

**COLORADO ASSOCIATION FOR RECYCLING
2008-2009 BOARD OF DIRECTORS MEETING
March 21, 2008**

President Michelle Kincheloe called the meeting to order at 10:05am at Western Disposal Services, 5880 Butte Mill Road, Boulder, Colorado.

Board Members Present:

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

Sarah Lavery (By Phone)
Mereth Meade (By Phone)
Anne Peters
Charlotte Pitt
Lisa Skumatz (By Phone)
Tim Towndrow
Gerri Walsh

Executive Director Marjorie Griek and Administrative Assistant Amy Randell were in attendance. Dianne Beal and Anne Peters were not present at the start of the meeting.

Approval of Minutes From the February 21, 2008, Board Meetings:

Bob Boggio motioned to approve the minutes. Bob Edmiston and Gary Horton said they did not receive or do not have a copy of the minutes; Amy Randell will redistribute the minutes. Gerri Walsh seconded the motion. **Motion passed.** (Abstained: Bob Edmiston, Gary Horton, Charlotte Pitt, Lisa Skumatz)

President's Report:

Michelle Kincheloe reviewed the elected officers: President Michelle Kincheloe, Vice President Bob Edmiston, Treasurers Dianne Beal and Gary Horton, Secretary Bob Boggio.

Board of Directors Ground Rules/Operating Policies: Kincheloe opened the discussion to setting ground rules for running Board of Directors meetings, i.e. will it be appropriate to use computers, should individuals make donations to the coffer if they are late to the meeting. Kincheloe requested that Board members make sure their cell phones are on silence/vibrate and that Board members let either her or the Executive Director know if they won't be able to attend a meeting. Bob Boggio asked when it would be appropriate to answer your cell phone. The Board discussed and agreed to using their best judgment regarding cell phones and to be sure to appropriately focus on CAFR during meetings.

Dianne Beal joined the meeting.

Kincheloe shared her expectation that the Board continue to have conversations about how to best work together as the year progresses and hopes that all Board members feel comfortable to bring up issues.

Executive Director Benefits Status: Kincheloe said she has started the process but it is not finished; more information to come before the next Board meeting.

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Marjorie Griek said the accountant pointed out that the IRS reimbursement rate for mileage has gone up to \$0.505 per mile and the rate has gone up at least once already since her mileage was addressed last. Kincheloe said she would like to see the CAFR reimbursement rate automatically follow the IRS rate. The reimbursement rate was previously outlined in Griek's contract, before she became an employee; the Executive Committee had increased the rate to match the market during 2006, however, the rate is not formally recorded anywhere. The Board agreed that the IRS mileage rate should be the basis for CAFR employees. Sammie Baratta said it is usually cheaper to rent a car when she travels than to claim the mileage rate and asked Griek if she weighs out that option. Griek said she only uses her personal vehicle as it is easier. Bob Edmiston motioned that the CAFR employee mileage reimbursement rate automatically match the IRS rate. Bob Boggio seconded the motion. **Motion passed unanimously.**

Vision & Mission Discussion: Kincheloe reviewed the mission/vision discussion held at the Board retreat. Gary Horton and Mereth Meade were appointed as a subcommittee to make a recommendation for revised mission and vision statements to the Executive Committee as the current versions needed to be refined to be more appropriate for the organization today. Kincheloe said the current statements were created about three years ago at a Board retreats.

The Executive Committee came up with three options for the vision statement

1. Maximize the amount of material diverted from disposal and put to beneficial use thus increasing Colorado's overall recycling rate.
2. Maximize Colorado waste management systems to balance waste prevention, reuse, recycling and disposal in light of sustainability, economic vitality and public accessibility.
3. Minimize the amount of material being "wasted" by Colorado and maximize the amount of material being used as resources.

Kincheloe shared the objective that the mission and vision be short and succinct and appropriate for CAFR well into the future. The committee agreed the definition of a vision was a vivid picture that describes what the world will look like for the organization in the future. Gary Horton said the committee started with option 1, which evolved into option 2, and eventually concluded with option 3. The subcommittee gravitated toward a zero waste concept. Kincheloe confirmed that the Executive Committee liked option 3. The Board discussed definitions, scope of statements, CAFR's focus, purpose of vision/mission statements, effects of wording.

Based on discussion, the Board voted on two variations based on the three original options:

1. Minimize the amount of material being "wasted" by Colorado and maximize the amount of material recycled and used as resources.
2. Maximize the amount of material recycled in Colorado and used as resources.

Kincheloe entertained a hand vote for the first or second revised option. Six Board members voted for revised option 1; eight Board members voted for revised option 2. CAFR's new vision statement: **Maximize the amount of material being recycled in Colorado and used as resources.**

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Kincheloe shared the committee recommendation of the definition of mission as a high-level roadmap of the direction the organization is moving and recommended the mission statement: To bring together individuals and leaders in business, education, nonprofits and state and local government to take action to turn ever greater amounts of waste into resources. The Board discussed the use of the word “ever” in the statement. Gary Horton motioned to accept the mission statement as is. Bob Boggio seconded the motion. **Motion passed unanimously.**

Kincheloe said the next stage is to turn the vision and mission into something we can start to live and breathe as an organization in our everyday lives—how does it turn into something that we do at the Summit, at the Capitol, etc. Kincheloe said the Board would discuss later in the meeting the strategy document that Bob Boggio shared at the retreat.

Treasurers’ Report:

See Appendix One. Michelle Kincheloe described the report for new Board members as a high-level synopsis of what the Executive Director sends to the bookkeeper; Kincheloe encouraged Board members to pay attention to the detailed financials and use the Treasurers’ Report as a summary. The standard report is a five minute or less review by the Treasurers with the opportunity to ask questions. Kincheloe asked Dianne Beal to walk through the entire document for this first report.

Beal proceeded to review each line item of the report.

- Kincheloe said CAFR will be going through major changes and she wants to make sure we are as transparent as possible to avoid unexpected situations.
- Charlotte Pitt said the Domini Fund is a reserve for a year’s worth of salary; The 2007 - 8 Executive Committee agreed to add excess funds on a quarterly basis.
- Bob Boggio said net value does not accurately reflect income and expenses for ARD; Marjorie Griek said the decimal place was wrong for the expenses.
- The Board requested an annual budget instead of a prorated budget in the first column.
- For the report, Gary Horton suggested telling the Board whether or not CAFR is on or off track for each item, i.e. is more fundraising needed for a specific project.
- Beal said projects that span fiscal years can be reported separately.
- Gerri Walsh asked about expected income from the Annual Meeting; Kincheloe said it was shy of the budgeted income but that it did make money.
- Griek said that membership income is distributed over the entire year.
- Griek explained the accounting for the credit from the NRC Congress. The \$5,000 was recorded as a sponsorship for the NRC Congress and offset in the same account. \$3,762 remains from the \$5,000 credit after we paid the last of the 2007 NRC dues, when NRC bills CAFR that expense will show up under membership and will offset the \$3,762 remaining credit.
- The income on RMOC was memberships.

Anne Peters joined the meeting during this discussion.

Kincheloe said the Executive Committee would go to the bank after the Board meeting to update signature cards. Kincheloe asked Marjorie Griek and Dianne Beal to send the financial procedures to the Board.

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Executive Director's Report:

See Appendix Two. Michelle Kincheloe said the Executive Director's Report is available online since it is attached to the minutes, which are posted online.

Bob Edmiston asked about the report on memberships received and what "XX" means. Marjorie Griek said there have been some mispostings in QuickBooks and that she and the bookkeeper have gone through and corrected it, though it isn't reflected in the report.

Directors and Officers Indemnification Insurance: Griek received a quote from insurance agency associated with the Colorado Nonprofit Association for indemnification and liability insurance. It was \$800/year for directors' liability insurance and included employment practices. The quote was higher than expected (\$300). Griek asked for a quote from another agency, which said CAFR would currently be OK without employment practices but would recommend it if we hire more employees. Quote without employment practices was \$565 per year. Griek asked if the Board wanted to include employment practices. Charlotte Pitt recommended paying the \$800 per year and including employment practices. Bob Edmiston asked what sort of protection the insurance offered and how much was in the budget for insurance. Griek said \$1,000 had been budgeted. Beth Lenz originally suggested that the Board pay for insurance; Gary Horton said CAFR indemnifies NRC in the affiliate agreement and that was another reason for the insurance. Griek said she will get information from the insurance agency about the various types of coverage and asked if the issue could be discussed via e-mail before the next Board meeting. The Board agreed.

Assistance Committee Update: Griek said a number of applications for rebates have been received but not as many as hoped. Gary Horton said the bulk of rebates are going to Waste Management, the biggest processor in the state; Allied Waste did not apply. Gerri Walsh asked if there is disclosure. Griek said the information will be available online.

Griek said the committee decided to go to a six-month rebate schedule vs. a quarterly schedule because more people will be eligible for rebates on a six-month basis. The criteria will change in the next period, but she doesn't know what that looks like yet.

The first grant application was received; all applications are due March 28.

Charlotte Pitt asked if Griek has spent as much time as expected working on the committee. Griek said it is close to expected, though being Chair of the committee has added some time; it is worth the time and good for CAFR to be heavily involved. Gary Horton said Griek is doing a great job on the committee.

Bob Edmiston asked about a conflict of interest agreement and how it impacts a CAFR Board member if they have a grant request in the future. Griek said the committee has a conflict of interest policy; if a member has a relationship with a grant applicant that could pose a conflict of interest, the committee member will not review the application or score it. Edmiston asked if there was a conflict of interest if Mesa County applied for the state recycling grants since he's chair of that Board and Griek is part of CAFR. Griek said she would make that sort of information known and let the assistance committee decide. Griek said she will probably know everyone who submits a grant application; if CAFR wants to submit a grant, she would definitely recuse herself.

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Rockies Tickets:

The Board discussed purchasing tickets to Colorado Rockies baseball game as a fundraiser. Marjorie Griek will pursue the issue and aim for a game date of July 18.

2008 Annual Meeting:

Michelle Kincheloe said about 50 people attended, there was no real decline in numbers moving the meeting outside of the Denver Metro area; the meeting did make a profit. Marjorie Griek said the venue was provided by the El Pomar Foundation free of charge; CAFR paid for the food. Bob Edmiston said the fact that the venue was free should be emphasized to CAFR members, we should be sensitive to the reasons we choose these locations. Kincheloe said in addition to cost, we want the venue to provide some value to our members, i.e. nearby tours or host facility tours; El Pomar was also close to tours at Cheyenne Mountain Zoo and Rocky Top Resources. Bob Edmiston said be sure to put those reasons in the event brochure. Kincheloe suggested a follow-up article for the newsletter letting members know that El Pomar is available to all nonprofit groups. Kincheloe said a final financial report of the Annual Meeting will be provided in May. Charlotte Pitt some attendees did have negative feedback on the meeting: the format was dry, not exciting and not new. Pitt suggested framing community updates as "show and tell" next year to involve more members.

Kincheloe recommended that next year's Annual Meeting Committee be comprised of herself and Bob Edmiston and some of the outgoing Board members if they choose not to rerun or are term limited. Next year's committee should look at the structure of the annual meeting and the timing. February date is related to the Summit schedule (May or June), the NRC Congress (September), Board elections. Bob Edmiston, Charlotte Pitt, Michelle Kincheloe, and Dianne Beal volunteer to serve on the 2009 Annual Meeting Committee. Kincheloe said Marjorie Griek and/or Amy Randell are default members of most committee as time permits. The 2009 Annual Meeting Committee will make recommendations to the Board in May.

2008 Awards:

Michelle Kincheloe said she is putting together a more official process than CAFR has had in the past, incorporating practices from Washington. Kincheloe, Gerri Walsh, Lisa Skumatz, Bob Edmiston and Mereth Meade volunteered for the 2009 Awards Committee. Edmiston warned that it is on a tight timeline.

2008 Summit:

Michelle Kincheloe reported that a program is in place, two keynote speakers are confirmed. Auden Schendler is waiving his speaking fee in exchange for a donation to the Environment Foundation by CAFR. Sarah Laverty said the foundation serves a community grant cycle for environmental education, compost bins, etc. EPA Region 8 will sponsor David Allaway's travel costs. The committee has met the \$32,000 sponsorship goal; about \$40,000 in sponsorships raised.

Kincheloe opened the discussion to Board responsibilities at the Summit. Marjorie Griek said the Board should arrive on Sunday for the Board meeting. Board meeting may start at 11:00am, depending on room availability; time will be finalized by April 18, after the site visit. The Board meeting will be short, about 2-3 hours; the Summit Welcome Reception is from 5pm to 7pm. The Board should be available to help set up after the Board meeting. On Tuesday, the program will end a bit earlier, 3pm, with no formal closing session to allow attendees time to travel home. The silent auction will close at Noon. Board members are encouraged to stay after and help clean up.

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Kincheloe asked for volunteers to coordinate with Charlotte Pitt and help transport silent auction items stored in Denver to Aspen. Tim Towndrow said he could transport items in his truck.

Griek said the Board should be ready to mingle with attendees at the Summit and talk about and represent CAFR.

Griek said a combined 2009 conference with SWANA would not work; Denver hotels did not meet SWANA's criteria, they will hold their conference in Portland. CAFR does not have a date or venue lined up for 2009. Bob Edmiston suggested a later date would allow better opportunities for attendees' families to join them at the Summit. Kincheloe said the timing of the Summit last years was affected by the NRC Congress in Denver and this year by the better rates at the St. Regis in May.

Kincheloe asked the Board to register for the Summit and call and reserve rooms at the St. Regis. The Summit brochure was printed and had been sent to the mailer. Amy Randell will periodically send a list of registered attendees to the Board.

Policy Committee:

Marjorie Griek said we have success once again, HB 1181 passed out of committee unanimously and will move to the consent calendar (no discussion, just voted on and sent to the governor's desk). Bob Yost testified at the hearing and did a great job. Bob Edmiston thinks the bill is already making an impact. Griek said the Department of Agriculture will set up stakeholder meetings with groups like the Rocky Mountain Organics Council to define compost and create criteria for the sale of compost. CAFR will be fully engaged in that process. Lisa Skumatz said if the Colorado Municipal League opposes something let her know since she is on the Board. Griek said there are two parts to defining compost and coming up with standards: CDPHE is/has developed standards for composting process; the Dept. of Agriculture is defining what compost is when it comes to the sale of the product. If a company says their compost is fertilizer or has those benefits, they have to register, send in tests and pay a fee. If a company claims their compost is a soil conditioner it is the same process but a different fee. If a company claims its product is compost it must meet the requirements the department is going to set up. Those requirements will be based on criteria designed by the Rocky Mountain Organics Council.

Griek said the Environmentally Preferable Purchasing Bill passed through committee. The term "services" was removed from the original bill due to the bid process—services aren't chosen by a minimum bid, which is what the EPP bill deals with. Other criteria are used for services. The language of the bill was cleaned up, an amendment was added that says the purchasing department will add language to bids that indicates there is an EPP bill that should be taken into consideration when bids are made. Greening your government effort, creating minimum standards for products, may be in place by 2009.

ERRC Update:

Sammie Baratta said the council is participating in a regional workgroup; the council will organize a workshop and business meeting at the Summit. Baratta is asking ERRC members to donate money to allow conference call capability. Official ERRC meetings on hold due to the regional workgroup meetings.

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RMOC Update:

Bob Edmiston said he has written an e-mail to RMOC members to let them know what is going on; attributed current lack of participation to the time of year (busy for composters) and transition of council chairs.

Membership Committee:

Bob Boggio reviewed the strategic form for the membership committee. Boggio said he has been reviewing membership records and the budget: number of nonrenewing members is increasing – nine in 2005, 26 in 2007. Based on goals in current strategic plan, it would take 45 new members this year to meet the goal of 10% increase in membership. The Membership Committee will meet to discuss if this goal is feasible or appropriate and is planning to contact members that have not renewed. The committee members have queried various chambers of commerce to gather names of potential new members.

Boggio created a tool/document for recruiting new members, outlining benefits of membership and sponsorship opportunities. Boggio proposed a new membership level—statewide recycling impact (or other title)—for businesses with 20 or more facilities around the state (Wal-Mart, Home Depot), especially those with “green” or “sustainable” claims. Sammie Baratta said she would share her contacts at Wal-Mart with the membership committee. Michelle Kincheloe asked if there were any surprises out of the members who have not renewed. Amy Randell will send out the list of nonrenewed members to the Board. Kincheloe asked Boggio to update the strategic form with the new vision/mission statements and send it to the Board for use by the various committees.

New Mexico Recycling Conference:

Marjorie Griek said she had received a request from the New Mexico Recycling Coalition to serve as an expert consultant on legislative issues at the 2008 conference and asked the Board for approval to attend. The Board discussed the costs involved and the benefit to CAFR. Bob Edmiston said it could be a good expenditure of Marjorie’s time but asked how it would fall within the budget and whether CAFR had the money. Michelle Kincheloe said there is a discretionary line item for the Board. Charlotte Pitt said we could account for it with the surplus in Summit sponsorships. Griek said there was \$1,800 in the budget for a trip for her to Corpus Christi, which won’t happen, and the money could come from there. Edmiston asked the Executive Director to provide justification for the trip and where the money would come from. Kincheloe said she will work with Griek on a detailed cost estimate and will negotiate costs with New Mexico.

Grant Application Endorsements:

Marjorie Griek reported on a number of possible collaborative opportunities between CAFR and other organizations working on gathering recycling data. Earlier CAFR had spoken with legislators about organizing several meetings around the state to find out more about the landscape of waste management in general for ideas for legislators on possible policies. CDPHE is currently gathering data and has hired David Snap who is calling cities, counties, landfill operators, etc for information; CDPHE is also planning meetings in the next 1-2 years to gather recycling information; CDPHE did not express an interest in working with CAFR to organize the meetings. The University of Colorado Law School is working to create a Colorado recycling database and plans to submit an application for a grant; the law school has said they could include in a piece about holding informational meetings in their grant. Griek said she directed the law school to contact CDPHE about possible collaboration. Bob Edmiston expressed concern regarding the ability of CDPHE to efficiently and effectively gather recycling data; as HB1288 sunsets, the lack of success in obtaining sound data could be fatal. Griek said that is a bigger issue than what she is asking about here.

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Griek said CDPHE is tasked with gathering the data, although they may not be the best receptacle. The concern is whether CDPHE is asking the right questions and are they going to get valid data at the state level. Griek said the law school has resources and capabilities that CDPHE does not have, the current question is whether CAFR wants to collaborate with CU law school and do the work or does CAFR want to step back and not be partisan and let CDPHE sort it out without CAFR involvement.

Gary Horton asked if the data being gathered is anecdotal. Griek said the legislators' idea was to gather anecdotal data; CDPHE and the law school want more technical data. Horton asked what the law school has to offer in this case. Gerri Walsh said it would be worth having a meeting with them to find out. Anne Peters said there are a number of worthy grant applications being prepared, most of whom CAFR could endorse as an organization, as a Board; unless CAFR is endorsing its own application, Peters recommended CAFR not endorse anyone. Tim Towndrow said since CAFR is somewhat instrumental in bringing parties together in this bill, shouldn't CAFR be somewhat responsible for the data. The Board discussed who should be involved in data collection and who is responsible for it. Griek said she is hearing that CAFR should not endorse any applications unless CAFR submits one of its own.

Griek said when it comes to collecting data related to HB1288, part of the assistance committee's responsibility is to gather data related to the impacts of the grants. This data (environmental, economic) will be separate from the data the health department is gathering. It is possible to say, when attempting to extend HB1288, that the grant portion is working and that, maybe, the CDPHE data collection is not working.

Griek said she also received a request from Jack DeBell at C.U. Recycling to collaborate on a grant proposal and she will tell him to remove CAFR's name from the proposal. Dianne Beal said it is a good policy for CAFR not to endorse any applications.

Lisa Skumatz left the meeting.

Recycling Organizations Council:

Marjorie Griek passed around the NRC's new informational brochure and said they will soon provide ROs with a sheet to use in each state's membership materials. Griek said the meeting in Memphis went well, there was a spirit of support from the ROC, there are procedures in effect to bring in unaffiliated organizations, overall it was a more positive gathering.

Grant Application Endorsements (continued):

Dianne Beal moved to formally recognize that CAFR will not support or put its name on any of the RREO grant applications. Anne Peters seconded the motion. **Motion passed unanimously.**

NRC Board:

Marjorie Griek said the decision about whether or not she will run for the NRC Board of Directors will need to be made by May. Anne Peters asked what the time commitment was. Griek said there are four meetings per year, the term starts in September; NRC has funds to help offset costs.

Meeting adjourned at 2:26pm.

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Action Items:

Michelle Kincheloe, Marjie Griek and Bob Boggio agreed after the meeting that a summary list of 'Action Items' from each BOD meeting be included in a table format at the back of the minute's document. The first draft of the Action Items list has been pulled from the March minutes. We will add in any missing dates and other information at the May meeting. If you are listed as an 'owner', please come prepared with this information. If you don't think you were assigned a particular task, indicate who you think the owner is and return a copy of the edited table to Amy for updating.

Action Item or Commitment	Owner	BY WHEN	Status
Send directors insurance information to BOD	Marjie	ASAP	Complete
Remove CAFR from CU Recycling grant application	Marjie	ASAP	Complete
Executive Committee, minus Secretary to Bank, Signatures	Michelle	3/21	Complete
Send list of members not renewing to BOD	Amy	3/24	Complete
Send Objectives table and membership info to Michelle	Bob	3/25	Complete
Resend previous meeting minutes to BOD	Amy	4/1	Complete
Summit logistics to BOD [meeting time place]	Marjie / Michelle	4/18	Complete
Rockies Tickets information sent, what is process & due date	Marjie	5/1/08	Complete
Justify ED trip to New Mexico as 'expert'	Marjie & Michelle	5/18	Complete
Follow-up article in newsletter, El Pomar for non-profits	Michelle	May Issue	Complete
Send Silent Auction information to new BOD members. Any items are feasible, from small new or re-purposed items, gift certificates, condo rentals, etc.	Dianne	4/15	Complete
Board members identify Silent Auction items and contact Dianne with details	All	5/1	Pending
Send financial procedures to BOD	Dianne / Gary	5/18	Pending
Executive Director [ED] benefits	Michelle	5/18	Pending
Final Annual Meeting Summary to BOD	Michelle	5/18	Pending
Coordinate hauling of compost bins from Denver Recycles (and any other big stuff) to Aspen	Tim / Charlotte	5/18	Pending
Finalize Board Decision for Marjie to run for NRC BOD	Marjie	6/15/08	Pending
2008 Awards, improved selection process	Michelle	ASAP	Pending
2009 Annual Meeting Committee, recommendations	Michelle	August	Pending
List of Summit Registrations to BOD & committee	Amy	Periodic / On-Going	First update sent March 28, on-going

APPENDIX ONE
COLORADO ASSOCIATION FOR RECYCLING
TREASURERS' REPORT - January and February 2008

Balance Sheet: Assets total \$104,799; Liabilities & Equities total \$104,799

Compared to same period previous year: Assets \$72,143, Liabilities & Equities \$72,143

This year is nearly 45% better than same period last year.

Category & Budget Jan-Feb 08	YTD Profit and Loss Analysis	Budget Analysis
Budget Inc.- \$41,810 Budget Exp. - \$24,912	Income: \$44,721 Expenses: \$17,451 Net Ordinary: \$27,270 Net w/interest: \$27,570	Income is 59% better than last year, same period. Expenses are nearly 5% better than last year, same period.
ARD 2008 Budget Inc.- \$2,600 Budget Exp.- \$1,075	Income: \$2,040 Expenses: \$107 Net: \$1,933	See detailed profit and loss provided for more information. Sponsorships pending.
Assistance Committee Budget Inc.- \$417 Budget Exp.- \$833	Income: \$0 Expenses: \$1,024 Net: (\$1,024)	Expenses are to be reimbursed by the committee. It has invoiced.
ARD 2007 Budget Inc.- \$0 Budget Exp.- \$0	Income: \$500 Expenses: \$0 Net: \$500	Late sponsorship arrival. See detailed profit and loss provided for more information
Annual Meeting 2008 Budget Inc.- \$5,300 Budget Exp.- \$3,175	Income: \$1,445 Expenses: \$3,160 Net: (\$1,715)	Income is under budget. Expenses are over budget. See detailed profit and loss provided for more information
Ed Res & Outreach Budget Inc.- \$0 Budget Exp.- \$883	Income: \$0 Expenses: \$52 Net: (\$52)	Income is on target. Expenses are way below budgeted.
ER&R Council Budget Inc.- \$100 Budget Exp.- \$100	Income: \$754 Expenses: \$0 Net: \$754	Income is a mix of contributions and ERRC membership fees. Expenses are usually Amy's time – none to date.
General Fund Budget Inc.- \$292 Budget Exp.- \$6,354	Income: \$346 Expenses: \$5,361 Net: (\$5,014)	Misc. and uncategorized income falls under this general category. Mainly staff and admin expenses. Income is over budget and expenses are below budget.
Grants – total Budget Inc.- \$ Budget Exp.- \$454	Income: \$0 Expenses: \$0 Net: \$0	No grants to date.
Membership Budget Inc.- \$7,822 Budget Exp.- \$1,596	Income: \$9,975 Expenses: \$169 Net: \$9,806	Memberships are over budget for time period. Expenses are under budget for period.
Newsletter Budget Inc.- \$0 Budget Exp.- \$233	Income: \$0 Expenses: \$184 Net: (\$184)	Income is on target. Expenses are mainly administrative. (Lisa Skumatz/SERA donates design.)
NRC Congress 2007 Budget Inc.- \$0 Budget Exp.- \$0	Income: \$7,346 Expenses: \$3,763 Net: \$3,583	Income is remaining from 2007. Expenses are NRC dues. (Discussed last meeting.) See detailed profit and loss provided for more information
Policy Committee Budget Inc.- \$0 Budget Exp.- \$3,927	Income: \$0 Expenses: \$1,173 Net: (\$1,173)	Income is on target. Expenses are for lobbyist Mendez-Steadman, staff and administrative expenses.
Rec.Org. Council Budget Inc.- \$0 Budget Exp.- \$549	Income: \$0 Expenses: \$845 Net: (\$845)	Income is on target. Expenses are a little higher, due to ED resolving issues with NRC.
RMOC Budget Inc.- \$50 Budget Exp.- \$50	Income: \$100 Expenses: \$0 Net: \$100	Income is over budget. Expenses are under budget.
Summit 2007 Budget Inc.- \$0 Budget Exp.- \$0	Income: \$500 Expenses: \$0 Net: \$500	Late sponsorship arrival.
Summit 2008 Budget Inc.- \$25,230 Budget Exp.- \$4,907	Income: \$21,176 Expenses: \$1,322 Net: \$20,392	Nearly \$15,000 in sponsorships pending. See detailed profit and loss provided for more information.
Website Budget Inc.- \$0 Budget Exp.- \$533	Income: \$0 Expenses: \$292 Net: (\$292)	Income on target. Expenses are staff and administrative. Expenses are under budget.

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR'S REPORT - January and February 2008

Administrative (34 hours)

- Fielded telephone inquiries & handled routine calls
- Received and responded to emails
- Maintained corporate records
- Review newspapers, magazines, newsletters & other publications for pertinent data

ARD (0 hours)

Annual Meeting and Board Retreat (42 hours)

- Met as needed with planning committee
- Worked with facilitator to prepare for retreat
- Met with facility reps at Broadmoor & Penrose House
- Assisted in developing AM agenda
- Work with MSA to prepare their presentation
- Attend AM & Board Retreat

Assistance Committee (40 hours)

- Start oversight of SB182 grants that were awarded
- Received report-out from 3 Scopes of Work (SOW)
- Finalized criteria for HB1288 rebates, and distributed
- Finalized and posted RFA for 1288 grants
- Participate in pre-bid meeting
- Chair bi-weekly meetings of Assistance Committee; create agendas, review minutes

Report to Pollution Prevention Advisory Board monthly

Board Meeting (14 hours)

- Oversee preparation & distribution of financials (see 'Financials' above)

Help develop agenda

Gather and prepare materials as needed

Respond to phone calls and emails regarding location, time, etc.

Attend meetings (Jan & Feb)

Bookkeeping (7 hours)

- Oversee maintenance of books

Ensure bills are paid, clients invoiced, finances kept current, make deposits)

Review all financial records

- Track actual finances against budget

- Get financials distributed to board members prior to meeting

Ensure payroll is run and payroll report is sent twice a month

Review and submit payroll tax reports and payments

Membership (3 hours) – Need to work with bookkeeper to re-post entries

Received 25 renewals: 0 Associate/Student, 8 Individual, 1 Sustaining Individual, 0

Nonprofit/University, 6 Small Government, 1 Large Government, 2 Small Business, 5 Large Business, 0 Friend, 1 Supporter, 1 Sponsor

Signed up 6 new members: 0 Student, 3 Individual, 0 Sustaining Individual, 0 Nonprofit/University, 2 Small Government, 1 Large Government, 0 Small Business, 0 Large Business, 0 Friend, 0 Supporter

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR'S REPORT - January and February 2008 (continued)

2 of these are RMOC members
4 of these are ERRC members
Increased 0 membership levels

Newsletter (4.5 hours)

- Reviewed newsletter 4 times
- Assisted in article solicitation
- Write brief article

Policy (37 hours)

- Attend Policy committee meeting
- Meet with various state legislators
- Work to craft amendments on various bills
- Testify in various committees

Public Relations (25.5 hours)

- Attend numerous functions (LWV Legislative Day, CASBA reception, CDPHE Climate Registry class)

- Participate in working groups (SoCO Sustainability planning, Larimer County Glass Study)

Presentations (SWANA GHG, RecycleBank, Green Wal-Mart tour)

Meetings with agencies (DOLA, HP)

Recycling Organization Council (23 hours)

- Attend monthly teleconference with NRC for RO Council matters
- Finalize agenda and program content
- Work closely with NRC board to clarify various issues

Rocky Mountain Organics Council (0 hours)

Summit 2008 (24 hours)

- Attend planning meetings
- Continue to develop program
- Continue to solicit sponsors
- Start brochure review process
- Work with St Regis reps on hotel booking, space requirements, etc.

Website (3 hours)

- Meet with Erin, Amy
- Develop hierarchy for search engine

Elections (13 hours)

- Telephone calls to candidates and potential candidates
- Gather data necessary to create ballot; review
- Respond to requests for ballots and additional information
- Contact candidates with election results

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR'S REPORT - January and February 2008 (continued)

Comp/Holiday Time (6 hours)
New Year's Day

Total hours over 2 months = 276 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.

Hours worked over $\frac{3}{4}$ time = 12