



**Regular Meeting of the Board of Directors
Thursday, January 18, 2018 - 9:30 am PST**

**Offices of Van Ness Feldman PC
719 Second Avenue, Suite 1150
Seattle, Washington 98104**

Conference call number: 1-563-999-2090 Access code: 755212#

MINUTES

Board Members Present:

Gregg Chason, P & F USA, Inc.
Beth Johnson, Dell
Mary Jacques, Lenovo
Brandon Seegmiller, HP
Mark Dabek, RE-PC
Ken Lowe, VIZIO
Eric Gilbert, Acer America
Madeline Smith, LG
Radi Simeonova, Department of Commerce – WA State

Also Present Were:

John Friedrich, Executive Director, WMMFA
Scott Barker, 3R Technology
Christine Haun, Dept. of Ecology (participating on behalf of Chipper Hervieux)

Board Members Absent:

Eduardo Molina, Apple
Chipper Hervieux, Dept. of Ecology
Dan Phillips, 4th Dimension Computers and Technology
Mark Newton, Samsung

1. Call to order – *Brandon Seegmiller*

The meeting was called to order by Brandon Seegmiller at 9:32 AM

2. Approve minutes of the: November 16th, 2017 regular meeting of the Board - (Board vote)

Executive Director Friedrich referenced the copy of the draft minutes of the November 16th meeting of the board and asked if there were any suggested edits. On a motion by Gregg Chason, seconded by Ken Lowe, the draft minutes of the November 16th regular meeting of the board were approved unanimously.

3. Report on December and annual 2017 operational and financial results – John Friedrich

- Pounds by CEP totals
- Financial reports
- Unpaid past due manufacturer’s invoices to date

Director Friedrich referenced several pages of the reference documents provided the board members and stated that volume in pounds for the E-Cycle program in 2017 were down 16% while unit volume was down only 6%. Friedrich explained that flat panel volume and the costs associated with recycling and processing them has increased. The director also stated that the processor that was located in Seattle was no longer participating in the program as a processor and as a result collections from the Seattle geographic area would need to be directed outside the area resulting in potentially higher processing and transportation cost for 2018. The director summarized by stating that while lower volume, in pounds, reduces the total cost to members, increased cost of transportation and flat screen processing erases those savings thereby leaving a budget projection for 2018 similar to that of 2017. There was a discussion among board members about the types of flat screens returning for processing and the associated costs. It was suggested that further study and discussion about the types of flat screens returning and the associated processing costs might be beneficial. Director Friedrich explained that there were no outstanding past due manufacturer invoices to report.

4. 2018 Q2 proposed budget and annual projections (Board vote) - John Friedrich

John Friedrich asked the board members to refer to 2018 WMMFA quarterly approved, proposed, and projected 2018 budget as presented. Friedrich explained that although volume was down, costs were up as previously described, so total expenses would likely be similar to 2017 actual. Reasons for changes in volume and costs were discussed by the board and the executive director.

5. Board member director nominees – annual vote (Board vote)

The Executive Director referenced WMMFA bylaws that require an annual vote of the listed director positions that comprise the WMMFA Executive Committee. Nominees were as listed here:

Chairperson	Gregg Chason - P&F USA: On a motion by Mary Jacques, seconded by Ken Lowe Gregg Chason was approved unanimously as Chairperson effective March 15, 2018
Vice Chairperson	Beth Johnson – Dell: On a motion by Ken Lowe, seconded by Gregg Chason Beth Johnson was approved unanimously as Vice Chairperson effective March 15, 2018
Secretary	Brandon Seegmiller – HP: On a motion by Eric Gilbert, seconded by Beth Johnson, Brandon Seegmiller was approved unanimously as Secretary effective March 15, 2018
Treasurer	Mary Jacques – Lenovo: On a motion by Brandon Seegmiller, seconded by Gregg Chason Mary Jacques was approved unanimously as Treasurer effective March 15, 2018
Member at Large	Eduardo Molina – Apple: On a motion by Gregg Chason, seconded by Mary Jacques Eduardo Molina was approved unanimously as Member at Large effective March 15, 2018

6. Legislative Update – TBD

Director Friedrich informed the board that the Washington State Legislature was now in session until early March. Proposed SB 5136, HB 1226, and HB 1824 were not passed in the 2017 session but were instead carried forward to the current 2018 session. The major tenants of the legislative bills carried forward, in total, include, mandatory curbside recycling, contractual rates of all processors rates disclosed, processor penalties for environmental standards violations more clearly defined, additional CEP's (printers, copiers, key boards, etc.) accepted by the program, additional oversight of the WMMFA and processors, and requiring of contracting per state standards required. Friedrich advised the board that he would look out for WMMFA members and communicate with the Executive Committee and/or full board as to the potential impact of any proposed legislation and work with all to ensure our member's interests are heard by the legislators.

7. Matters to discuss at future meetings

a. Annual “in person” meeting dates - notice and discussion

The director advised board members that an annual meeting, in the Seattle area, was a tradition established at program start up to allow for face to face contact and more in-depth communications with WMMFA management, board members, stakeholders, contractors, and citizens. John said that based on board member availability a date and venue for the meeting would be chosen soon.

b. Standard Plan update – 2018

The director advised board members that an “updated” WMMFA Standard Plan, that discloses how the WMMFA will comply with all legislative mandates, is due every 5 years. Friedrich advised that a 2018 revision was due for plan years 2019-2023. Friedrich advised the board that he would involve them, and other stakeholders where deemed necessary, in potential revisions “proposed” throughout 2018.

Meeting adjourned at 9:58 AM