



**Regular Meeting of the Board of Directors  
Thursday, November 19, 2020 - 9:30 am PST**

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

## **MINUTES**

### Board Members Present:

Gregg Chason, Funai Corp. Inc.  
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

### Also Present Were:

John Friedrick, Executive Director, WMMFA  
Cynthia Mendoza, TCL

### Board Members Absent:

Chris Kaasmann, Samsung  
Mark Dabek, RE-PC  
Cintia Gates, Microsoft  
Radi Simeonova, Department of Commerce

1. **Call to order – *Brandon Seegmiller***  
The meeting was called to order by Brandon Seegmiller at 9:34 AM
2. **Approve minutes of the: October 1st, 2020 regular meeting of the Board (Board vote) – *Brandon Seegmiller***  
Brandon asked if all had a chance to review the October 1, 2020 minutes and also if anyone had any suggested edits or changes. There were no comments. On a motion by Gregg Chason, seconded by Eric Gilbert, the minutes of the October 1st, 2020 board meeting were approved as final by unanimous vote.

3. **Report on year to date 2020 operational and financial results and discussion – *John Friedrich***

- A. Pounds by CEP totals
- B. Financial reports
- C. Cost and volume trends
- D. Unpaid past due manufacturer's invoices to date

Friedrick explained that October 2020 volume was at the same level in pounds at 1.3 million and approximate cost as October 2020 levels meaning possibly that covid restrictions were not holding back collections this month. He stated that costs were up slightly this October vs. last but that cost per pound was fairly steady at around 33 cents year to date. Outstanding and past due Manufacturer invoice amounts were extremely small Friedrich explained with the few remaining likely collectible in the near future.

4. **2021 Q1 proposed budget (Board vote) with annual volume and budget projections– *John Friedrich***

Director Friedrich presented the Annual 2021 budget and summary points for Q1 specifically. Comments that Friedrich made that he said would impact the Q1 budget were higher labor costs in the Seattle area, pounds moving from lower transportation cost collectors to collectors with a higher cost profile due to collectors with multiple locations closing some locations due to the threat of, or actual, covid restrictions. Management transition costs and potentially higher rents beginning in Q2 2021 were also referenced. On a motion by Kristyn Rankin seconded by Gregg Chason the Q1 2021 budget was approved by unanimous vote.

5. **Discussion of legal counsel for 2021 (Board vote) *John Friedrich and Board Members***

Director Friedrich presented some details around the history and performance of Van Ness Feldman (WMMFA legal counsel) and particularly that of Marlys Palumbo. There was a brief discussion of the pros and cons of the types of legal support the WMMFA has needed and used since plan start up and legal issues to date. On a motion by Kristyn Rankin, seconded by Gregg Chason the WMMFA voted unanimously to retain Van Ness Feldman as legal counsel for 2021.

6. **WMMFA elected from within Board positions – nominees (Board vote on nominees at January 2021 meeting) *Discussion TBD based on nominees available***

Friedrick provided a master list of the current Board Members positions with contact information including the five current Executive Committee members. Friedrich asked that if any of the current Executive Committee members did not want to maintain their position on the board as part of the Executive Committee to advise Gregg Chason (chairperson) or himself prior to the next meeting. Friedrich also asked that any of the current board members not currently on the Executive committee that wished to be considered for a position on that committee to contact he or Gregg Chason prior to the next meeting as a vote would be held at the next regularly scheduled meeting in January 2021.

7. **Succession plan and AED candidate recap discussion and vote (Board Vote) *John Friedrich and Board Members***

The Executive Director provided an overview and summary of the WMMFA's job search for an Assistant Executive Director to date. Friedrich stated that a job search began the 1<sup>st</sup> of October via listing the position description and qualifications on the WMMFA website and many other organizations internal posting opportunities. He said he also contracted with an employment agency to generate as many possible qualified candidates as possible. Friedrich said that he and the board narrowed the search down to the top several applicant /resumes received based on those that had the closest qualifications to the requirements posted. The Executive Committee and the Executive Director conducted interviews with the Executive Director following up on the backgrounds of the top several candidates. After several interviews one candidate, Peter Thermos, was chosen and a tentative offer, subject to Board approval, based on Executive Director and Executive Committee recommendations, was referred to the full Board at this meeting for a vote to hire the referenced candidate. It was discussed that the Assistant Executive Director would be in training with the expectation of assuming the Executive Director position on or about March 1<sup>st</sup> 2021 – pending Board approval. On a motion by Kristyn Rankin, seconded by Gregg Chason the proposed offer to the candidate Peter Thermos was approved unanimously.

Matters to discuss at future meetings:

Legislative Review

To be determined (none other discussed)

Meeting adjourned at 9:53AM