



**Regular Meeting of the Board of Directors
Thursday, March 16, 2023 - 9:30 am PST**

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

MINUTES

Board Members Present:

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

Also Present Were:

Peter Thermos, Executive Director, WMMFA
Cynthia Mendoza, TCL

Board Members Absent:

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

1. Call to order – *Luis Vargas*

Luis Vargas called the meeting to order at 9:33 am.

Approve minutes of the January 19, 2022, regular meeting of the Board (**Board vote**) – *Luis Vargas*

Luis addressed the board regarding the minutes of the January board meeting, asking if there was a motion to approve the minutes which were provided in the March 16, 2023, board meeting reference documents. On a motion by Gregg Chason, seconded by Mark Dabek, the minutes of the January meeting were approved unanimously.

2. Report on February 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 February pound and financial information and stated that the collected weight for February was about 1 million lbs. pounds, which was about 6% up from January and 3% down from February 2022. Thermos noted that the 2022 total was 13.3 million lbs. If we continue at 1 million per month for all of 2023, we would be 10% down from 2022, adding that it was too early to project the 2023 total.

February expenses were about 19% below budget, adding about \$90K to our financial reserves. The cost per pound in February was \$0.374 which was a decrease of 18% from January and roughly equal to February 2022. Thermos noted that the cost per lb. can shift month-to-month based on when materials are sent in for processing and when processing invoices are paid. Financial reserves increased to \$347K. As a result, it is likely that the Q3 budget will need to be adjusted down, as our program plan currently calls for roughly a \$120K reserve.

Regarding past due invoices, Thermos stated that two companies that were past due but in very small amounts. He indicated that he did not have confidence that the outstanding amounts would be paid but that he would continue to attempt to collect and pass the issue to Ecology for action if he wasn't successful.

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

3. Financial Compilation and State Accountability Audit Scheduled – *Peter Thermos*

Thermos noted that the required financial compilation and the State Accountability Audit had both been scheduled and that the financial compilation had begun yesterday. He expected to complete the compilation in about 6 weeks.

4. Outreach – Internet display ads – *Peter Thermos*

The Director stated that a month-long campaign of internet display ads had been completed during January and February. The ads focused on TV recycling and ran in the three weeks before the NFL Superbowl and one week after. Blake asked if there would be more explanation on 2023 outreach. The Director stated that the outreach budget had been increased from \$35K in 2022 to \$70K for 2023, and that \$35K would come from settlement funds. Thermos said that internet display ads would be used and other types of campaigns were being considered. He offered to go into more detail with Blake outside of the meeting. Blake stated that he had enough information for now.

5. Annual in-person board meeting, September 2023 – *Peter Thermos*

Thermos noted that WMMFA had traditionally held one, in-person board meeting per year, but the meetings had not been held during the last three years due to the pandemic. Luis Vargas asked if the date of the September meeting had been set. The Director stated that, if the meeting was held in-person, it would likely be moved from the third Thursday of September to the 4th Thursday as the E-scrap conference was the week of the third Thursday. Luis stated that other travel may preclude him from attending in the last two weeks of September. Thermos then asked for input from board members on their interest in having the in-person meeting and if they believed the travel would be authorized. He asked that the Chairperson start the discussion. Madeline Smith responded that should thought the in-person meeting would be worthwhile and that she would attend. Mark Dabek, Blake Nelson and Kim Fox all indicated that they would attend as they all lived near Seattle and could drive to the meeting. Gregg Chason indicated that he would attend the in-person meeting and thought it was worthwhile as it provided board members an opportunity to get to know each other and because local stakeholders could attend to provide input to the board. Melissa Mallory stated that Dell was approving travel to visit customers only. When asked if travel would be approved if airfare and other expenses were paid by WMMFA, Melissa stated that she would look into it. Eric Gilbert stated that he would attend pending travel approval.

Thermos stated that we didn't seem to have a clear consensus and that he would follow up with the Madeline outside the meeting to get a better understanding on who would be attending from the executive committee.

6. Matters to discuss at future meetings – *Peter Thermos*
 - a. Outreach – an updated poster and info card were being developed and are expected to be ready in 30 days.
 - b. Annual Report (submitted March 1, 2023) – the annual report was submitted to Ecology on March first as required by law. We expect to receive feedback from Ecology in the next few weeks and there will be an update in the next board meeting.
 - c. Legislative update – in the Washington state legislature, the battery recycling bill and the right to repair bill were still proceeding. Thermos stated that he did not know the odds of passage but that he would update the board at the next meeting.

Adjourn meeting – the meeting was adjourned at 10:00 am