



**Regular Meeting of the Board of Directors
Thursday, September 28, 2023 - 9:30 am PST**

**The Edgewater Hotel, Elliott Room, 3rd Floor
2411 Alaskan Wy, Seattle, WA 98121**

MINUTES

Board Members Present:

Jane Kang for Jenni Chun, Samsung
Madeline Smith, LG
Mark Dabek, RE-PC
Kim Fox, Lenovo
Melissa Mallory, Dell
Gregg Chason, Funai Corp. Inc.
Eric Gilbert, Acer America
Joyce Thung, VIZIO
Kristyn Rankin, Apple
Blake Nelson, Dept. of Ecology

Also Present Were:

Peter Thermos, Executive Director, WMMFA

Board Members Absent:

Cintia Gates, Microsoft
Luis Vargas, HP
Radi Simeonova, Department of Commerce

1. Call to order – *Peter Thermos*

In the Secretary's absence, the Director called the meeting to order at 9:32 am.

2. Approve minutes of the September 28, 2023, regular meeting of the Board (**Board vote**) – *Peter Thermos*

Thermos addressed the board regarding the minutes of the July board meeting, asking if there was a motion to approve the minutes which were provided in the September 28, 2023, board meeting reference documents. On a motion by Melissa Mallory, seconded by Madeline Smith, the minutes of the July meeting were approved unanimously.

3. Report on August 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 August pound and financial information and stated that 1.2 million pounds had been collected in August. Total collection in August was up 17% from July and up 3% from August 2022. He added that collections through August were down 5% from the same period in 2022.

August expenses were about 31% over budget. This was due primarily to a reduction in the budget that was applied to reduce financial reserves. The cost per pound in August was \$0.368 which was a decrease of 23% from July and 19% below August 2022. Thermos added that while the cost per pound continued to fluctuate month-to-month, there were no structural changes to program costs. Year-to-date cost per pound at the end of August was \$0.398. Financial reserves decreased to \$109K in August.

Thermos stated that past due invoices were minimal. The one manufacturer with a significant past due invoice indicated that it was an oversight and would be paid.

The Director also stated that \$27K of restitution funds were used in August for oversight, as had been agreed to by the board.

4. Guest Presentation (program recommendations) – *Northwest Product Stewardship Council*
 - McKenna Morigan, City of Seattle
 - Adrian Tan, King County
 - Heather Trim, Zero Waste Washington (virtual)

Mckenna Morigan and Adrian Tan gave a presentation on the NWPSA recommendations for the WMMFA Standard Plan Update with Heather Trim providing additional information virtually. The council presented information that had been provided in writing to the board previously. The speakers explained their concerns and gave recommendations that addressed them. The recommendations were to add collection sites, increase program outreach, establish an advisory council and conduct scheduled awareness surveys.

5. Guest Speaker – *Walter L Alcorn, VP, Environmental Affairs, Consumer Technology Association*

Walter Alcorn gave a presentation focusing on the declining weights of CEPs and the impact on total collected weight. He provided data showing the decline in CRT products and the longevity of CEPs currently being manufactured. He explained that many state programs were experiencing reduced pounds being collected. He illustrated this by showing the decline in annual collections in the California e-waste recycling program.

6. E-Cycle Washington Update – *Peter Thermos*
 - a. Standard Plan 5-year Update
 - b. Trend Analysis – technology types, collection volume and costs

The Director gave a presentation covering the Standard Plan 5-year Update (draft) that had been submitted to Ecology on September 1, and some analysis of program trends. Thermos stated that many of the Standard Plan updates were general updates to lists and tables throughout the plan. The financial reserve target was changed from 9% of the quarterly budget to 20% which would be more in-line with how the financial reserve currently functions. The outreach section of the plan had been completely re-written and included expanded outreach spending that began in 2022. Thermos stated that, in an effort to increase collaboration with local governments and other stakeholders, the WMMFA had proposed joint outreach spending. A webform would be created for organizations to apply for joint campaign funding and the WMMFA would make up to 50% of the total outreach budget available for joint outreach campaigns.

Regarding program trend analysis, Thermos stated that CRT products had decreased from 56% in 2020 to 29% in 2023. Total collections through August had dropped 5% from the same time period in 2022. In previous years, total collected weight had dropped from 13% to 18% so a 5% drop could indicate a slowing in annual

reductions. Lastly the Director reviewed increases in the cost per pound, looking specifically at how lower weights caused administrative costs to take up a larger portion of overall program costs.

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

- a. Standard Plan, 5-year update
- b. 2024 Budget

Thermos stated that Ecology is required to provide feedback and possible requests for edits to the Standard Plan 5-year update within 60 days of submittal which was on September 1, 2023. Additionally, the 2024 budget would be presented and voted on in the November board meeting.

8. Guest Speaker – *Jason Linnell, Executive Director, National Center for Electronics Recycling*

Jason Linnell gave a presentation on trends in e-waste recycling around the country. He noted significant changes in state programs such as expanded products being accepted in the Oregon E-Cycle program. He illustrated the differences in programs with and without collection targets and reductions in pounds collected. Jason also reviewed key challenges to state programs including CRT glass, plastics and batteries.

9. Closing Remarks – *Madeline Smith, WMMMFA Chairperson*

Chairperson Madeline Smith addressed the board, thanking them for their attendance. She noted that when Gregg Chason decided to step down from the Chair position and no one asked to be considered for it, the Director contacted her and asked her to consider it. The Director did not mention that the Standard Plan 5-year update was due this year. She thanked Gregg for his work as chair and stated that she was glad to be able to continue to seek his advice when needed as he was still on the board. Madeline indicated the program would face increasing costs and encouraged the members to bring their experience and expertise to bear to help the board make the best possible decisions. She encouraged members to share their ideas either in the public board meetings or directly to herself or the Director.

Adjourn meeting – the meeting was adjourned at 11:31 am