MEETING MINUTES
NATIONAL RECYCLING COALITION BOARD OF DIRECTORS
December 13, 2010
Meeting held by Conference Call/GoToWebinar

Board Members Present: Pam Blackledge, Susan Collins, Jeff Cooper, Bob Gedert, Richard Gertman, Mark Lichtenstein, Christine McCoy, Fran McPoland, Michelle Minstrell, Meg Morris, Norm Staunton
Board Members Absent: None
Guests Present on the Phone: Lisa Ruggero, Bob Hollis, Darryl Young, Sheila Overton, Trevor Reid, William Smith

Meeting called to order by President Lichtenstein at 3:30 PM EST

President’s Report – Lichtenstein
Reviewed NRC and Board priorities for this meeting and prior 2 months, including activating committees to build the network, understanding the status of the NRC finances with assistance from the prior president, engaging ROs, and understanding membership issues.

Treasurer’s Report – Morris
Reported that Past President Uerling remains NRC signatory until the new NRC BOD is fully formed with a permanent treasurer. We will continue using S&H to manage books as they are providing very good value to NRC for services. We are working with the attorney to coordinate payments to creditors who agreed to alternate arrangements. We did pay off the scholarships awarded. We are terminating the paid MemberClicks service for member database and converting to free services for the same function. NRC books are migrating from Peachtree to Quickbooks before the end of the fiscal year, as it is a more user-friendly and newer technology.

In order to facilitate payments, authority levels were discussed and noted that they were lower than for prior Board approval, but appropriate at this time.

Motion: To approve the following authority levels for cash disbursements, contracts and agreements; further that any joint approval level must be granted either in-person or via written documentation approval including email, fax, or US postal service:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Maximum Amount</th>
</tr>
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<tbody>
<tr>
<td>Treasurer</td>
<td>$5,000</td>
</tr>
<tr>
<td>President &amp; Treasurer</td>
<td>$10,000</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>$25,000</td>
</tr>
<tr>
<td>Board Majority</td>
<td>Above $25,000</td>
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</tbody>
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Gertman/McPoland. All in favor. Motion carried.

In finalizing books for the 2010 Recycling Works Gala, co-hosted by NRC and ISRI, payment need to ISRI was discussed.

Motion: To pay ISRI $13,284.18 as their share of the Gala 2010 proceeds, provided that this payment is not inconsistent with any debt repayment obligations, which inconsistency shall be ascertained by the President through a discussion with the attorney of record. Gertman/McPoland. All in favor. Motion carried.

Staff Report – Ruggero
Staff reported there had been a last minute change over for this web-based meeting from the GoToMeeting service to the GoToWebinar service, due to a service restriction on the number of attendees, which may have caused confusion and technical difficulties for some. Staff is working on the best way to host and facilitate the NRC virtual meetings.
Staff also reported that significant work had been done behind the scenes to rebuild and develop a new NRC website at www.nrrcrecycles.org. Bob Hollis, of the Mobius Network, provided a visual tour of various pages and features not yet available to the public, but which Board members can currently access including sponsor and affiliated RO logos and webinar audio files, which need to be reviewed for clean-up editing before made public. A calendar feature is also available but not currently user-editable although permissions can be given soon. He requested committee assistance in reviewing the new website pages prior to launch. New NRC-based email addresses have been created for all Board members to facilitate public contact and NRC communications.

The NRC membership database is being moved to CiviCRM, importing it from MemberClicks. This will also allow production of membership renewal letters as a benefit to affiliated ROs. NRC has obtained a permanent free Washington D.C.-area phone number via Google Voice which also saves an audio file of any voicemail and sends a text message to person(s) listed as staff, providing a permanent record of all communications.

Communication and Ed Committee Report – Staunton
Committee has been working with the website revisions and is pleased with the progress. A survey to NRC members has been drafted, reviewed, and is ready but has not yet been released. The survey will be used to introduce the new website to members as well as garner information. The Committee is exploring the NRC once again offering webinars and one possible topic idea included “free web tools” presented by Hollis; Darryl Young also had some ideas, more ideas welcome and requested, including potential presenters. The Committee is reviewing the prior NRC work on the Brand Earth campaign so as to re-familiarize ourselves and be able to leverage its benefits in future projects.

Renewal Committee Report – Blackledge
Nominations for additional persons to fill the NRC Board positions through appointment ended on December 7th. Fifteen nomination applications were received from wide range of areas. Discussion of applicants will be done in Board Executive Session. The Committee has drafted a proposal to the Board to distribute service terms, given that all Board members were seated during this same year. Discussion included noting that those who originally requested 3-year terms or were flexible were put on 3-year as possible, and other term tenure requests were also adhered as possible. Proposal allows for six 3-year terms, five-year terms, and approximately four to eight, depending on appointments, on 1-year terms, distributing future Board vacancies for elections among the number of Board Members.
Terms of Service Proposal is as follows: 3 year term for all current Board Officers (Cooper, Gedert, Lichtenstein, Minstrell, Morris, Staunton), 2 year term for remaining elected Board Members (Blackledge, Collins, Gertman, McCoy, McPoland), and 1 year term for newly-appointed Board members (to be appointed during upcoming Executive Session).

Motion: To accept the proposed terms of service.
Morris/McCoy. All in favor. Motion carried.

Additional discussion raised how these first-year terms may affect any Board Members who, at the end of a shortened term, may wish to run and serve again. This issue was tabled and referred back to the Committee for consideration as needed. The Committee is also working on a proposal for an Advisory Council proposal, which will be distributed to the Board for later discussion.

Fundraising Gala Working Group Report – McCoy
Communications with ISRI indicate that they are interested in again partnering with NRC to host the Recycling Works Gala joint fundraiser. The award would again honor a legislator, as any business-focused award would potentially conflict with ISRI awards to be given. The event would be scheduled during the ISRI annual fly in, held in late July. NRC would need all BOD to attend. The Group is forming groups to deal with issues such as sponsors, drafting and reviewing the ‘ask’ brochure and invitation, as well as other logistics. NRC members should be invited to attend, whereas they may historically not have been. The Group will be holding a monthly call meeting after further discussion with ISRI to coordinate these activities.

Old Business
None

New Business
Discussion on new business included the need to review NRC process documents regarding how issues are resolved and send documents to the membership for their comment. Once member comment received, the BOD will comment and send to ROC for their comments.

**Motion:** To recess Board meeting for an Executive Session to consider new board candidates for appointment and a staff contract issue. Morris/McCoy. All in favor. Motion carried.

**Executive Session to discuss board candidates and a staff contract issue**

Meeting called back to order by Morris, roll called by Minstrell.

**Motion:** To continue the contract with Syracuse University, with amendments allowing the contract to cover travel agreed by Chair and increase in wage to $12/hour. Staunton/Gertman. Lichtenstein abstain. Remaining Board Members present all in favor. Motion carried.

**Motion:** To accept the nine nominees named to be appointed to Board for a one-year term, subject to verification of NRC membership, including: Mic...Strategic Materials. McPoland/Gertman. All in favor. Motion carried.

Discussion encouraged NRC involvement and participation by the others nominee who did not receive appointment. Staff was tasked with checking on NRC membership status of nominees to be appointed.

**Next Meeting of the Board:** To be decided.

**Motion:** To advise Chair and staff to devise recurring committee meetings between full BOD meetings. Staunton/Blackledge. All in favor. Motion carried.

**Motion:** To adjourn. McPoland/Morris. All in favor. Motion carried. Meeting adjourned at approximately 5:30 PM EST.

Signatures: (Secretary): _____Michelle Minstrell_______
(Chair): _____Jeff Cooper______________