

RAM Board Agenda
April 16, 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 Feb 19, 2015	<i>Reed</i>	Approval	11:35-11:40
Treasurer's Report, Dashboard	<i>Wollschlager/ Mattacola</i>	Approval	11:40-11:50
Approval of New HR Manual	<i>Mattacola</i>	Approval	11:50 - 12:00
Break for Dishing up Lunch			12:00-12:10
Conference Update	<i>Mattacola/Sailer</i>	Discussion	12:10-12:20
Brita's Program Updates	<i>Sailer</i>	Discussion	12:20 -12:35
Maggie's Program Updates/NRC letter	<i>Mattacola</i>	Discussion	12:35 – 1:00
Organics Work Group Style Guide	<i>Mattacola</i>	Discussion	1:00-1:10
Fundraising Opportunities	<i>Sailer</i>	Discussion	1:10 – 1:20
SWMCB and RAM online signs updates	<i>Sailer</i>	Discussion	1:20 – 1:30
GreenCorps Grant Application?	<i>Sailer</i>	Discussion	1:30 – 1:40
Other Business	<i>Mattacola</i>	Discussion	1:40-2:00
Adjourn	<i>Reed</i>	Approval	2:00

Next board meeting is scheduled for Thursday May 21, 2015 June 18, 2015

(Note: Minutes Taken By Graham McCall)

Boarding Meeting Minutes 3/19/2015 Quorum was reached at 11:54

Meeting Location: Rock Tenn Board Room

Board Members Present: Jean Lundquist, Michael Reed, Spencer, Rob Friend, Tim Goodman, Mary Chamberlin, Bill Keegan

By Phone: Lori Blais, Mark Rust, Rachel King

RAM staff members: Maggie Mattacola, Brita Sailer, and Graham McCall

Other: Steven Anseth, Abodec and Meyers,

Call to Order:

Michael called the meeting to order at 11:39 a.m.

Program Updates: Brita: Brita talked about the Carton Council webinar this past Monday. Zach Fjestad and Rachel King (RAM board Members, as well as Kate Davenport presented). 60 people registered for the webinar. RAM tour May 11th, coming together nicely, trying to get one more speaker, overall in good shape. Bremer Grant- with MIB is all wrapped up, contract signed, collection containers are set up. Video information will be posted on website. Ag plastic- going well following a productive meeting at RAM Office. Curt Zimmerman laid out information to assist us regarding a grant that will be written by RAM. **Michael Reed** asked if all the Ag plastics material is recycled, Brita said it's hard to really be sure, but if we check with the farm supply workers we can find out. Currently no Ag plastic is being recycled according to what research Brita has done. Brita talked about two end recyclers, Delta and Lindsey Smith of Teracon. Two issues: finding a collection point (working with Cenex). **Jean Lundquist** asked if there would be a cost to the farmer- Brita had said that a cost to farmers would be appropriate (but likely not during an initial pilot program, but ultimately, yes).

Cars seats- ATHC- down to one storage shed that they are working on. ATHC is sending plastics to McLeod Co.

Legislative- Brita has been attending some legislative meetings to track relevant bills.

Educational Opportunity with Hennepin Tech- continuing talks with how to expand some of RAM's work with students at Hennepin Tech and other institutions to encourage them to attend to RAM events, the conference, etc.

Green Eco Fair- a lot of people knew about RAM and there appears to be a lot of interest about rain barrels and compost bins.

Amazon Smile: opportunity for some fund raising- allows people to ask Amazon customers to donate \$ to organizations including RAM.

Mary Hilger- asked RAM if we would be sponsors of water bottles for a soccer team. Would be about \$200 for the sponsorship.

Scholarship for a tech conference- Graham and Brita would like to go and perhaps Maggie. Communications and Technical information sessions. RAM would receive a discount for being a member of MN Council of Non-Profits.

Maggie Program Updates: Maggie had attended a SWMCB meeting. Ramsey and Washington Counties are working jointly with consultants to reach an outreach goal to businesses as part of Biz Recycling. Update from Hennepin Co: they have contributed funding for brochures, guides, promotional efforts in newsletters, Star Tribune online. Dakota Co- their goals are to a commercial organics diversion in W St. Paul as part of pilot this summer. SWMCB sign maker- almost ready to go live, working with the City of San Francisco, signs should be available now.

SWMCB Committee on Organics Terminology- coming up with a style guide. Maggie's goal as a representative of RAM was to bring in stakeholders from around the area, as well as members to the SWMCB process.. This has resulted in SWMCB expanding its reach to gain feedback. Michael asked the board to consider that if there are relevant meetings or events to attend that Board members should let Maggie and Brita know to ensure RAM's participation if appropriate, , Bill Keegan had also agreed on this.

MRF training in Owatonna- 22 people registered. This training is more geared in a technical sense toward MRF operators with a focus on safety. Michael asked if this event could also be promoted through WI SWANA and AROW. Maggie had said that it had been send out to SWANA and others totaling 2600 or so people. Bill and Mary had talked about safety issues facing MRF operators including needles.

NRC letter- RAM was not a member last year.

History of NRC- NRC 8 years ago had a significant presence, lots of lobbying in Washington, etc. They had since dissolved with bankruptcy, resulting in them selling their programs such as ARD to Keep America Beautiful. There has not been a national NRC conference in some time. Mark wanted to add that advocacy on policy issues at the national level was critical and there was hope that NRC may return in this role. Mark also brought up that the NRC is something that RAM could join again in the future when the Board saw a benefit to the RAM membership. RAM is not currently a member so will not be participating in the upcoming National meeting sponsored by NRC. Recent RO phone meetings brought up the fact that there is some uncertainty about the purpose of the upcoming meeting as well as how the concept of *Sustainable Materials* fits into the agenda.

Rejoining NRC and attending NRC events was not budgeted for this year, but is an idea for the 2016 budget year. Jean had brought up the idea of a discount to have a RAM Board Member attend this year's meeting, as well as Bill Keegan who brought up the fact that if they want us to be a part of this that it may be appropriate to ask for a discount and or free event charge. Further discussion will take place on the EC call.

RYH update- 62,000 pounds of lights collected just by RAM.

Truck updates- some mechanical issues did incur this year totally over \$8,500. The anticipate costs for the truck was \$8,500 but the actual cost were \$6,300. Lease is up in May- Maggie and Jim will discuss at a later date.

RAM Bin Grant- the 2015 bin grant information and application will be sent out before Maggie's leave, to be distributed before July 15th. The Bin Grant Committee will oversee the process.

HR Manual- EC did finish up edits to the draft copy- EC comments forwarded to Attorney, EC will then review attorney comments and make a recommendation to the Board when ready for approval.

Rain Barrel Events- Last year there were 7 events, this year 11. Chisago Co is doing three events on their own with support from RAM. RAM will provide the bins and rain barrels. Bill Keegan inquired about the possibility of holding an event in Rochester. Maggie and Brita had said that Anne Morse was interested but RAM staff time was not available to staff an event this year. About half the spots for volunteers are filled as of 3/19/15

Shoe Recycling- Bloomington REI and Maple Grove (both locations have been shoe recycling drop off sites since 2007) REI has been reallocated use of floor space and due to space imitations and remodeling REI has chosen to discontinue the collection at the Bloomington Store and will be directing customers to the Good Will across the street to make donations there. The Maple grove store will still be doing the program.

Approval Process: Once quorum was reached, Michael called for any agenda changes. Hearing none, Michael called for a motion to approve the agenda: Mary 1st, Rob 2nd. Motion Passed.

Minutes: February 19th: Michael called for a motion to approve minutes: Jean 1st, Tim 2nd. Michael Reed offered several edits to previous minutes, i.e. scrap metal is indeed scrap steel. Maggie's Program Updates: Correction that EC is approving review of edits and then return edits to the board. Michael asked for a motion to approve amended minutes: Jean 1st, Rob 2nd. Amended Minutes approved.

Accounting Maggie and Steven: Maggie said that the firm has completed RAM'S 990 submittal (to be approved later in the meeting). Steven is here today to walk us through the 990 and the revised financial statement.

Steven – regarding Statement: No errors were found but keep in mind this is not a full audit, merely a review. Cash was down about 19%, accounts receivables were up 16%. No inventory currently as opposed to last year. Liabilities: same as last year, \$6-7k total Contributions were down, memberships were up. Reseat: no revenue line, now separate from MIB. Earned revenue is up about 9% from year prior. Total revenue down 6%, down about \$20k. Expenses were up about 8%. Resulting in net loss of \$26,000. Decrease in Cash of \$34k. Inventory: none as of 3/19 as opposed to last year. Assets would include: office furniture, computers, storage closet contents, projector, phone and other electronics.

990- Guidestar.org for 990's from any Non Profit.

- Pg 10- checklist- IRS
- List of Board Members- anyone who has served for the calendar of 2014
- Pg 19- Public Support Status- Line 7a, amount received for disqualified persons (board members, staff). Line 15-16- public support percentage is 18-19% good!
- Pg 27- Schedule b- disclosure of major donors and contributions (Schedule b is not public information).
- Pg 36- Schedule O- Overflow/ Extra information goes, etc. Board signs conflict of Interest Statement.
- Pg 39- Goes to Attorney General's Office-
- Pg 43- Attorney General- informing Boards that they have control of the organization, etc.

Maggie asked for Motion to approve 990- Rob 1st, Bill Keegan 2nd, **Motion Passed**,
Motion: Board of Directors has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continues to supervise the finances of the organization. We further state that the information supplied is true, correct to the best of our knowledge.

Treasures Report: Maggie is going over the dashboard. Membership is 250, increase of 1 from last month. After cash deposit: negative \$5,000, attributed to decrease in amount of money brought

through RYH (copper prices down), MIB- donations have not yet come in from MN Beverage Association and MN Beer Association. Brita- we'll have to have a conversation with gas stations. They cannot be asking vocational centers and RAM to do the program for nothing. Bill K- the investment that the vocational centers are making needs to be paid for in order to ensure the continued sustainability. Michael Reed asked for a motion to approve the dashboard, noting the change in receivables: Mary Chamberlin 1st, Rob 2nd. **Motion Passed**

Conference Update: sent out a call for papers, received numerous submissions and doodle survey to the Conference Committee. Next Meeting- looking over call for papers, assigning moderators.

SWANA MOU- Maggie mentioned that the MOU was approved at the last meeting. The MOU has been signed by both Michael and Curt Hoffman and will go into effect in February 2015.

Adorned- Michael Reed Calls Motion for motion- Tim 1st, Rob 2nd.