

RAM Board Agenda
February 19, 2015 11:30 a.m. – 2:00 p.m.

Rock Tenn Facility
(Recycling Association of MN - Offices)
2250 Wabash Ave - Saint Paul - Board Room

Conference Call Details: 1-605-562-3000, Pass code: 591335#

Agenda item	Discussion lead	Action Requested	Time allotted
Call to Order/Roll Call	<i>Reed</i>		11:30-11:35
Approval of Agenda and Minutes Jan 15, 2015	<i>Reed</i>	Approval	11:35-11:40
Treasurer's Report, Dashboard	<i>Wollschlager/ Mattacola</i>	Approval	11:40-11:50
HR Manual Updates	<i>Mattacola</i>	Approval	11:50-12:10
MRF Operator Training	<i>Mattacola</i>	Discussion	12:10-12:15
Break for Dishing up Lunch			12:15-12:25
Conference Update	<i>Mattacola</i>	Discussion	12:25-12:35
Brita's Program Updates	<i>Sailer</i>	Discussion	12:35-1:05
Maggie's Program Updates	<i>Mattacola</i>	Discussion	1:05-1:25
Other Business:			1:25-1:30
Adjourn	<i>Reed</i>	Approval	1:30

Next board meeting March 19, 2015

Recycling Association of Minnesota

Minutes of the Board of Director's Meeting – January 15, 2015

Meeting Location: Board Room at the RockTenn Facility, St. Paul, MN

Board Members Present: Jean Lundquist, Bill Keegan, Amy Ulbricht, Michael Reed, Lorilee Blais, Mary Chamberlain, Rob Friend, Jim Wollschlager, Greg Nelson, Mark Rust, Rachel King

By phone: Nathan Reinbold, Sandy Gunderson, Julie Mooney, Doug Lien, Mike Larson

Board Members Excused: Spencer Best, Michael Whitt, Tim Goodman

Board Members Unexcused:

Staff Present: Maggie Mattacola and Brita Sailer

Others Present:

Call to order

Board Vice Chair, Michael Reed, called the meeting to order at 11:35 a.m.

Agenda and Minutes

Reviewed the January meeting agenda and minutes. Agenda changes were as follows: Mark Rust added recycling at the Target Center for discussion on the agenda in 'Other Business'. Maggie added Elections for the Executive Committee (EC) to be held after the Treasurer's Report.

Mark Rust made a motion to approve the amended agenda and minutes and Jim Wollschlager seconded the motion. The motion was approved. Maggie presented the highlights of the December dashboard.

Treasurer's Report/Dashboard

Members as of 1/15 was 273 members. Maggie stated that she has prepaid the 1st quarter of insurance. Due to the discussion about 'cash on hand goal' at the December Board meeting, it was determined that the 'goal' will reflect 3 full time employees instead of the previous 'goal' with calculating only 2 full time employees. The cash on hand goal will be more relevant for budgeting purposes.

Amy Ulbricht made a motion to approve the January dashboard, Greg Nelson seconded the motion. There was no discussion and the board approved the motion.

Election of Executive Committee (EC)

Maggie stated that the makeup of the EC has a staggered approach similar to the regular board in order to maintain continuity. The EC positions are staggered for 2 yr terms with the Chair and Vice Chair being elected and then the Secretary and Treasurer being elected the following two years. The 'Member at Large' position on the EC is a one year term that is determined and approved by the EC every year.

With that said, Michael Reed expressed his interest in being the Chair of the Board. With no other nominations in the running, Doug Lien made a motion to approve the unanimous ballot to approve Michael Reed for Chair of the Board, seconded by Jean Lundquist. Mark Rust then went on to express his interest in running for Vice Chair of the Board. With no other nominations in the running, Lorilee Blais made a motion to approve the unanimous ballot to approve Mark Rust for Vice Chair of the Board, seconded by Bill Keegan.

MIB Update

Brita stated that the Bremer Grant has been very instrumental in the current expansion of MIB in greater MN. The MIB Moorhead launch will be serviced by Heartland Industries located in Moorhead/Clay County which is in a good location to provide these services. Brita also visited Advanced Opportunities, the DAC in Marshall, which will consider providing

services to the C-Stores in their region. The additional C-Store locations being brought on line are a mix of franchises and corporate stores.

Maggie discussed expansion efforts in the Metro Area. She went onto explain further details of the MIB program for respect to the new Board members at the meeting. Maggie mentioned that a subcommittee had met to develop a RAM MIB marketing plan in preparation for the 2016 recycling mandate and bring recommendations back to the Board. One of the messages will include how to better market the program as it defines itself in a unique way compared to other 'away from home' recycling programs.

The following Board members are participating in this subcommittee: Mark Rust, Mary Chamberlain, Jim Wollschlager and Michael Reed.

Brita discussed the work that is being done via the Bremer grant on expanding greater/rural MN MIB programs, especially in the Fargo/Moorhead area via Heartland Industries. PepsiCo has started a 'MIB-like' pilot with Casey's General Stores in the Fargo/Moorhead area as well. She will be discussing integrating the Casey's program into the newly created vocational center program. See Brita's updates for more information.

Work Plan for RAM Staff 2015

Maggie made an announcement to the Board that she is due to give birth May 31st. She has been working to ensure a smooth transition in her absence while she is away on leave. See several attachments that were supporting documents for this transition including: Communications Plan, Maternity Leave Plan. Maggie allowed the Board to review the documents and answers any questions they had on ensuring a smooth transition and providing cross-training to Graham and Brita to achieve RAM's continuity during her leave.

Break for Lunch

There was a break for lunch at 12:10 p.m. and reconvened the Board meeting at 12:20 p.m.

2015 Conference Update

Maggie stated that the 2014 conference provided a net profit to SWANA for RAM. Overall, it was a very good year with the best attendance ever. Maggie noted that the planning timeline of the 2015 conference has been moved up 3 months to accommodate her pending leave for maternity. Maggie then went onto reference to the Board the conference tasks and deliverables document that clarifies the RAM employee who is responsible for a task and the deadline for accomplished said task in her absence.

Employee Manual Changes

Background: On page 4 of the RAM Employee Manual, Maggie explained the need to add additional classes of employees. She reviewed employee manuals from Anoka, Carver, Ramsey Counties as well as the State of Minnesota as references in making these recommended changes. The motivation behind the need to add additional employee classes was prompted by the transition of Graham going from full time to part time in 2014 (he subsequently returned to full time). Maggie also explained her recommendations for additions and/or clarifications regarding W4 submittal, paid holidays. The discussion then turned to exempt/nonexempt employees. Maggie/Brita, exempt, Graham, nonexempt.

Jim Wollschlager recommended having an Attorney review the employee manual before changes are adopted by Board. Mark Rust had previously stating that same opinion of having an attorney review the document for their opinion and or changes going forward before approval by the Board. Brita suggested that there may be Pro Bono work possibilities in order to save RAM money. Jean Lundquist than offered to have RAM utilize on attorney at Blue Earth County to look at the employee manual document for comment. It was determined unanimously amongst the Board to proceed with Jean's generous offer and once the document is sent back from Blue Earth County, send it to a HR Attorney for closer review before final Board approval.

SWANA MOU

Maggie proceeded to discuss the MOU draft that is between SWANA and RAM for services offered by RAM to support the SWANA organization. Maggie discussed the history of the relationship between SWANA and RAM and how the MOU agreement came about to benefit both organizations. She went onto to say that the hours charged to SWANA for RAM's work is \$50.00/hr for the last two years. Previously it was \$40.00/hour. It was noted that SWANA's work takes up approximately 10% of RAM's (specifically Maggie's) time. That totals about a \$6,600.00 cost to RAM to have the MOU in place based on 10% of time spent. There was some discussion to change the contract hour in the MOU from \$50.00/hr to \$60.00/hr, but keep the maximum dollar amount related to the contract at \$12,000.00/year. Bill Keegan made a motion to approve the new MOU dollar amount per hour and set maximum limit per year, Amy Ulbricht seconded the motion. There was discussion brought up by Nathan Reinbold to have Michael Reed and/or Board Chair be added to the signatory

representative line of RAM and not the Executive Director or other RAM employee. With no other discussion the board approved the motion.

Brita's Program Updates

See Brita's Program Updates.

Maggie's Program Updates

See Maggie's Program Updates.

Maggie then discussed the CB and RB sales event and mentioned that 2 – RFP's had been sent out to manufactures. Both companies' products are manufactured in Canada. The Earth Machine/Norseman has a 10 yr warranty and is composed of 2 pieces that have to be clipped together. This is the bin that RAM has used in the previous sales. The bins are 80% recycled content.

The EcoVision bin also has a 10 yr warranty and is composed of one piece created better stability for mixing and moving the bin. Ram has not used this bin for previous sales, but others have experienced this bin with success. The bins are 80% recycled content as well.

Due to the ease of use with one piece and price savings with better return for RAM, Nathan Reinbold made a motion to approve the RFP with EcoVision and use their bins for the RAM sales events and to look at their references, and if their reference are not up to par, then to reverse course and instead go with the Earth Machine bins, Mark Rust seconded the motion. There was no further discussion and the board approved the motion.

Other Business

1. Committee Assignments:

Maggie and Brita discussed committee assignments, existing list, opportunities to be on new committees, etc. Board members spoke up about wanting to be on 'this or that' committee. An updated committee list will be created and sent out.

2. Target Center Recycling:

Michael Reed mentioned the Timberwolves recognition to RAM for their environmental work in the state and community. It was noted that although there has been advances in setting up recycling in the main concourses, there are no recycling opportunities in the suites level. This will come into conflict with the new mandate (not yet required) to have sports facilities recycling/commercial recycling available and set up for participants and users of a facility. Mark Rust will be working with developing an Ad Hoc Committee to draft a letter of support to increase recycling at the Target Center and give resources and mention the upcoming recycling requirement to suggest a definite deadline for setting up the recycling program effectively at the Target Center.

3. EC Update:

Nathan, EC Secretary, will update the EC email contact list now that the Executive Committee membership has changed.

Adjourn

Bill Keegan made a motion to adjourn the meeting, and Amy Ulbricht seconded the motion. The meeting was adjourned at approximately 1:48 p.m.