



**Regular Meeting of the Board of Directors
Thursday, July 22, 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
Joyce Kwan, HP
Kim Fox, Lenovo
Ken Lowe, VIZIO
Mark Dabek, RE-PC
Melissa Mallory, Dell
Al Salvi, Dept. of Ecology

Also Present Were:

Peter Thermos, Executive Director, WMMFA
Cynthia Mendoza, TCL

Board Members Absent:

Kristyn Rankin, Apple
Eric Gilbert, Acer America
Radi Simeonova, Department of Commerce

1. **Call to order – Joyce Kwan**
Joyce Kwan called the meeting to order at 9:33 AM.
2. **Approve minutes of the May 20, 2021 regular meeting of the Board - (Board vote) – Joyce Kwan**
Joyce addressed the board regarding the minutes of the May 20, 2021 board meeting, asking if there was a motion to approve the minutes which were provided in the July board meeting reference documents. On a motion by Ken Lowe, seconded by Gregg Chason, the minutes of the May meeting were approved unanimously.
3. **Report on May 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 June pound and financial information. He noted that the collected weight for June was 1.478 million lbs. This amount was within approximately 2% of the budgeted lbs. of 1.456 million lbs. Thermos stated that June was the third consecutive month of small increases of lbs. collected. The amount collected in June was about 6% over the amount collected in May 2021, but was still about 600K lbs. below the amount collected in June 2019. The director stated that total program expenses for June were approximately 2% under the June budget and that the cost per lb. had come down slightly to \$0.329 per lb. and that the total reserve was at \$388K. The Chairman asked Thermos about the quarterly planned reserve of \$145,000. Thermos replied that the \$145,000 was a budgetary target but also that he would review the reserve and respond to the Chairman after of the board meeting.

With regard to unpaid manufacturer's invoices, Thermos explained that there were only a few members past due and he believed the balance would be collected by Ecology, noting that about 2/3 of the outstanding invoice amount was from a single company. Thermos also stated that there had been no expenditures from the restitution account in June or at any time so far in 2021.

4. **2021 Q4 proforma budget and annual projections - (Board vote) – Peter Thermos**

Thermos asked the board to turn to the one-page budget that was on page 11 of the meeting reference documents. Focusing on the shaded column for Q4, he stated that, based on available data and trends, the Q4 proposed budget had not been changed from the levels that had been projected for Q4 earlier in the year. After an opportunity for members to ask questions, the Director asked if there was a motion to pass the budget as proposed. On a motion by Gregg Chason, seconded by Melissa Mallory, the Q4 budget was approved by a unanimous vote.

5. **WMMFA office transition progress and comments – Peter Thermos**

Thermos stated that the office transition was complete. There were no issues or large expenditures planned or expected for the office and the new office space was working well for WMMFA. He also stated that this would be the last time the office transition would be on the board meeting agenda.

6. **2021 Outreach Planning – Peter Thermos**

Thermos stated that the planning for outreach activities for 2021 had been completed. Contracts had been signed with advertising venues and all creative work had been completed. Campaigns would include digital streaming audio spots and billboards in smaller markets. The advertising vendors that were selected were ones that WMMFA had contracted with in previous years.

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

The director stated that a contract with EarthEye had been completed for 20 GPS trackers. Thermos was working on the final list of locations where the CEPs with trackers inside would be placed and expected to provide that list to EarthEye in about the next 2 weeks. The 20 CEP units with trackers would then be dropped off at collections sites during the last two weeks of August or possible the first few days of September.

8. **Government Satisfaction Report – Peter Thermos**

Thermos stated that he had completed a review of the Government Satisfaction Report. The report had 14 respondents out of over 100 local government employees who had been sent the survey. Overall, the comments received had been positive. In a section of the survey that asked for general comments about E-Cycle Washington, 6 out of 8 respondents indicated that they were very happy with the program, and no strongly negative comments were received. There was feedback from the survey that suggested that additional collection sites, increased outreach activity and an expansion of CEPs would be welcomed in their communities. Thermos indicated that he had been familiar with this survey for several years and that these comments were normal and consistently received for stewardship programs in Washington. Thermos stated that the report would remain in "draft" status at Ecology as to allow for additional respondents. Lastly, Thermos would be speaking with individual respondents and would draft a short report from those conversations, and make it available both to the board and Ecology.

9. State Accountability Audit – *Peter Thermos*

The Director stated that the 2020 State Accountability Audit had been completed in recent days and there were no recommendations or exit items in the final report. Thermos stated that the audit primarily looked at accounts receivable, timeliness and completeness of deposits, accounts payable and overall financial condition. He then cited a key sentence from the final audit report: "...Authority operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources." Thermos added that the final report had been uploaded to the WMMFA Dropbox account for board members as needed.

10. Annual "in person" board meeting – *Peter Thermos*

Thermos stated that this was the last board meeting before the in-person board meeting in September. He encouraged board members to attend, understanding that schedules or concerns about the pandemic would have an impact on the decision to attend. Thermos reminded board members that airfare and expenses would be reimbursed by WMMFA and that an expense report template was available to board members online in our Dropbox account.

11. Matters to discuss at future meetings

- a. Annual report to Ecology

Thermos stated that the annual report to Ecology had been recently approved. He noted that the final report had been uploaded to the WMMFA Dropbox account for board member review.

After the last agenda item was discussed, Chris Kaasmann stated that he was likely leaving his current position and asked what process was required to resign from the board. Thermos responded that when Brandon Seegmiller resigned recently, he sent a short resignation email to WMMFA and also recommended a colleague to replacement him on the board. Gregg Chason concurred and also asked that Chris provide some professional background on the potential replacement for board consideration.

Al Salvi added that he may also be leaving the board due to staff changes at Ecology and would notify us when more information was available.

The meeting was adjourned at 9:57 am