



**Regular Meeting of the Board of Directors
Thursday, May 21, 2020 - 9:30 am PST**

**Offices of Van Ness Feldman PC
719 Second Avenue, Suite 1150
Seattle, Washington 98104**

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
Brandon Seegmiller, HP
Kristyn Rankin, Apple
Kim Fox, Lenovo
Eric Gilbert, Acer America
Ken Lowe, VIZIO
Melissa Mallory, Dell
Al Salvi, Dept. of Ecology
Mark Dabek, RE-PC
Cintia Gates, Microsoft

Also Present Were:

John Friedrich, Executive Director, WMMFA

Board Members Absent:

Radi Simeonova, Department of Commerce

1. Call to order – *Brandon Seegmiller*

The meeting was called to order by Brandon at 9:32

2. Approve minutes of the: March 19th, 2020 regular meeting of the Board (Board vote)

Brandon asked if all had a chance to review the last meeting's minutes and also if anyone had any suggested edits or changes. There were no comments. On a motion by Greg Chason, seconded by Kristyn Rankin, the minutes of the March 19, 2020 board meeting were approved as final by unanimous vote.

**3. WMMFA State Accountability Audit 2019 (1 year) Results – Exit Conference Summary –
*John Friedrich***

Director Friedrich asked the board members to refer to the attached State Auditor's Office Accountability Audit as completed for the WMMFA Annual 2019. Friedrich stated that the audit results provided a "clean" audit with no findings or management letters and that the WMMFA was in compliance with applicable requirements and the safeguarding of resources. The auditors had a minor exit item in reference to the Authority's use of one unregistered transporter throughout 2019. Friedrich said that the transporter had since been registered thus closing the exit item.

4. **WMMFA 2019 Financial Statement Compilation via Moss Adams LLP – Overview - *John Friedrich***

The Director explained that the 2nd and final part of the WMMFA’s operational and financial accountability for 2019 included financial statements compiled by Moss Adams, LLP, the WMMFA’s CPA for purpose of financial reviews, audits, and compilations. Friedrich summarized the differences between plan years 2018 and 2019 in terms of revenue and expenses. There was no further discussion.
5. **2020 Q3 budget discussion and revised annual projections request for approval (Board vote)**

John Friedrich
The executive director presented a one-page pro-forma annual budget that combined actual and budgeted expenses to date. Friedrich explained that the standard budgeting process was “out the window” due to the coronavirus pandemic. Friedrich said it would be difficult to predict volume for the next several months so instead of trying to predict volume for the 3rd quarter he made some simple assumptions and applied unspent revenues from Q2 (actual and projected) and carried them forward into Q3. Therefore, the Q3 budget projections, and invoices to manufacturers would be considerably less than the prior 2020 two quarters already invoiced and paid by manufacturers. On a motion by Kristyn Rankin, seconded by Gregg Chason the 3rd quarter 2020 budget was approved unanimously.
6. **Report on 2020 YTD April operational and financial results – *John Friedrich***
 - Pounds by CEP totals
 - Financial reports and overview
 - Unpaid past due manufacturer’s invoices to date

The executive director went over several pages of the authority’s financial results to date. He stated that April volume dropped by 76% over April 2019 due to the coronavirus stay at home order issued by the governor. Expenses did not drop quite as much due to fixed costs. Friedrich did say that May volume had picked up considerably but would likely fall very short of last year’s volume/activity. It was explained that there were a handful of manufacturer’s invoices past due from quarter 2 but the dollar amounts were quite small (less than .3%). Friedrich explained that most past dues would probably be collected within the Q3 billing cycle.
7. **WMMFA Management and staffing succession plan preface and options – discussion – *John Friedrich***

Director Friedrich referenced a document provided to the board members that was a preface/synopsis of where the Authority was at as far as management philosophy and mission statement. He suggested a meeting at the annual in person board meeting scheduled for early October to discuss with them a plan for his replacement.
8. **WMMFA Annual Report to Ecology summary overview – *John Friedrich***

Friedrich supplied the board with the table of contents to the 2019 annual report (a required report) to Ecology. He went over some of the items contained within the report and advised board members they could review the report at Ecology’s web site. There was a brief discussion about WMMFA processors down stream vendor and audit processes / reporting.
9. **Matters to discuss at future meetings**
 - a. **Annual “in person” meeting dates - notice and discussion – DfR processors**

The Director said that a few processors would be attending the in-person October meeting to share their thoughts with the board for improvements within the “Design for Recycling” framework
 - b. **CEP device tracking update and discussion**

The board was provided an updated tracker report and was told that there were no environmental violations (although some collector handling may need to be investigated depending) thus far with devices being processed by WMMFA processors and their downstream vendors. All trackers implemented were still operational and showing their locations.
 - c. **Government Satisfaction Survey**

Friedrich did not have an update on this item so it was left as an item to be discussed at a future meeting

Adjourn meeting at 9:51