



Regular Meeting of the Board of Directors
Thursday, November 20, 2025 - 9:30 am PST

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

MINUTES

Board Members Present:

Melissa Mallory, Dell
Kim Fox, Lenovo
Gregg Chason, Skyworth
Eric Gilbert, Acer America
Mark Dabek, RE-PC
Lindsey Filo, LG
Luis Vargas, HP
Blake Nelson, Dept. of Ecology
Leslie Perkins, Department of Commerce

Also Present Were:

Peter Thermos, Executive Director, WMMFA

Board Members Absent:

Cintia Gates, Microsoft
Eduardo Molina, Apple
Joyce Thung, VIZIO
Jane Kang, Samsung

1. Call to order – *Gregg Chason*

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

2. Approve minutes of the September 18, 2025, regular meeting of the Board - **(Board vote)** – *Gregg Chason*

Gregg addressed the board regarding the minutes of the July board meeting, asking if there were any questions or changes to the minutes. Hearing none, Gregg asked if there was a motion to approve the minutes which were provided in the November 20, 2025, board meeting reference documents. On a motion by Mark Dabek, seconded by Eric Gilbert, the minutes of the September meeting were approved unanimously.

3. Report on October 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

Thermos referred to the board reference documents that provided YTD October pound and financial information and stated that the collected weight for October was 1,239,788 pounds, which was 18% above September and 14% above projected volume.

October expenses were about 2% under budget. The cost per pound in October was \$0.344 which was 34% below September and 8% below October 2024. Financial reserves increased to approximately \$510K. Budget reductions in November and December should bring financial reserves closer to the target.

The Director stated that past due invoices were minimal and he expects to collect all outstanding amounts.

Thermos also stated that no restitution funds were used in October.

4. Review / Audit type and format for 2026 (**Board vote**) – *Peter Thermos / Board*

Thermos referred to page 9 of the meeting reference documents which outlined the options for audits. He stated that since 2018, WMMFA had completed the State Accountability Office (SAO) Audit and the financial compilation by accounting firm Moss Adams. The financial compilation focuses on converting cash-based financial statements to accrual, which illustrates that WMMFA finances are secure in the transition from the previous year. The State Accountability Audit reviews sampled invoices and other documents to ensure that WMMFA is following its policies and contracts. In the past, the SAO informed us that we were only required to conduct an audit every other year. Last year the SAO stated that we were only required to complete an audit every four years. However, during the scheduling process for the 2025 SAO audit, we were informed that the SAO now requires audits from WMMFA every year. Thermos recommended completing both the SAO audit and the Moss Adams compilation for FY 2025. Gregg Chason made a motion that we conduct both the SAO accountability audit and the Moss Adams compilation. The motion was seconded by Melissa Mallory and the vote was unanimous in favor.

5. Payroll policy – *Peter Thermos*

The Director stated that the SAO had recommended that WMMFA create a payroll policy for our staff of three employees. Thermos noted that the SAO cannot require us to create a policy, but if we don't, they could make a public finding during our next audit that we had insufficient policy protections of our finances. On that basis, a policy was created. On a motion by Gregg Chason, seconded by Kim Fox, the payroll policy was approved unanimously.

6. Credit card policy – *Peter Thermos*

Thermos stated that the SAO had also recommended that WMMFA create a credit card policy. The Director noted that the credit card was already covered by the state electronics recycling law with regard to use of program funds. As with the payroll policy, the SAO cannot require us to create a policy, but if we don't, they could make a public finding during our next audit that we had insufficient policy protections of our finances. On a motion by Mark Dabek, seconded by Eric Gilbert, the credit card policy was approved unanimously.

7. Q1 2026 proposed budget with annual volume and budget projections (**Board vote**) – *Peter Thermos*

The Director asked the board to turn to page 13 of the reference documents, and to the green-shaded column on the left, the Q1 2026 proposed budget. He noted that the vote would only be for the first quarter of 2026.

Thermos continued that the budget had been developed by starting with FY 2025 projected pounds collected and expenses. The last two months of the year were estimated, using averages for the first 10 months. The collected pounds for 2026 were projected to be equal to total estimated pounds collected in 2025. Cost increases that are expected due to inflation were added. Increases in fuel and labor costs were expected to continue in 2026. The main driver of increased processing costs were the planned 50% increase in the cost of CRT product

recycling. In 2025, CRT costs were approximately \$850k, so a 50% increase could increase processing by \$400k or more. However, since the increases were caused by tariffs on Brazil, it's possible that the processing costs could change during the year by a change in tariff policy or by switching vendors.

Outreach costs were \$70K in 2025 and the same amount was budgeted for 2026. Other areas such as office expenses and legal contained contingency budget that may or may not be used. If the funds were not used, they would remain with WMMFA to be used for future program expenses.

Melissa Mallory made a motion to approve the Q1 2026 budget which was seconded by Mark Dabek and the Q1 budget was passed unanimously.

8. Discussion of legal counsel for 2026 (**Board vote**) – *Peter Thermos and Board Members*

Thermos noted that WMMFA had used our attorney, Van Ness Feldman, for years, going back to the early years of the program. The attorney that worked on our program was Marlys Palumbo. Marlys had retired in the last couple years and the firm assigned another attorney to work on WMMFA legal matters. The Director recommended staying with VanNess Feldman as the primary law firm for WMMFA. Thermos added that the program could use a separate law firm under certain circumstances and recommended that the board agree to the use of a separate law firm with the prior approval of the Chairperson. On that basis, a motion to continue to use VanNess Feldman as the law firm for WMMFA was made by Melissa Mallory, seconded by Mark Dabek and the vote was unanimous in favor.

9. WMMFA Board positions – nominees (Board vote on nominees at January 2026 meeting) – *Peter Thermos*

The Director stated that the board would vote on board positions in the January board meeting. If any board members were interested in leaving or taking on a board position, they should contact either himself or the Chair for more information.

10. Matters to discuss at future meetings – *Peter Thermos*

a. Audit scheduling

The Director stated to the board that the financial compilation would be scheduled for early March, immediately following the completion of the 2025 Annual Report which was due on March 1st by law. The State Accountability Audit would follow the financial compilation which is required by the SAO in their audit.

b. Annual Report was due on March 1st as had been previously mentioned and would be a priority during the first three months of the year.

Adjourn meeting – the meeting was adjourned at 10:06 am