

Tennessee Recycling Coalition Board Meeting  
Flemming Environmental Training Center  
Murfreesboro, TN  
February 23, 2004

Board Members Present:

- Eddie Bales
- Teresa Benson
- Megan Brown
- Kristen Deitrick
- John Fergusson
- Carol Fulmer
- Tonya Healea
- John Homa
- Sarah Surak
- Morgan Thomas
- Christina Treglia
- Joy Williams (via phone)
- Cat Wilt

Board Members Absent:

- Mike Dahl
- Becky Ford
- Jeff Holmes
- Steve Levetan
- Gil Stauffer

Also Present:

- Amanda Thomas

Call to Order:

- Cat called the meeting to order
- No new items were added to the agenda.
- The treasurer's report was moved to later in the agenda.

Board position:

- Based on the email voting from last week, John Fergusson received the most votes.
- John Homa: motion that John Fergusson be elected to the board to fulfill the one-year vacancy.  
Morgan Thomas: seconds.  
Motion: passes – unanimous in favor.

Secretary's Report:

- The list of the committees, their members and the chairperson of each was not in the draft of the minutes from the retreat that was sent prior to the meeting. A list was passed around for members to review. Steve Levetan was added to the governance committee list. No other changes were made to the list.
- No changes were made to the draft of the minutes.
- Kristen: motion to adopt the minutes as revised.  
Sarah: seconds  
Motion: passes – unanimous in favor

#### Administrative Coordinator Report:

- Amanda has been keeping track of her hours since the retreat. By the next meeting she will have a spreadsheet showing how her time is being spent.
- As of right now she is spending 17.08 hours per week on TRC work.

#### Committee Reports:

##### Membership

##### Workshops (Megan / Sarah)

- Megan says that Athena is in conversation with Rev. John Gill about where to do the workshops.
- The first is tentatively set for April but that may be pushed back.
- Sarah has a possible speaker/contact - Dr. Dave Feldman.
- There was a discussion about where and how many workshops should be held. It was decided that one east and one west would good.
- Jackson and Memphis are suggested as possible sites for the west workshop. Joy has a recycling drop-off at a church in Memphis and they might be interested in hosting it/helping with it.
- Chattanooga, Knoxville and the Cookeville/Crossville area are suggested as possible locations.
- The committee will come back with a cost analysis at the next board meeting.

##### RO meeting (Amanda)

- Much of the discussion at the RO meeting was focused on the fees and getting that nailed down so that it doesn't have to be discussed at every meeting.
- Amanda talked a lot to the chairperson of the fee committee and it appears that we may have been overcharged.
- Currently there is a flat fee of \$1,250 for having fewer than 100 members and then we are charged \$31 for each member. At previous discussions they had talked about making the initiation of this payment progressive using a percentage system. For example if the RO paid 40% one year, the next year would move to 60% and so on until the full 100% goal was reached. At the Tempi, AZ meeting last year, RO's voted to freeze the level at 60% instead of moving up to 80% for the year. So, if you take the \$1,250 and the 31 dollars for each member (we paid for 70 last year), it would be \$3420 at the 100% level. And since the levels were frozen at the 60% level, that percentage of \$3420 is \$2052. We paid \$3,377 for

last year's dues. Hopefully we take the amount we overpaid and apply it to this year's dues.

- It was proposed that the fees be changed to \$1,000 flat fee and \$25 per member. According to the current members we have (which is 72), we would owe \$2,800 for this year– not including the credit for the overpayment from last year. This matter will be brought up and voted on by the NRC Board at their next meeting.
- Other items discussed
  - Improving communication between NRC and the members in the city where the conferences are being held.
  - The importance of sending out a hard copy newsletter at least once a year
- Dell is offering a workshop through NRC.
  - It is a 2-day workshop on electronics recycling events. The first day is how to hold an event and the second day is working an event and Dell collects and recycles the material.
  - Cat-if we wanted to do it we would have to push Memphis. ETN has recently gotten a grant from Dell.
  - All the expenses for the event were free and the cost for members to attend was free. They don't pay for the facilities or lodging.
  - We would have to apply for it. Cat suggests that if we want to apply that we look for a location in west Tennessee. East Tennessee has recently received a grant for doing it and Dell has already held a collection in Nashville at Vanderbilt.
  - They like to tie them to a university and if we tried for Memphis, Karen Birkenstock would probably help. Memphis would be a good draw for members from Arkansas and Mississippi.
  - Next steps: we will talk to NRC about it more when we are in Chattanooga.
- Overall – it was a good experience to see larger organizations and things that we can aspire to. She was able to see other ideas that people have come up with and how they have worked. Many organizations are very involved with legislation in their state; some are doing certification classes/workshops; some are doing magazines instead of newsletters; and others are getting involved in all realms of environmental issues.

#### NRC board meeting in Chattanooga

- The NRC board meeting is March 18-20 but board president has changed it to a day and a half of board development training which is being put in the middle of the schedule.
- Thursday the 18<sup>th</sup> - In the morning there will be a tour of the flooring company in Dalton, GA. We are invited to attend that. That afternoon they start training. In the evening there is a reception and dinner at the Tennessee Aquarium. We could do a mini board meeting during the training.
- Friday the 19<sup>th</sup> – Board training is all day and so far no evening activity has been planned.

- Saturday the 20<sup>th</sup> – The board meeting is that day and we are welcome to attend that. We could also arrange for some type of activity with them after the meeting if we would like.
- Cat needs an idea for what we want to do because she will need to give them a head count. She will send out an email in the next couple of weeks with a schedule.

#### Outreach

- CRA conference is March 22-25 – Christina is going to fill one slot and Steve Levetan will fill the other. They have invited a lot of other southeastern states and will all be having a meeting on the Wednesday of the conference.
- Calendar – John Homa has tabled that idea for right now.
- Exhibiting – Overall that has put on hold considering our financial situation but Gatlinburg does need to be decided today.
- Colleges and Universities
  - Sarah has student volunteers putting together a booklet about how to set up a recycling program at your school. They are also researching other schools to see if they have done anything similar.
  - Christina says that there is a new award program through the Environmental Stewardship Department (?) at TDEC for colleges. The deadline is March 15<sup>th</sup> and George Kesterson is the contact person.
- Composting – Megan is collecting names of businesses involved in composting so that Cat can send them a letter and ask them if they are interested in joining TRC and what they would like from us. She also suggests getting someone from composting on the board. If anyone has any composting contacts please send them to Megan. There is currently no state composting organization so we have the potential to provide the structure for one.
- Company relations – the committee would like to see if we can approach companies for more than just sponsorships. Gil has come up with a list of companies with a base in Tennessee and would like to know if anyone on the board has contacts with any of them. If anyone has any other contacts or suggestions please email them to Sarah.

#### Conference

- Christina is in the process of emailing a packet out with the schedule/prices/etc. to the members on the conference committee.
- A flyer was done for the SE conference. John handed some out to exhibitors and Tonya put them out on her exhibit table.
- John Fergusson is collecting information on companies and organizations interested in being exhibitors.
- The next meeting will be sometime in March. It is suggested that we could have a meeting during the Chattanooga / NRC board event.
- Cat is working on electronics recycling panel for the conference.
- Sponsor levels
  - Morgan handed out a revised draft from what was sent out previously to members as well as the comments from that email discussion.

- There was a suggestion to reduce the cost for the student/concerned citizen but we need to look at the cost of paying for them in NRC. It is discussed that it would be better to find a way to have a membership level that is not a voting membership so that we would not have to pay NRC for their memberships. Other ROs do that and call them associate or individual members and/or has a non-voting membership level. It is then suggested to make the student/concerned citizen membership a non-voting membership, rename it associate membership and lower the fee to \$35.
- There was a suggestion to limit the number of categories, specifically the sustaining level and to move the \$1,000 level to \$2,500. It was then decided to leave the levels as is so to give more options to companies deciding on the level to choose by financial reasons only and not for the benefits listed.
- At the \$5,000 level it was decided that \$1,000 of the money would go to ARD and \$4,000 to TRC.
- Press kits should be created to give to prospective donors with all of the benefits in it and examples of what their logo would look like on our web site.
- The list is going to be condensed and at each higher level it will say “receives all previous benefits” and then lists the additional benefits.
- A question about companies with more than one location was brought up. It was decided that if they wanted to send in one amount for all of their locations together that was fine but that they would only get one voting member per membership. So, for example, SP can have one membership but they could only have one person on the board. Since they currently have two people on the board, they would then need to have separate memberships for each of their locations.
- Morgan Thomas: motion to accept the levels as handed out with the change to the associate level.  
John Fergusson: seconds  
Motion: passes – unanimous in favor.

## Governance

Financials – Joy discussed the profit/loss detail, specifically the conference costs.

- There was approximately \$6,900 direct revenue from the conference
- We have approximately \$1,200/month in operating costs.
- There are minimal board expenses.
- Web site expenses are approximately \$300/year.
- One cost that is continual and could be addressed is printing/postage. Right now we do not print enough newsletters to qualify for the bulk rate. Lewis Letterworks charges us for the labeling and mailing of the newsletters.
- The profit/loss detail can be emailed now in an Excel file.
- There is a recommendation that this information be sent out to board members monthly instead of at board meetings.
- TRC should keep a minimum account balance. The Governance committee will look into this issue.

### Treasurers Report – Carol

- Current balance \$25k+
- Amanda can be set up to deposit checks but procedures should be set as to how that is done.
- Does our bank offer on-line banking? If so then it could simplify the process of how checks are processed and increase the number of people that can help Carol with the book keeping.
- If someone on the Governance Committee is going to assist with the data entry and upkeep of the balance sheet and profit/loss statements, then we will need to get that person a copy of QuickBooks.

[There was a great deal of discussion regarding the proposed ideas of the Governance Committee and the Treasurer's Report. Three motions came out of this discussion and are detailed below.]

- Motion A  
Morgan: motion to accept treasurer's report  
John Homa: second  
Motion: passes – unanimous in favor
- Motion B  
Sara: motion to authorize Amanda to make deposits; that all deposits are made within five working days of receipt; that a copy of each check is sent to Carol, a copy sent to the designated person on the Governance Committee and a copy kept with Amanda.  
Megan: seconds  
Motion: passes – unanimous in favor
- Motion C  
Joy: Motion to have a check reconciliation and profit/loss statement sent via e-mail to all board members every month.  
Kristen: second  
Motion: passes – unanimous in favor.

### Old Business

Video: the video is not yet ready for review.

Web site design: Everyone appears to be in favor of the design.

John Homa: Motion to accept the design that was sent around to everyone under the \$500 cost previously agreed upon.

Sara: seconds

Motion: passes – unanimous in favor.

Vision Statement: is not ready yet and could be discussed more at the meeting in Chattanooga.

### New Business

NRC Board Meeting in Chattanooga March 18:

- Information and an agenda for the NRC board meeting in Chattanooga will follow soon.
- The board can find a meeting space at The Chattanooga where the NRC board is staying. Cat will look into getting a room at the hotel.

Adjourn

John Homa: Motion to adjourn

Sara: seconds

Motion: passes – unanimous in favor.

Next meeting – March 18<sup>th</sup> in Chattanooga. More details to follow.