



**Regular Meeting of the Board of Directors
Thursday, January 17, 2019 - 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, Funai Corp. Inc.
Beth Johnson, Dell
Mary Jacques, Lenovo
Chris Kaasmann, Samsung
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
Christine Haun, Dept. of Ecology (participating on behalf of Chipper Hervieux)

Board Members Absent:

Chipper Hervieux, Dept. of Ecology
Dan Phillips, 4th Dimension Computers and Technology
Kristyn Rankin, Apple
Brandon Seegmiller, HP

1. Call to order – *Gregg Chason*

The meeting was called to order by Gregg Chason at 9:31 AM

2. Approve minutes of the: November 15th, 2018 regular meeting of the Board - (Board vote)

Chairperson Gregg Chason referenced the copy of the draft minutes of the November 15th meeting of the board and asked if there were any suggested edits or revisions. On a motion by Mary Jacques, seconded by Eric Gilbert, the draft minutes of the November 15th regular meeting of the board were approved unanimously.

3. Report on December and annual 2018 operational and financial results – John Friedrich

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

Director Friedrich referenced pages 4 through 9 of the reference documents provided the board members and stated that volume in pounds for the E-Cycle program in 2018 were down 18% from prior year while unit volume was estimated to be down only 4.7%. Friedrich explained that flat panel volume and the costs associated with recycling and processing them has increased. Friedrich also stated that 2018 cost per pound was \$.31/lb. while last year total was \$.29/lb. The director summarized by stating that while lower volume, in pounds, reduces the total cost to members, increased cost of flat screen processing erases those savings thereby leaving a budget projection for 2019 less than that of 2018 by a projected 8%. There was a brief discussion among about the financial reserves going forward and the ability to keep reserves at the 9% level. Director Friedrich stated that he would adjust future invoices to maintain the 9% reserve as best as possible. Director Friedrich explained that there were 4 manufactures with outstanding past due balances and the he and Ecology were working together to collect the balance dues.

4. 2019 Q2 proposed budget and annual projections (Board vote) - John Friedrich

John Friedrich asked the board members to refer to 2019 WMMFA quarterly approved, proposed, and projected 2019 budget as presented. Friedrich explained that although volume was projected to be down down, costs were up as previously described. Friedrich presented a budget that reflected a 9% decrease from the Q1 budget inclusive of the reserve that was currently at about 15%. 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 – Funai Corp. Inc.: On a motion by Mary Jacques, seconded by Eric Gilbert Gregg Chason was approved unanimously as Chairperson effective March 21, 2019
Vice Chairperson	Beth Johnson – Dell: On a motion by Gregg Chason, seconded by Chris Kaasmann Beth Johnson was approved unanimously as Vice Chairperson effective March 21, 2019
Secretary	Brandon Seegmiller – HP: On a motion by Mark Dabek, seconded by Mary Jacques, Brandon Seegmiller was approved unanimously as Secretary effective March 21, 2019
Treasurer	Mary Jacques – Lenovo: On a motion by Chris Kaasmann, seconded by Mark Dabek Mary Jacques was approved unanimously as Treasurer effective March 21, 2019
Member at Large	Kristyn Rankin – Apple: On a motion by Gregg Chason, seconded by Mark Dabek Kristyn Rankin was approved unanimously as Member at Large effective March 21, 2019

6. Legislative Update – TBD

Director Friedrich informed the board that the Washington State Legislature began session on Monday January 14th. He reminded board members that past legislative proposals concerned processing standards, processor volume and pricing allocations, covered products, and other topics central to electronics recycling stakeholders. Director Friedrich said he was not aware of any proposed 2019 legislation in regards to the WMMFA or electronics recycling at this point in time. Friedrich said he would advise the board if he heard of any proposals that would affect the WMMFA.

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 and response to suggested dates, a date and venue for the meeting would be chosen soon.

The Executive Director stated that there was an annual report to Ecology due March 1st and an accountability audit to be conducted by the State should be scheduled soon. Friedrich also said that a governmental satisfaction survey by count would be discussed at a future meeting

Meeting adjourned at 9:49 AM