



**Regular Meeting of the Board of Directors
Thursday, March 21, 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.
Mary Jacques, Lenovo
Mark Dabek, RE-PC
Brandon Seegmiller, HP
Ken Lowe, VIZIO
Kristyn Rankin, Apple
Eric Gilbert, Acer America
Madeline Smith, LG
Chipper Hervieux, Dept. of Ecology

Also Present Were:

John Friedrich, Executive Director, WMMFA
Christine Haun, Dept. of Ecology (participating on behalf of Chipper Hervieux)

Board Members Absent:

Chris Kaasmann, Samsung
Beth Johnson, Dell
Dan Phillips, 4th Dimension Computers and Technology
Radi Simeonova, Department of Commerce – WA State

1. Call to order – *Brandon Seegmiller*

The meeting was called to order by Brandon Seegmiller at 9:33 AM.

2. Approve minutes of the: January 17th, 2019 regular meeting of the Board - (Board vote)

Brandon asked the board members present if there were any suggested edits or changes to the draft minutes provided. After a brief time for review on a motion by Gregg Chason, seconded by Mary Jacques, the minutes were approved as final by unanimous vote of all board members present.

3. Report on February YTD 2019 operational and financial results and trends – John Friedrich

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

Director Friedrich referenced the volume and financial information provided on separate attachment. Friedrich explained that February volume was down over 40% and year to date volume down approximately 25%. Along with the volume drop was a reduction in overall expenses – projected through the 1st quarter of approximately 32%. The Director explained that as a result the 2nd quarter manufacturer's invoices were decreased accordingly, and volume would not likely be “made up” in future collections. There was a brief overview of the members past due report with Friedrich discussing the probability of collections of the remaining balances. Friedrich said that the 3rd quarter budget would be proposed at the May Board meeting after information on actual results for March and April were available.

4. 2019 Q3 proforma budget and annual projections (no vote until May 16 meeting) - John Friedrich

The director said he included a 1 page actual to budget and proforma budget document to be used to project remaining 2019 full year expenses. Friedrich stated that he felt volume for the year would be down approximately 18% from 2018 and that expenses would be down slightly less than that on a percentage basis. There was a brief discussion on how the weather had affected collections so far for 2018 and what the impact might be for the remainder of 2019.

5. Design for Recycling (DfR) processor feedback – discussion – John Friedrich et.al

The director explained that the revised 2019 5-year standard plan included some additional communications in reference to the Design for Recycling component of the E-Cycle Washington program. Friedrich provided board members with summary information referencing the combined recommendations of WMMFA processors. Suggestions included the use of standardized screws in smaller products, less glue on laminated parts used in flat screens and more identification of plastics by type within covered electronic products turned in for recycling.

6. Environmental Standards – Processor Audits – Downstream Processing Review – John Friedrich

Director Friedrich explained that Board Member Chris Kaasmann had offered suggestions to improve and strengthen the “*Environmentally Sound Management and Performance Standards for Direct Processors*” issued to the WMMFA that the WMMFA was required to comply with via approved processors it contracted with. Friedrich presented an edited page specific to section 15 of the State's provided standards that reflected a request to WMMFA processors and their auditors to provide additional “proof” and specifics pertaining to the chain of custody and final downstream disposition of materials of concern. Friedrich suggested that rather than approach the state to revise Section 15 or other parts of the standard that might be considered (at this time) we ask our processors and their auditors to take the additional steps and review the additional documentation referenced to prove out final disposition of the materials they are processing. Friedrich said that he agreed with the recommendations provided and he would approach all current processors and their auditors with a request for the additional requirements.

7. Legislative Update – TBD

Friedrick provided the board with a brief history of proposed legislation that would have impacted the Authority in terms of disclosure of competitive rates, volume allocation and other services provided by the Authority. There was no legislation proposed or pending for this 2019 session currently in progress that would impact the Authority according to the director.

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

The board was advised of the date time and venue for the annual in person meeting of the board. This year's meeting will be held at the Hyatt Regency Lake Washington, 1053 Lake Washington Blvd., Renton, WA 98056 at 9AM Thursday, Oct. 3, 2019. Topics for the meeting will be discussed at future meetings

9. Matters to discuss at future meetings

a. 2018 WMMFA Financial Statements and Accountability Audit conducted by WA State Auditor's Office

The WMMFA's Executive Director said that the draft 2018 financial statements should be finalized within a week and that the State Auditor's office would be conducting a 2 year "accountability audit" sometime in May.

Meeting was adjourned at 9:56 AM