparation. Hope to meet monthly. Budget approved by full Board.

- Fund Development: Bilbro, Gedert. Other members include Etienne. England clarifies he did not volunteer for that group. Interested in additional volunteers.
- Markets / Recycling Markets Task Force: Bylone. Moving along well.
- Membership: Hildebrand. Meeting monthly; volunteers appreciated.
- Murray J. Fox Trust Fund: Appointed members.
- National standards certification board: Outside the Board
- Policy committee: Appointed by President. Volunteers should approach Gedert. Note, *ad hoc* subcommittees are sometimes formed for this group on issues.
- Recycling Organizations (RO) Council: President meets with them on regular basis. RO votes its own internal officers.
- Strategic Materials Management (SMM) committee: Liss chair. Active committee / meets as needed. Committee report submitted.
- Strategic Planning Committee: Oversight on short term strategic plan. Will meet more regularly as move toward longer term. Committee mostly set.
- VPs assignments being set separately.

Committee chair responsibility includes submitting next proposed budgets for fiscal year of April to March. See greater detail on assignments in strategic plan. Expect committees will be meeting monthly or as needed and moving forward toward goals established in Strategic Plan.

ROC Presentation by Nestor (Chair); additional members noted.

Committee Report Highlights (see also submitted written reports):

- Campus Council (DeBell): DeBell / Lichtenstein co-chairing. Planning tours, curricula, survey on sponsored research needs you are familiar with. Watch for survey link. DeBell is now appointed as liaison to new technical committee of ZW Business Council, under Green Buildings Council.
- Conference Committee (Liss): Meeting 12/2 with Jerry Powell to work on conference planning (Aug 28-30 in Minneapolis). Next meeting 12/16. Draft agenda for NRC track underway. Program submittals by Markets council; ROC organizational assistance; policy, and others. Will provide input to fund development committee to help fundraising. Coordinating on no-contact list. Trial run on evolving conference with explicit NRC participation. Griek is key contact person with Resource Recycling. Most useful assistance from Board will be prompt review / best comments on documents for review, and assistance with contributions.
- Communications: Chair no longer on call; Clarke noted she provided update previously. Some informal subcommittees (White Papers, etc.) in place; also working on e-news, rapid response, clearinghouse.
- Elections (including elections process revision): (Bantillo). Revising timing on the elections, and researching limitations from being incorporated in New York State. Coordinating with conference committee on timing of annual meeting and elections.
- Fund Development (Bilbro): Monthly meetings regularly scheduled to meet funding goals. Requested funding leads from NRC Board members. Reminded board to donate to the NRC to be able to confirm to potential funders that all board members are contributors. Looking at changes to the on-line donations including "in memorium" and others. Taking care to avoid soliciting in a way that takes money from ROs. Discussed earmarked funds for special projects. Also instituting a feedback loop, sending notes to funders how their money was used / helpful. Liss suggested end of year solicitation.

- Market Council and Recycling Jobs Task Force (Bylone): Working on program draft, and incorporating ROs as well. Submitted program to NRC conference track.
- Membership (Hildebrand): Thanks to Weiner for help growing membership by getting additional organizations involved. Expected uptick in commodities market may help membership. Opportunity to diversity membership over the next year, which is a focus. Would appreciate help on this committee.
- NCSB (Frederick): Focus over last few months has been on public relations and outreach. Requests Board to keep this group in mind in fundraising and looking for opportunities to spread the word about certification. Liss highlighted recent certification of greeneducation.us program (in California). Certified programs now exist in multiple states (NJ, PA, NM, IL, CA).
- Policy (Bantillo): Working on consolidating / assembling NRC's 42 past policies (England leading this); a number of them relate to markets. Frederick developed a useful template for this process. Liss suggests attention to infrastructure investment tax credits as there may be a federal bill coming up.
- Sustainable Materials Management (Liss): Working actively per work plan, including running SMM sessions at CAFR (Freeman), and SERDC (Liss, Freeman, Sagar). Website posting being handled by Savannah. Additional work on model businesses, and other SMM concepts. NERC's Spring conference is SMM focused, and other conferences also considering message and workshops.

Reminder from finance committee to committee chairs to begin developing budget. Griek will send budget to chairs.

Other Business: None.

- **MOTION and Second:** (Skumatz / Liss) To Adjourn Meeting. Approved. Meeting adjourned at 3:54PM Eastern time.