MINUTES FOR THE NRC BOARD OF DIRECTORS MEETING

February 5, 2016
(Meeting held via GotoWebinar and conference call)

Approved by NRC Board of Directors at March 18, 2016 Meeting

Board present and on call: Stephen Bantillo, Bob Bylone, Jeff Cooper, Jack DeBell, George Dreckmann, MaryEllen Etienne, John Frederick, Juri Freeman, Bob Gedert, Marjie Griek, Brent Hildebrand, Doug Hill, Gary Liss, Fran McPoland, Michelle Minstrell, Maite Quinn, Julie Rhodes, Tony Rios, Will Sagar, Lisa Skumatz, Mike VanBrunt, and Melissa Young

Not present: Gary Bilbro, Mark Lichtenstein, Robin Wiener

Guests and staff present: Laura Flagg, NRC staff, Michele Nestor, ROC Chair/Ex-Officio Board Member, Maggie Clarke

Call to Order: Meeting called to order by Rhodes, roll called by Flagg. A quorum was present.

MOTION: Move to approve agenda (Liss/McPoland)
Motion passes unanimously.

MOTION: Move to approve January 2016 meeting minutes (Bantillo/Griek)
Motion passes unanimously.

Public Session: Gedert
Working on finding the right spot on the agenda for this topic. No public comment today.

Finance Report/Budget Process: Rhodes
No additional financial information since the last meeting. The budget process is underway and needs to be done by 4/1. All committees need to submit budgets to Rhodes ASAP so the annual fiscal year budget can be finalized. Executive Committee (ExCom) was also asked at December Board meeting to prioritize what Fund Development Committee (FDC) should pursue as priorities for fundraising. Proposals for FY2016-2017 Budget will help ExCom clarify those priorities for FDC.

At the December Board meeting, the Board voted to close the storage unit by the end of February. Minstrell and Flagg will be closing the storage unit on February 18 and 6 – 8 boxes will be stored in the Syracuse office. Depending on how many boxes there are and how many can be taken back to Syracuse, there is the possibility that we will need a limited amount of continuing paid storage that would cost $80/month.

Strategic Planning/In-Person Board Meeting: Gedert
The Board is in need of strategic planning short term and long term, and this should be done in person. There was just an in-person Board Meeting in Brooklyn, and there is one scheduled for the Resource Recycling Conference. There is the need for another in-person Board meeting in April or May. Would like to do that at an affiliated RO's annual conference. Flagg will Doodle the Board and a decision will be made by 2/12 so Boardmembers can arrange flights.

It was also discussed to move back to monthly meetings as many feel that bi-monthly meetings are not sufficient.

Other Business: Rhodes
Gedert spoke with ROC—which was a positive call. Will summarize call in President's report.

Syracuse Intern Position: Young and Flagg
Flagg sent a task list, staff assistant job description and memo with recommendations. Flagg is going back to graduate school, and it is recommended that a new staff assistant be hired as soon as possible, as 2 weeks is not sufficient to train a new intern. One of the most important things the intern assists with is the elections and support for NRC roles and responsibilities at the Resource Recycling Conference. The elections process starts in July and preparations need to be completed by then, including outreach to get RO membership lists. Hiring a new staff assistant would not increase the budget, as it would be a transfer of hours from Flagg to the new intern, except for 4-5 hours over the first four weeks. From the Syracuse University perspective, they have a service to provide, however the contract does not state whom the person providing the services is. Additionally, while Young supervises the intern, she does not have the knowledge of NRC that Flagg and Ruggero do, and wants to make sure duties are transferred sufficiently before Flagg and Ruggero leave the country in July. Current contract expires 3/31 unless it is renewed. An Addendum 18 would have to be done to the contract to extend the dates and/or additional funding.

MOTION: **Move to go into Executive Session (Liss/Griek)**
Motion passes unanimously.

MOTION: **Move to go out of Executive Session (Liss/Cooper)**
Motion passes unanimously.

Open Session – Board Decisions: Rhodes and Gedert

MOTION: **Move to extend Syracuse contract for part-time and post immediately for intern to work with Laura starting as soon as possible to transition smoothly.**

(Cooper/Liss)
Motion passes unanimously.

Executive Director
No motion needed to direct search process. Anyone that is interested on serving on this committee, email Cooper.

Fund Source Fundraising Agreement with NRC

MOTION: **Move to accept Lisa Baranello's letter of termination immediately, with the caveat that we/she drafts a letter to say what the financial status is and that NRC does not owe anything (Minstrell/VanBrunt)**
Motion passes unanimously.

MOTION: **Adjourn (Minstrell/Rhodes)**
Motion passes unanimously. Adjourned at 4:47pm ET.