



**WASHINGTON MATERIALS MANAGEMENT
AND
FINANCING AUTHORITY**

**Minutes
Regular Meeting of the Board of Directors
March 19, 2015**

The Board of Directors (“Board”) of the Washington Materials Management and Financing Authority (the “Authority”) held a regular meeting at 9:32 a.m. pacific time on Thursday, March 19th, 2015 at the offices of Vann Ness Feldman PC, 719 Second Avenue, Suite 1150, Seattle, WA 98104.

Directors Present:

Mary Jacques, Lenovo
Dan Phillips, 4th Dimension Computers and Technology
Gregg Chason, P & F USA, Inc.
John Yeider, Apple
Ken Lowe, VIZIO
Chipper Hervieux, Ecology
Eric Gilbert, Acer America
Ken Turner, Hewlett Packard

Also Present Were:

John Friedrich, WMMFA Executive Director
Bill Peterson, IMS Electronics Recycling
Craig Lorch, Total Reclaim, Inc.

Directors Absent:

Susan St. Germain, Dept. of Community, Trade & Economic Development
Beth Johnson, Dell
Mark Dabek, RE-PC
Dinah Rhee, Samsung
Jane Kang, LG

1. Call to order – *Gregg Chason*
The meeting was called to order at 9:32 am by Gregg Chason

2. Approve minutes of the: January 15th, 2015 regular meeting of the Board (**Board vote**) - *Gregg Chason*
Gregg asked board members present if there were any additions or corrections necessary on the draft meeting minutes from the January 15th meeting. There were no comments or changes requested. On a motion by Mary Jacques, seconded by Ken Turner the minutes of the January 15th, 2015 meeting were approved unanimously as drafted.

3. 2015 CEP volume trends and financial analysis - *John Friedrich*
The executive director discussed the volume and make up by product type collected to date 2015. John Friedrich advised the board that reserves were on target so far and that no additional reserves would likely be necessary within the quarter 3 invoices.

4. Report on Year to date 2015 operational and financial results – *John Friedrich*
 - Pounds by CEP totals
 - Financial reports
 - Unpaid past due manufacturer’s invoices to dateThe executive director reported that total CEP pounds YTD were about the same as last year at this time. According to John the mild winter likely contributed to the heavier volume of late. John said he would provide a projection for annual volume at the next meeting. The director presented a list of past due members and discussed funds collection successes thus far. John also advised the board that the authority was on budget so far 2015.

5. Legislative update – *TBD*
The board was presented a summary on stakeholder discussions held on March 3rd at which many original bill stakeholders and some local manufacturers were present. Ecology is coordinating a set of 3 stakeholder meetings to discuss the concerns, impacts, and reasons for expansion of accepting additional electronics products into the E-cycle Washington program. The board members were provided summaries of discussions to date

6. WMMFA Operating Plan– history, status, review and update – *discussion*
The director explained the purpose of the Authority’s General Operating Plan and described the difference between the operating and standard plans. John advised board members that the plans contained much of the same information with the operating plan expanding on details of the standard plan for the benefit of WMMFA service providers such as collectors, transporters, and processors. John advised that the Operating Plan was overdue for an update and that the Operating Plan was posted as a “draft” for review and ultimate edit and/or approval by the board. John asked board members to review the document and be ready to discuss and/or approve at the next regularly scheduled board meeting.

7. Revised Management KPI (key performance indicators) 2015 draft – *John Friedrich*
The executive director provided a newly formatted “Key Performance Indicators” evaluation form to evaluate management’s performance of plan operations. John compared the old form with the new and described the intent of the revised form was to give board members more qualitative evaluation tools in order to help evaluate executive performance and provide guidance in areas for improvement.

8. Matters to discuss at future meetings:
 - a. Annual “in person” meeting dates - notice and discussion
Based on feedback from board member’s the date for the annual “in person” meeting was set for September 23rd and 24th. John advised that details would follow soon.

Adjourn meeting at 9:49 am