



**Regular Meeting of the Board of Directors
Thursday October 1, 2020 - 9:30 am PT
(conference call meeting replaces in person due to COVID travel concerns)**

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

MINUTES

Board Members Present:

Gregg Chason, Funai Corp. Inc.
Chris Kaasmann, Samsung
Kristyn Rankin, Apple
Madeline Smith, LG
Brandon Seegmiller, HP
Kim Fox, Lenovo
Eric Gilbert, Acer America
Ken Lowe, VIZIO
Melissa Mallory, Dell
Al Salvi, Dept. of Ecology
Mark Dabek, RE-PC

Also Present Were:

John Friedrich, Executive Director, WMMFA
Cynthia Mendoza, TCL
Bill Spidell, Ace Metal Co.
Sam Kim, E-Waste LLC

Board Members Absent:

Radi Simeonova, Department of Commerce
Cintia Gates, Microsoft

1. Call to Order – *Brandon Seegmiller*

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

2. Approve minutes of the July 16, 2020 regular meeting of Board (Board vote) – *Brandon Seegmiller*

Brandon asked if all had a chance to review the July 16, 2020 minutes and also if anyone had any suggested edits or changes. There were no comments. On a motion by Gregg Chason, seconded by Kristyn Rankin, the minutes of the July 16th, 2020 board meeting were approved as final by unanimous vote.

3. **Review / Audit type and format for 2020 Statements (Board Vote) – John Friedrich / Board**

The Executive Director provided several options to the WMMFA Board for an audit of the 2020 operations and statements. After a brief discussion of the cost of each option and the pros and cons of all of the options Kristyn Rankin made a motion that the: **“WMMFA have a State Accountability Audit in conjunction with a Moss Adams Compilation of the 2020 financial statements”**. The motion was seconded by Chris Kaasmann and the motion was passed on a unanimous vote.
4. **Design for Recycling – discussion – John Friedrich, Board Members, Processors**

Sam Kim, President, E-Waste LLC
Bill Spidell, Operations Manager, ACE Metal Co.

The Director explained to those present that as part of our Standard Plan for WMMFA operations the board and management were required to address the design of products the WMMFA processes in order to provide feedback and define opportunities in making their products easier to take apart in order to maximize the recycling content derived. Sam Kim (E-waste LLC) and Bill Spidell (Ace Metal Co.), direct processors to the WMMFA, presented the board with suggestions and information that included the number of screws used, clips versus screws in dis-assembly, glue, and types of plastics used in devices they are recycling. The processors were also concerned about downstream vendor availability for CRT glass and plastics. It was also mentioned by a manufacturer that standards for the recycling of plastics may be changing going forward at the end of 2020 could make it more difficult or costly to get plastics recycled.
5. **2021 Volume and Preliminary Budget Projections – John Friedrich**

Director Friedrich presented a pro forma budget for 2021 and explained that it was based on 2019 actual results as the COVID pandemic throughout 2020 was not a reliable predictor for 2021. Friedrich explained that he anticipated 2021 volume to be 10 – 15% less than 2019 yet 15% more than what was collected in 2020. There was a brief discussion of some budget line items and Friedrich concluded by saying that the pro-forma budget provided would be revised based on October and partial November results in time for a vote on the 2021 budget at the November 19 meeting.
6. **Report on year to date 2020 operational and financial results – John Friedrich**
 - Pounds by CEP totals
 - Financial reports, to include restitution fund uses and accounting
 - Cost trends
 - Unpaid past due manufacturer’s invoices to date

The Director presented Financial information for the month of October including fund balances remaining by the categories approved by the board of Events, Outreach, and Trackers. Friedrich presented a past due aging report by manufacturer and commented that Ecology had been very helpful in collecting past due amounts and that the total amount due was very small. A couple of the line items of the provided monthly statement were discussed. It was mentioned that expenses were down by 30% from last year to date due to covid but that cost per pound had increased nearly 5% for the same reason.
7. **WMMFA succession plan going forward – Board Members, John Friedrich**

The Executive Director explained to the board that he had a discussion with Executive Committee members in regards to posting an open position for an Assistant Executive Director position. Friedrich said there would be a posting of the open position soon at the Authority’s web site as well as other media suggested by Executive Committee members. It was mentioned that the goal was to have the position filled by November sometime with the expectation that this position would assume the Executive Director position upon his departure.
8. **E-waste trackers update – discussion and update – John Friedrich**

There was a map handout that indicated push pin markers of each of the tracker’s current locations. Friedrich stated that there was nothing new to report as the trackers had not moved materially from the last report. The trackers were either removed and sitting at a processor location or awaiting further processing. Additional tracker placements would be discussed at the next board meeting.

9. Matters to discuss at the November 19, 2020 meeting

- Annual election of authority officers from sitting board members
- Q1 2021 Final Budget Proposal with 2021 Annual Projected Budget
- Legal Counsel Selection 2021
- Succession plan, Executive Director and management update
- Trackers

Adjourn meeting

Meeting was adjourned at 10:07