

RAM Board Agenda
February 20, 2014 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	Zbinden		11:30-11:35
Meeting Agenda & January 16 Minutes	Zbinden	Approval	11:35-11:40
Treasurer's Report, Dashboard, 2014 Budget	Wollschlager/ Mattacola	Approval	11:40-11:55
NRC Membership	Mattacola	Approval	11:55-12:00
GreenCorp Grant Update	Larsen/Sailer	Discussion	12:00-12:05
Break for Dishing up Lunch			12:05-12:15
Program Updates: Rain Barrel/Compost Bin Sales/Recycle Your Holidays	Mattacola	Discussion	12:15-12:30
Information Technology Update	Sailer	Discussion	12:30-12:45
Agricultural Plastics/Boat Wrap	Sailer	Discussion	12:45-12:55
Outreach/Events/Meetings: Bremer Grant-MIB, Carton Council proposal, RAM Mtgs	Sailer	Discussion	12:55-1:05
SWANA Report	Mattacola	Discussion	1:05-1:15
Other Business	Zbinden	Discussion	1:15-1:25
Adjourn	Zbinden	Approval	1:25

Next board meeting March 20, 2014

Recycling Association of Minnesota

Minutes of the Board of Director's Meeting – January 16th, 2014

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

Board Members Present: Doug Lien, Tim Goodman, Lorilee Blais, Spencer Best, Mike Larson, Bill Keegan, Mary Chamberlain, Marcus Zbinden, and Michael Reed; *by phone:* Nathan Reinbold, Anne Ludvik, Julie Mooney, John Crudo, Mark Rust

Board Members Excused: Sandy Gunderson, Jim Wollschlager, Michael Whitt, Amy Ulbricht, Greg Nelson

Board Members Unexcused:

Staff Present: Maggie Mattacola and Brita Sailer

Others Present: Maria (Carver County Intern)

Call to order

Marcus Zbinden called the meeting to order at 11:34. Individual Board members introduced themselves as well.

Agenda and Minutes

The December minutes and January agenda were presented to the board. A small change was made on page 3 of the December minutes - \$49m 409 in net income *changed to* \$49, 409.00 in net income. Tim Goodman made a motion to approve the changed minutes and agenda, seconded by Lori Blais. Motion passed the Board.

Treasurer's Report/Dashboard/2013 Budget Recap/2014 Budget

Dashboard – In Jim Wollschlager's absence due to work travel, Maggie provided a review of the dashboard. See dashboard dispersed out at meeting for greater detail on income and expenses. The recently awarded Coca-Cola grant for MIB expenses hit the bank account at the end of December and was reflected under 'cash on hand'.

Maggie noted in the budget that RYH had an income of \$2,308.42 from Jan 1st – Jan 11th. In 2013, there were 157,173 lbs of lights collected. This exceeded the goal of 150,000 lbs of lights!

Regarding the 2014 budget: Income is projected at \$409, 400.00, Expenses at \$407, 900.00 with a budget surplus of \$1,500.00.

It was mentioned that there needs to be better clarification for budgeting training, attending workshops, etc. Also, Maggie discussed the lower budget line item for 'member recycling bin grant'. This is due to Recycle Center donating several bins for the member bin grant so that RAM does not need to expend funds in this area of the budget. Under 'communications' in the budget, it was noted that \$11,000.00 of the \$15,000.00 line item was devoted for website development/technical assistance with fixing the website/on-line payment and reports fixing.

After no further discussion, Michael Reed made a motion to approve the dashboard as presented, seconded by Mary Chamberlain. Motion passed the Board.

It was noted that the 2014 Budget will be approved at the February Board Meeting.

Executive Committee (EC) Elections

Marcus Zbinden was elected EC Chair position - nominated by Michael Reed, 2nd - Mary Chamberlin
Michael Reed was elected Vice Chair position- nominated by Doug Lien, 2nd- Bill Keegan

Break for Dishing up Lunch -----**Break for Lunch** -----

Greencorp Grant Update

Please refer to the handout distributed by Brita at the meeting and Nathan by email. At this time, it appears that GreenCorp/U.S. Carton Council will be working with Ottertail County to set up carton recycling in this service area. It doesn't appear feasible to set up Pope, Douglas or Bemidji schools at this time. Katelyn then

went into more detail and discussed her efforts with the New London Schools on bulk milk dispensing. At this time, this project is on hold until the Health Dept and MPCA work out the details. Katelyn has found that many schools are interested in carton recycling – issues are with MRF's and transportation. Need more interest from larger haulers to join efforts of carton recycling.

She also mentioned that Olympia, WA and Colorado are big supporters of bulk milk dispensers in their schools.

Brita has requested copies of the grant agreements that the Carton Council has with other Recycling Associations, but has yet to hear back from them. Note: the Carton Council has said it will provide grants to RAM to assist with carton recycling education in MN.

Board Committees

Maggie discussed the need for the RAM Committees. The committee descriptions were read to convey what being on a particular committee entails and time commitments. Each board member discussed which committee(s) they would like to be on, follow-up emails would be forthcoming to check on those board members who were not able to make the call/meeting.

Marcus mentioned that it would be helpful to have simple committee reports when certain committees meet in order to give a brief update to the Board as to what they are working on.

Rain Barrel/Compost Bin Sales

There are 7 location/event partners confirmed thus far. Maggie is looking to do 8 locations total in order to make the event efficient for staff time, sales volumes and other factors. Locations confirmed include; Roseville, Minneapolis, Mankato, St. Paul, St. Cloud, Anoka County and Minnetonka (possibly Plymouth too). Several Soil Water Conservation Districts are also going to be ordering bins/barrels to distribute to their clients/customers. These include: Scott County, Brown County, Carver County, Madison. Kandiyohi County has also expressed interest in the sales. The sales events run from April 25th through May 31st.

Information Technology Galore

Please refer to the handout distributed by Brita at the meeting and Nathan by email. Brita and Katelyn will be taking on the responsibility of the website. They will be hiring/contracting with a new web developer for updating and problem solving. The Communications Committee's assistance is welcomed for reviewing the website project and providing feedback.

Maggie mentioned that there is a Quickbooks app that can provide 'pay by phone'. This will be explored as it will assist with better accounting practices and prompt payment for sales events, forums, etc. Brita mentioned that RAM will be installing a server to streamline operations, reduce data loss and excess redundancy, with allowing remote access for RAM staff when away from the physical RAM office location.

MIB/IITB Program Update

Maggie did not have a lot of pertinent items to report under this program. She will have more to report on the metro expansion plans during the February meeting.

RYH Program Update

Maggie reported that statewide, there was 157, 173 lbs of string lights collected with 36, 329 lbs if that total being from the metro area. The actual goal for 2013 was 150,000 lbs of lights. About a year ago, Maggie had a conversation with a national string light manufacturer about the RAM RYH program and possible grant funding. At that time, they were not interested in doing too much in the way of direct grants. They were amenable to possibly doing advertising for the program, although they need a 1 to 1 ½ year notice on their end. Someone from the Board mentioned that this 'waste stream might be a good candidate for product stewardship'.

Outreach/Events/Meetings

Please refer to the handout distributed by Brita at the meeting and Nathan by email. Brita mentioned she met with the NorthEastern Counties Solid Waste group (8 counties) in Duluth. One of the things that came up often

as concerns was sharps in the waste stream and recycling. Spencer Best mentioned that at their MRF they frequently receive medical waste such as IV tubes with blood, baby diapers in the recycling, red sharps containers in the recycling. Consistent education needs to be done to handle these types of wastes.

RONA/NRC/KAB

Maggie discussed the merging of two national recycling organizations. They are RONA (Recycling Organization of North America) and NRC (National Recycling Coalition). She also mentioned that KAB (Keep America Beautiful) has a new Executive Director and new Recycling Director. More information about these organizations can be found by visiting their respective websites.

Other Business

Maggie discussed to the board that she contracts with the SWANA Board. She is also working on developing the 4th annual landfill operator's training at the St. Cloud Holiday Inn. Approximately 150 attendees participate in the event.

Brita will contact those on the Communications Committee for scheduling a meeting date to reconvene this committee.

Adjourn

Tim Goodman made a motion to adjourn the meeting at 1:34 pm, seconded by Bill Keegan. Motion passed.

Newly Paved PARKING LOT:

1. **RAM website:**
 - a. Continued access problems with member log-in area
2. **Bottle bill**
3. **Customizable Signs:** Add signs, such as rechargeable/lithium/button battery recycling, plastic bags/shrink wrap recycling and bulb recycling. These would be very helpful for assisted living facilities, apartments and others.