

**CRRA Board Minutes**  
**Tuesday, September 20, 2005**  
**Conference Call**  
**2:30 PM – 4 PM**

**Present:** Susan Collins, Barbara Spoonhour (3:30pm – off), Julie Muir, Leslie Lukacs, Rick Anthony, Alec Cooley, Judi Gregory (Staff), Kym Dreher (Staff)

**Absent:** Bob Hollis (excused), Bill Worrell (excused), Todd Hill (Unexcused)

1. Approve Agenda

2. Approval of Minutes

a. 8/7/05 Retreat Minutes (Collins/Muir Moved to approve the minutes with amendment. 6/0/3 absent. **Motion Passed.**

b. 8/18/05 Board Meeting Minutes (Spoonhour/Lukacs) moved to approve the minutes. 6/0/3 absent. **Motion Passed.**

c. Record any e-votes from previous month.

**E-motion** (Muir/Spoonhour) to approve LATC's Workplan and budget. 8 yes, 0 opposed, 1 absent (Hill). **Motion Passed.**

**E-motion** (Hollis/Spoonhour) to approve an amount not to exceed \$1,000 for Judi to have the Fairmont contract language revised to protect CRRA against potential labor disputes and to have an attorney review the remainder of the contract to highlight other potential areas of concern and make recommendations accordingly. 6 yes, 0 opposed, 3 absent (Anthony, Cooley, Worrell). **Motion Passed.**

**E-motion** (Gregory/Spoonhour): to award the three complimentary 2006 conference to be raffled off to people who return conference evaluations. 6 yes, 0 opposed, 4 absent (Hill, Anthony, Hollis, Worrell). **Motion Passed.**

3. Officer Reports

a. President's Report

*NRC Congress*

*I attended the NRC Congress in Minneapolis the last week of August. I arrived early to attend the leadership training workshop NRC organized. It focused specifically on how organization boards can work together more effectively, and was quite valuable.*

*I attended the Sunday ROC meeting representing CRRA in Todd's absence. I have included the meeting minutes on the Yahoo groups site. NRC staff gave a presentation on current and upcoming projects. The two that could potentially benefit CRRA the most are plans to develop an online membership database and to develop a national certification program. The database project could be used by CRRA and other RO's to integrate databases with NRC's while also opening possibilities for CRRA to automate our own database management and do some creative member services-oriented things. NRC has been talking doing this for a number of years now, however I got the sense that it has been reinvigorated and is moving forward in the months ahead. NRC staff has already been in contact with Judi and Kym about technical interfacing issues. Their next step is to put an RFP for software providers. Their was nothing new to report with the development of a national certification program beyond recent conversations that have taken place. NRC has been talking to the Pennsylvania RO about adopting some of their program ideas. This project is lower on their task list and is not likely to result in anything before next summer. Beyond staff presentations, there was little of note to come out of the ROC meeting itself. The mid-year RO meeting will take place in Dallas in early February.*

*The conference itself was good, but largely uneventful. One item of note was the release of NRC's BEPEC (sp?) study done in conjunction with some of the major beverage producers. The*

*boiled down gist of the study is that the majority pf beverage containers are still consumed in the home and that better curbside programs are needed. It did not address the question of bottle bill efficacy or appropriateness. Next year's congress will be in Atlanta in October.*

#### *Meetings with major sponsors*

*I am working with Judi and Susan to set up a series of face to face meetings with our major sponsors as away of developing better communication and working relationships outside of soliciting money from them once a year. We are tentatively working to schedule the first set of meetings with the EPA reg. 9, SF Environment and Stopwaste (Alameda W.M. Authority) at the end of this month. Subsequent meeting will then be arranged with CIWMB, DOC and other major sponsors in October.*

#### *Email from Philippe Cousteau*

*Following the discussion at the SLO retreat of the miscommunication over the Philippe Cousteau invitation, I sent letter of apology to office. I received the following response from Philippe via email.*

*Date: Thu, 11 Aug 2005 00:19:34 -0400 (EDT)*

*Subject:*

*From: "Philippe Cousteau" <philippe@earthecho.org>*

*To: anc1@humboldt.edu*

*To Whom It May Concern,*

*I do not know who to address this letter to as there is no name on the letter. However, I am place. Needless to say, I was quite surprised and quite unhappy that such a thing would happen that ultimately embarrassed both of our organizations and me as an individual. Regardless, I did send a statement to be read at the conference two days before the event even though I had only heard about it 5 days earlier.*

*That is about all I know.*

*--*

*Philippe Cousteau  
PRESIDENT  
EarthEcho International  
1050 Connecticut Ave NW  
Suite 1000  
Washington, DC 20036  
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Discussion on Judi coming up with a conference policy for all speakers – general and plenary and then have Julie and Kym look at it and bring it back to the Board.

#### **b. Treasurers Report**

See attached report.

#### **c. ARC Staff Report**

*The office has been moderately quiet. I am working on getting the money for conference in, follow-up on invoices. I am getting ready in October to start preparing for annual invoice that go out in Early November. ARC is still waiting to hear about the 2006 Conference Contract.*

#### **d. Managing Director Report**

*Things have been very busy this past month and half. A monthly report was created which outlines what activities I have been working on and the time spent for the month. I have created*

a folder on Yahoo that will have these reports each month. In addition, starting with the September report, a **daily** log of tasks and time will also be included.

#### Newsletter

The September issue of e-Recyclescene was completed on 9/6 and was posted to the listserv by Laura on 9/15/05. The October printed issue of Recyclescene is in process. Please send articles of interest to me by 9/23/05.

#### Conference Evaluations

The conference evaluation was completed in late August, however there have been numerous technical difficulties in getting it on the website for distribution. Currently, the project is on Laura's to-do list to recreate a file that is compatible with our server. She anticipates completing the project by 9/16/05.

#### Other Projects

Other key tasks I have been working on include the 2006 conference hotel contract, budget and timeline. I will be attending a conference meeting on 9/30 in San Jose. I am also working with Alec and Susan to meet key sponsors in the bay area on 9/29. Tasks that I have allotted time to start working on are conference binder, master calendar and committee planning tools.

#### **e. TC Liaison Report**

Next TC Quarterly Call is scheduled for Friday, Sept 30 at 1:30 pm

### **4. Committee Reports**

#### **2006 Conference Committee, Julie Muir**

The committee has been active finalizing an agreement with the Fairmont, developing a draft budget and timeline and coordinating sponsorship and participation with the City of San Jose. The City has agreed to sponsor \$50,000 plus resources to help recruit additional sponsors, advertising, staff support and possible graphics design services. They will also assist in pulling together other large partnering agencies to provide assistance on the committee. A copy of the City of San Jose's commitment letter is available on Yahoo. A meeting of the conference committee is scheduled for 9/30/05.

#### **Administration Committee, Bill Worrell**

The administration met on August 23. Present were Susan, Bill and Rick. Bob was not on the call. The consensus was that Bill would continue as the chair. The following items were discussed:

##### **1. Review of Judi's Agreement**

Judi's Agreement was reviewed. Incorporated into the agreement were changes from Todd and Bill. During the review several additional changes were made. With these changes the committee approved the Agreement. (After the meeting Judi was provided with a revised copy of the Agreement. On August 24 she also accepted the revised agreement.)

##### **2. Legal Review of pending Agreements**

It was agreed that the following two pending agreements would be sent out for legal review: a. Judi's Agreement, b. ARC conference agreement. The cost of the review cannot exceed \$500 per agreement. Susan and Bob will select the attorney and have the contracts reviewed.

##### **3. CRRA voting policy**

The administration committee considered the following three voting options that the CRRA could add to the internal policy manual.

a. No action shall be effective without the affirmative votes of a majority of CRRA Board Members.

*b. No action shall be effective without the affirmative votes of a majority of those CRRA Board Members present at the meeting.*

*c. No action shall be effective without the affirmative votes of a majority of those CRRA Board Members present and voting either yes or no at the meeting. However, the total yes and no votes must satisfy the requirement for a quorum.*

*The committee voted 3-0 to recommend option b to the Board for adoption.*

**4. Management Options**

*The committee discussed various future management scenarios.*

**Policy Committee,**

*No report this month*

**Communications Committee, Bob Hollis**

*No report this month*

**Development Committee, Bob Hollis**

*No report this month*

**Program Committee, Alec Cooley**

*No report this month*

**5. Old Business**

**a. Legal Review of Contracts**

Admin Committee has been working on it getting the 3 contracts reviewed The Fairmont's Contract, Judi's Contract and ARC Conference Contract.

Discussed Attorney changes on Judi's contract.

**Motion:** (Muir/Lukacs) Moved to approve the contract with Judi Gregory consultant as amended by the attorney. 6/0/3 absent. **Motion Passed.**

Discussed the ARC Conference Contract. The attorney made a few suggestions to the contract. Administration Committee needs to get the changes to ARC, Alec suggest Alec work with the Admin committee and work with ARC and then Alec would sign it.

**Recommendation:** Give to President and have Alec/ARC make the changes and get it back to the board. The Board is comfortable with Alec and Steve at ARC making the changes and then getting back to Board. Judi requested also adding Exhibit A changes also to Steve.

**b. Board Standards**

Discussion on Rick doing a lot of work on them and the board kinda stopped working on it.

**Motion:** (Cooley/Muir) moved to adopt the Board Standards and add them to the internal policy. 6/0/3 absent. **Motion Passed.**

**Motion:** (Anthony/Collins) moved was an amendment to adopt the draft Board Standards of Conduct as part of the internal policy. Item 12 which refers to participation with external organizations is to be stricken from the adopted version. 6/0/3 absent. **Motion Passed.**

**6. New Business**

**a. Approve hotel contract with Fairmont**

Discussion on the letter from San Jose and that they are giving CRRA \$50,000.00 for the conference. Discussion on the staffing and the help they are giving to CRRA for the conference.

Discussion on the Fairmont contract and how it has been working with them. Judi gave an update on possible strike issues. Judi sent around a contract with John's changes. CRRA has a limited time to get things changed before the Fairmont gives the space and date away.

**Motion:** (Spoonhour/Muir) moved to authorize Alec to sign the contract after final changes are made. 6/0/3absent. **Motion Passed.**

**b. Approve draft conference budget**

**Motion:** (Muir/Collins) moved to approve the conference budget. 6/0/3 absent. **Motion Passed.**

**c. Approve conference Mgmt contract with ARC**

Discussed prior.

**d. CRRA Voting Procedure**

Discussed amending the CRRA Internal Policy

*The Administration Committee considered 3 different voting procedures. The three options were:*

*a. No action shall be effective without the affirmative votes of a majority of CRRA Board Members.*

*b. No action shall be effective without the affirmative votes of a majority of those CRRA Board Members present at the meeting.*

*c. No action shall be effective without the affirmative votes of a majority of those CRRA Board Members present and voting either yes or no at the meeting. However, the total yes and no votes must satisfy the requirement for a quorum.*

*The administration committee votes 3-0 to recommend option b to the Board.*

*Amend the CRRA internal Policy Manual by adding the following to the end of Part II, Section B:*

**VOTING PROCEDURE**

*At a CRRA Board Meeting (either in person or by teleconference) no action shall be effective without the affirmative votes of a majority of those CRRA Board Members present at the meeting. If an electronic vote of Board Members is conducted, all Board Members shall be deemed to be present excepting those board members that have advised the Board in advance that they will be absent during the voting period.*

Board decided to leave the policy as it is for right now.

**e. GRC Report on RMA Summit**

Rick reported from the GRC meeting wanting to add the RMA to the CRRA Policy Document. He requested GRC work with the Policy committee to make this happen. Discussion on having Darryl, John and Bill joining in on the discussion and committee. Gary Liss and John Davis are talking about this right now. Discussion on creating another steering committee to make it go forward or have John Davis work with them.

**f. Approval Budget for travel for Judi/Alec/Susan to San Francisco for Sponsorship Meetings**

Judi, Alec and Susan have made several appointments to meet with EPA, Norcal, and SF Environment. There is a Conference Committee meeting in San Jose on September 30<sup>th</sup> and they will be there for that anyways.

**Barabara –stepped off call.**

**Motion:** (Muir/Lukacs) moved to approve \$800 Judi/Alec/Susan will need travel and hotel for Sponsorship meetings and Conference Meeting. 5/0/4 absent. **Motion Passed.**

**Meeting Adjourned: 4:20pm**