

**COLORADO ASSOCIATION FOR RECYCLING
2007-2008 BOARD OF DIRECTORS MEETING
May 20, 2007**

President Michelle Kincheloe called the meeting to order at 11:05am at the Keystone Conference Center, in Keystone, Colorado.

Board Members Present:

Sammie Baratta	Michelle Kincheloe
Mick Barry	Sarah Laverty
Dianne Beal	Beth Lenz
Karen Bloomfield	Mereth Meade
Bob Edmiston	Chris Merkl
Gary Horton	Charlotte Pitt
Tameem Khizer	Gerri Walsh

Executive Director Marjorie Griek, Administrative Assistant Amy Randell and member Jim Thompson were in attendance.

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

Mick Barry moved to approve the minutes. Beth Lenz seconded the motion. **Motion passed unanimously.**

Treasurers' Report:

Tameem Khizer reviewed the Treasurer's Report. See Appendix One. The Board discussed the Summit budget and actual income/expenses.

Executive Director's Report:

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

Mick Barry moved to authorize the Executive Director to move forward with hiring an auditor, not to exceed \$3,000, and notify the president when a decision is made. Gary Horton seconded the motion; Gary Horton will ask for a quote from the CPAs working for Western Disposal Services. **Motion passed unanimously.**

Gary Horton moved to have the Executive Director hire a firm to do the tax returns for CAFR, not to exceed \$250/year. Chris Merkl seconded the motion. **Motion passed unanimously.**

Michelle Kincheloe asked that the Board and executive director continue to solicit for a bookkeeper so a decision can be made at the next BOD meeting, facilitating a transition when Marjorie Griek returns to part-time.

Gary Horton moved to empower the Executive Director to investigate alternative conference call services. Dianne Beal seconded the motion. **Motion passed unanimously.**

Rocky Mountain Organics Council (RMOC):

Chris Merkl reported on the activities of the RMOC.

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May 20, 2007 (continued)**

Electronics Recycling and Reuse Council (ERRC):

Sammie Baratta reported on the activities of the ERRC. The Board discussed funding for the ERRC workshops at the Summit.

Policy Committee:

Gerri Walsh reported on the activities of the Policy Committee. HB1288 was passed. The Board discussed the implications of the bill and what CAFR's role will be in its implementation.

NRC / ROC Issues and Updates:

Marjorie Griek reviewed the current issues regarding the NRC staff, Connecticut Recycling Association and bottle bill stance of the NRC, and NRC staff turnover. The Board discussed the effect of NRC staff turnover on the Congress in September.

Mick Barry motioned for CAFR to pay the Executive Director's expenses for attending the NRC Board meeting in June, but to also see if funds can be obtained from NRC or ROC. Gary Horton seconded the motion. **Motion passed unanimously.**

The Board discussed the benefit to CAFR of being a member of NRC and resources for promoting the Congress and getting people to the host committee reception. The Board agreed to ensure all marketing aspects would be incorporated to make the Host Committee Reception as successful and monetarily profitable as possible since this is within CAFR's full control.

NRC Host Committee:

Michelle Kincheloe reported on the progress of the reception planning.

Colorado Rural Development Council Project:

Marjorie Griek reviewed a proposal from the Colorado Rural Development Council to CAFR, asking CAFR to lend its name to their strategic plan and be an honorary chair. Marjorie Griek will contact the council and invite them to present at the July CAFR Board of Directors meeting.

America Recycles:

Amy Randell reported on the progress of the Poster Contest and Calendar Committee. Charlotte Pitt agreed to coordinate donations from Board members to sponsor a CAFR month in the calendar.

Rural Recycling Workshop:

Marjorie Griek reported that the Sierra Club has asked CAFR to help put together a rural recycling workshop in the Grand Junction area. The Board agreed that Marjorie should see if it is possible to arrange the workshop in conjunction with the CAFR BOD meeting in July.

Meeting adjourned at 2:00pm.

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

Balance Sheet: Assets total \$77,507; Liabilities & Equities total \$77,507
 Compared to same period previous year: Assets \$66,380, Liabilities & Equities \$66,380
 2007 Same period is nearly 17% better than last year.

Category	YTD Profit and Loss Analysis	Budget Analysis
Total to Date (Income = w/o interest) (Net = w/expenses & interest)	Income: \$58,097 Expenses: \$43,012 Net: \$15,487	Compared to 2006, the income was higher by nearly 85%. We were over budget on income by 20% and under budget on expenses by 15%.
Annual Meeting	Income: 2,460 Expenses: \$783 Net: \$1,677	We were a little under budget on income and expenses. Some income and expenses were seen on the '06 reports. Total over both years is \$4,210 in income, \$851 in expenses with a net of \$3,359.
AR	Income: \$5,000 Expenses: \$1,162 Net: \$3,838	\$5,000 is sponsorship. Expenses were administrative and travel. Looks on track to meet income as AR is in November and Amy has been hard at it.
Educ. Res. & Outreach.	Income: \$0 Expenses: \$1,099 Net: (\$1,099)	No income this period. Expenses are mainly staff time, travel, and supplies. Expenses are over budget by 18%.
Electronics Recycling Council	Income: \$185 Expenses: \$45 Net: \$140	Income is ERC memberships. Expenses are minimal administrative for Amy's time.
General Fund	Income: \$680 Expenses: \$15,739 Net: (\$14,656)	Mainly staff and administrative expenses in this general category. Expenses are about 33% over budget at this time.
Grants – total	Income: \$0 Expenses: \$334 Net: (\$334)	\$5,000 grant coming in June from Weyerhaeuser. (Thanks to Tameem for guiding that along!)
Membership	Income: \$15,255 Expenses: \$1,361 Net: \$13,894	Great first quarter! Ahead on income by about 50% . Expenses are higher than budget by about 25%.
Newsletter	Income: \$0 Expenses: \$544 Net: (\$544)	Expenses are mainly administrative. Above budget by about 50%. (Lisa Skumatz/SERA donates design.)
NRC Congress 2007	Income: \$0 Expenses: \$5,736 Net: (\$5,736)	Expenses are primarily administrative. Expenses are 60% below budget.
Policy Committee	Income: \$500 Expenses: \$9,868 Net: (\$9,368)	Income from contribution and fundraising. Income is well below budget. Expenses are for lobbyist Mendez-Steadman, staff and administrative expenses. Policy comm. can discuss further if needed.
Recycling Org. Council	Income: \$0 Expenses: \$1,879 Net: (\$1,879)	No income budgeted. Expenses about 12% more than budgeted.
RMOC	Income: \$225 Expenses: \$314 Net: (\$89)tamee	Income is over budget and expenses are under budget.
Summit 2007	Income: \$33,792 Expenses: \$3,764 Net: \$30,028	Expenses include administrative expenses – payroll, facility rental deposit and postage for mailers. Income through sponsorship. More income and expenses pending. The <u>accrued</u> Summit numbers to date are \$42,292 in income, \$7,124 in expenses and a net income of \$35,168.
Website	Income: \$0 Expenses: \$384 Net: (\$384)	No income budgeted. Expenses are staff and administrative.

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR REPORT – March and April 2007

Administrative (32 hours)

- Fielded telephone inquiries & handled routine calls
- Received bunches and responded to bunches of emails
- Sent out information as requested
- Maintained corporate records
- Review newspapers, magazines, newsletters & other publications for pertinent data

Financial (33 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
- Screwed up royally and unless I whimper and beg, will have to pay a major IRS penalty
- Prepared and sent out RFPs for bookkeeping and auditing service – got 1 reply from my neighbor

ARD (2 hours)

- Attend AR planning meeting
- Listen to Amy carry on about this silly poster contest
- Solicit sponsor

Annual Meeting (1 hours)

- Wrap it up and put it to bed for another year

Board Meeting (6 hours)

- Prepare & distribute financials, and Executive Director's report for March BOD meeting
- Attend March board meeting and get to see Michelle's cool digs

Membership (2 hours)

- Received 23 renewals: 0 Associate/Student, 4 Individual, 2 Sustaining Individual, 5 Nonprofit/University, 2 Small Government, 1 Large Government, 1 Small Business, 5 Large Business, 1 Friend, 2 Supporter, 0 Sponsor
- Signed up 6 new members: 1 Student, 1 Individual (Don Stephens), 0 Sustaining Individual, 2 Nonprofit/University (Provider's Resource Clearinghouse, RBRC), 2 Small Government (Summit County paid county member rate for two employees), 0 Large Government, 0 Small Business, & 0 Large Business, 0 Friend, 0 Supporter
- 1 of these are RMOC members
- 2 of these are ERRC members
- Increased 0 membership levels
- Waste Management rejoined!
- Spent precious time recruiting new members when I could have been eating bon-bons

Newsletter (7 hours)

- Submit article after article after article
- Review newsletter
- Collapsed in shock for 6 hours after seeing that Michelle got her letter in EARLY!

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR REPORT – January and February 2007 (Continued)

NRC Congress (48 hours)

Work on program planning until chair of committee was fired (not a joke, as you know)

Continue to refine tours, ensuring that lots of breweries will be visited

Watched, enthralled, as Michelle and Charlotte actually got ON the tables to see how sturdy they were

Attended multitudinous meetings – in fact, kept getting confused as to which meeting I was at and why I was there

Got scolded by party planner for not responding to her outrageous demands for responses to her questions

Policy (93 hours)

Attend Policy committee meetings

Gather data, assemble testimony, with huge amounts of help pull together talking points for legislative sponsors

Testify at hearings and gather letters of support

Create action alerts to rally the troops

Craft and re-craft amendments to the bill as negotiations continued

Track other bills and keep members up-to-date

Distributed M & M's

Nearly fell out of my chair when Charles Bayley with WMI and Jim Spaanstra, a lobbyist representing BFI, testified together in a hearing IN FAVOR OF HB1288!!!!!!!

Almost got kicked out for laughing hysterically after Anita whispered "Don't they look a lot like Fred and Barney?"

Received a new nickname from another lobbyist

Public Relations (20 hours)

Met with CDPHE Pollution Prevention Advisory Board to discuss the future of materials management

Met with CDPHE Solid Waste Division to help them create better form for collecting data

Co-sponsored an environmental community reception – handed out M & M's

Gave an interview with KCFR public radio on Colorado Matters April 18 and repeated on the 21st and 22nd

(http://www.kcfr.org/index.php?option=com_content&task=view&id=94&Itemid=255, search by my name and LISTEN!)

Rocky Mountain Organics Council (0 hour)

Recycling Organization Council (22 hours)

Oy vey! What a mess! Put on my zebra uniform, blew the whistle and made both parties adjourn to their corners

Drafted letter to NRC board and staff summarizing RO meeting in Chicago, edited and distributed

Held numerous conversations with NRC board president

Facilitated discussions amongst RO representatives and NRC board

Created agenda of items for NRC board to address

Participated in NRC board task force interview

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
EXECUTIVE DIRECTOR REPORT – January and February 2007 (Continued)

Summit 2007 (71 hours) (I give up being funny! I don't have time to be funny. This is serious #@)\$!)

Attend Summit planning meetings

Work with subcommittees to finalize program and reception

Edit and distribute moderator and speaker forms

Develop signs, logistics, lists of items needed for packets, edit outreach materials, pull out hair

Discuss photo ops and other promotional info with volunteer photographer

Walk people through registration

Finalize sponsors & exhibitors

Review menu options, drool a lot and wish I could be eating Tiramisu right now

Constantly count the hours until this is all over with!

Website (hours)

STILL waiting on Erin to finish his work

Comp/Holiday Time (hours)

Total hours over 2 months = 337 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.