



**Regular Meeting of the Board of Directors
Thursday, July 16, 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.
Madeline Smith, LG
Brandon Seegmiller, HP
Kim Fox, Lenovo
Eric Gilbert, Acer America
Ken Lowe, VIZIO
Melissa Mallory, Dell
Al Salvi, Dept. of Ecology
Mark Dabek, RE-PC

Also Present Were:

John Friedrich, Executive Director, WMMFA
Scott Barker, 3R Technology

Board Members Absent:

Radi Simeonova, Department of Commerce
Chris Kaasmann, Samsung
Kristyn Rankin, Apple
Cintia Gates, Microsoft

1. Call to order – *Brandon Seegmiller*

The meeting was called to order by Brandon Seegmiller at 9:33 AM

2. Approve minutes of the: May 21, 2020 regular meeting of the Board (Board vote) – *Brandon Seegmiller*

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 Gregg Chason, seconded by Melissa Mallory, the minutes of the May 21st, 2020 board meeting were approved as final by unanimous vote.

3. Report on 2020 YTD June operational and financial results – *John Friedrich*

- Pounds by CEP totals
- Financial reports
- Unpaid past due manufacturer's invoices to date

The executive director stated that YTD volume was down 38% from last YTD with YTD expenses down by 34%. Friedrich explained that several collectors were “on again and off again” due to their management’s uncertainty about the spread of the coronavirus and directives from the state. It was explained that reserves greatly exceeded the budgeted amount for reserves due to the fact that Q2 2020 budget was created just before the pandemic was announced and stay at home orders were issued. Volume had increased greatly since May when restrictions began to loosen Friedrich said. However, the director referenced that a resurgence in coronavirus, and guidelines from the state were likely to be revised again. Therefore, Friedrich stated that future volumes and site openings would likely be affected. Friedrich disclosed that past due invoice amounts due from manufacturers were very small and that past due collections were very good YTD resulting in a very low past due amount in total.

4. 2020 Q4 budget discussion and revised annual projections – proposed for vote (Board vote) - *John Friedrich*

The director presented a budget that he said was prepared only a week ago and would probably need a revision downwards based on the apparent coronavirus resurgence state wide as announced by the State. Friedrich asked the board to consider allowing the director to revise the budget downward if necessary, before issuing the 4th quarter invoices near the end of August. Gregg Chason made a motion to “**Approve the 4th quarter budget at an amount no more than presented and to allow the executive director to reduce the budget amount if necessary, before issuing the 4th quarter invoices**”. Friedrich stated that he would provide a revised budget before issuing the 4th quarter invoices if there was a revision. Mark Dabek seconded the motion and the motion was passed unanimously by all board members present.

5. Local Governments E-Cycle Satisfaction Survey Results /Summary Response – *John Friedrich*

The Director provided the board with a document titled “*E-Cycle Washington 2019 Local Government and Community Satisfaction Report Summary*”. He explained that the report was very positive of the efforts of the WMMFA and the E-Cycle program. Areas of improvement in general terms that Friedrich said he would follow up on were outreach, collection sites in rural areas, and additional covered products. It was explained by Friedrich that the report did reference a desire to add additional covered products. He stated that the legislature would have to add products to those currently covered as WMMFA actions were specified by the laws and rules as issued by the legislature.

6. Discussion on annual “in person” meeting venue / format scheduled for Sept. 30 – October 1 2020 – *general discussion.*

There was a discussion about the announced resurgence in coronavirus cases in Washington and other states. It was pointed out that several WMMFA board member companies were advising their employees (WMMFA board members) that they could not travel until sometime in 2021. After a general discussion Friedrich advised that he would revise the format of the next regularly scheduled board meeting from an “in person” format to a “conference call” format as the consensus was that most board members would not be able to attend in person.

7. COVID 19 impact now and on future operations and business components – *John Friedrich*

The executive director explained that several collectors were re closing after just re opening only a few weeks ago. He said some collectors may never re-open. Friedrich said this would mean we may have to look at the collection network for the required coverage after things got a little more “normal” as far as social distancing rules and requirements of the State for openings by type of business. He said the item would be discussed again in the future as there was too much uncertainty at the current time.

8. Matters to discuss at future meetings

- a. Annual “in person” meeting dates and location – update and discussion
- b. *Dfr* joint discussion with processors at annual meeting
Adjourn meeting at 9:51