



**Regular Meeting of the Board of Directors  
Thursday, May 19, 2022 - 9:30 am PST**

**Conference call number: (857) 357-0254 Access code: 755212#**

**MINUTES**

Board Members Present:

Gregg Chason, Funai Corp. Inc.  
Jenni Chun, Samsung  
Joyce Kwan, HP  
Eric Gilbert, Acer America  
Kim Fox, Lenovo  
Melissa Mallory, Dell  
Kristyn Rankin, Apple  
Mark Dabek, RE-PC  
Madeline Smith, LG  
Caitlin Sanchez, VIZIO  
Al Salvi, Dept. of Ecology

Also Present Were:

Peter Thermos, Executive Director, WMMFA  
Cynthia Mendoza, TCL

Board Members Absent:

Cintia Gates, Microsoft  
Radi Simeonova, Department of Commerce

1. Call to order – *Joyce Kwan*  
Joyce Kwan called the meeting to order at 9:32 am.
2. Approve minutes of the March 17, 2022, regular meeting of the Board - (**Board vote**) – *Joyce Kwan*  
Joyce addressed the board regarding the minutes of the January board meeting, asking if there was a motion to approve the minutes which were provided in the May 19, 2022, board meeting reference documents. On a motion by Gregg Chason, seconded by Mark Dabek, the minutes of the March meeting were approved unanimously.
3. Report on April 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

The Director referred to the board reference documents that provided YTD April pound and financial information and stated that the collected weight for April was 1,269,029 which was 16% below projected pounds but was the largest month in terms of collection since November of 2021.

Thermos continued, stating that actual expenses were approximately \$425K which was about 21% above the budgeted amount for April. This was as a result of reductions in the budget designed to reduce financial reserves. Gregg Chason asked about the current reserve level and Thermos responded that it was approximately \$750K. The cost per pound in April was \$0.335/lb. which was an increase of 2% over March 2022 and 6% below April 2021.

Regarding unpaid manufacturer's invoices, Thermos stated that the list of companies with unpaid invoices has become small as some had made payments bringing them current and some had gone out of business. Ecology is currently engaged with the 2 companies making up the bulk of the unpaid invoices.

The Director stated that restitution funds in the amount of \$1,140 were used to create the collection site locator app. The total budget for the app was \$1,500 and the balance was invoiced in May.

#### 4. Q3 2022 budget and annual projections (**Board vote**) – *Peter Thermos*

Thermos asked the board to refer to the budget document on page 13 of the meeting reference documents. He noted that the proposed budget for Q3 2022 was shaded in green. Thermos noted that financial reserves were still higher than desired. Even though budget reductions were made in Q1 and Q2, a reduction to Q3 was needed to reduce reserve levels recommended reducing the Q3 budget by \$500,000. Gregg Chason asked how that reduction would impact reserve levels. Thermos stated that, depending on collection levels, it may reduce reserve levels to a range of \$150 to \$500K.

#### 5. 2021 Annual Report to Ecology – *Peter Thermos*

The Director stated that the 2021 annual report had been approved by Ecology and had been provided with the meeting reference materials. Processor pounds verification information would be added to the DropBox account for the organization and will contain over 10K lines of invoice data. Mark Dabek added that he thought the new report format worked well and the organization of the information was helpful. Thermos stated that the new format was a template and would be used for future annual reports.

#### 6. Moss Adams Financial Compilation – *Peter Thermos*

Thermos stated that the financial compilation was expected to be completed by now but had been slower than normal due to a staffing issue at Moss Adams, the accounting firm. WMMFA received additional questions from Moss Adams yesterday and would be working through them to complete the compilation in the coming weeks. An update will be provided at the next board meeting. The State Accountability Audit was intended to be underway at this time but was delayed until the financial compilation was completed.

#### 7. Earth Eye Trackers update – *Peter Thermos*

Regarding the GPS tracker program, Thermos stated that a GPS tracker that had been placed inside an LCD monitor and dropped off at an E-Cycle collection site had appeared in the United Arab Emirates. The UAE is a non-OECD country and registered processors are prohibited from sending materials there that are collected in the E-Cycle program. The situation was made slightly more complicated by the fact that the UAE is a party to the Basel Convention. The materials moved from the collector to the processor that had been assigned by WMMFA. From there, they went to a downstream vendor for processing but instead were shipped to the UAE. The Director stated that he had initiated a fact-finding investigation with the processor involved to determine what contractual safeguards the processor had in place to prevent this and what steps would be taken to prevent this from happening in the future. After receiving a written response from the processor, the information was

forwarded to Ecology. The matter is not resolved at this point and will continue to be reviewed. An update will be provided at the next board meeting. Thermos stated that the issue was obviously sensitive and that he was working to ensure that no person or company was damaged while we are still working to determine if any laws were broken or contracts were breached. Kristyn Rankin commented that shipping to a non-OECD country is prohibited regardless of the Basel Convention status of the UAE. She indicated that the UAE should not have been able to take materials from the US, which is not party to Basel. Thermos asked Kristyn to confirm that laws may have been broken at the UAE, even if they were not broken in the US and Kristyn responded “yes”.

8. Annual in-person board meeting (September) – *Peter Thermos*

Thermos stated that the decision to have this meeting would be made by the board and that he would facilitate the meeting if the board decided to have it. At this time, with high COVID infection rates in King County, WA, Thermos could not recommend having an in-person meeting in 2022. An in-person meeting would require non-essential travel and the Director believed that the health risk was greater than the benefits of the in-person meeting. Kristyn Rankin indicated that she agreed. Gregg Chason commented that he enjoyed the in-person meeting and looked forward to having it at some point but understood the recommendation against it. Jenni Chun added that companies also had travel restriction that might prevent some from attending an in-person meeting in Washington State. She continued that even if we had the meeting, we would need to provide a virtual option for members who could not attend. Gregg Chason added that if we do not have an in-person meeting, we should have a meeting with video using Zoom or another platform. Thermos confirmed with the board that there would be no in-person meeting in 2022 and that we would have a virtual meeting with video, as we did in 2021.

9. Outreach – collection site locator (ecyclewa.org) – *Peter Thermos*

The Director stated the collection site locator was live at [ecyclewa.org](http://ecyclewa.org). He continued that he chose a locator that worked like most others, used the WordPress content management system, and completed the project on a budget of \$1,500. Al Salvi asked if there were any stats on use of the locator. Thermos responded that there were not stats available yet but stats would be provided after digital advertising was placed in the fall, using the locator as the landing page. Al Salvi commented that Christine Haun at Ecology would be contacting WMMFA regarding E-Cycle outreach if she hadn’t already. Thermos responded that he had some initial discussions with Christine about outreach and changes that may be necessary to meet program requirements. Thermos and Haun agreed that the changes, if any, would apply to 2023 and would need to be determined prior to November when the 2023 budget is set.

10. Matters to discuss at future meetings – *Peter Thermos*

- a. State Accountability Audit
- b. Outreach
- c. Earth Eye Trackers

The Director stated that, as stated during the meeting, the State Accountability Audit is expected to begin in the coming weeks and an update would be given in the next board meeting. Discussions with Ecology about Outreach and the GPS tracker program would be ongoing and the board would be updated in the next meeting.

Adjourn meeting – the meeting was adjourned at 10:04 am.