

**COLORADO ASSOCIATION FOR RECYCLING
2009-2010 BOARD OF DIRECTORS MEETING
June 6, 2010**

President Anne Peters called the meeting to order at 10:31am at the Sheraton Steamboat Resort in Steamboat Springs, Colorado.

Board Members Present

Sammie Baratta
Mickey Barry
Karen Bloomfield
Bob Boggio
Anita Comer
Bob Edmiston
Becky Goyton
Brent Hildebrand

Gary Horton
Melissa Kolwaite
Anne Peters
Rick Schulte
Lisa Skumatz
Tim Towndrow
Bob Yost

In attendance: Executive Director Marjorie Griek, Administrative Assistant Amy Randell. Anita Comer, Becky Goyton, and Rick Schulte were not present at the start of the meeting.

Approval of Minutes from the March 19 Board Meeting

Bob Boggio made a motion to approve the March 19 minutes. Brent Hildebrand seconded the motion. **Motion passed unanimously.**

Lisa Skumatz said she had never been part of a Board where 16-page minutes were approved and thus recommended shorter, more concise minutes. Bob Edmiston said the Board had previously asked staff to provide more detailed minutes because it was hard for Board members not present at meetings to otherwise know what occurred. Skumatz said in other organizations legal counsel argues against long notes and said she would look into whether there was an important legal reason to shorten the minutes.

Anita Comer joined the meeting.

President's Report

Anne Peters said there have been professional changes for Board members and asked each member if they wanted to make any comments.

Bob Edmiston said he was no longer with Mesa County; he is now working independently and will not attend the Summit. Edmiston said his plan is to continue to serve on the CAFR Board because he still has knowledge and skills to offer; Edmiston said if his presence becomes cumbersome, Board members should talk to him about it. Peters said it was her understanding that individuals are elected to the CAFR Board and that it is not up to Mesa County to fill the position.

Sammie Baratta said she is no longer with Lifespan Technology Recycling. Baratta said since she has only six months left on her term, she would like to finish serving her term on the CAFR Board. Peters said Baratta's knowledge of electronics is an asset to CAFR.

Peters said she will be working to continue the trend of making policy and procedures of CAFR more formal and will be seeking input on where CAFR is as an organization, what is needed for further

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stability and setting up protocols for employees, such as job descriptions, transition plans, human resources manual, or such items. Anita Comer said she could provide assistance.

Treasurer's Report

See Appendix One.

Gary Horton said one change was made to the Treasurer's Report he sent to the Board; the actual expense for Summit 2010 should be \$7,726 rather than zero, making YTD profit and loss actual expense \$39,037, actual net \$46,167, and actual net with interest \$46,222.

Executive Director's Report

See Appendix Two.

Colorado Product Stewardship Council:

Marjorie Griek said a proposal for a Colorado Product Stewardship Council (CPSC) from Hilary Collins of Boulder County and a letter of support from the Boulder County Commissioners was distributed to the CAFR Board. The proposed CPSC would fall under CAFR's umbrella similar to the Electronics Recycling and Reuse Council (ERRC) and the Rocky Mountain Organics Council (RMOC). The proposition has support from the Product Stewardship Institute, which will provide help to the CPSC, and Boulder County Resource Conservation Division also approves of the proposal. Griek said the CPSC will provide an opportunity for CAFR to expand membership.

Bob Edmiston asked how representation for the CPSC on the CAFR Board would be handled. Griek said as the CPSC matures a chairperson will be appointed and will serve as liaison; similar to the ERRC and RMOC, the chairperson would submit for nomination to the CAFR Board and could serve as an honorary Board member until then.

Gary Horton said Collins has worked hard on the issue so far and the CPSC will come into CAFR as a functioning group; both the CPSC and CAFR will be enhanced. Lisa Skumatz said she is strongly in favor of the proposal. Anne Peters said it is an opportunity for CAFR to strengthen relationships with HHW facilities around the state; work will be needed to reach out to stakeholders outside of Boulder County.

Brent Hildebrand asked if there was a financial commitment on CAFR's end. Horton said there will be a \$50 membership fee in addition to CAFR member fees to join the CPSC; additional funds will be raised separately, as CAFR will not be providing funds.

Melissa Kolwaite asked what would happen if the CPSC acted in opposition to CAFR's mission. Peters said it would be made clear that any CAFR legislative action must be approved by the Board. Griek said the proposal indicated that members would sign a statement agreeing to abide by CAFR's mission, by-laws and council rules.

Anita Comer made a motion to accept the proposal. Lisa Skumatz seconded the motion. **Motion passed unanimously.**

University Council:

Griek said the Board should see a similar proposal at the July meeting for a University Council.

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CAFR Posters:

Griek said all CAFR posters have been sold; staff does not have the original artwork files, which were created by a previous member for a small fee. Griek said the options for creating new posters were to pay a small fee to have new posters designed or select from submitted poster contest entries or a combination of both. Griek asked for input from the Board. Anne Peters said CAFR could work with the University Council and that she also likes using the calendar artwork. Horton asked if CAFR could get printing costs donated. Griek said staff would put together a cost proposal for next Board meeting.

Legislative Update

Colorado Recycling Metrics Recommendations:

Marjorie Griek said there have been two meetings with CDPHE staff and CAFR members (April 1 and May 6) to discuss definition of metrics and how best to report them. Griek said the Policy Committee has summarized the outcomes from the previous discussions and has submitted a list of recommendations for Board approval to be used in discussions with other EPA Region 8 states June 8-10.

Lisa Skumatz said it is good to include pounds per capita and recycling rates; Skumatz questioned the use of the word diversion or diversion rate since the meaning can be ambiguous.

Griek said the list of possible future considerations included in the list of recommendations would not be part of any formal discussion/recommendations.

Melissa Kolwaite said she is not comfortable with the requirement in the form to report number of recycling jobs. Kolwaite said this could misrepresent companies that have more landfill employees but are processing more recyclables. Kolwaite said she could support all other recommendations except this one. Peters said at the legislature jobs are a compelling part of persuasion in favor of legislation. Griek said CDPHE already asks for information about new recycling jobs, the suggestion is to collect information on all recycling jobs not just new jobs. Horton said the information is reported as an aggregate number, not company by company. Brent Hildebrand said he always fills out the form to keep all reporting information confidential and feels the state is good about keeping information confidential; Hildebrand said state employees are learning and are open to suggestions.

Griek said she was asking for Board approval to use the list of recommendations as a guide for discussion regarding what we believe in Colorado are items that need to be addressed.

Bob Edmiston made a motion to authorize Griek to say the work done, and summarized in the recommendations, has CAFR support. Bob Boggio seconded the motion.

Becky Goyton joined the meeting.

Anita Comer asked to strike the items under Possible Future Considerations. The Board agreed.

Motion passed. (Approved: Baratta, Barry, Bloomfield, Boggio, Comer, Edmiston, Goyton, Hildebrand, Horton, Peters, Schulte, Skumatz, Towndrow, Yost; Opposed: Kolwaite)

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Items for Discussion at Next Policy Meeting:

Griek said the committee will be discussing three major items at the meeting during the Summit. The first is possible ideas for Dickey Lee Hullinghorst to carry into the legislature. The second is e-waste. The third is Senator Linda Newell's initiative to work with HOAs to have recycling more commonly written into waste contracts.

Griek said the committee will also be talking about Initiatives 60, 61 and 101 that will be on the ballot, though not specifically related to waste and recycling, they could be devastating to Colorado government. Griek said 40 bipartisan legislators will form a Green Caucus; CAFR will attempt get participatory presence and give a presentation.

Bob Edmiston encouraged Board members to invite general members to participate in policy.

Other Updates:

Griek said HB1052 was signed into law and is effective until 2017. The tire bill is now law; 25 percent of the RREO fund comes from the tire fee and will be removed from the RREO program July 2011. A new Board was created in CDPHE to be responsible for the tire issues. Griek said the green jobs bill passed without recycling in it because recycling is not included in the federal definition of "green jobs." Griek said bill 1329 reauthorizing CDPHE funding was passed and included CAFR's amendment on host fees.

Membership Committee

Bob Boggio said he's seeing the same trend, gaining about the same number of new members as losing members. Boggio said we are missing information about whether individuals recruited to join actual end up joining. Boggio asked the Board to report on their success in recruiting new members to help document results.

Website Update

Amy Randell said the majority of work on the Web site has been completed. Staff plans to set up a member profile station at the Summit to help show members that they have an online profile and show them how to update it.

Assistance Committee

Marjorie Griek said the committee funded 15 separate grants this round, the third year of grants. Griek said there is a position open on the committee and encouraged applications.

2013 and 2015 Summits

Marjorie Griek said contracts for the 2013 and 2015 Summits were distributed to the Board for review. Griek said multi-year contracts allow for better concessions, allow CAFR to plan financially, provide better opportunities for promoting, and reduce staff time by alleviating yearly contract negotiations. Griek said she and Michelle Kincheloe negotiated the proposed contracts with Vail Resorts.

2013:

Griek reviewed the contract with Keystone for 2013. CAFR committed to 175 room nights, a conservative estimate given the unknown state of the economy and Keystone's proximity to the Denver metro area; rates will vary starting at about \$100 per room at the Keystone Inn—the rate will

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be whatever the current per diem rates are at the time; the resort fee was waived; meeting space is complimentary; every 40 lodging units reserved earns one complimentary unit to CAFR.

Lisa Skumatz asked what the risk was if some catastrophic event occurred. Griek said the contract included a force majeure clause. For cancelling, CAFR would probably be short the deposit of \$1,500. Cancellation closer to the event would increase CAFR's liability. Bob Yost asked what the cost savings were of a multi-year contract. Griek estimated majority of savings comes from 15 percent reduction of staff time.

Gary Horton made a motion to accept the 2013 contract. Lisa Skumatz seconded the motion.

Motion passed. (Approved: Baratta, Barry, Bloomfield, Boggio, Comer, Goyton, Hildebrand, Horton, Kolwaite, Peters, Schulte, Skumatz, Towndrow, Yost; Opposed: Edmiston)

2015:

Griek reviewed the 2015 contract with Vail Marriott. CAFR is committed to 185 room nights; starting rates will be no more than government per diem rate or 30 percent discount from rack room rates, whichever is cheaper; the penalty for cancelling is at least \$1,500 depending on timing. Griek said she would ask to include a force majeure clause in the contract. Gary Horton asked if a June date increased attendance to the Summit. Griek said before finalizing the contract, CAFR will reach out to neighboring state organizations to see if dates overlap. Griek said the later in June, the higher the prices get, but she would find out if June dates were available; if so, it could affect the price. Griek said a question would be added to the Summit evaluation to gather input from members.

Gary Horton made a motion to accept the 2015 contract with a force majeure clause. Sammie Baratta seconded the motion. **Motion passed.** (Approved: Baratta, Barry, Bloomfield, Boggio, Comer, Goyton, Hildebrand, Horton, Kolwaite, Peters, Schulte, Skumatz, Towndrow, Yost; Opposed: Edmiston)

Summit 2010 Update

Michelle Kincheloe referred the Board to the Final May 28 2010 Board Update that was distributed. Kincheloe said there was record-setting attendance of 241, over 200 people each day.

Annual Meeting

Lisa Skumatz said the annual meeting is set for Thursday, October 14, at the Boulder County recycling facility. Tours will include the recycling facility and Celestial Seasonings. Anne Livingston has been invited but has not been confirmed. The agenda will include a business sustainability panel and roundtable of member accomplishments. If a sufficient number of panelists can't be confirmed another option is a mini-conference. Lunch will be zero waste. Bob Boggio suggested that the opening remarks include sharing the new strategic plan.

Strategic Plan Review

Anne Peters reviewed the one-page high-level plan provided to the Board by the committee and asked for input from Board members. Anita Comer suggested striking "sector by sector." Melissa Kolwaite said to change "coordinate" to "support" in the first item. Gary Horton said to change "grow" to "support growth." Peters said tactics are missing from the high-level plan and will be provided later. Horton said to him CAFR is really about networking, education and legislation and suggested

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the goals come from that. Bob Edmiston said the committee has done good work and that is why there aren't many comments.

Horton asked if there was merit to adding to goal #2 that CAFR would like to develop a recycling vision for the state. Bob Yost said a leadership focus was missing from the goals. Becky Goyton said the committee thought CAFR could support, not lead. Yost said CAFR should provide leadership and there should be a leadership thread through the goals. Lisa Skumatz said CAFR ought to be the number one place people go for data; voice is important. Peters proposed that CAFR be the "catalyst, leader, and resource." Skumatz agreed with that direction. Peters said the next steps are to wordsmith the document.

Peters asked what level of measurement for measuring progress was appropriate. Horton said membership numbers, funding, and legislation are the measurements; all are reported on at each Board meeting.

Peters asked the Board to send ideas for visioning for the state to committee members.

Next Board Meetings

Anne Peters said the next Board meeting will be July 16. Rick Schulte volunteered to host the meeting in Sterling. Karen Bloomfield will look into hosting the September 17th meeting at a metal recycling facility. Becky Goyton offered to host the November meeting at Denver Recycles.

The meeting was adjourned at 2:10pm.

Interim Business

May 12 E-mail Vote on 2011 Summit Contract:

In an e-mail dated May 12, Marjorie Griek asked for vote on the contract for the hotel for the 2011 Summit for Recycling in Breckenridge. Griek said she and Michelle Kincheloe have been working over the past months with Vail Resorts to hammer out the details of a 5-year agreement for accommodations for Summits in years 2011 (Breckenridge), 2013 (Keystone) and 2015 (Vail). Each of the facilities has issued a separate contract for their sites. The Keystone and Vail contracts can be discussed further at the June board meeting but Griek wanted to ask for an e-mail vote on the 2011 contract so that it can be signed and staff can start to advertise the event at this year's Summit.

Anne Peters made a motion to accept the contract. Bob Boggio seconded the motion. **Motion passed.** (Approved: Peters, Boggio, Yost, Schulte, Comer, Kolwaite, Bloomfield, Towndrow, Goyton, Baratta, Skumatz; No Vote: Horton, Barry, Hildebrand, Edmiston)

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.

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| Action Item or Commitment | Owner | BY WHEN | Status |
|---|--------------------------|----------------|---------------|
| Write/distribute article about national climate change bill to inform membership | Griek/Randell | 7/16/10 | Pending |
| Recruit one new member | Board | 7/16/10 | Pending |
| Include review of strategic plan on future Board meeting agendas | Randell/Griek | 7/16/10 | 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 | 6/30/10 | Pending |
| Organize grant-writing seminar/webinar to fundraise for CAFR | Peters | 9/1/10 | Pending |
| Determine if there is legal cause to take shorter, more concise minutes | Skumatz | 7/16/10 | Pending |
| Further develop policy/procedure regarding CAFR employee job descriptions, transition plans | Peters, Comer | 9/1/10 | Pending |
| Prepare cost proposal for new CAFR posters | Griek/Randell | 7/16/10 | Pending |
| Submit comments on the draft Strategic Plan to SP Committee (via Peters) | All | 7/16/10 | Pending |
| Include force majeure clause in 2015 contract with Vail Marriott | Griek | 7/16/10 | Pending |
| Confirm location at metal recycling facility for September Board meeting | Bloomfield | 7/16 | Pending |

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

| <u>Balance Sheet</u> | <u>Current Year</u> | <u>Prior Year</u> | <u>\$ Change</u> | <u>%</u> |
|----------------------------|---------------------|-------------------|------------------|----------|
| Total Assets | \$172,142 | \$171,054 | \$1,088 | 1% |
| Total Liabilities & Equity | \$172,142 | \$171,054 | \$1,088 | 1% |

| <u>Category/Budget</u> | <u>YTD Profit & Loss</u> | | <u>Variance</u> | <u>Comments</u> |
|---|------------------------------|-----------------------|-----------------|-----------------|
| Total Annual Budget | | | \$ 59,703 | |
| Budgeted Income | \$ 148,660 | Actual Income | \$ 85,204 | |
| Budgeted Expense | \$ 155,019 | Actual Expense | \$ 39,037 | |
| Budgeted Net | \$ (6,359) | Actual Net | \$ 46,167 | |
| Budgeted Interest | \$ 603 | Actual Interest | \$ 54 | |
| Budgeted Net w/Interest | \$ (5,756) | Actual Net w/Interest | \$ 46,222 | |
| Board Meetings | | | \$ 258 | |
| Budgeted Income | | Actual Income | \$ - | |
| Budgeted Expense | \$ 750 | Actual Expense | \$ 492 | |
| Budgeted Net | \$ (750) | Actual Net | \$ (492) | |
| America Recycles Day 2009 (Poster Contest) | | | \$ (447) | |
| Budgeted Income | \$ 7,045 | Actual Income | \$ 1,500 | |
| Budgeted Expense | \$ 5,300 | Actual Expense | \$ 202 | |
| Budgeted Net | \$ 1,745 | Actual Net | \$ 1,298 | |
| Assistance Committee | | | \$ 871 | |
| Budgeted Income | \$ 2,500 | Actual Income | \$ 1,248 | |
| Budgeted Expense | \$ 3,870 | Actual Expense | \$ 1,747 | |
| Budgeted Net | \$ (1,370) | Actual Net | \$ (499) | |
| Annual Meeting | | | \$ (1,803) | |
| Budgeted Income | \$ 4,925 | Actual Income | | |
| Budgeted Expense | \$ 3,122 | Actual Expense | | |
| Budgeted Net | \$ 1,803 | Actual Net | \$ - | |
| Budgeted Interest | | | | |
| Budgeted Net | \$ 1,803 | Actual Net | \$ - | |
| Education & Outreach | | | \$ 5,291 | |
| Budgeted Income | \$ 1,000 | Actual Income | | |
| Budgeted Expense | \$ 7,787 | Actual Expense | \$ 1,495 | |
| Budgeted Net | \$ (6,787) | Actual Net | \$ (1,495) | |
| ER&R Council | | | \$ (343) | |
| Budgeted Income | \$ 450 | Actual Income | \$ 100 | |
| Budgeted Expense | \$ 8 | Actual Expense | \$ - | |
| Budgeted Net | \$ 443 | Actual Net | \$ 100 | |
| General Fund | | | \$ 39,578 | |
| Budgeted Income | \$ 4,990 | Actual Income | \$ 434 | |
| Budgeted Expense | \$ 55,545 | Actual Expense | \$ 11,162 | |
| Budgeted Net | \$ (50,555) | Actual Net | \$ (10,728) | |
| Budgeted Interest | \$ 303 | Actual Interest | \$ 54 | |
| Budgeted Net | \$ (50,252) | Actual Net | \$ (10,674) | |

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

| | | | | | |
|------------------------|----------|----------------|------------|--|------------|
| Grants in Total | | | | | \$ (9,216) |
| Budgeted Income | \$ 5,000 | Actual Income | | | |
| Budgeted Expense | \$ 78 | Actual Expense | \$ 4,294 | | |
| Budgeted Net | \$ 4,922 | Actual Net | \$ (4,294) | | |

| | | | | | |
|-------------------|-----------|-----------------|-----------|--|-------------|
| Membership | | | | | \$ (24,035) |
| Budgeted Income | \$ 45,000 | Actual Income | \$ 18,930 | | |
| Budgeted Expense | \$ 4,112 | Actual Expense | \$ 1,776 | | |
| Budgeted Interest | \$ 300 | Actual Interest | | | |
| Budgeted Net | \$ 41,188 | Actual Net | \$ 17,154 | | |

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

| | | | | | |
|-------------------------|-------------|----------------|------------|--|-----------|
| Policy Committee | | | | | \$ 11,872 |
| Budgeted Income | \$ 100 | Actual Income | | | |
| Budgeted Expense | \$ 21,634 | Actual Expense | \$ 9,662 | | |
| Budgeted Net | \$ (21,534) | Actual Net | \$ (9,662) | | |

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|---------------------------|------------|----------------|----------|--|----------|
| Nat'l Org. Liaison | | | | | \$ 1,857 |
| Budgeted Income | \$ - | Actual Income | \$ - | | |
| Budgeted Expense | \$ 2,150 | Actual Expense | \$ 293 | | |
| Budgeted Net | \$ (2,150) | Actual Net | \$ (293) | | |

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

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|------------------|------|----------------|----------|--|----------|
| EDRTF | | | | | \$ 4,507 |
| Budgeted Income | \$ - | Actual Income | \$ 4,550 | | |
| Budgeted Expense | \$ - | Actual Expense | \$ 43 | | |
| Budgeted Net | \$ - | Actual Net | \$ 4,507 | | |

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|--------------------|------|----------------|----------|--|----------|
| Summit 2009 | | | | | \$ 1,600 |
| Budgeted Income | | Actual Income | \$ 1,600 | | |
| Budgeted Expense | | Actual Expense | | | |
| Budgeted Net | \$ - | Actual Net | \$ 1,600 | | |

| | | | | | |
|--------------------|-----------|----------------|-----------|--|-----------|
| Summit 2010 | | | | | \$ 27,457 |
| Budgeted Income | \$ 75,450 | Actual Income | \$ 56,642 | | |
| Budgeted Expense | \$ 46,265 | Actual Expense | \$ 7,726 | | |
| Budgeted Net | \$ 29,185 | Actual Net | \$ 48,916 | | |

| | | | | | |
|------------------|------------|----------------|------|--|----------|
| 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 April 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 | \$ - | | |
| Budgeted Expense | \$ 30,897 | Actual Expense | \$ - | | |
| Budgeted Net | \$ - | Actual Net | \$ - | | |
| WalMart Grant | | | | | |
| Balance at Beg. of Year | \$ 18,882 | Balance at Beg. of Year | \$ - | | |
| Budgeted Expenditures | \$ 18,882 | Budgeted Expenditures | \$ - | | |
| Projected Y.E. Balance | \$ - | Projected Y.E. Balance | \$ - | | |
| Ball Grant | | | | | |
| Balance at Beg. of Year | \$ 7,015 | Balance at Beg. of Year | \$ - | \$ - | |
| Budgeted Expenditures | \$ 7,015 | Budgeted Expenditures | \$ - | | |
| Projected Y.E. Balance | \$ - | Projected Y.E. Balance | \$ - | | |
| 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 – March and April 2010

Administrative (28 hours)

- Fielded telephone inquiries & handled routine calls
- Received and responded to emails
- Maintained corporate records
- Review newspapers, magazines, newsletters & other publications for pertinent data
- Big party at ED's new office – decided to work on Strategic Plan which explains the wine stains on it (you shoulda been on the committee!)

Annual Meeting (0 hours)

Assistance Committee (38 hours)

- Statewide recycling forum RFA development; write, meet, review, rewrite, meet again, review, release
- Review applications received
- Hold Brian's feet to the fire so he'll actually get some work done (only joking – he's fantastic!)
- Chair meetings of Assistance Committee; create agendas, review minutes
- Report to Pollution Prevention Advisory Board monthly
- Attend 6th Ave Sound Wall award ceremony

Board Meeting and Board Retreat (17 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.
- I think I attended a board meeting but was terribly traumatized because Bob Y said we were all a bunch of sissies for not driving to Denver in a blinding snowstorm.

Bookkeeping (15 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
- Redesign bookkeeping system

Education & Outreach (48.5 hours)

- Attend numerous functions (CEC reception, Glass Recycling Group, EPA GVP)
- Participate in working groups (State Electronics Challenge)
- Meetings with agencies (CDPHE, EPA, SPCED&AA {Society for the Prevention of Cruelty to Executive Directors and Administrative Assistants})
- Ball Grant – planning, site visit
- Summits 2011, 2013 & 2015 contracts
- Meet with other venues re: interim years
- Finish distribution of Alcoa recycling bins

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
Executive Director's Report – March and April 2010

Elections (hours)

Membership (9 hours) –

Received 9 renewals: 0 Associate/Student, 2 Individual, 1 Sustaining Individual, 0 Nonprofit/University, 1 Small Government, 1 Large Government, 0 Small Business, 3 Large Business, Friend, 1 Supporter, 0 Sponsor

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

0 of these are RMOC members

0 of these are ERRC members

Increased 0 membership levels

Met with prospective members

Paid out the big bucks to all those members who recruited new members. Go Tameem!

Newsletter (hours)

Policy (86 hours)

Attend Policy committee meetings

Meet with numerous state legislators

Work on amendments on various bills

Testify in various committees

Will this tire bill NEVER go away??? I'm getting wheely tired of it! We just go 'round and 'round. And that lobbyist! Somebody rubbed 'er the wrong way. We auto haul 'er out of committee. Such an inflated ego! But this is probably all falling flat by this time....

Poster / Calendar (.5 hours)

Bow down to Queen Amy of the Poster Contest and let her know how unworthy I am

National recycling outreach (8 hours)

Attend teleconference for NRC RO Council

Attend CARE (carpet recovery) meeting

Meet with Rubbermaid to discuss discount purchase agreement for members of RONA/CAFR

Hold first webinar and totally and completely screw it up

Rocky Mountain Organics Council (0 hours)

Summit 2010 (61 hours)

Attend planning meetings

Assist with outreach

Review announcements / promotional materials

Participate in site visit where once again Michelle gets the three bedroom villa while Amy & I & Sheble & Robin have to share a cardboard box on the heater grate outside the hotel delivery door

Develop and distribute scholarship application

Website (6 hours)

Attend meetings with Mountain Muse / Amy

Review web pages

APPENDIX TWO
COLORADO ASSOCIATION FOR RECYCLING
Executive Director's Report – March and April 2010

Still desperately pretending to understand what is going on with the technology

Comp/Holiday Time (45 hours)

Saint Patrick's Day

Daylight savings time

First day of spring

Easter

Passover

April Fool's Day

Earth Day

Good Friday

Oh, and moving

Did I forget to mention going to that warm, deserted, white sand beach and lovely blue water where I swam with the dolphins?

Total hours over 2 months = 362 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.