

**COLORADO ASSOCIATION FOR RECYCLING
2007-2008 BOARD OF DIRECTORS MEETING
January 11, 2008**

President Michelle Kincheloe called the meeting to order at 10:06am at Ball Corporation, Broomfield, Colorado.

Board Members Present:

Sammie Baratta (By Phone)
Dianne Beal (By Phone)
Karen Bloomfield (By Phone)
Bob Edmiston
Michelle Kincheloe
Tameem Khizer

Sarah Lavery (By Phone)
Beth Lenz (By Phone)
Mereth Meade
Gerri Walsh
Bob Yost

Executive Director Marjorie Griek and guest Bob Boggio were in attendance. Dianne Beal, Karen Bloomfield, and Beth Lenz were not present at the start of the meeting.

Approval of Minutes From the November 16, 2007, Board Meeting:

Bob E. noted that the detailed minutes were complete and provide a better record of the proceedings of the meeting. Tameem Khizer motioned to approve. Gerri Walsh seconded the motion. **Motion passed unanimously.**

Executive Director's Report:

Marjorie Griek did not have a copy of the report for the Board Members at the meeting. She assured the members she would have a report later to them via email. She reported on her activities since the previous meeting pertaining to Book keeping, Annual Meeting, Policy Committee work and the Assistance Committee work.

Indemnification Insurance:

The agent had not got back to Marjie with information, forms, etc. Marjie suggested we stick with this insurance provider because they provided insurance to non-profit organizations. This insurance would indemnify board directors and officers. Marjie will send an email to the insurance agent and give her a deadline on providing us the required information and quote by February 15, 2008.

Assistance Committee:

Senate Bill 182 – The committee received 17 applications for the research oriented grants. 7 of the 17 were awarded grants. The 7 included CDOT, CDPHE, Engineered Vinyl Products, UCB, UCD (2 projects) and Green Giant recycling. These grants were for developing processes commercially. No staff was paid or will be paid by SB182 funds. Volunteers work with grantees, to monitor budgets, deliverables, mileposts, etc. This will be for 1 to 2 years depending on the length of grant. The grantees would require to present invoices, scope of work and signed contracts. The total amount awarded was approximately \$1,000,000.

Main issues concerning SB182 were that there was no staff provided for monitoring grants funded by both SB182 and HB1288. The sub-committee on SB182 has 4 volunteers and is in need of more volunteers. There is no watch dog on how monies are used. The Health Department is not involved in this process. There is no fiscal help from CDPHE. Annmarie Jensen approached the sponsors of the bill to explain that CDPHE needs the authority to amend and add staff and administrative support for the bill. SB182 is an on-going program compared to HB1288. This

COLORADO ASSOCIATION FOR RECYCLING
2007-2008 BOARD OF DIRECTORS MEETING
January 11, 2008 (continued)

would require funding for administrative support to provide information to sponsors and funders on progress.

House Bill 1288 – The group will have the rebate formula ready by February 1, 2008. The organizations will have one month to apply for the rebate. By that time all glitches will be identified and settled. As for grants, the group is currently working on the Request for proposal (RFP) by February 11, 2008. This will be finalized after the committee hears what the consultants have to report on the data collection efforts and surveys on recycling. Depending on the outcome of the survey, the committee will work on the grant RFP. The committee aims to include diversion of material and jobs created as criteria for the grants. The committee does not have the authority to add administrative support. CDPHE was not aware that money had to be appropriated in the bill as the language currently is insufficient to cover that support. The committee has the authority also to hire consultants and use discretionary funds up to \$200,000 in the first year for operating expenses. No contracts over \$25,000 will be awarded. There will be a pre-bid meeting on February 28th and the bids will be due on March 28th. Prior to this there will be a presentation on January 22nd to the Pollution Prevention Board on survey findings and data collection.

CDPHE is working on 4 FTE. They have made offers to people but no one has accepted the offers yet.

Dianne Beal and Beth Lenz joined the meeting by phone at 10.30 am.

NRC Sponsorship Resolution:

NRC and CAFR were to have initially exchanged the sponsor soliciting list. CAFR provided their list to NRC but NRC did not provide theirs. We however, did not provide our final list to them. CAFR approached Van Dyke for sponsorship. They verbally agreed to give the monies to us. However, due to a clerical error at Van Dyke the check for \$10,000 was issued to NRC. Van Dyke reiterated that they intended to give us the money. Gary Horton asked Marjie to follow up on this. Marjie approached Van Dyke on this issue. Van Dyke then issued another check to CAFR in the amount of \$5,000. But the issue of the initial \$10,000 still remained unresolved. CAFR approached NRC on this and NRC agreed to split the amount by keeping \$5,000 and giving us \$5,000 in the form of a credit to be applied towards membership dues. Van Dyke got the benefit by being listed as a \$10,000 sponsor both by NRC and CAFR.

Per Michelle Kincheloe, Kate Krebs at NRC has not taken any responsibility and accountability at all. NRC failed to inform membership and sponsors on key note speakers, sessions, etc. The Board has decided on using the credit for 2007 and 2008. Michelle will write to them accepting their offer, asking for a break up of credit. Michelle and Marjie will start the dialogue with David Refkin and Melinda Ehrlinger on issues relating to RO.

Board members will have discussions in further meetings to re-evaluate the value of NRC membership after 2009. The Board of Directors of NRC to be informed on these events and issues.

**COLORADO ASSOCIATION FOR RECYCLING
2007-2008 BOARD OF DIRECTORS MEETING
January 11, 2008 (continued)**

Nominating Committee Report:

The nominating committee presented to the Board on all the candidates interested in running for election to join the Board of Directors in 2008-2009. The nominating committee would recommend the slate for the Board to confirm. Bob Boggio was asked to leave the room so his candidacy could be discussed. Bob Boggio did not meet one of the requirements (being a member for at least a year). Bob Yost suggested providing justification for Bob Boggio's candidature and accepting the recommendations of the nominating committee in this regard. Gerri Walsh motioned to approve the candidature of Boggio based on the recommendation of the nominating committee. Mereth Meade seconded the motion. **Motion passed unanimously.**

Officer Positions for 2008-2009:

Michelle Kincheloe raised the issue that board members needed to consider running for officer positions in 2008-2009 and volunteer for the same by the next meeting.

Board of Directors – Conflict of Interest Resolution:

The Conflict of Interest resolution was discussed and a motion was made by Mereth Meade to have every Board Member accept, sign and abide by this resolution. Dianne Beal seconded the motion. **Motion passed.** (Abstained: Bob Edmiston)

Treasurers' Report:

Dianne Beal presented the Treasurer's Report. See Appendix One. Michelle Kincheloe noted our net gain with interest came to \$17,000 and suggested board members think and plan on how best to utilize monies.

2008 Budget:

Line items in the budget that were discussed were Indemnification Insurance premiums, Bookkeeping Expenses, Salaries, Bonuses and Raises, and Discretionary Funds. Memberships were discussed pertaining to retention rate, new member solicitation and to group members by quarter for easier tracking of renewals. A suggestion was made prorating every member till the end of the year so that renewal is automatic at the first of the year for all members. CAFR is an accrual-based and not a cash-based membership. Bob Yost motioned to approve the 2008 budget as presented, Bob Edmiston seconded and motion. **Motion passed unanimously.**

Karen Bloomfield left the meeting and joined via phone.

Policy Committee:

Bob Yost reported that the proposed organics/composting bill is being drafted. Marjie Griek and the RMOC have been instrumental in working on this draft proposal. The bill was introduced on January 14, 2008. The bill provides the Dept. of Agriculture to change definitions without legislation. There would be rule making procedures instead of legislative procedures in place.

Bob Yost is currently the Chair of the Policy Committee. With his tenure on the board ending, the new board will decide on committee chair although Bob Y. will continue to be on the committee, so as to help pass composting legislation this year as planned.

**COLORADO ASSOCIATION FOR RECYCLING
2007-2008 BOARD OF DIRECTORS MEETING
January 11, 2008 (continued)**

There was some more discussion pertaining to SB182 on provisions for hiring a FTE instead of going to legislators. Bob E. recommended CDPHE hire a consultant instead of FTE. Operational expenses allows for a consultant. An RFP could be developed defining scope of work.

2008 Annual Meeting:

Michelle Kincheloe, Beth Lenz and Marjie Griek had a preliminary meeting with Roxanne Bradshaw, the Facilitator for the Board Retreat. Roxanne will call present and new board members for some information. The venues for the Annual Meeting, tours and the Board Retreat have been finalized.

NRC Affiliate Agreement:

Marjie Griek brought up the agreement document between the State Recycling Organizations (SRO) and NRC. This agreement defines roles and responsibilities between the two. Discussion and approval from board members is required to sign the agreement and forward to the NRC. This has been tabled till the next meeting or will be voted on via email.

2008 Summit:

Commitments for the Summit are from Dex Media at \$6,000 and from Larimer County at \$1,000. All members were urged to solicit more sponsors. At this point we do not have keynote speakers or program speakers. Michelle Kincheloe will contact David Allaway with the Oregon Department of Environmental Quality to be a keynote speaker. Auden Schendler with the Aspen Ski Company will be solicited by Marjorie Griek for a keynote at the Summit as well.

Open Floor/Discussion/New Items:

These issues and potential future avenues were discussed –
Education on recycling issues at institutions
Compliance, audits and site visits of facilities
Discounted health insurance as member benefits

Next Board Meeting:

The next board meeting was confirmed for Thursday, February 21, 2008 at the Penrose House. The old board meets at 9.00 am followed by the new board meeting at 9.45 am.

Meeting adjourned at 1.52 pm.

APPENDIX ONE
COLORADO ASSOCIATION FOR RECYCLING
TREASURERS' REPORT - January to December 2007

Balance Sheet: Assets total \$81,028; Liabilities & Equities total \$81,028

Compared to same period previous year: Assets \$75,461, Liabilities & Equities \$75,461

This year is over 7% better than same period last year.

Category	YTD Profit and Loss Analysis	Budget Analysis
Total	Income: \$201,298 Expenses: \$196,603 Net Ordinary: \$4,695 Net w/interest: \$5,924	Compared to 2006, the income was \$5,000 v/s (\$2,831) over last year. Expenses are 90% over last year. Income is 100% over '07 budget. Expenses are 90% over budget.
Assistance Committee	Income: \$0 Expenses: \$1,216 Net: (\$1,216)	This is a new heading to track Marjie's time spent on the HB 1288 committee. No time and money budgeted.
ARD	Income: \$7,506 Expenses: \$2,606 Net: \$4,900	\$7,000 is sponsorship. Expenses were administrative and travel. Under budget on sponsorships and on expenses.
Annual Meeting	Income: \$2,460 Expenses: \$1,381 Net: \$1,079	We were under budget on income by 47% (budget was \$5,250) and over budget for expenses by 25%. Most of the income was from program fees.
Educ. Res. & Outreach.	Income: \$500 Expenses: \$5,500 Net: (\$5,000)	Expenses are mainly staff time, travel, and supplies. Marjie has spent more time than anticipated in this category. Expenses are almost twice the budget.
Electronics Recycling & Reuse Council	Income: \$1,388 Expenses: \$1,388 Net: \$0	Expenses are more than two times budget. However, their "extra" income has covered the expenses.
General Fund	Income: \$1,000 Expenses: \$33,574 Net: (\$32,574)	Misc. and uncategorized income falls under this general category. Mainly staff and admin expenses. Income is five times over and expenses are 150% over budget.
Grants – total	Income: \$5,000 Expenses: \$3,997 Net: \$1,003	Received Grant from Weyerhaeuser. Some expenses in already for Summit items and for membership directory.
Membership	Income: \$39,931 Expenses: \$5,954 Net: \$33,978	Membership revenue is over budget by 156%. Expenses are at budget.
Newsletter	Income: \$0 Expenses: \$761 Net: (\$761)	Expenses are mainly administrative. (Lisa Skumatz and SERA staff donate design.)
NRC Congress 2007	Income: \$78,625 Expenses: \$80,337 Net: (\$1,712)	Income was over budget. Expenses are administrative, program coordinator and facility rental. (Sponsorship monies are outstanding which puts us in the positive.)
Policy Committee	Income: \$600 Expenses: \$17,205 Net: (\$16,605)	Income from contribution and fundraising. Way under budget. Expenses are for lobbyist Mendez-Steadman, staff and administrative expenses.
Recycling Org. Council	Income: \$0 Expenses: \$3,794 Net: (\$3,794)	No income budgeted. Expenses include Marjie's recent meeting to the NRC board.
RMOC	Income: \$695 Expenses: \$939 Net: (\$244)	Some of the EPA Summit money was moved here for specific expenses covered by EPA
Summit 2007	Income: \$63,593 Expenses: \$35,620 Net: \$27,973	Income through sponsorship 9% over budget. Expenses include administrative expenses, payroll, facility rental deposit and postage. Expenses were 7% under budget.
Summit 2008	Income: \$0 Expenses: \$1,006 Net: (\$1,006)	No income yet (or budgeted yet – 2008 budget – to be discussed today). Expenses are staff time and travel for site visit.
Website	Income: \$0 Expenses: \$1,325 Net: (\$1,325)	No income budgeted. Expenses are staff, contractor and administrative. Expenses are 48% under budget.