



**Regular Meeting of the Board of Directors  
Thursday, May 20, 2021 - 9:30 am PST**

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

## **MINUTES**

### Board Members Present:

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

### Also Present Were:

Peter Thermos, Executive Director, WMMFA  
Cynthia Mendoza, TCL  
Joyce Kwan, HP

### Board Members Absent:

Radi Simeonova, Department of Commerce

1. **Call to order – *Gregg Chason***  
Gregg Chason called the meeting to order at 9:33 AM
2. **Approve minutes of the March 18, 2021 regular meeting of the Board - (Board vote)**  
Gregg asked those present if they had any additions, changes, or deletions to the draft minutes from the March 2021 board meeting. There were no comments or suggestions to the draft minutes. On a motion by Ken Lowe, seconded by Melissa Mallory, the minutes of the March meeting were approved unanimously.
3. **Report on April 2021 operational and financial results – *Peter Thermos***
  - A. Pounds by CEP totals
  - B. Financial reports
  - C. Unpaid past due manufacturer's invoices to date
  - D. Restitution account balance and future expenditures

Thermos referred to the board reference documents that provided YTD April pound and financial information. He noted that the collected weight for April (1.25 million lbs.) was very similar to the amount collected in March (1.27 million lbs.). The YTD cost per lb. at the end of April was \$0.356, a decrease of 5% from the same point in 2020 when collections dropped due to the pandemic. April 2021 collections were 30% below the budgeted lbs. As a result, actual expenses for April were approximately 20% below budget. Thermos noted that collections were steadily recovering from pandemic levels but at a slower pace than projected. As a result, adjustments to projected collection levels and budgeted expenses would be considered.

With regard to unpaid manufacturer's invoices, Thermos explained that there were only a few members past due and at relatively low levels with one exception and he believed the balance would be collected soon. He also noted that there had been no expenditures from the restitution account in April.

4. **2021 Q3 proforma budget and annual projections (board vote) – Peter Thermos**

The Executive Director asked members to refer to a 1-page budget projection to review the 3rd quarter budget. Thermos explained that collection results in Q2 caused us to make a small downward adjustment to our Q3 collection projection. Additionally, administrative expenses were increased slightly to reflect changes in staffing and office rent. After an opportunity for members to ask questions, Gregg Chason called for a vote. On a motion by Chris Kaasman, seconded by Kim Fox, the Q3 budget was approved by a unanimous vote.

5. **Brandon Seegmiller resignation as Board Secretary**

- a. Secretary replacement
- b. Board member nomination

Thermos stated that Brandon Seegmiller left his position at HP and recommended a colleague at HP, Joyce Kwan, to fill his seat on the WMMFA board. (The board was aware of this change, having received email from Seegmiller on this topic.) After a brief discussion regarding the board secretary position, the Chairman asked for a motion on Joyce Kwan joining the board as secretary. Chris Kaasman made the motion which was seconded by Kim Fox. Kwan was added to the board by unanimous vote. Kwan addressed the board, accepting the position, and providing some background on her work at HP. This included 7-8 years at the company, years of experience with the HP Take Back program and 4 years in worldwide business operations.

6. **Moss Adams 2020 financial compilation – complete**

Thermos stated that the annual financial compilation by Moss Adams was completed and there were no recommendations. Thermos briefly described the process which included the delivery of extensive financial data from 2020 and several sets of questions which were asked and responded to in writing. The compilation from Moss Adams was omitted from the board meeting package inadvertently and was sent to all board members immediately following the board meeting.

7. **WMMFA management transition progress and comments – Peter Thermos**

Thermos stated that the transition was largely complete and one, part-time staff person had been hired at the new office in Seattle. Thermos thanked board members for feedback received since the last board meeting and welcomed more. There was a short discussion of the Ballard neighborhood in which the new office is located.

8. **EarthEye Tracker planning for 2021 – Peter Thermos**

Thermos stated that we plan to initiate a tracker program in the coming months and that the number of trackers would likely be the same as it was in 2020. An expanded program would be considered for 2022.

9. **Matters to discuss at future meetings**

- a. Annual "in person" meeting
- b. Govt. satisfaction report
- c. Annual report to Ecology
- d. State Accountability Audit – *underway*

Thermos reminded board members that our in-person board meeting was scheduled for end of September and encouraged board members to attend.

Thermos stated that the annual government satisfaction report had been recently received but had not been thoroughly reviewed before the board meeting. The report was generally positive as it had been in previous years and included comments and recommendations from respondents.

Thermos stated that the annual report had gone through minor changes and edits at the request of Ecology and that some small additional requirements had been added by Ecology and he was working through them. Thermos indicated that he expected to return the edited report to Ecology shortly and anticipated the report being approved in the coming weeks.

Thermos stated that the annual State Accountability Audit was underway and that WMMFA was in the process of providing requested financial data to the auditors.

The meeting was adjourned at 9:59 am