

**WASHINGTON MATERIALS MANAGEMENT  
AND  
FINANCING AUTHORITY**

**Minutes  
Regular Meeting of the Board of Directors  
July 16, 2009**

The Board of Directors (“Board”) of the Washington Materials Management and Financing Authority (the “Authority”) held a regular meeting at 9:41 a.m. pacific time on Thursday, July 16, 2009 at the offices of Van Ness Feldman in Seattle, Washington.

Directors Present:

Meggan Ehret, Thomson, Inc.  
Mary Jacques, Lenovo  
Mike Moss, Samsung  
John Swiderski, Deer Park Computers Sales and Service  
John Yeider (non voting sub) for Nick Ammann, Apple  
Mike Watson, Dell Computers  
Jay Shepard, Dept of Ecology (ex-officio)

Also Present Were:

John Friedrick, WMMFA Executive Director  
Stephanie Scott, WMMFA Executive Assistant

Directors Absent:

Nick Ammann, Apple  
Stacey Ward, Wal-Mart  
Susan St. Germain, Dept of Community, Trade, & Economic Development  
David Thompson, Panasonic Corporation  
Talal El-Husseini, PC Systems and Services  
Erik Stromquist, CTL Corp.  
Mark Dabek, Re-PC

**1. Call to Order.**

John Swiderski called the meeting to order at 9:41am

**2. Approval of Meeting Minutes held:**

Special Meeting Thursday June 18<sup>th</sup>, 2009, 9AM PST

Discussion: The Board reviewed the Minutes of the Special Meeting. The Board voted to approve the minutes. On a motion by (Jacques) and seconded (Watson) to approve the minutes of the meetings held in June.

**Voted to approve the Minutes of the Meetings held:**

The recorded vote was unanimous (5-0) and the motion carried.

**3. Report on current financial position of the WMMFA**

A. June and YTD Operating & Financial Results:

Discussion: John Fredrick presented a June and year to date 2009 Expense summary to the Board showing operational expenses, and administrative expenses by item for review.

B. Pounds collected to date, expenses to budget, admin and operational expenses were presented. Pounds by CEP type collected type and county were also presented.

C. Unpaid invoices:

Discussion: John Fredrick updated the Board with a list of manufacturers not participating in the plan by demonstrated non-payment of invoices. 96% of outstanding invoices have been collected. Some collections issued due to bankruptcy.

D. Financial controls and audit schedule

John Fredrick advised the board that he had been working with the accounting firm of Moss Adams, Portland, OR to help establish auditable areas of internal control in several areas of operation and administration. The WA state OFM (office of financial management) has given John verbal approval on an initial audit to be completed at the end of 2009 to include 2008 and 2009. The control processes are still being written and detailed and should be complete by the 4<sup>th</sup> quarter of 2009.

**4. Manufacturer invoice determination factors discussion update**

Market and return share factors going forward, as a basis for manufacturer's invoices was discussed. John and Mike explained sources and uses of data for the formulation of manufacturers shares of expenses and provided insight into the reserve situation required by the plan. The director expressed his goal of providing the most current and comprehensive data available and referenced the move to actual sampled return share data for invoices going forward. A possible reduction in 1<sup>st</sup> quarter 2010 invoices was discussed based on reserve, volume, and independent plan impact to unfold over the next few months.

**5. Annual Board positions – election discussion:**

The board is required to fill the positions of President, Secretary, Treasurer, Vice-Chair, and at-large from among current board members as assigned by Ecology. Current officers wished to remain in those positions and no other existing board members indicated interest in filling the positions. Officers as currently listed will remain in their positions until January 1 at which point a new board, that may, or may not consist of members currently in place will be chosen by Ecology

**6. Proposed budget for Q1-2, 2010 - discussion:**

Discussion: John Friedrich provided each board member with a proposed budget for 2010. The budget carries a 10% reserve component which is less than 3<sup>rd</sup> and 4<sup>th</sup> quarter billed reserves of 17%. The budget is similar to prior quarters (2009). John stressed to the board that the Treasurer and he were working on decreasing the budget by 10-30% if possible – pending independent plan announcements and volume levels, along with other potential contingencies.

**7. Strategy going forward to offer additional value to members:**

Discussion: John Friedrich asked the board to think about value added services that we may offer to manufacturers in order to reduce their overall cost. Items discussed included the acceptance of additional items to allow a broader manufacturer base, or, acceptance of non-covered devices with resale to existing processors.

**8. Processing Standards:**

Discussion: John Friedrich advised the board that none of the 8 processors under contract with the authority indicate by their documents submitted that they export to non-OECD countries. This would be consistent (apparently – not confirmed) with the e-stewards pledge that materials of concern not be exported to these countries. It was suggested by the board that we review processing standards again by placing it on the next agenda and referring it to the executive committee or establishing a processing standards committee for review. A change to the processing standard would require an update and review with/by ecology (Standard plan amendment)

**9. Matters to address at future meetings:**

Emerging processing Standards and the Standard Plan processing Standards  
Services to be considered that offer better value to member manufacturers  
Revisit proposed budget for 2010 and refine based on upcoming impact items and historical data

**10. Adjournment**

The meeting was adjourned by Mary Jacques at 10:23 am.