

COLORADO ASSOCIATION FOR RECYCLING
2006-2007 BOARD OF DIRECTORS MEETING
January 12, 2007

President Michelle Kincheloe called the meeting to order at 11:17am at Western Disposal, 5880 Butte Mill Road, Boulder, Colorado.

Board Members Present:

Sammie Baratta (By Phone)
Dianne Beal (By Phone)
Karen Bloomfield
Gary Horton
Tameem Khizer
Michelle Kincheloe

Beth Lenz
Mereth Meade (By Phone)
Charlotte Pitt
Gerri Walsh
Bob Yost

Executive Director Marjorie Griek and Administrative Assistant Amy Randell (by phone) were in attendance. Karen Bloomfield was not present at the start of the meeting. Vice President Gerri Walsh presided over the first portion of the meeting while President Michelle Kincheloe attended to other business.

Approval of Minutes from the November 10, 2006 Board Meeting:

Gary Horton moved to approve the minutes. Charlotte Pitt seconded the motion. **Motion passed unanimously.**

Treasurer's Report:

Tameem Khizer presented the Treasurer's Report. See Appendix One.

Executive Director's Report:

Marjorie Griek reviewed the Executive Director's Report. See Appendix Two.

Michelle Kincheloe re-joined the meeting as the presiding officer.

Policy Committee:

Marjorie Griek reviewed the activities of the Policy Committee. CAFR is cooperating with CDPHE, which was proposing a bill similar to CAFR's, to present a Comprehensive Recycling Bill to the 2007 legislature. CAFR is also watching, but not actively supporting, a nonferrous metal recycling bill and anti-junk mail bill.

Karen Bloomfield joined the meeting.

Rocky Mountain Organics Council (RMOC):

Bob Yost reviewed the activities of the Rocky Mountain Organics Council.

Electronics Recycling and Reuse Council (ERRC):

Sammie Baratta reviewed the activities of the ERRC. Sammie Baratta moved to increase ERRC membership fees from \$35 to \$50 for 2007. The Board discussed whether there were increased expenses to go along with the increase. Gary Horton seconded the motion. **Motion passed unanimously.**

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Nominations Committee:

Charlotte Pitt reported on the progress of the Nominations Committee. Seven individuals are currently on the ballot for 2007-2008: Mick Barry, Michelle Kincheloe, Gerri Walsh, Matt Alvarez, Mark Gloriosos, Bob Edmiston and Sarah Laverty. Laurie Batchelder Adams will tally the official votes. The Board discussed electing individuals to fill specific needs on the Board next year, i.e. require a certain number of industry representatives, rural representatives, etc.

America Recycles:

Amy Randell reviewed the final statistics of the America Recycles 2006 campaign. See the Treasurer's Report for a financial summary. There was a large amount of media coverage generated by this event.

Amy Randell and Marjorie Griek presented the America Recycles poster contest and calendar fundraiser proposed for 2007.

Beth Lenz motioned for CAFR to pay for Amy Randell's airfare to attend the national America Recycles meeting in Chicago in February. Gerri Walsh seconded the motion. **Motion passed unanimously.**

2007 Summit:

Michelle Kincheloe reviewed the progress of the Summit Planning Committee. The Board discussed options for offering additional recognition to exhibitors and sponsors, possibly during breaks or with informational pieces at table settings.

2007 NRC Host Committee:

Michelle Kincheloe reviewed the progress of the National Recycling Coalition 2007 Host Committee. Marjorie Griek reported that CAFR will help assemble a program committee to start looking at presentations, keynotes, etc.

The Board reviewed and discussed the contract with the National Recycling Coalition and CAFR. Gary Horton motioned to accept the contract. Beth Lenz seconded the motion. **Motion passed unanimously.**

Annual Meeting/Board Retreat:

Michelle Kincheloe shared that the annual meeting would be held February 22 at ALL Recycling in Englewood, Colorado, starting with the 2006-2007 Board of Directors meeting at 9:00am followed by the 2007-2008 Board of Directors meeting at 9:45am. Denver Mayor John Hickenlooper will be the keynote speaker.

The Board discussed the price of the annual meeting as the attendee cost has not increased over the past three years. Charlotte Pitt motioned to increase the annual meeting fee to \$40 per person. Gerri Walsh seconded the motion. **Motion passed unanimously.**

The annual Board Retreat will follow the annual meeting and continue through Friday afternoon. The location is yet to be determined.

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2007 Budget:

Marjorie Griek reviewed the proposed budget for 2007. The Board discussed the budget. Gary Horton motioned to tentatively approve the budget as presented, adjusting the Executive Director salary to full time from February 1 through October 31, 2007, and possibly adjusting the budget further at the February meeting after review of the breakdown by category of the financial reports. Gerri Walsh seconded the motion. Michelle Kincheloe friendly amended the motion, to include raising the Summit sponsor revenue to \$22,000, adjusting the Annual Meeting Program fee to \$2,800 based on the approved fee increase for an estimated 70 attendees, and updating the ERRC dues as approved earlier in the meeting. **Motion passed unanimously.**

Domini Fund:

Marjorie Griek inquired whether a Board member wanted to look into the options for the fund; Board agreed that Marjorie Griek should handle it.

Nonprofit Resources:

Marjorie Griek reported that Nonprofit Resources offers free meetings on various nonprofit topics, such as insurance, employees, etc.

Insurance:

Marjorie Griek reported that CAFR is in the process of obtaining the insurance required for the NRC congress.

Rocky Mountain Climate Organization:

Marjorie Griek reported that CAFR is now an official member of the Rocky Mountain Climate Organization.

Business Credit Card:

Marjorie Griek proposed canceling CAFR's business credit card due to the high interest rate. Board discussed various options for reducing or eliminating the interest rate. Executive Director Marjie Griek and President Michelle Kincheloe will determine the best option.

The meeting adjourned at 2:41pm to an Executive Session.

Executive Session:

The Board convened an Executive Session to discuss personnel issues surrounding 2006 employee bonuses.

APPENDIX ONE
COLORADO ASSOCIATION FOR RECYCLING
TREASURER REPORT - January to December 2006

Balance Sheet: Assets total \$64,521; Liabilities & Equities total \$64,521
 Compared to same period previous year: Assets \$58,423, Liabilities & Equities \$58,423
 2006 Same period is nearly 10% better than last year.

Category	YTD Profit and Loss Analysis	Budget Analysis
Total	Income: \$113,464 Expenses: \$119,651 Net: (\$5,045)	Compared to 2005 the income was lower by 2%. We were over budget on both income (8%) and expenses (12%).
Annual Meeting	Income: \$3,360 Expenses: \$1,040 Net: \$2,320	We were over budget on income by 68% (budget for \$2000) and under budget for expenses. Income was from program fees and sponsorships.
ARD	Income: \$3,508 Expenses: \$5,423 Net: (\$1,915)	\$2,500 is sponsorship. Expenses were administrative and payroll and program coordination.
Educ. Res. & Outreach.	Income: \$0 Expenses: \$2,667 Net: (\$2,667)	No income this period. Expenses are mainly staff time, travel, and supplies. Over budget by 65%.
Electronics Recycling Council	Income: \$630 Expenses: \$536 Net: \$94	Income is ERC memberships. Expenses are administrative, such as telephone. Net Income is over budget.
General Fund	Income: \$416 Expenses: \$31,398 Net: (\$29,842)	Mainly staff and administrative expenses in this general category. Expenses are about \$11,600 over budget at this time (60%).
Grants – total	Income: \$5,000 Expenses: \$5,409 Net: (\$409)	Weyerhaeuser grant. Expenses are items such as staff time, postage and printing for Summit and the membership directory. Remainder was used for America Recycles.
Membership	Income: \$27,280 Expenses: \$6,796 Net: \$20,484	Nearly \$12,275 more than budgeted income/membership (over budget by 82%).
Newsletter	Income: \$0 Expenses: \$940 Net: (\$940)	Income budgeted through advertising. Expenses are mainly administrative. (Lisa Skumatz/SERA donates design.)
NRC Congress 2007	Income: \$2,000 Expenses: \$3,845 Net: (\$1,845)	Expenses are primarily marketing & promotion, and payroll. Income is from sponsorships.
Policy Committee	Income: \$1,102 Expenses: \$19,075 Net: (\$17,973)	Income from contribution and fundraising. Expenses are for lobbyist Mendez-Steadman (\$7,544), staff and administrative expenses (\$10,294) and consulting (2,250).
Recycling Org. Council	Income: \$0 Expenses: \$2,364 Net: (\$2,364)	No income budgeted. Expenses about \$1,036 less than budgeted.
RMOC	Income: \$625 Expenses: \$125 Net: \$500	Income and expenses both under budget.
Summit 2006	Income: \$61,043 Expenses: \$35,104 Net: \$25,940	Budget number was 53,000. We did better by \$8,000. Does not include any 2006 expenses paid in 2005. Net income was over budget by \$3,700.
Summit 2007	Income: \$8,500 Expenses: \$3,600 Net: \$4,900	Expenses include administrative expenses – payroll, facility rental deposit and postage for mailers. Income through sponsorship.
Website	Income: \$0 Expenses: \$1,159 Net: (\$1,159)	No income budgeted. Expenses are staff and administrative expenses. Budget was for \$2,500. Expenses are less than half the budgeted amount.

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR REPORT – November and December 2006

Administrative (52 hours)

- Fielded telephone inquiries & handled routine calls
- Received unknown number and responded to unknown number emails
- Sent out information as requested
- Maintained database and corporate records
- Review newspapers, magazines, newsletters & other publications for pertinent data
- Had satellite dish installed for high speed internet – old dog has to learn new tricks
- Cuss, pull hair, whine, groan, gnash teeth and pity self when computer crashes and need to buy and set up new system PLUS having to learn new program for emails – old dog no like new tricks ...
- Made Amy come and help organize – boy, she is good!

Financial (16 hours)

- Maintained books (pay bills, invoice clients, keep finances current, make deposits) and all financial records
- Continued to track actual finances against budget
- Submitted financials to board members prior to meeting
- Run payroll and prepare and send payroll report twice a month
- Gave up working on budget – went to Florida instead

ARD (16 hours)

- Site visit
- Meet some stranger in a parking lot in southeast Denver to hand over illicit goods – I mean AR materials
- Participate in AR event in Denver where I got to use the PA system in the grocery store (the perks of this job are incredible!)
- Do interview with Channel 2 for their Sunday morning program which not one board member watched
- Meet to plan AR 2007

Annual Meeting (1 hours)

- Review the fine work everyone else is doing on this event

Board Meeting (13 hours)

- Prepare & distribute agenda, financials, and Executive Director's report for November BOD meeting
- Wracked my brain for something amusing to put into ED report so everyone would ignore the fact that there is no substance to it
- Attend November BOD meeting (I think...)

Membership (0 hours)

- Received 6 renewals: 0 Associate/Student, 1 Individual, 0 Sustaining Individual, 1 Nonprofit/University, 2 Small Government, 0 Large Government, 1 Small Business, 1 Large Business, 0 Friend, 0 Supporter, 0 Sponsor
- Signed up 4 new members: 0 Student, 1 Individual (Robert Amme), 0 Sustaining Individual, 0 Nonprofit/University, 1 Small Government (Town of Telluride), 0 Large

APPENDIX TWO
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EXECUTIVE DIRECTOR REPORT – November and December 2006 (Continued)

Government, 1 Small Business (Green Giant Recycling), & 1 Large Business (winter Park Resort), 0 Supporter
0 of these are RMOC members
Increased 1 membership levels (City of Ft Collins Lg Gov to Friend):
Updated member contact information as received & submit to NRC (via Amy)

Newsletter (0 hours)

Remind David to send out reminder to submit articles

NRC Congress (11 hours)

Meet with Kate Krebs and Rebecca Mebane to fiercely negotiate contract (I felt I earned a beer, but noooooo, I don't get one.)

Attend planning meeting

Attend tour group meeting

Policy (38 hours)

Attend Policy committee meeting

Meet with CDPHE stakeholder group

Meet with CDPHE stakeholder group

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Meet with CDPHE stakeholder group

Work on drafting bill

Oh, and meet with CDPHE stakeholder group

Introduce CAFR to Rocky Mountain Climate Project folks at a well-attended reception in a beautiful mansion, munch on delicious hors-d'oeuvres, horsey d'oeuvres appetizers, rub shoulders with mayors, representatives and the incredible hunk.

Public Relations (47 hours)

Attend Colorado Rural Development Council conference

Meet with representatives of CRDC to determine how CAFR & CRDC might work together

Meet with Rubber Manufacturers Association folks, get wine and dine and learn more than I ever wanted to about tires, rubber and industrial waste

Meet with 21st Century Communications to be part of a documentary on waste issues – had to beg them not to film me getting out of my vehicle for their B-roll footage

Drive back & forth to Kelim to drop off and pick up materials that were needed at the Sustainability Fair in Colorado Springs

Gave life-changing presentation to an eager young audience at CU – two of the seven said they stayed awake through the whole thing

Rocky Mountain Organics Council (hour)

Recycling Organization Council (17 hours)

Met with Affiliation Agreement subcommittee to revamp agreement

Edited agreement, distributed to ROC, discussed changes and added more

Assisted in planning February mid-year meeting in CHICAGO (of all the dumb places...)

Begin setting agenda

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR REPORT – November and December 2006 (Continued)

Summit 2007 (13 hours)

- Attend Summit planning meetings
- Review sponsor letter, exhibitor letter, registration website
- Performed assigned tasks

Website (1 hours)

- Meet with Erin to review changes and upgrades to be made

Grants (12 hours)

- Put together grant application with CU for CCHE TAG fund grant (data measurement and potential economic impact study)
- Reviewed ERRC grant submission
- Learned we were also included on SERA grant submission

Comp/Holiday Time (40 hours)

- Thanksgiving (and I gave thanks it wasn't my turn to host it this year)
- Christmas (drank too much egg nog, but who cares – it's just family)
- Well deserved vacation on beach where we rescued a leopard (okay, it was only a beany-baby leopard, but we did rescue it), caught lots of fish (I caught a grouper while sittin' on my pooper – which they say you can't do), and once again celebrated New Year's in the buff – oops, I mean in the Gulf.

Total hours over 2 months = 277 hours. Telephone and email inquiries range include requests for assistance (information, documentation, where to go, who to call, interviews), notifications, advertising, fundraising, etc. Most email traffic and telephone calls are logged under Administration rather than a class.