

**COLORADO ASSOCIATION FOR RECYCLING
2009-2010 BOARD OF DIRECTORS MEETING
March 19, 2010**

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President Anne Peters called the meeting to order at 10:05am via conference call. The in-person meeting was canceled due to weather.

Board Members Present (By Phone)

Mickey Barry	Anne Peters
Bob Boggio	Rick Schulte
Anita Comer	Lisa Skumatz
Becky Goyton	Tim Towndrow
Brent Hildebrand	Bob Yost
Gary Horton	

In attendance: Executive Director Marjorie Griek, Administrative Assistant Amy Randell. Absent: Sammie Baratta, Karen Bloomfield, Bob Edmiston, and Melissa Kolwaite.

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Approval of Minutes from the January 15 Board Meeting

Anne Peters reviewed the list of action items from the January 15 Board meeting. Anita Comer joined the meeting. The minutes were approved by consensus.

President's Report

Alliance for Climate Education:

Anne Peters said CAFR was contacted by the Alliance for Climate Education (ACE), a national organization working on climate-change education issues. Becky Goyton said ACE has offices in several cities throughout the nation and has a new office in Denver; she is familiar with ACE through her former job in San Francisco and will be observing one of their presentations next week. Goyton said ACE was interested in a more formal partnership with CAFR; ACE would list CAFR as a partner on the ACE Web site, CAFR would agree to promote ACE programs to members and CAFR could promote the poster contest and Summit to ACE members. Peters asked for objections on the partnership from the Board; none were expressed. Peters said Goyton will act as liaison and keep the Board informed of the partnership between ACE and CAFR.

Board Retreat Visioning Exercise:

Anne Peters said Board members took part in a brainstorming exercise during the Board Retreat regarding external and internal factors that could affect CAFR in the future. Peters thanked the leaders of the sub-groups who documented the ideas, which were then compiled in a document distributed to the Board. Peters proposed using the work as a basis for creating a new strategic plan for the next five years, with the goal of completing the plan by the end of the year. Bob Boggio said it would have been beneficial to review the old strategic plan at the Board retreat. Marjorie Griek said it was decided that it would be easier to have a sub-committee do that work and report to the Board. Bob Yost said he was disappointed the Board didn't refer to the 2005-2010 plan more and it would be good to add that as an ongoing Board meeting agenda item. The Board agreed that members should read the 2005-2010 plan and that a committee would meet and report to the Board on how to incorporate the visioning exercise into a new strategic plan. Bob Boggio volunteered to lead the committee of Peters, Griek, Becky Goyton, Lisa Skumatz, Marjorie Griek, and Anita Comer.

Treasurer's Report

See Appendix One.

Gary Horton said nothing significant has changed only two months into the year. Marjorie Griek said expenses in the budget are divided evenly across the year; for example, if \$1,000 was budgeted for supplies for the year, that amount would be divided over 12 months and income for the Summit will only appear in certain months. Horton said the budget for the year is reported in the Treasurer's Report.

Fund Balance for a Deficit Year:

Horton said CAFR has more than \$100,000 in reserves. Horton said he doesn't think it is necessarily a bad thing to plan to use up some reserves in a year, though he wouldn't want to see CAFR operate every year at a loss. Lisa Skumatz asked if CAFR should always keep six months operating cash on hand. Horton said CAFR actually has about nine months of reserves on hand. Skumatz said six months should be a minimum threshold. Horton said he would be OK if when reserves drop below six months cash on hand, alarms are sounded. Anita Comer said that is not enough security. Horton said that could unrealistically restrict the Board. Comer said it is relative to whether any income is

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being generated. Bob Yost said CAFR should operate based on a monthly trend analysis and that should signal an alarm without having to wait for reserves to be depleted. Yost asked if the intent of the discussion is to set a target; Peters said yes. Comer said it is the fiduciary responsibility of each Board member to approve an annual budget and doesn't know that the Board needs to implement a rule. Horton and Rick Schulte agreed. Skumatz said she would want to see a formal rule, a six-month minimum cash reserve. Yost said if CAFR reached that level, we would have waited too long to respond; that's why monthly trend analysis is beneficial. Comer said she would never approve a budget that consumed reserves so quickly. Horton said a rule would unfairly tie future Boards to today's standards and a future Board could overrule it anyway. Schulte made a motion to leave the current checks and balances in place with no six-month limit on cash reserves. Bob Boggio seconded the motion. **Motion passed.** (Approved: Barry, Boggio, Comer, Goyton, Hildebrand, Horton, Peters, Schulte, Towndrow, Yost; Opposed: Skumatz)

Executive Director's Report

See Appendix Two. Anne Peters said she asked to Marjorie Griek to provide the Executive Director's Report because she found it essential to understanding what CAFR is up to.

Alcoa Bin Grant:

Griek said CAFR received 1,680 bins from Alcoa to distribute to members. Alpine Waste and Recycling provided storage space for the bins and helped members load their bins upon pick up. Griek said CAFR received only five requests, total requests for bins was 1,830. Griek said people were happy with the bins and that it helped their programs. Recipients are asked to track how much material they collect, recycling rates and other data, which Alcoa uses for promotional purposes. Alcoa plans to continue this program in the future.

Recycling Organizations of North America (RONA):

Griek said a RONA press release and brochure was distributed to the Board. Griek said RONA was inactive for a while with the intent of allowing the NRC to rebuild; however, they kept hearing reports some groups were not planning to reinvest in NRC because the organization was still in debt. The RONA Board felt it needed to step in and fill the national void that was developing and to proceed with a membership drive. Griek said Rubbermaid has joined and contributed \$15,000. Griek asked if she should remove herself from the rest of the discussion since she is a founding member and Board member of RONA. Anita Comer said she would prefer to have Griek present during discussion to answer questions and that she trusted Griek to "wear two hats."

Lisa Skumatz asked Griek about the newly announced NRC webinars. Griek said she was surprised by that announcement and that it came after RONA's own announcement about a markets webinar. Bob Boggio asked if there was another group competing with RONA for national prominence. Griek said NRC is present, though struggling, and Keep America Beautiful (KAB) is still involved in recycling but not in the same niche as RONA would be. RONA is for organizations and is not looking for individual memberships and is looking to provide help in areas KAB has no expertise in, such as markets, technology, waste to energy, PLA, bio-added plastics, etc. Whereas KAB is involved in educating the consumer, helping local groups, clean-up events, outreach and education, etc. Griek said in terms of competition, NRC would probably be the closest. Comer asked if RONA would support NRC. Griek said RONA would be willing to work with NRC at the appropriate time; if NRC can find a role for the organization and becomes a relevant entity, RONA would see that as positive.

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Comer asked how much membership in RONA would cost CAFR. Griek said right now the cost is \$500, a special introductory rate.

Comer made a motion for CAFR to join RONA. Mickey Barry seconded the motion.

Tim Towndrow asked if RONA had a Web site for more information. Skumatz said she is strongly supportive of RONA. Anne Peters asked about the budget for RONA and if it planned to hire staff. Griek said an action item from the Board meeting in October at the GRRN conference was for the RONA Board to spend the year working on governance issues, how the BOD will be made up, etc. Griek said elections will likely be held at the Resource Recycling conference in the fall. During this year and after elections, members will be working together to determine a variety of issues (how to meet member needs, types of councils). Griek said RONA will be organized slightly different than NRC though there will be some similarities. Griek said RONA is hoping to hire an executive director, hopefully within the next six to 12 months. RONA will work closely with other national organizations, such as SWANA, ISRI, KAB, etc., to ensure its members are represented at the national level. Comer asked what the odds were of CAFR losing its executive director to RONA. Griek said zero. Bob Yost asked if RONA's income was based on membership fees. Griek said that was correct. The \$500 membership fee would increase next year; RONA is offering introductory rates since it knows it has to prove itself. RONA is different from NRC in that CAFR will not also pay a per individual member fee; RONA will not contact CAFR members directly. Peters said that Resource Recycling is in RONA's corner is a plus. Rick Schulte asked if the RONA organizations are responsible for the progress of the organization, how much of CAFR staff time would membership require. Griek said membership in RONA would provide more information for us to share with CAFR members; membership wouldn't increase administrative workload in any way.

Towndrow said he did not have enough information to vote and would like more time to educate himself. Skumatz said this information has been on the table for almost a year now and she feels comfortable voting. Becky Goyton said she was ready to vote but asked if the subject could be tabled and voted on via e-mail. Towndrow said if other Board members are ready to vote he would rescind his comment. Yost said the Board had been discussing the issue for a year and would prefer to vote now. Towndrow said he wasn't aware that the issue would be voted on today. Comer said she made the motion because she feels strongly that the money would be well spent; a vote was not on the agenda.

Peters called for a vote. **Motion passed unanimously.** Peters asked Griek to keep the Board informed of RONA activities.

CAFR Phone Number:

Griek said CAFR will have a new phone number and physical address beginning March 22; staff will update that information appropriately.

Legislative Update

Anne Peters said Lisa Skumatz and Scott Hutchings would be taking over as Policy Committee co-chairs.

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RREO:

Marjorie Griek said the RREO bill went to the Senate committee this week. A couple of people testified in favor of the bill; one was Justin Parker from We Recycle in Pueblo. Parker's testimony was valuable because it caused his own senator to change his vote in favor of the bill. Griek said the third reading of the bill shouldn't be a problem and the Policy Committee expects the bill to pass; it would then only require a signature by the governor.

Waste Tire Bill:

Griek said Senator Looper was approached to see if she would include an amendment to the bill that would expand incentives for the purchase of recycled-content products from public entities to public and private entities. This could increase market demand for those products. However, the senator was not receptive to the idea. Griek said the Policy Committee would talk to Senator Gibbs about introducing the amendment in the Senate.

CDPHE Bill:

Griek said the bill, which includes CAFR amendment regarding city/county rights to charge host fees to recycling facilities, passed through committee and was sent to finance.

Griek said there are no other bills that CAFR is actively participating in. Peters said CAFR's lobbyist sends a report every other week with the status of bills. This report is sent to the Policy Committee. Mickey Barry asked to be added to the list of recipients.

Green Jobs Bill:

Griek said the Green Jobs Bill would allow the State to use ARRA funds (stimulus money) to create a pilot program to develop a green jobs training program for industries such as solar, wind, energy efficiency, and renewable. Griek said she thought recycling needed to be included and approached the sponsor of the bill, who seemed agreeable to adding an amendment to include recycling.

Meeting with CDPHE:

Griek said based on discussions at the Board retreat about the bill that would allow the Colorado Dept. of Health and the Environment (CDPHE) to set fees and about accountability within CDPHE, Griek was directed to contact the Solid Waste Association of North America (SWANA) to see if they had similar concerns and would be interested in talking to CDPHE with CAFR about the issues. Griek said she and Cathryn Stewart, president of Colorado SWANA, contacted CDPHE and CDPHE offered to have a representative talk with the Board at the meeting today. However, Griek received unfavorable feedback from the Board for such a meeting. Peters said she was not in favor of a meeting with CDPHE at this time because it was not clear to her what CAFR would be asking of CDPHE; she did not want to jeopardize a complex relationship with the department. Comer asked for a summary of the situation. Griek said concerns had been voiced by CAFR members about how the increased funds for additional employees that were granted when HB-1288 was passed were spent and how the department operated and was accountable for their actions. Rick Schulte asked how CDPHE responded when approached. Griek said they were willing to talk with both SWANA and CAFR. Yost said his comments were part of the initial reasons for calling for the meeting and he didn't want them to be overblown; communications with CDPHE should be proactive. Schulte said a face-to-face meeting with CDPHE would be better with a smaller group of people. Lisa Skumatz was in favor of a meeting. Peters said the consensus she was hearing was to have a face-to-face meeting with CDPHE with a smaller group from CAFR and with a tone of cordiality around the areas

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identified, asking CDPHE to detail how they manage their regulatory processes. Yost agreed. Griek said CDPHE just finished the [2009 solid waste and material management report](#) and would welcome feedback.

Griek asked when a separate, informal meeting should be arranged. The Board agreed that an informal meeting at the Summit would be appropriate.

Recycling Data Collection and Reporting:

Griek said CDPHE has been contacting other states and participating in regional discussions about recycling data methodologies and appears to be using that information but that information hasn't been trickling down to Colorado communities. CAFR is trying to facilitate that by hosting a meeting April 1 with CDPHE representatives to discuss the complexities of collecting data and how to produce a defensible recycling rate in the state. Results from this meeting will be taken to the meeting at the Summit, where individuals from other regions and states will come together to develop a regional formula for analyzing and reporting recycling data.

Website Update

Marjorie Griek said she has given Mountain Muse Communications a deadline of March 26 to finish work on the directory and member profile portion of the Web site so members can start entering their information as soon as possible. There is other work to be completed but this section is a high priority. Griek said staff captured comments from the Board on the process of entering profile information and this has been shared with Mountain Muse. Mickey Barry said the procedure was easy for him and he has been telling his contacts about the site and asked if that was appropriate. Randell said that is not a problem but that it would be better to wait until the work is complete to publicize the member profiles. Once the glitches are worked out CAFR staff will announce who is eligible for access.

Membership Committee

Bob Boggio said two members have officially participated in the drive so far. Based on the executive director's report, the trend from last year seems to be continuing; we are losing a handful of members but gaining the same number.

Brent Hildebrand said his company gives tours of his facility to various groups throughout the year and is often asked by these groups if they can pay for the tour. Hildebrand asked if the Board would object if he handed out information about CAFR and encouraged people to join. Marjorie Griek thought it was a fabulous idea. Anne Peters suggested setting out a bucket for donations to CAFR. Boggio asked if Hildebrand could come up with a generic flyer that could be used by other CAFR members.

Peters said she was working on a waste diversion study for oil and gas operators in Garfield County and was talking to those groups about forming an oil and gas council within CAFR.

Tim Towndrow said he had contacted six or seven mobile shred companies about joining CAFR.

Assistance Committee

Marjorie Griek said the grant application period was closed and the applications were distributed for review; 74 total applications were received. Griek said this was down from last year due in part to

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language on the application indicating that applications would only be funded if the RREO fund was renewed. Griek said the rebate application period for July through December 2009 was closed; the applications would be finalized at the March 23 meeting. Griek said if the waste tire bill is passed, this will be the last round of ATF grants the assistance committee is responsible for. Griek said planning for a statewide focus group is ongoing; the RFP was approved by the Assistance Committee and has been sent to the Pollution Prevention Advisory Board for approval. If approved, money would be used from the leftover ATG fund before it transfers into the tire program. The focus groups would gather information to help with future planning and grant areas. Griek said another goal would be to create a list of “shovel-ready” projects so that if national climate bill passes, money could be used for recycling.

2010 Summit

Becky Goyton reviewed the report submitted by Michelle Kincheloe. Goyton said current net revenue for the Summit is \$6,600. The theme, “Recycling’s Road to the Future” is set; keynote speakers are lined up. There is an April 6 deadline for having the brochure finished and mailed. Registration is currently at 101 attendees—a record for this time of year. Goyton said the super early-bird rate played a role in increasing early registration. Kincheloe has set a goal of 225 registrants for the event. Fourteen exhibitors are currently registered. A site visit is planned for April 9. Goyton said she thinks it is an exciting program this year with some new topics. Sponsorships are currently at \$37,500 (85% of the budget). Goyton said Jack Debell is helping to coordinate a scholarship program again this year.

Marjorie Griek said discussions on a multi-year agreement with Vail Resorts are continuing. Griek said she and Kincheloe are opening discussions with the Sheraton Group and the Marriott to discuss multi-year deals with those chains to fill in the gaps of a Vail Resorts contract.

Griek said the committee is looking for donations of alcohol for the gala and is planning another sponsorship push before the brochure is printed since a major benefit of sponsorship is being listed in the brochure. Griek said Debell is donating \$250 to start the scholarship program and will be contacting CSU and other schools to do the same.

Annual Meeting

Lisa Skumatz said the date has been set for October 14, which avoids conflicts with other conferences during that time of year. The location will be the Boulder County recycling facility with a tour beforehand and a tour of Celestial Seasonings after the meeting. Skumatz said a potential speaker is Ann Livingston and Becky Goyton has an idea for a markets panel including small businesses that are using recycled materials in their products/packaging. Skumatz said the body of the meeting would run from 11:00am to 1:30pm.

Marjorie Griek asked if the venue would be new enough for members since CAFR had been there in the past. Skumatz said Celestial Seasonings didn’t have space to host the meeting, which is why the Boulder County facility would be used. Anne Peters said it had been six or seven years since CAFR held a meeting at Boulder County. Goyton said she thought the tours are what attracted members to the meeting, not necessarily the meeting space. Bob Yost said it is a combination of the two but it has been a while since CAFR has been to Boulder and thanked the committee for their work. Anita Comer agreed.

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Griek asked if it made sense to devote some time at the meeting to introducing members to the new Web site and its new functions. Skumatz said the agenda planning will start next. Griek asked if, due to the timing of the meeting, it made sense to present an overview of CAFR from 2009. Goyton suggested a look ahead instead. Griek said another option is to do a formal annual report that members can reference on the Web site at anytime. Skumatz said it would be good to have a strategic plan in place by the annual meeting.

Next Board Meeting

Anne Peters said the next Board meeting will be June 6 in Steamboat Springs.

Bob Boggio made a motion to adjourn the meeting at 1:30pm. Anita Comer seconded the motion.

Motion passed unanimously.

Interim Business

February 2 E-mail Vote on SB-48:

On February 2 Marjorie Griek asked for a vote by e-mail on SB-48, which clarifies and further regulates the purchase of metals by scrap yards and processors. Griek said she spoke to Jerry Simms, President of the Institute of Scrap Recycling Industries, CO (ISRI) and owner of a member organization, Atlas Metal & Iron. According to Simms, the bill is being amended to make the changes needed for ISRI to support. Currently, the bill requires photos to be taken and kept for 3 years, that no one can be paid before 5 days and checks must be mailed to sellers. ISRI is suggesting the bill be changed to allow payments to certain people/entities in less than 5 days and to not be required to mail a check. Once these amendments are in place, he would appreciate CAFR's support on the bill.

Anne Peters made a motion for CAFR to support SB-48 with amendments as mentioned. Peters said her motion assumes that the amendments set some type of payment ceiling, such as \$25 per payment, as long as person isn't bringing more than 2 loads worth \$25 within a one- or two-week period or such (to keep the thieves with the stolen copper piping from just parsing stolen metals out to their buddies to take to the scrap yards around town for cash). Bob Boggio seconded the motion.

Motion failed. (Approved: Schulte, Skumatz, Kincheloe, Barry, Walsh, Baratta; Opposed: Bloomfield, Edmiston, Towndrow, Goyton; Abstained: Yost)

February 12 Vote on CDPHE Bill:

Bob Edmiston called to order a Board meeting at 10:06am February 12 during the Board retreat. Marjorie Griek said the Policy Committee needed the Board to vote on the CDPHE bill. The bill would allow CDPHE to control the landfill surcharge tipping fees to run the solid waste management program. An amendment to the bill would exclude recycling facilities from being charged host fees by municipalities.

Gary Horton made a motion for CAFR to support the bill amendment. Sammie Baratta seconded the motion. **Motion passed unanimously.** (Approved: Baratta, Horton, Yost, Boggio, Peters, Edmiston, Kolwaite, Goyton, Schulte, Towndrow, Barry)

Anne Peters made a motion for CAFR to monitor the CDPHE bill and authorize Griek to discuss including accountability mechanisms in the bill with CDPHE and other key stakeholders. Bob Boggio

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seconded the motion. **Motion passed unanimously.** (Approved: Baratta, Horton, Yost, Boggio, Peters, Edmiston, Kolwaite, Goyton, Schulte, Towndrow, Barry)

February 12 Election of Officers:

Bob Edmiston called to order a Board meeting at 8:30am February 13 during the Board retreat to elect Board of Directors officers. Edmiston called for nominations. President: Anne Peters; Vice President: Tim Towndrow; Treasurer: Gary Horton, with Bob Boggio as understudy; Secretary: Rick Schulte. Bob Yost made a motion to close nominations. Bob Boggio seconded the motion. Edmiston called for a vote for all nominated officer candidate positions. **Officers elected unanimously.**

Action Items

This is a summary list of 'Action Items' from the BOD meetings. If you are listed as an 'owner', please come prepared to the next BOD meeting 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 Randell for updating.

Action Item or Commitment	Owner	BY WHEN	Status
Write/distribute article about national climate change bill to inform membership	Griek/Randell	--	Postponed
Follow up with Mick Barry on Iowa code that exempts recycling facilities from "host fees" and report to Griek	Barry	4/19/10	Pending
Send Kincheloe list of sponsorship targets from policy committee	Peters	4/19/10	Pending
Recruit one new member	Board	6/1/10	Pending
Prepare breakdown of ERRC Summit costs for Board	Baratta	4/19/10	Pending
Read 2005-2010 strategic plan	Board	6/6/10	Pending
Include review of strategic plan on future Board meeting agendas	Randell	6/6/10	Pending
Create recommendation for new strategic plan	Boggio, Peters, Griek, Goyton, Skumatz, Comer	6/6/10	Pending
Add Mickey Barry to list of recipients of the bi-weekly lobbyist report	Peters/Skumatz	3/25/10	Done
Arrange informal meeting at the Summit with CDPHE	Griek	6/6/10	Pending
Create generic flyer for members to give to tour attendees or others encouraging support of CAFR in lieu of payment to facility	Hildebrand/Griek/Randell	6/6/10	Pending
Contact King Soopers about membership	Yost	6/6/10	Pending

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Action Item or Commitment	Owner	BY WHEN	Status
Organize grant-writing seminar fundraise for CAFR	Peters	6/6/10	Pending
Contact MillerCoors for donation of alcohol for gala	Yost	4/19/10	Pending
Circulate list of potential sponsors to Board	Horton	4/19/10	Pending

APPENDIX ONE
COLORADO ASSOCIATION FOR RECYCLING
TREASURER'S REPORT - January through February 2010

Balance Sheet	Current Year	Prior Year	\$ Change	%	Comments
Total Assets	\$150,106	\$101,184	\$48,922	48%	Increase is all in cash and receivables
Total Liabilities & Equity	\$150,106	\$101,184	\$48,922	48%	Increase mostly in equity, small inc. in liabilities

Category/Budget	YTD Profit & Loss		Variance	Comments
Total Annual Budget			\$ 30,600	
Budgeted Income	\$ 148,660	Actual Income	\$ 42,333	
Budgeted Expense	\$ 155,619	Actual Expense	\$ 18,089	
Budgeted Net	\$ (6,959)	Actual Net	\$ 24,244	
Budgeted Interest	\$ 603	Actual Interest	\$ -	
Budgeted Net w/Interest	\$ (6,356)	Actual Net w/Interest	\$ 24,244	
Board Meetings			\$ 258	
Budgeted Income		Actual Income	\$ -	
Budgeted Expense	\$ 750	Actual Expense	\$ 492	
Budgeted Net	\$ (750)	Actual Net	\$ (492)	
America Recycles Day 2009			\$ (207)	
Budgeted Income	\$ 7,045	Actual Income	\$ 1,000	
Budgeted Expense	\$ 5,900	Actual Expense	\$ 62	
Budgeted Net	\$ 1,145	Actual Net	\$ 938	
Assistance Committee			\$ 1,585	
Budgeted Income	\$ 2,500	Actual Income	\$ 898	
Budgeted Expense	\$ 3,870	Actual Expense	\$ 683	
Budgeted Net	\$ (1,370)	Actual Net	\$ 215	
Annual Meeting			\$ (1,803)	
Budgeted Income	\$ 4,925	Actual Income		
Budgeted Expense	\$ 3,122	Actual Expense		
Budgeted Net	\$ 1,803	Actual Net	\$ -	
Budgeted Interest		Actual Interest		
Budgeted Net	\$ 1,803	Actual Net	\$ -	
Education & Outreach			\$ 5,953	
Budgeted Income	\$ 1,000	Actual Income		
Budgeted Expense	\$ 7,787	Actual Expense	\$ 834	
Budgeted Net	\$ (6,787)	Actual Net	\$ (834)	
ER&R Council			\$ (343)	
Budgeted Income	\$ 450	Actual Income	\$ 100	
Budgeted Expense	\$ 8	Actual Expense	\$ -	
Budgeted Net	\$ 443	Actual Net	\$ 100	
General Fund			\$ 44,741	
Budgeted Income	\$ 4,990	Actual Income	\$ 396	
Budgeted Expense	\$ 55,545	Actual Expense	\$ 5,907	
Budgeted Net	\$ (50,555)	Actual Net	\$ (5,511)	
Budgeted Interest	\$ 303	Actual Interest		
Budgeted Net	\$ (50,252)	Actual Net	\$ (5,511)	

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Grants in Total				\$ (4,922)
Budgeted Income	\$ 5,000	Actual Income		
Budgeted Expense	\$ 78	Actual Expense		
Budgeted Net	\$ 4,922	Actual Net	\$ -	

Membership				\$ (34,402)
Budgeted Income	\$ 45,000	Actual Income	\$ 7,705	
Budgeted Expense	\$ 4,112	Actual Expense	\$ 919	
Budgeted Interest	\$ 300	Actual Interest		
Budgeted Net	\$ 41,188	Actual Net	\$ 6,786	

Newsletter				
Budgeted Income	\$ 1,500	Actual Income	\$ -	\$ 386
Budgeted Expense	\$ 2,029	Actual Expense	\$ 143	
Budgeted Net	\$ (529)	Actual Net	\$ (143)	

Policy Committee				\$ 15,713
Budgeted Income	\$ 100	Actual Income		
Budgeted Expense	\$ 21,634	Actual Expense	\$ 5,821	
Budgeted Net	\$ (21,534)	Actual Net	\$ (5,821)	

Nat'l Org. Liaison				\$ 2,064
Budgeted Income	\$ -	Actual Income	\$ -	
Budgeted Expense	\$ 2,150	Actual Expense	\$ 86	
Budgeted Net	\$ (2,150)	Actual Net	\$ (86)	

RMOC				\$ 200
Budgeted Income	\$ 700	Actual Income	\$ 200	
Budgeted Expense	\$ 700	Actual Expense		
Budgeted Net	\$ -	Actual Net	\$ 200	

EDRTF				\$ 4,365
Budgeted Income	\$ -	Actual Income	\$ 4,408	
Budgeted Expense	\$ -	Actual Expense	\$ 43	
Budgeted Net	\$ -	Actual Net	\$ 4,365	

Summit 2009				\$ 1,550
Budgeted Income		Actual Income	\$ 1,550	
Budgeted Expense		Actual Expense		
Budgeted Net	\$ -	Actual Net	\$ 1,550	

Summit 2010				\$ (6,209)
Budgeted Income	\$ 75,450	Actual Income	\$ 26,076	
Budgeted Expense	\$ 46,265	Actual Expense	\$ 3,099	
Budgeted Net	\$ 29,185	Actual Net	\$ 22,977	

Website				\$ 1,670
Budgeted Income	\$ -	Actual Income	\$ -	
Budgeted Expense	\$ 1,670	Actual Expense		
Budgeted Net	\$ (1,670)	Actual Net	\$ -	

**APPENDIX ONE
 COLORADO ASSOCIATION FOR RECYCLING
 TREASURER'S REPORT - January through February 2010**

PRE-EXISTING GRANTS

<u>Category/Budget</u>		<u>YTD Profit & Loss</u>		<u>Variance</u>	<u>Comments</u>
Total Annual Budget					
Budgeted Income	\$ 30,897	Actual Income	\$ 3,329	\$ (0)	
Budgeted Expense	\$ 30,897	Actual Expense	\$ 3,329		
Budgeted Net	\$ -	Actual Net	\$ (0)		
WalMart Grant					
Balance at Beg. of Year	\$ 18,882	Balance at Beg. of Year	\$ 3,300	\$ 0	
Budgeted Expenditures	\$ 18,882	Budgeted Expenditures	\$ 3,300		
Projected Y.E. Balance	\$ -	Projected Y.E. Balance	\$ 0		
Ball Grant					
Balance at Beg. of Year	\$ 7,015	Balance at Beg. of Year	\$ 29	\$ (0)	
Budgeted Expenditures	\$ 7,015	Budgeted Expenditures	\$ 29		
Projected Y.E. Balance	\$ -	Projected Y.E. Balance	\$ (0)		
Int'l Paper Grant					
Balance at Beg. of Year	\$ 5,000	Balance at Beg. of Year	\$ -	\$ -	
Budgeted Expenditures	\$ 5,000	Budgeted Expenditures	\$ -		
Projected Y.E. Balance	\$ -	Projected Y.E. Balance	\$ -		

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
Executive Director's Report – January and February 2010

Administrative (25 hours)

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

Annual Meeting (0 hours)

Assistance Committee (19 hours)

- Review, rewrite, review, rewrite, endlessly discuss, rewrite, review, rewrite RFP for RREO grant funding
- Release RFP for RREO grant funding
 - Participate in pre-bid meeting
 - Begin planning for statewide recycling forum
 - Chair bi-weekly meetings of Assistance Committee; create agendas, review minutes
- Report to Pollution Prevention Advisory Board monthly

Board Meeting and Board Retreat (39 hours)

- Oversee preparation & distribution of financials
- Help develop agenda
- Gather and prepare materials as needed
- Respond to phone calls and emails regarding location, time, etc.
- Site visit
- Attend meeting and retreat where Sammie rocked the world with her lightning-fast decryption of the team challenge

Bookkeeping (16 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
- Budget entry

Education & Outreach (42 hours)

- Attend numerous functions (Legislative Day, CASBA reception, Lester's party barn square dance hoedown)
- Participate in working groups (State Electronics Challenge)
- Meetings with agencies (DOLA, CDPHE, EPA)
- Ball Grant – planning
 - Statewide Recycling Challenge – attend webinars
 - Governor's Energy Office – work on getting recycling part of appliance rebate program
 - Alcoa Bin grant – issue RFP, review applications, find distribution home for bins, notify grantees

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
Executive Director's Report – January and February 2010

Elections (4 hours)

- Attend teleconference
- Ensure Amy tracked results correctly and didn't just appoint her favorites
- Contact candidates with election results

Membership (8 hours) –

- Received 13 renewals: 0 Associate/Student, 0 Individual, 0 Sustaining Individual, 1 Nonprofit/University, 1 Small Government, 5 Large Government, 2 Small Business, 3 Large Business, Friend, 1 Supporter, 0 Sponsor
- Signed up 9 new members: 0 Student, 4 Individual, Sustaining Individual, 0 Nonprofit/University, 1 Small Government, Large Government, 1 Small Business, & 3 Large Business, Friend, 0 Supporter
- 4 of these are RMOC members
- 2 of these are ERRC members
- Increased 1 membership levels
- 8 non-renewed
- Met with prospective members
- Reviewed membership benefits / materials

Newsletter (4 hours)

- Reviewed newsletter
- Assisted in article solicitation
- Write article

Policy (104 hours)

- Attend Policy committee meeting
- Meet with various state legislators
- Work to craft amendments on various bills
- Testify in various committees
- Harass helpless individuals into contacting their legislators
- Bully people into coming to testify, then have to reschedule them 4 times, then cancel it altogether – great way to make friends

Recycling Organization Council (3 hours)

- Attend teleconference for NRC RO Council
- Review RONA proposal for CAFR membership

Rocky Mountain Organics Council (0 hours)

Summit 2010 (32 hours)

- Attend planning meetings
- Book flight & rooms
- Assist with outreach
- Review announcements / promotional materials
- Say 'Great Job!' to Michelle, Gary, Amy, Tim, Becky, Wendy and the rest of the planning team (and I've had to say it a lot 'cuz they're doing such a tremendous job of planning this year!)

Website (15 hours)

- Attend meetings with Mountain Muse / Amy

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
Executive Director's Report – January and February 2010

Review web pages

Attempt to understand what these geeks are talking about

Trying to log on took about 14 of the total hours...

Comp/Holiday Time (16 hours)

New Year's Day

President's Day

Total hours over 2 months = 328 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..