



**Annual Meeting - Board of Directors' Meeting
October 21, 2021
Minutes
Approved November 18, 2021**

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; Robert Isner, Connecticut Department of Energy & Environmental Protection; Kaley Laleker, Maryland Department of the Environment; John Fischer, proxy for 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:

Erin Jensen, New Jersey Department of Environmental Protection; Al Sabino, Casella; Steve Changaris, National Waste & Recycling Association (NWRA); Charlie Schwarze, Keurig Dr. Pepper; Debbie Spiliotopoulos Northern Virginia Waste Management Board; John Hurd, PaintCare; Billy Connelly, Vanguard Energy; 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 Jared Rhodes, second by Megan Pryor. 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](#).

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

Fall Conference 2021 Wrap-Up & Spring Conference 2022 Plans – Discussion was led by Mary Ann Remolador

Diversity Training & Scholarship Fund Updates – Report by Mary Ann Remolador

NERC Webinar Series & Sponsorships Update – Report by Lynn Rubinstein

Awards Program Update – Report by Lynn Rubinstein

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

Committee Updates:

- Bottle Bill Committee – Updated provided by Lynn Rubinstein

The Committee has been formed and is focusing on information exchange and networking.

- Glass Committee – Updated provided by Megan Pryor, Committee Chair

Recent efforts have focused on alternative daily cover, and a subcommittee formed about pozzolon

- Minimum Recycled Content for Glass Containers – Updated provided by Mary Ann Remolador Chris Nelson, Supervising Environmental Analyst of the Connecticut Department of Energy & Environmental Protection; and Stephen Burm, Director of State Government Affairs at Anheuser-Busch with technical assistance from Ed Ferguson, Director of Sustainability at Anheuser-Busch are the Committee Co-Chairs. The second draft is out for public comment. The goal is to have the document finalized and ready for publication by the end of the calendar year.

- Mandatory Minimum Recycled Content for other Materials – Update provided by Lynn Rubinstein, Cathy Jamieson, VT ANR is the Chair.

A first draft is nearing completion and hope to have it out for public review by the end of the calendar year.

- Organics End Markets Committee – Update provided by Lynn Rubinstein

A has been formed and to date has been having wide-ranging conversations about how to best increase the markets for finished compost and digestate.

- Regional Recycling Market Development Committee – Update provided by Chaz Miller, Committee Chair There are monthly calls with frequent guest presenters, and regular market updates provided by Chaz. Anticipate publishing an update on paper capacity around end of calendar year.

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

Organizational updates – Were provided by Lynn Rubinstein

Adjourned at 12:20 p.m.

Recorded by Lynn Rubinstein, Secretary to the Board

Appendix A
Treasurer's Report



Treasurer's Report
October 21, 2021
Period Covered: July 1 – September 24, 2021

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. And 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 three key program areas that have separate financial accounting: NERC; the Electronics Recycling Coordination Clearinghouse (ERCC); and the Toxics in Packaging Clearinghouse (TPCH). ERCC and TPCH have separate budgets and bank accounts, and all financial transactions are recorded separately. However, as they are NERC programs and the total financial activity is reflected in our annual audit, the document includes the separate key program areas, as well as a combined accounting.

Overview

This financial information below reflects the period of July 1 – September 21, 2021. NERC's fiscal year is July 1 – June 30, so this report captures almost 25% of the fiscal year.

NERC Only

Revenue: Income is on target, having received 23% of the budgeted revenues (cash).

Expenses: NERC expenses were 24% for cash and accrued. Any significant discrepancies by account line are discussed below.

Reimbursed Expenses: covers the contributions that TPCH and the National Center for Electronics Recycling make to the NERC GoToWebinar subscription. It also captures revenues from SmileAmazon.

Gifts & Awards – covers the Environmental Leadership Awards, which have been purchased. The balance of the account is for the annual State Electronics Challenge awards which will be purchased in the spring.

Professional Services – primarily covers the annual audit and tax filings. The majority of this has been completed, but final invoices have not yet been received.

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

Subscriptions – includes the Zoom and GoToWebinar platforms, both of which renewed this quarter.

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 two federal grants.

NERC Bank Balances

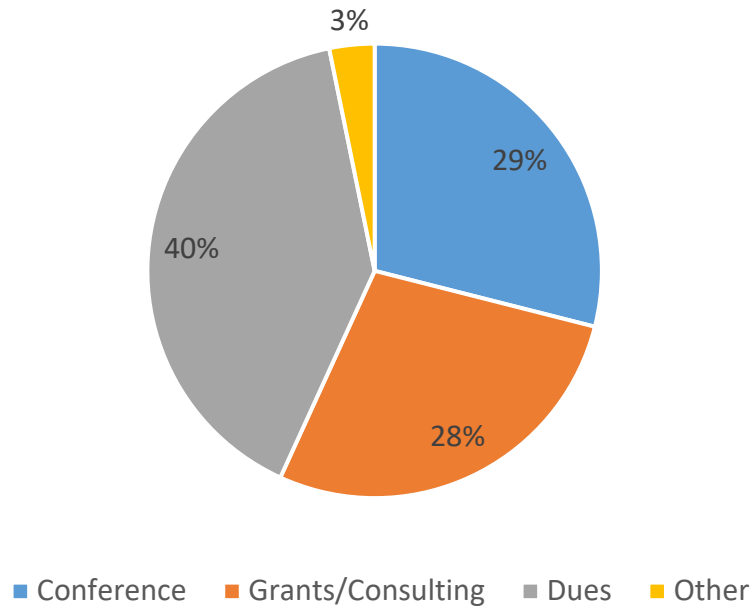
July 1, 2021	\$840,558	
September 24, 2021	\$826,376	
Net FY21	-\$14,182	
Restricted balance	\$154,128	19%
Unrestricted balance	\$672,248	81%

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.

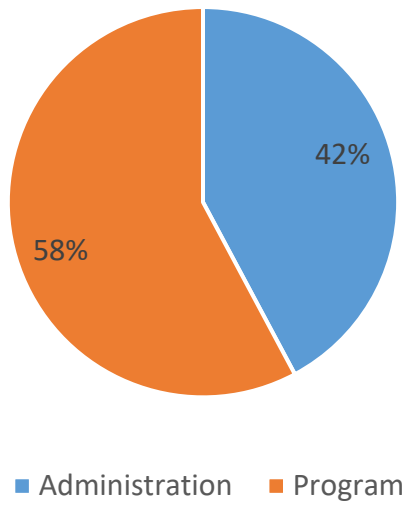
July 1 – September 24, 2021	NERC Only						
	BUDGET	Accrued to date	Accrued % budget to date	Cash to date	Cash % budget to date	FY21 ¹	FY20
Revenue							
Conference Sponsorship	\$50,000	\$22,750	46%	\$22,000	44%	\$23,500	\$11,250
Grants/Consulting	\$96,326	\$30,420	32%	\$30,420	32%	\$34,204	\$33,240
Interest	\$8,000	\$496	6%	\$496	6%	\$2,174	\$1,082
State Membership Dues	\$84,465	\$23,000	27%	\$21,000	25%	\$23,000	\$34,000
Advisory Member Dues	\$155,000	\$21,650	14%	\$22,645	15%	\$30,450	\$18,700
Registrations	\$65,000	\$10,335	16%	\$9,615	15%	\$12,780	\$33,825
State Travel Accounts	\$6,000	\$2,000	33%	\$2,000	33%	\$2,000	\$2,000
Reimbursed Expenses	\$1,000	\$1,010	101%	\$1,010	101%	\$0	\$165
Total Revenues	\$465,791	\$111,661	24%	\$109,186	23%	\$128,107	\$134,262
Released from Cash Reserves	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$465,791	\$111,661	24%	\$109,186	23%	\$128,107	\$134,262
Expenses							
Advertising	\$4,000	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$6,500	\$590	9%	\$590	9%	\$1,676	\$1,642
Contractors	\$4,500	\$815	18%	\$815	18%	\$13,803	\$3,688
Equipment Purchases	\$2,000	\$901	45%	\$901	45%	\$3,963	\$0
Equipment Repairs	\$750	\$198	26%	\$198	26%	\$0	\$495
Gifts & Awards Given	\$2,750	\$1,270	46%	\$1,270	46%	\$1,365	\$894
Insurance	\$3,750	\$980	26%	\$980	26%	\$1,055	\$780
Internet	\$3,900	\$1,001	26%	\$1,001	26%	\$696	\$546
Office Supplies	\$750	\$0	0%	\$0	0%	\$0	\$43
Permits	\$1,000	\$245	25%	\$245	25%	\$75	\$109
Personnel expenses	\$305,170	\$79,518	26%	\$76,270	25%	\$77,964	\$75,575
Postage	\$25	\$10	40%	\$10	40%	\$1	\$2
Printing (copying)	\$500	\$0	0%	\$0	0%	\$0	\$0
Professional Services	\$15,500	\$8,750	56%	\$8,750	56%	\$8,340	\$9,600
Promotion & Marketing	\$1,500	\$375	25%	\$375	25%	\$375	\$875
Program - Meeting Expenses	\$50,000	\$0	0%	\$0	0%	\$0	\$10,768
Registrations	\$1,500	\$2,375	158%	\$2,375	158%	\$0	\$3,400
Rent	\$13,700	\$4,024	29%	\$3,009	22%	\$3,009	\$4,273
Scholarships	\$6,000	\$1,350	23%	\$1,350	23%	\$255	\$500
State Travel Costs	\$3,000	\$25	1%	\$25	1%	\$0	\$0
Subscriptions	\$5,600	\$2,683	48%	\$2,683	48%	\$1,836	\$100
Telephone	\$3,000	\$619	21%	\$619	21%	\$793	\$771
Travel	\$7,500	\$92	1%	\$92	1%	\$369	\$5,474
Total Expenses	\$442,895	\$105,819	24%	\$101,556	23%	\$115,574	\$119,536
Net Subtotal	\$22,896	\$5,842		\$7,630		\$12,533	\$14,726
Released from Restricted	\$18,093	\$3,290	18%	\$3,290	18%	\$5,189	\$2,534
NET for fiscal year	\$40,988	\$9,132		\$10,920		\$17,722	\$17,261

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

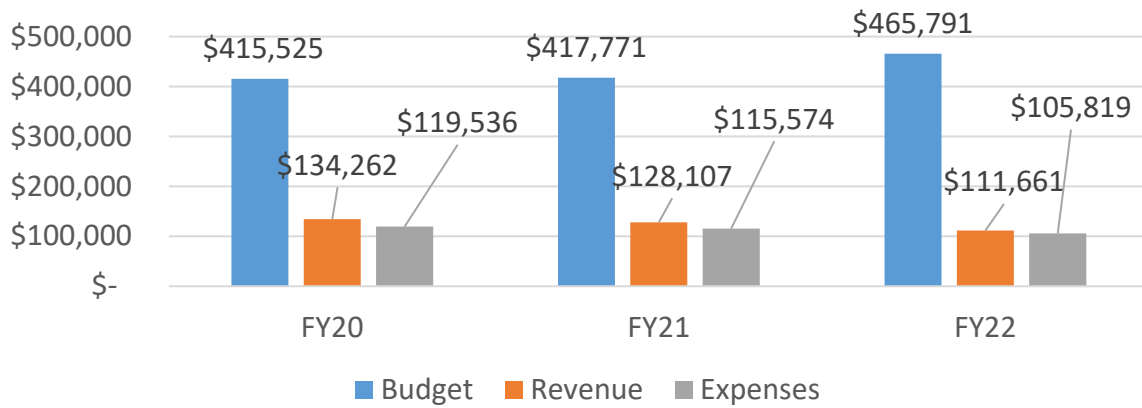


NERC Only Expenses Cash FY22

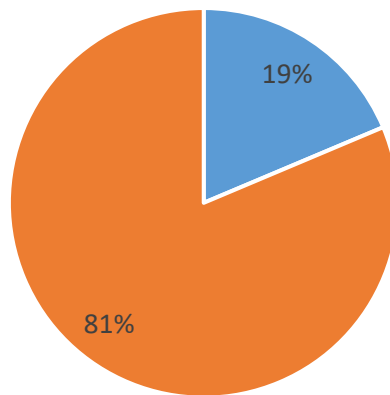


Note: Personnel costs are allocated between administration and program activities.

**Budget to Actual Expenses (Accrued) - September 24, 2021 -
FY 20 - 22**

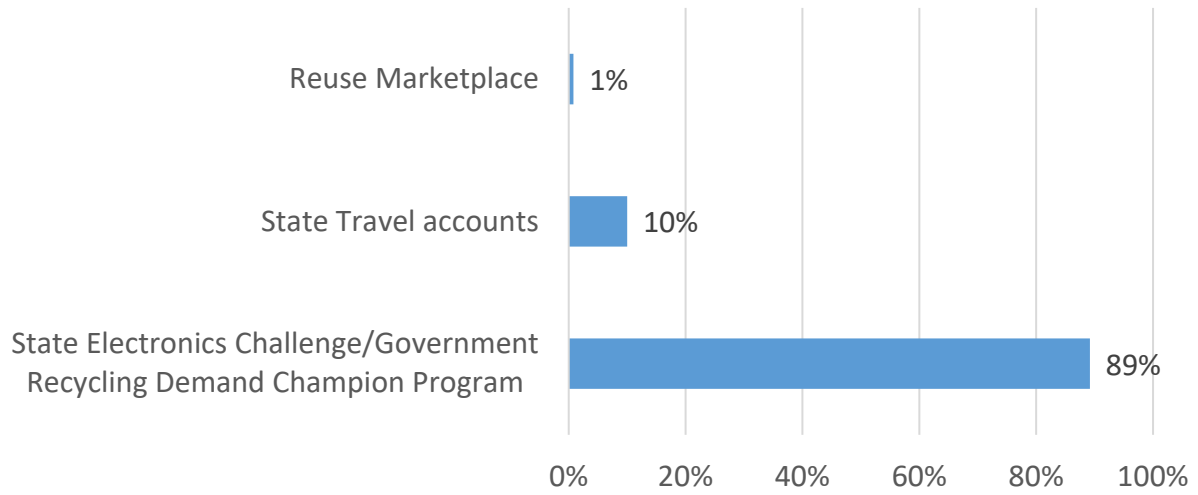


Restricted & Unrestricted Balances September 24, 2021



■ Restricted ■ Unrestricted

Restricted Accounts Distribution



Electronics Recycling Coordination Clearinghouse (ERCC) Only

Revenue

ERCC continues to do well, although having learned that two high-dues level states will not pay dues this fiscal year. Cash revenues are at 22% and this is slightly low.

Expenses

Total expenses to date (cash) are at 22%. 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
September 24, 2021	\$175,183
Net FY22	-\$5,793

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

July 1 – September 24, 2021	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	\$30,420	16%	\$36,906	20%	\$26,244	\$28,200
Interest	\$250	\$50	20%	\$50	20%	\$86	\$153
State Member Dues	\$68,000	\$6,500	10%	\$17,110	25%	\$12,610	\$22,750
Advisory Member Dues	\$62,000	\$19,360	31%	\$16,000	26%	\$14,250	\$19,750
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$0	0%	\$0	0%	\$0	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Total	\$319,509	\$56,330	18%	\$70,066	22%	\$53,190	\$73,853
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$900	\$312	35%	\$312	35%	\$251	\$61
Contractors	\$25,000	\$8,628	35%	\$8,628	35%	\$3,910	\$4,973
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	\$0	0%	\$0	0%	\$462	\$49
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	\$59,115	22%	\$59,115	22%	\$53,523	\$53,473
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$7,500	\$0	0%	\$0	0%	\$0	\$0
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	\$0
Subscriptions	\$350	\$305	87%	\$305	87%	\$0	\$234
Telephone	\$10	\$0	0%	\$0	0%	\$0	\$0
Travel	\$7,500	\$0	22%	\$0	0%	\$0	\$866
Total Expenses	\$314,280	\$68,360	22%	\$68,360	22%	\$58,146	\$59,657
Subtotal Net for fiscal year	\$5,229	-\$12,030		\$1,706		-\$4,956	\$14,196
Released from restricted	\$0	\$1,500		\$1,500		\$0	\$3,302
Net for fiscal year	\$5,229	-\$10,530		\$3,206		-\$4,956	\$17,498

Toxics in Packaging Clearinghouse (TPCH) Only

Revenue

TPCH revenue to date (cash) is 46% of budget. The majority of their receipts happen in the first six-months of the year and that accounts for the high percentage of budget.

Expenses

Expenses are on target at 27% (cash).

Conclusion

TPCH continues to have a strong cash reserve and to be financially healthy.

TPCH Bank Balances

July 1, 2021	\$74,942.39
September 24, 2021	\$77,980.70
Net FY22	\$3,038.31

July 1 – September 24, 2021	TPCH						
	BUDGET	Accrued to date	Accrued % budget to date	Cash to date	Cash % budget to date	FY21	FY20
Revenue							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants/Consulting	\$0	\$0	0%	\$0	0%	\$0	\$0
Interest	\$50	\$3	6%	\$3	6%	\$5	\$20
State Membership Dues	\$27,000	\$20,000	74%	\$13,000	48%	\$17,000	\$17,000
Advisory Membership Dues	\$8,000	\$3,000	38%	\$3,000	38%	\$11,000	\$11,000
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$0	0%	\$0	0%	\$0	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Total revenues	\$35,050	\$23,003	66%	\$16,003	46%	\$28,005	\$28,020
Expenses							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$0	\$0	0%	\$0	0%	\$0	\$0
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	\$200	\$121	61%	\$121	61%	\$0	\$119
Office Supplies	\$0	\$72	0%	\$72	0%	\$0	\$0
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel expenses	\$26,059	\$5,740	22%	\$6,956	27%	\$8,431	\$7,757
Postage	\$100	\$13	13%	\$13	0%	\$0	\$62
Printing (copying)	\$100	\$0	0%	\$0	0%	\$0	\$145
Professional Services	\$10,000	\$2,500	25%	\$2,500	25%	\$2,500	\$2,500
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$250	\$250	100%	\$250	100%	\$19	\$0
Telephone	\$350	\$68	19%	\$68	19%	\$66	\$75
Travel	\$500	\$3	1%	\$3	1%	\$0	\$0
Total Expenses	\$37,559	\$8,768	23%	\$9,983	27%	\$11,016	\$10,658
NET for fiscal year	-\$2,509	\$14,236		\$6,020		\$16,990	\$17,363

Combined Financials

July 1 – September 24, 2021	Combined (NERC, ERCC, & TPCH)		
	Budget	Accrued Total to Date	Accrued % Budget to Date
Revenue			
Conference Sponsorship	\$52,500	\$22,750	43%
Grants/Consulting	\$283,085	\$60,840	21%
Interest	\$8,300	\$549	7%
State Membership Dues	\$179,465	\$49,500	28%
Advisory Membership Dues	\$225,000	\$44,010	20%
Registrations	\$65,000	\$10,335	16%
State Travel Accounts	\$6,000	\$2,000	33%
Reimbursed Expenses	\$1,000	\$1,010	101%
Total revenues	\$820,350	\$190,994	23%
Release from Cash Reserves	\$2,509	\$0	0%
Total	\$822,859	\$190,994	23%
Expenses			
Advertising	\$4,000	\$0	0%
Bank Fees	\$7,400	\$902	12%
Contractors	\$29,500	\$9,443	32%
Equipment Purchases	\$2,000	\$901	45%
Equipment Repairs	\$750	\$198	26%
Gifts & Awards Given	\$2,750	\$1,270	46%
Insurance	\$3,750	\$980	26%
Internet	\$4,100	\$1,122	27%
Office Supplies	\$750	\$72	10%
Permits	\$2,000	\$245	12%
Personnel expenses	\$331,229	\$85,258	26%
Postage	\$135	\$23	17%
Printing (copying)	\$610	\$0	0%
Professional Services	\$297,500	\$70,365	24%
Promotion & Marketing	\$1,500	\$375	25%
Program - Meeting Expenses	\$57,500	\$0	0%
Registrations	\$1,500	\$2,375	158%
Rent	\$13,700	\$4,024	29%
Scholarships	\$3,000	\$25	1%
State Travel Costs	\$6,000	\$1,350	23%
Subscriptions	\$6,200	\$3,238	52%
Telephone	\$3,360	\$687	20%
Travel	\$15,500	\$95	1%
Total Expenses	\$794,734	\$182,947	23%
Net Subtotal	\$28,125	\$8,047	
Release from Restricted	\$18,093	\$4,790	26%
NET budget for fiscal year	\$46,217	\$12,837	28%

Appendix B
Advisory Member Activity - March 2 - October 5, 2021

Renewing Benefactor
Waste Management
New Sustaining Members
AMP Robotics
Fire Rover, LLC
Revolution
Renewing Sustaining Members
American Iron & Steel Institute (AISI)
Coca-Cola Beverages Northeast, Inc.
CSG/Eastern Regional Conference
GBD International
International Bottled Water Association
Mattress Recycling Council
MRM
Republic Services
SSI SCHAEFER (Schaefer Systems International)
The Recycling Partnership
New Supporting Members
City of Newburyport, Massachusetts
ecomaine
International Sleep Product Association
ReLoop
Town of Bedford, Massachusetts, Bedford DPW - Refuse & Recycling
Town of Ipswich, Massachusetts
Renewing Supporting Members
Call2Recycle
Chittenden Solid Waste District
EFS-plastics
Foam Cycle
Maine Resource Recovery Association (MRRRA) – 3 years
MSW Consultants
National Center for Electronics Recycling
NYC Bureau of Recycling and Sustainability
Pennsylvania Recycling Markets Center
Professional Recyclers of PA (PROP)
Resource Recycling Systems (RRS)
Rockland County Solid Waste Management
Urban Mining Industries LLC

Appendix C

Votes Taken by NERC Board of Directors Between Board Meetings

March 1, 2021 – October 19, 2021

1. Vote on FY22 Operating Plan & Budget
Approved June 30, 2021

2. Appointment of FY22 Executive Committee
Approved June 30, 2021

3. Election of Ex Officio Board Members
Approved June 30, 2021

4. NERC Endorsement of Principles for Chemical Ingredient Disclosure
Approved June 30, 2021

5. Vote on FY21 Annual Report
Approved September 22, 2021

Appendix D

TOPIC: Expanding Markets for Recyclables (EMR) in Products



Status Report

Implementation of NERC-NEWMOA FY 2021 Joint Workplan

Activities from June 1 – September 30, 2021

TOPIC: Food Scraps Reduction, Recovery, & Management

NEWMOA is the Workgroup lead:

- Held a webinar in July on Upcycling of Food Waste (NEWMOA led) (699 registrants).
- Planned a webinar for late October or November on Fate of Non-Organic Material from De-Packaging Operations" (NEWMOA is the lead).
- Started to plan a webinar for the fall on markets for finished compost in the region (NERC is the lead).
- Planned Workgroup meeting for later in the fall of 2021. (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 & notes & 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:

- Planned & held 3 monthly meetings of the Recycled Content Legislation Workgroup, which is developing model legislation for plastic food & beverage containers & plastic film. Prepared & distributed notes on the meetings. (NERC led)
- Updated a draft of the model legislation based on the results of each meeting. (NERC led)
- Met with David Allaway, OR DEQ twice to discuss ways to connect PCR mandates & EPR

TOPIC: Extended Producer Responsibility (EPR)

NEWMOA is the Workgroup lead:

- Planned a Northeast EPR Network virtual meeting for September. (NEWMOA led)
- Held a webinar in June 2021 with the Product Stewardship Institute (PSI) on models for EPR for packaging & paper products (441 registrants) (NEWMOA led).

TOPIC: Climate Change & Materials Management

NEWMOA is the Workgroup lead:

- NEWMOA participates in the monthly calls of the West Coast Climate & Materials Management Forum.
- Planned a Workgroup meeting for the fall 2021. (NEWMOA led)
- Planned a webinar for October on "Achieving Net Zero Greenhouse Gases in the Solid Waste Industry"; recruited presenters, developed outreach materials, started outreach (NERC led).

- Held 3 meetings with EPA Region 1 to discuss a consumption-based emissions inventory project in the region. (NEWMOA led)

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.

TOPIC: Household Hazardous Waste (HHW)

NEWMOA is the lead:

- Held Workgroup meeting in June, prepared & distributed notes on the meeting.
- Planned HHW Workgroup meeting for the fall of 2021.
- NEWMOA invited WG & NERC Board to a NEWMOA HW webinar on lithium battery recycling facilities in NY.
- Held a webinar on lithium battery recycling in June (284 registrants) (NEWMOA lead).

TOPIC: Overall Coordination & Management

- Lynn & Terri spoke numerous times to develop materials & plan activities; exchanged numerous emails.
- Co-wrote progress reports for both Boards.
- Co-wrote a FY 2021 Annual Report, which has been posted & shared with both Boards.
- Prepared FY 2022 annual Workplan & shared with both Boards.

Appendix E
Staff Reports for October 2021 NERC Board of Directors Meeting
Reporting Period: March 1 – September 30, 2021

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, 278 followers, increase of 39% since last report. • Administered EPPnet (160 subscribers, same as last report) and Organics Management listservs (83 subscribers, same as last report)
Bottle Bill Committee	<ul style="list-style-type: none"> • Formed new Bottle Bill committee • Organize calls and take notes – held 4 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 and updated as appropriate
Diversity, Equity & Inclusion (DEI)	<ul style="list-style-type: none"> • Assisted in formation of Committee to plan DEI trainings and participated in plans for program design and implementation
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 • Secured annual agreement
Email Bulletin	<ul style="list-style-type: none"> • Edit and post each edition, including writing articles and producing E-Blast • Maintain subscription database. 7,468 active subscribers, increase of 10% since previous staff report.
Government Recycling Demand Champions Program	<ul style="list-style-type: none"> • Conducted research into specifications, products, and training opportunities, and had phone calls with many potential program participants • Held 2 introductory webinars 56 attendees • Updated and maintained the webpage • Ongoing outreach to secure participants in program and answer questions. • Provided technical assistance to several entities in support of buying recycled; products, policies, and tracking • Created and posted new resources • Launched first round of annual report requests & began calculating environmental impacts • Program has 3 types of participants: Champion, Advocate, State Recycling Organization Advocate. There are 5 Champions, with 2 new ones; 2 Advocates, and 5 State Recycling Organizations (1 new one, and 1 switching categories)
Joint Initiative with NEWMOA	<ul style="list-style-type: none"> • See separate status report
Organics End Market Committee	<ul style="list-style-type: none"> • Formed new Organics End Market committee • Organize calls and take notes – held 4 calls • Share information with committee that receive via email/news articles • Researched and created overview of existing organics end markets infrastructure and updated as appropriate
National Recycling Coalition	<ul style="list-style-type: none"> • Member of the Board of Directors. Term expired September 2021. • Participate in monthly Board calls.

	<ul style="list-style-type: none"> • Participate on recycling market development committee
Project Oversight	<ul style="list-style-type: none"> • Ongoing oversight & guidance for all grants & projects, including review of significant deliverables.
RecycleCT Foundation Fiscal Agent	<ul style="list-style-type: none"> • Provide quarterly financial information and pay bills • Participate in occasional Board meetings • Arranged for annual financial reviews
Regional Organics Initiative	<ul style="list-style-type: none"> • Held two Board meeting calls, focused on decisions about organizational structure, priorities, benefits and initiatives • Decided to cease the effort due to decreasing interest and commitment
Regional Recycling Markets Committee	<ul style="list-style-type: none"> • See NERC-NEWMOA Joint initiative status report.
Fall '21 Conference	Assisted with logistics, planning, and promotion.
State Electronics Challenge	<ul style="list-style-type: none"> • Obtained annual reports from 23 partners, calculated environmental results and produced individualized sustainability reports • Received 19 award applications, order awards, wrote press releases • Posted environmental results and award winners on website • Respond to inquiries about program
The Recycling Partnership Circularity Council	Participate on the Council and end markets committee. Monthly calls.
Toxics in Packaging Clearinghouse (TPCH)	<ul style="list-style-type: none"> • Provided administrative support and financial operations • Provided quarterly Google analytics
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 • Scheduled 2 downstream and 1 compliance audit for October
Webinars	<ul style="list-style-type: none"> • Promoted new webinar sponsorship program. 4 Sponsors (3 Silver, 1 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 • Planned and scheduled 3 webinars for October and November with several more in development • Recordings and PowerPoint presentations posted on NERC website and YouTube channel

MANAGEMENT RESPONSIBILITIES

Topic	Activities
FY 2021 Annual Report	<ul style="list-style-type: none"> • Developed FY2021 Annual Report, administered vote, and posted on NERC website. • Shared with Board and Advisory Members
Financial	<ul style="list-style-type: none"> • Quarterly and monthly financial reviews, monthly and quarterly warrants • Filed state annual reports • Reviewed monthly NERC warrants, and quarterly ERCC & TPCH warrants, ongoing financial transaction reviews, and budget management • Pay bills • Arranged for annual audit, answered questions from auditor, provided information for annual 990 submission • Developed FY2021 budget in collaboration with Treasurer • Prepare Treasurer Report for Board meeting
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 Sustaining Member and 6 Supporting Members; Renewals: 1 Benefactor, 10 Sustaining Members, 13 Supporting Members (through Oct. 5) • Secured contract with the Recycling Partnership for conducting interviews about demand and writing of report. In progress • Secured contract with ReLoop for assistance with a survey, in progress. • Secured arrangement with RecycleCT to expand the scope of services provided by NERC.
NERC Visibility	<ul style="list-style-type: none"> • Answering (lots of) questions/interviews from academics, press, businesses, public and members • Wrote and distributed four press releases • Webinars (see above) • Annual Environmental Leadership Award program: Publicized, managed submissions, formed award committee, informed winners and losers, ordered awards, and prepared award announcements for conference and press release <ul style="list-style-type: none"> ◦ Received 2 Advisory Award applications, 6 private sector, 6 public sector, 1 other ◦ In 2020 we received 6 Advisory Award applications, 9 private sector, 9 public sector, 1 other
Operating Plan FY2022	<ul style="list-style-type: none"> • Developed FY22 Operating Plan and Budget, posted on website • Conducted priorities surveys with Board and Advisory Members
Personnel	<ul style="list-style-type: none"> • Weekly meetings with each full-time staff person and monthly staff meeting - virtual • Ongoing personnel management and supervision
Secretary to the Board	<ul style="list-style-type: none"> • Finalized April Board minutes, distributed for review and vote, posted on website • Conducted votes on Operating Plan & Budget, Annual Report, Executive Committee, Ex Officio members, and Endorsement of Principles for Chemical Ingredient Disclosure • Organized October 2021 Board meeting • Organized and participated in 5 Executive Committee calls and recorded notes • Prepared documents for Fall Board meeting • Secured annual appointment letters for Board
Websites	<ul style="list-style-type: none"> • Ongoing website posting & maintenance • Website ADA compliance activities • Wrote and posted documents including: two quarterly MRF survey results, all webinar presentations and recordings, Annual Report, Operating Plan & Budget, Model Supplier

	<p>Letter Requesting PCR Information, updated state program contacts, Summary of Announced Increased Capacity to use Recycled Paper Update, new webinar section of website - includes registration links, recent webinar recordings & PowerPoint presentations, Solid Waste Facilities in the Northeast updated (Robert Kropp did the research), minutes from April NERC Board of Directors Meeting, NERC-NEWMOA Joint Initiative Annual Report, revised bylaws, annual audit, Government Recycling Demand Champion Fact Sheets update, State Electronics Challenge annual environmental accomplishments and award winners</p> <ul style="list-style-type: none">• Quarterly Google analytics for NERC, SEC and TPCH (as of September 30)<ul style="list-style-type: none">○ NERC: average number of sessions/month = 15,792, a 15% increase from previous period○ TPCH: average number of sessions/month = 3,868, a 30% increase from previous period○ SEC: average number of sessions/month = 112, 3% decrease from previous period
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<p>Diversity, Equity & Inclusion (DE&I)</p>	<ul style="list-style-type: none"> • Wrote article published in Resource Recycling digital newsletter about NERC’s work on DE&I. • Developed session about Environmental Justice for NERC’s Fall ’21 Conference. • Offered student scholarships for NERC’s Fall 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. • Identified and enrolled in a five-week, online course— Champions for Inclusion Program to develop my personal understanding of DE&I and how we can incorporate it more fully into NERC’s work. <p>DE&I Training Series</p> <ul style="list-style-type: none"> • Managed and facilitated four calls with the Training Planning Committee, which resulted in: identifying the learning objectives and outcomes for the Training series, identified and confirmed the presenters for the first two Trainings. • Conducted individual interviews with the Planning Committee.
<p>Minimum Recycled Content Legislation for Plastic Containers Committee</p>	<p>Occasionally attended calls, and updated group on progress of NERC’s Glass Model Legislation Work Group.</p>
<p>Fundraising</p>	<ul style="list-style-type: none"> • Contacted a select list of potential Advisory Members and secured the memberships of AMP Robotics and Reloop. • Continue to scout for new Advisory Members.
<p>Social Media</p>	<ul style="list-style-type: none"> • Continued to forward potential Facebook and Twitter postings to staff. • Posted articles to social media outlets, as appropriate.
<p>NERC’s Website</p>	<p>Worked with NERC’s programmer on ongoing basis to address glitches with the Conference webpages and necessary changes for event registration.</p>
<p>Administrative</p>	<p>Completed & submitted Bi-monthly payroll.</p>

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Robert Kropp, Office Manager/Bookkeeper

Project/Activity Name	Activities
Financial & Office Management	<ul style="list-style-type: none"> • Prepare Treasurer’s Report for distribution at NERC’s twice-yearly board meetings. • Collaborate with Executive Director and Auditor in successful completion of Fiscal Year 2021 audit. • Produce 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. • Responsible for remote deposits of checks received in mail. • Monitor bank balances and alert Executive Director when transfers are necessary. • Annual updating of forms such as travel reimbursement, timesheets, etc., and more frequently when necessary to do so. • 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. • Produce financial report for conferences and workshops.
Social Media etc.	<ul style="list-style-type: none"> • Responsible for updating Twitter feeds; grew number of Twitter followers to 3,150 up from 2,700 at beginning of above period. • Responsible for updating Facebook posts; site now has 930 followers, up from 905 at beginning of above period. • Update NERC in the News page on website. • Posting of NERC blogs on a weekly basis
Program Implementation	<ul style="list-style-type: none"> • Responsible for coordinating Vermont E-cycle program.
Writing and Editing	<ul style="list-style-type: none"> • Contributed several New Advisory Member Spotlights to monthly bulletin. • Writing and editing of NERC weekly blogs and other documents, including press releases; provide financial analysis support for grant and project proposals.

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Melissa Lavoie, Program Manager

Project	Activities
Toxics in Packaging Clearinghouse (TPCH)	<p>Program administration</p> <ul style="list-style-type: none"> • Manage all aspects of organization including coordination and facilitation of monthly two-hour conference calls, sub-committee and Executive Committee calls • Planning of two day (virtual) annual member meeting for October 13 and 14 • Work with TPCH Executive Committee members to prioritize call and meeting agendas for all member and state member only calls • Prepared & distributed all call documents and coordinated monthly conference calls of membership, in addition to newly formed subcommittee on Technical Testing (with intent to provide a guidance document in 2022 regarding future testing needs/requirements to help states and industry implement the updated model legislation) • Provided multiple document and webpage updates to TPCH website after the model legislation was updated • Coordination of actions on FY21 annual workplan • Provided TPCH background and current work projects to new state representatives of TPCH <p>Outreach</p> <ul style="list-style-type: none"> • Provided assistance and information for 39 inquiries from companies/organizations • Drafted and sent letters to all state environment commissioners (ones that have toxics in packaging laws but are not current members of TPCH), notifying them of the model legislation update from February 2021 and providing information about TPCH membership • Updated information on TPCH website on a regular basis <p>Research</p> <ul style="list-style-type: none"> • Working with state members to determine next screening project, likely for 2022