



**Regular Meeting of the Board of Directors
Thursday, January 18, 2024 - 9:30 am PST**

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

MINUTES

Board Members Present:

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

Also Present Were:

Peter Thermos, Executive Director, WMMFA
Cynthia Mendoza, TCL North America
Clara Park, VanNess Feldman

Board Members Absent:

Cintia Gates, Microsoft
Kim Fox, Lenovo
Radi Simeonova, Department of Commerce

1. Call to order – *Luis Vargas*

Luis called the meeting to order at 9:32 am.

2. Approve minutes of the November 16, 2023, regular meeting of the Board - **(Board vote)** – *Luis Vargas*

Luis addressed the board regarding the minutes of the November board meeting, asking if there was a motion to approve the minutes which were provided in the January 18, 2024, board meeting reference documents. On a motion by Gregg Chason, seconded by Melissa Mallory, the minutes of the November meeting were approved unanimously.

3. Report on December 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 December pound and financial information and stated that the collected weight for December was just over 900,000 pounds giving a total for 2023 that was about 3.3% less than 2022 total pounds. This reflects a smaller year-over-year reduction than the past several years, which had been in the 10-20% range.

December expenses were about 23% below budget. The cost per pound in December was \$0.380 which was an increase of 16% from November and 11% above December 2022. Financial reserves increased to \$71K. Financial reserves had been negative prior to December, so having them turn positive before the end of the year puts the program in a better position for the 2023 audits.

Regarding unpaid invoices, Thermos stated that one company had a past due invoice, but it appears to be an administrative oversight and he does expect the invoice to be paid.

The Director also stated that no restitution funds were used in December.

4. Q2 2024 proposed budget with annual volume and budget projections (**Board vote**) – *Peter Thermos*

Thermos asked members to turn to page 14 of the reference documents, the 2024 budget, and review the column for “Q2 – Proposed”. The Director stated that he had no data indicating that the budget projection was high or low, therefore he recommended leaving the Q2 budget as it had been proposed in November. Gregg Chason asked if the last two months of the year impacted the projection and Thermos responded that he did not believe it did. With no other concerns being raised, Thermos asked if there was a motion to approve the Q2 2024 budget. Gregg Chason made a motion to accept the Q2 budget, which was seconded by Kristyn Rankin and approved unanimously by the board.

5. Board member director nominees – annual vote (**Board vote**) – *Peter Thermos and Board Members*

Chairperson	Madeline Smith – LG
Vice Chairperson	Melissa Mallory – Dell
Secretary	Luis Vargas – HP
Treasurer	Kim Fox, Lenovo
Member at Large	Kristin Rankin – Apple

The Director stated that the normal course was to vote on all positions on the executive committee that are currently held by a board member. The only position that would require a nomination would be the Vice Chair position that was held by Jenni Chun before she left the board and was replaced by Jane Kang. The Director asked if there was a motion for Madeline Smith to remain Chairperson. Kristyn Rankin made the motion which was seconded Mark Dabek. With regard to the Vice Chair position, Jane Kang asked that she be removed from consideration as she had only recently joined the board. The Director acknowledged and asked Madeline if we should pursue a nomination for the position or proceed with the other position. Madeline expressed a preference for voting on the other positions. With that, Thermos moved on to the Secretary position and asked if there was a motion for Luis Vargas to remain Secretary. Gregg Chason made the motion which was seconded by Mark Dabek. The next vote was for Treasurer. Thermos asked if there was a motion to maintain Kim Fox as the Treasurer. Kristyn Rankin made the motion which was seconded by Gregg Chason. The next position up for a vote was Member at Large. Thermos asked if there was a motion to maintain Kristyn Rankin in this position. Mark Dabek made the motion, which was seconded by Melissa Mallory. Returning to the open Vice Chair position, Thermos asked if there was a nomination for a board member to this position. Kristyn Rankin nominated Melissa Mallory. Melissa asked for a description of the duties of the Vice Chair. Thermos asked Madeline if he should or answer or if she would prefer to do so. Madeline asked Thermos to answer. Thermos responded to Melissa stating that the Vice Chair had no regular responsibilities but would occasionally be asked to weigh in on board matters as a member of the executive committee. Normally, situations like this occurred a couple times per year. Melissa then agreed to be a nominee for the position. Thermos asked if there was a

motion to make Melissa the Vice Chair. Kristyn Rankin made the motion which was seconded by Gregg Chason. This concluded the executive committee votes.

6. Matters to discuss at future meetings – *Peter Thermos*
 - a. 2023 Annual Report
 - b. Moss Adams Financial Compilation
 - c. Outreach

The Director stated that the annual report was being developed and would be submitted by March 1, 2024 as required. The Moss Adams financial compilation was schedule to begin March 1, 2024, though Thermos stated that he had already received a list of request documents from Moss Adams and expects to begin collection of document and reports in the Final two weeks of February.

Thermos stated that Outreach would be slightly different this year. As written in the recently approved Standard Plan, we have offered to provide joint funding on Outreach campaigns with local governments and others. We have offered this in the past and had no applicants but we would push for it again as it had been requested by Washington Ecology.

Finally, Thermos added that he may be in contact with some board members to ask if they were in favor of holding a live board meeting in 2024. This decision would be made in the next board meeting.

Adjourn meeting – the meeting was adjourned at 9:50 am