



**Regular Meeting of the Board of Directors
Thursday, January 21, 2021 - 9:30 am PST**

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
Mark Dabek, RE-PC
Cintia Gates, Microsoft
Al Salvi, Dept. of Ecology

Also Present Were:

John Friedrich, Executive Director, WMMFA
Peter Thermos, Assistant Executive Director, WMMFA
Cynthia Mendoza, TCL

Board Members Absent:

Radi Simeonova, Department of Commerce
Melissa Mallory, Dell

1. **Call to order – *Brandon Seegmiller***
Brandon Seegmiller called the meeting to order at 9:32 AM
2. **WMMFA management transition update and comments – *John Friedrich, Peter Thermos***
The Executive Director told board members that the new Assistant Executive Director, Peter Thermos, was doing a great job and catching on quickly. Friedrich reminded the board that this was his last meeting with the board and that Peter would be handling future meetings. Friedrich thanked the board for allowing him to be their Executive Director for the past 13 years and he then introduced Peter Thermos whom would be assuming the Executive Director position on March 1. Peter introduced himself and told the board that his goal was to make the transition to a new Executive Director as seamless as possible.

3. **Approve minutes of the: November 19th, 2020 regular meeting of the Board - (Board vote)**
Brandon asked those present if they had any additions, changes, or deletions to the draft minutes from the November 2020 board meeting. There were no comments or suggestions to the draft minutes. On a motion by Gregg Chason seconded by Chris Kaasmann the minutes to the November meeting were approved unanimously.

4. **Report on December and annual 2020 operational and financial results – John Friedrich**

- A. Pounds by CEP totals
- B. Financial reports
- C. Unpaid past due manufacturer's invoices to date
- D. Restitution account balance and future expenditures

Friedrick referred to the board reference documents that provided YTD December pound and financial information. He noted that the YTD cost per pound had increased for 2020 from the prior year by about 4% however pounds volume and expenses had decreased approximately 25-30% over that period. The Executive director told board members that there were very few member's past dues with the exception of one manufacturer that always paid late that represented about 70% of the past due total. Friedrich said that he thought the balance would be collected soon. There was a brief discussion about the remaining balance of the restitution account and Friedrich stated that due to covid expenditures for tracking devices and outreach had been stalled but would likely continue again after social restrictions due to covid were relaxed somewhat.

5. **Management contract for new ED and potential consultation contract for transition- John Friedrich, Peter Thermos**

The executive director provided copies of the Executive Directors Contract that needed signing by the Chairperson by March 1 in order to transition management from John Friedrich to Peter Thermos. Friedrich also referenced a consultation agreement for himself, once he leaves the organization, in order to provide the newly appointed director some guidance on potentially important matters that may be unfamiliar to him going forward. Kristyn Rankin made a motion to give authority for approving and signing the contracts, seconded by Mark Dabek to the Chairperson, Gregg Chason, prior to the March 1 date. The motion by Kristyn was seconded by Mark Dabek and approved unanimously.

6. **2021 Q2 proposed budget and annual projections (Board vote) - John Friedrich**

The executive director presented board members with an annual proforma budget and identified the 2nd quarter as proposed for approval. Friedrich provided some specific cost information about processor contracts for 2021 and updated the board on general information in regards to plastic disposition and recycling going forward. Brandon Seegmiller commented that we needed to stay close to our processors in regards to downstream plastic recycling as laws were changing and exports could become jeopardized. Friedrich said that thus far into 2021 processors to the program were using the same downstream vendors as in late 2020 (for plastic) but they were each aware that changes to the law were imminent and they may have to change the downstream handling of plastics. The executive director said that CEP volume had been reasonably heavy for the time of year thus far into 2021 in spite of covid restrictions and that therefore the Quarter 2 budget was a best guess on how current and future covid restrictions might impact the volume and costs. On a motion by Gregg Chason seconded by Mark Dabek the 2nd quarter 2021 budget as presented was approved unanimously.

7. **Board member director nominees – annual vote (Board vote)**

The executive director explained that there were no new nominees for the executive committee members (officers) as listed. He said that these board positions were chosen once per year at the first meeting of the year. On a motion by Kristyn Rankin seconded by Ken Lowe Gregg Chason was elected as Chairperson by unanimous vote. On a motion by Brandon Seegmiller seconded by Kristyn Rankin Chris Kaasmann was elected Vice Chairperson by unanimous vote. On a motion by Gregg Chason seconded by Chris Kaasmann Brandon Seegmiller was elected Secretary by unanimous vote. On a motion by Kim Fox seconded by Chris Kaasmann Madeline Smith was elected as Treasurer by unanimous vote. On a motion by Ken Lowe seconded by Eric Gilbert Kristyn Rankin was elected Member at Large by unanimous vote.

Chairperson	Gregg Chason – Funai Corp. Inc.
Vice Chairperson	Chris Kaasmann - Samsung
Secretary	Brandon Seegmiller - HP
Treasurer	Madeline Smith - LG
Member at Large	Kristin Rankin – Apple

8. **Legislative Update – TBD**

The executive director told board members that he had been contacted by a State Representative that had questions about the WMMFA’s management structure and financing. Friedrich said the call with the representative and stakeholders was brief and centered around newly proposed legislation in regards to the right to repair. Friedrich explained that in 2009 an amendment to the E-waste law allowed for refurbishment and repair of electronic devices covered by the program and that these activities were being performed at the collector level prior to the WMMFA receiving the materials. Friedrich said that he was told that the right to repair bill would receive a hearing in the Washington state legislature this legislative session.

9. **Old business – continued discussion on restitution funding allocations – et.al.**

The Executive Director explained that spending from the restitution account had been pause in early 2020 due to the covid pandemic. There was a discussion about Earth Eye tracker results to date and the prospects of starting up more tracking of covered devices into the program. It was also explained that we had a deposit on an annual in person meeting to be held in September – pending availability of all attendees. Friedrich said that the new director would follow up on this later.

10. **Matters to discuss at future meetings**

- a. Annual “in person” meeting
- b. Govt. satisfaction report
- c. Annual report to Ecology highlights / summary
- d. Additional Earth Eye trackers, Outreach, Event Coverage

The meeting was adjourned at 10:05 am