

**COLORADO ASSOCIATION FOR RECYCLING  
2007-2008 BOARD OF DIRECTORS MEETING  
November 16, 2007**

President Michelle Kincheloe called the meeting to order at 10:18am at EPA Region 8, 1595 Wynkoop Street, Denver, Colorado.

**Board Members Present:**

Sammie Baratta (By Phone)  
Dianne Beal  
Karen Bloomfield  
Bob Edmiston  
Gary Horton  
Michelle Kincheloe

Tameem Khizer  
Sarah Laverty  
Beth Lenz  
Mereth Meade (By Phone)  
Gerri Walsh  
Bob Yost

Executive Director Marjorie Griek, Administrative Assistant Amy Randell and guests Kim Bartels and Anne Marie Patrie, EPA region 8, were in attendance. Dianne Beal, Karen Bloomfield and Mereth Meade were not present at the start of the meeting.

**Approval of Minutes From the September 14, 2007, Board Meeting:**

Gerri Walsh motioned to approve the minutes from the September 14, 2007, Board Meeting.

Beth Lenz said that the minutes were not as detailed as they should be and did not accurately reflect the proceedings of the meeting. She said the valid points of the meeting should be reflected to protect the Board. Marjorie Griek asked that the Board let the acting secretary know what needs to be covered and provide feedback when the minutes go out for initial review. Michelle Kincheloe reviewed the current procedure for distributing and reviewing the minutes.

Gary Horton seconded the motion. Michelle Kincheloe asked for amendments to the September 14, 2007, minutes. There was no further discussion. **Motion failed** (Approved: Yost, Horton, Walsh, Kincheloe; Abstained: Khizer, Edmiston, Lenz, Laverty).

Michelle Kincheloe tabled this issue until later in the meeting to allow additional Board members to arrive.

Karen Bloomfield joined the meeting.

The Board discussed indemnification insurance for the Board of Directors, Officers and staff. Marjorie Griek will look into options.

**Executive Director's Report:**

See Appendix One.

Marjorie Griek reported on her activities since the previous Board Meeting, including the Fort Carson Sustainability Conference and VeloSwap. She asked the Board to consider what it thinks CAFR's role should be in regard to public outreach and education and suggested this be a topic at the Board retreat.

Gary Horton reviewed the progress of the Pollution Prevention Advisory Board Assistance Committee. The committee has contracted three studies to determine best practices for Colorado and provide criteria for the first round of grants from HB1288 monies.

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The studies will:

- 1) Examine California, Iowa and Nebraska's current activities and policies.
- 2) Identify recycling players in Colorado.
- 3) Determine how much recycling is occurring in Colorado and the quantity of materials.

Dianne Beal joined the meeting.

Dianne Beal briefed the Board on the results of CAFR's audit. The Executive Committee and staff met November 3 to review the report from the auditor and made procedural changes based on the recommendations. Primary recommendation was to divide/separate the financial responsibilities.

The Executive Committee recommended CAFR hire Carla Brossman of Brossman Accounting as CAFR's bookkeeper to do payroll (with access to a separate payroll account to cut checks for payroll and payroll taxes), record payables/receivables, monthly financial reports, submit payroll and organizational taxes. The Board discussed the procedures for handling receivables and payables and the need for accountability. Tameem Khizer will continue to retrieve the mail and send it to Marjorie Griek. Marjorie will review the mail for incoming checks and bills, then take items to the bookkeeper. The bookkeeper will book the payables and receipts, cut checks and print deposits, and then return to Marjorie. Marjorie Griek will sign and mail checks and take deposits to the bank. The CAFR Treasurer(s) and/or President will review and sign off on the monthly bank statements and reconciliations.

Beth Lenz requested that the each Board member receive a copy of the audit.

The Board discussed having an audit done on an annual basis.

Gary Horton motioned to hire Carla Brossman of Brossman Accounting at the proposed rates and get a quote for an audit of CAFR's 2007 financial activity. Bob Edmiston seconded the motion.

**Motion passed unanimously.**

**Treasurers' Report:**

Tameem Khizer and Dianne Beal presented the Treasurer's Report. See Appendix Two.

The Board discussed net profit from the NRC Congress. Michelle Kincheloe explained the Event Sponsor dispute between NRC and CAFR; Michelle Kincheloe is working with the NRC President David Refkin to resolve the issue.

**President's Report:**

Michelle Kincheloe urged the Board members to think about the officer positions they may want to fill next year.

Beth Lenz commented on the conflict of interest policies that are recommended by the IRS for every 501 (c). Michelle Kincheloe asked the Board to review these policies before the next Board meeting.

Mereth Meade joined the meeting by phone.

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**Policy Committee:**

Gerri Walsh summarized the Policy Committees activities. The Policy Committee met November 13 to discuss the idea of a composting bill. The Policy Committee voted to make the following recommendation to the CAFR Board:

The Policy Committee recommends that the Board pursue legislation to require the state purchasing system, when purchasing compost, purchase only compost as defined by the Colorado Dept. of Public Health and Environment and Colorado Dept. of Agriculture.

Bob Yost said the committee discussed who would be negatively affected, only those operating outside the permitting requirements for their activities. The Board discussed who would police the permits, penalties, compliance, how the legislation relates to CAFR's mission statement, affect on cost.

Bob Edmiston said he has not heard any negative feedback from RMOC members regarding how the process of the policy committee was handled.

Gary Horton said this is the only piece of legislation the policy committee will pursue this year.

Bob Edmiston motioned to proceed with development of the legislation. Gary Horton seconded the motion. **Motion passed.** (Approved: Beal, Bloomfield, Edmiston, Horton, Kincheloe, Lavery, Lenz, Meade, Walsh, Yost; Abstained: Khizer)

Gerri Walsh announced that she will remove herself as co-chair of the Policy Committee. Marjorie Griek said the co-chair position will require a deep and thorough understanding of the compost regulations and players, ability to reach out to the industry and organize the group, availability to testify, time to write letters/make phone calls as needed. The Chair of the Policy Committee has to be a CAFR Board member per CAFR's by laws and policies. The Board discussed possible candidates for the position.

Gerri Walsh motioned for Bob Yost to fill the co-Chair position until the end of his CAFR Board term (February 2008). Dianne Beal seconded the motion. **Motion passed unanimously.**

**Nominations:**

Michelle Kincheloe announced the Board members whose terms will expire February 2008 (Barretta, Khizer, Yost (term limited), Lenz, and Merkl) and those Board members who have expressed interest in running for the 2008 Board of Directors. Michelle Kincheloe, Marjorie Griek, Beth Lenz and Laurie Batchelder Adams are currently serving on the Nominating Committee. Tameem Khizer joined the Nominating Committee. Michelle Kincheloe asked the Board for recommendations to fill Board positions.

**NRC Overview/Host Reception:**

The Board discussed details of the CAFR Host Reception and total income from the NRC tours (\$1,400) and exhibitors and attendees (~\$2,000).

Marjorie Griek said she will be contacting NRC regarding payment (\$25/member) to CAFR for approximately 18 members from Colorado who joined NRC directly.

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Marjorie Griek reported that the RO Affiliation Agreement was signed by the RO Council and presented to the NRC directors, who voted in September to support the agreement. The ROs are currently waiting to receive the agreement from NRC in order to sign it. Marjorie Griek was re-elected as Chair of the RO Council.

The Board discussed the relationship of the NRC and the ROs.

The Board discussed the progress of NRC's Brand Earth campaign.

Michelle Kincheloe reviewed the results of the NRC Board election; five incumbents were re-elected. English Bird was the only new member to the Board.

The Board discussed the location for the 2008 NRC Congress, Pittsburgh.

**2008 Annual Meeting:**

Beth Lenz reported that the Annual Meeting will be at El Pomar (Penrose House) in Colorado Springs. The Committee is in the process of finalizing menus, tours, etc. Roxanne Bradshaw has agreed to facilitate the Board retreat. The meeting will start at 11:00am and end at 2:30pm. The Board meetings will run from 9:00am to 11:00am. Tours should end by 4:30pm or 5:00pm. Board retreat starts immediately afterward. Don't forget to make your reservations at the Broadmoor! Info will be forthcoming.

**2008 Summit:**

Michelle Kincheloe reports that the 2008 Summit will be in Aspen, May 18-20. The contract with the St. Regis has been signed and planning is underway.

Marjorie Griek said we need to encourage people to come to Aspen and asked how we could make it appealing for people to stay longer/spend the night.

**America Recycles Day:**

Amy Randell reported on the America Recycles Day campaign and presented the final 2008 America Recycles calendar. The Board discussed the process and the future of this program. The Board agreed that given an America Recycles calendar has been built into the budget it should be continued into future years.

**2008 Budget:**

Marjorie Griek distributed the preliminary budget. The Board discussed budget line items.

The Board agreed to include audit, accounting, bookkeeping and insurance costs in the next draft of the budget.

Beth Lenz motioned to approve the first draft of the budget. Gerri Walsh seconded the motion.

**Motion passed.** (Approved: Beal, Bloomfield, Edmiston, Horton, Khizer, Kincheloe, Lavery, Lenz, Walsh, Yost; Abstained: Meade)

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**Approval of Minutes from September 14, 2007, BOD Meeting:**

Michelle Kincheloe reviewed the previous discussion and said a better record of discussion points will be included in future minutes. Due to the earlier tie vote, Michelle Kincheloe re-opened the discussion to approve the September BOD meeting minutes.

Gerri Walsh motioned to approve the minutes from the September 14, 2007 BOD meeting. Gary Horton seconded the motion. **Motion passed.** (Approved: Walsh, Beal, Yost, Horton, Bloomfield, Meade, Kincheloe; Abstained: Laverty, Khizer, Edmiston, Lenz)

**21<sup>st</sup> Communications Group Proposal:**

Marjorie Griek presented a proposal from Glenn Meyers, 21<sup>st</sup> Communications Group, asking CAFR to support a recycling video, "Talking Trash," post the link to it on CAFR's Web site for public download and work with NRC to see if they would help disseminate the video. The Board discussed the benefits and drawbacks of being associated with the video and agreed to support Meyers' efforts pending review of the video.

**EPA Grants:**

Kim Bartels reviewed the upcoming grant opportunities from the EPA. The Board discussed Re-Trac Program for recording comparing recycling data.

**Code of Conduct Policy:**

Michelle Kincheloe said she will distribute the code of conduct information to the Board and urged the Board to be ready to discuss the issue at the next Board meeting. The issue may require a change to CAFR's By-Laws.

**Host Reception Donations:**

The Executive Committee said there was a significant amount of beer and wine donations leftover from the CAFR Host Reception. The Committee agreed to offer the leftovers to the CAFR Board and Members for \$5/bottle.

**Next Board Meeting:**

The next Board Meeting was confirmed for Friday, January 11, 2008, from 10:00am to 2:00pm at Ball Corporation in Broomfield. There is the potential for a happy hour following the Board Meeting to celebrate the holiday season and the accomplishments of the past year.

**Executive Committee:**

Meeting adjourns to Executive Session for employee reviews. Marjorie Griek and Amy Randell left the meeting.

Meeting adjourned at 2:15pm.

**APPENDIX ONE**  
**COLORADO ASSOCIATION FOR RECYCLING**  
**EXECUTIVE DIRECTOR REPORT – September and October 2007**

Administrative (34 hours)

Fielded telephone inquiries & handled routine calls  
Received bunches and responded to bunches of emails

Dealt with individual who couldn't understand how we could call Alpine Waste a 'Friend' after they announced they will be opening a landfill near Byers (How could you?!?!? Homes are going to be affected; children are going to be affected; dreams are going to be dissipated. Please tell me how they are a friend!)

Or, another favorite (Hi my name is famke de groof, i live in brush, co. My question is why morgan county does not have a recycle center? The nearest recycle center i found was in denver, and greeley. I do not plan on driving a 100 miles to recycle. I was wondering if there is in a near future going to be a recycle center in the morgan county area. People keep telling to recycle, but it is kind of hard if your county doesn't support. I live in gothenburg, NE last year, it was a small town yet they had a recycle center. Why don't we have one.)

And so on...

Again, take on the onerous job of overseeing Amy to get out information (hand me another margarita!)

Maintained corporate records  
Review newspapers, magazines, newsletters & other publications for pertinent data

Financial (26 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

Complete and submit payroll tax reports and payments

Work with CPA to finalize audit

Okay, there's the GivingFirst stuff that has to get in by the 14th, so I have to really bug the auditor to finish up 'cuz she's got the tax returns and audited financials that we have to submit in order to be eligible, but of course, the 14<sup>th</sup> is also the board meeting so I have to get all the stuff ready for that and oh, did I forget to mention that there is a NATIONAL CONFERENCE GOING ON STARTING ON THE 15<sup>TH</sup>???

ARD (7 hours)

Review calendar

Re-review calendar

Re-re-review calendar

And one more time ....

It's a GREAT calendar – fantastic job, Amy!!

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**EXECUTIVE DIRECTOR REPORT – September and October 2007 (Continued)**

Annual Meeting (14 hours)

Met with planning committee

Couldn't get Sammie to do a darn thing – something about a wedding? – she comes up with the most amazing excuses to get out of work!

Went with Beth on site tour of facility (it's gorgeous) and potential tour sites

Learned how to operate my GIS system (thanks, Beth!)

Learned about a really neat store that sells the most amazing foodstuffs (thanks, Beth!)

Board Meeting (14 hours)

Prepare & distribute financials, and Executive Director's report for September BOD meeting

See 'Financials' above

Pretty much a letdown after all the excitement of the last one and having just come from the Governor's Round Table on Climate Change

Membership (0 hours)

Received 20 renewals: 0 Associate/Student, 5 Individual, 0 Sustaining Individual, 4 Nonprofit/University, 2 Small Government, 1 Large Government, 4 Small Business, 2 Large Business, 1 Friend, 1 Supporter, 0 Sponsor

Signed up 6 new members: 0 Student, 2 Individual (Bob Boggio, Moe Sherman), 1 Sustaining Individual (Becky Wike Goynton), 0 Nonprofit/University, 0 Small Government, 1 Large Government (Ft. Carson Mountain Post), 1 Small Business (October Strategies), & 0 Large Business, 1 Friend (Alpine Waste), 0 Supporter

3 of these are RMOC members

1 of these are ERRC members

Increased 1 membership levels (Large Business to Supporter)

Newsletter (2 hours)

Critiqued everyone else's articles and formatting

Ragged Michelle about getting her article in (nothing new here...)

NRC Congress (121 hours)

Congress, what Congress?

Congratulations on winning the NRC Outstanding RO of the Year Award!

Policy (24 hours)

Attend Policy committee meeting

Meet with MSA and CDA

Meet with MSA and CDPHE

Meet with MSA and RMOC

Meet with MSA and GOD

Public Relations (47 hours)

Give a riveting talk at the opening of the Alpine/All Together Recycling single stream facility (Charlotte was there – she can tell you it was!)

Prepare display and arts & crafts table for VeloSwap (reminder to self – bring lists of recyclers, locations, materials, etc. for entire state; file needed forms so that you can sell shwag at event; have Elisa and child show up earlier; have handouts talking about what people can do to

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**EXECUTIVE DIRECTOR REPORT – September and October 2007 (Continued)**

start programs in schools and at work; nametags for volunteers; and a million other things I wasn't prepared for!!!)

Attend VeloSwap (see above)

Moderate and speak at Sustainable Purchasing panel at the Ft. Carson Community Sustainability Conference (reminder to self – check room set up one-half hour in advance; check microphones one hour in advance; check to see if there is a remote for the laptop one hour in advance; check to see if on-site assistant loaded presentations in advance)

Attend conference, meet new friends, find potential new exhibitors

Attend Governor's Round Table on Climate Change and watch the WM rep wriggle

Recycling Organization Council (22 hours)

Attend teleconference for RO Council matters

Finalize agenda and program content

Chair ROC meeting when I wasn't running in and out to oversee something else

Do the cabbage patch dance after RO unanimously agreed to FINALLY, FINALLY, FINALLY sign the Affiliation Agreement with the NRC board

Perform an encore of the cabbage patch dance when the NRC Board unanimously agreed to sign the Affiliation Agreement with the RO Council

Now if only we could get Kate to send it to the ROC for a formal signature ...

Rocky Mountain Organics Council (2 hours)

17 phone calls and 39 emails later...

Research background information regarding compost regulations, parties involved and labeling requirements

Summit 2008 (21 hours)

Finish site visit - very dejected – with only gorp and two not-very-crunchy apples

Spend 1000 hours reviewing contract, hammering out details, garnering concessions and getting the best deal we possible could (including a secret agreement that I get the Presidential Suite during next year's Summit. Take that, Michelle!)

Attend planning meeting and learn that no one wants to volunteer to do anything – waaaaah!

Assistance Committee (58 hours)

Kept the reins tight and the whip busy

Developed criteria for SB182 grants, wrote and received approval for RFA, distributed RFAs

Developed criteria for 3 Scopes of Work (SOW), wrote & distributed, interviewed consultants, hired consultants

Developed criteria for HB1288 rebates, meet with stakeholders for additional input, refine

Chair bi-weekly meetings of Assistance Committee, report to Pollution Prevention Advisory Board monthly; create agendas, review minutes, deal with recalcitrant assistant chair.

Website (4 hours)

Meet with Erin, Amy & lobbyists to go over website requirements

Meet with lobbyists to review queries

Meet with Erin & Amy re: updates/progress

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**EXECUTIVE DIRECTOR REPORT – September and October 2007 (Continued)**

Fundraising (3 hours)

Finalize documents for posting on Giving First website (see 'Financials' above)

Comp/Holiday Time (8 hours)

Happy Labor Day – more like Happy Labor Month!

Total hours over 2 months = 407 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.

**APPENDIX TWO**  
**COLORADO ASSOCIATION FOR RECYCLING**  
**TREASURERS' REPORT - January to October 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.*

<b>Category</b>	<b>YTD Profit and Loss Analysis</b>	<b>Budget Analysis</b>
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.