

CRRRA Board & Member Meeting Minutes
Friday, November 4, 2005
SCS Engineers Offices, Long Beach
10:00 AM – 5:00 PM

Present: Julie Muir (via Conference Call), Rick Anthony, Bill Worrell, Leslie Lukacs, Susan Collins, Darryl Young, Judi Gregory, Barbara Spoonhour, Alec Cooley, Kym Dreher (Staff), Bob Nelson (Member)
Absent: Todd Hill (Unexcused), Bob Hollis (excused)

1. Agenda Review –
Additions, Deletions

2. Approval of Minutes –

a. 10/18 Board conference call minutes

Motion: Leslie/Susan moved to approve the minutes. Motion passed. 7/0/2 absent.

Motion Passed.

b. Record e-votes from previous month.

3. Officer Reports (*written & verbal reports*) –

President Report –

Thinks the organization is moving in a good direction. The committee's are doing a great job, especially the Admin. Committee, which has had a lot on there agenda. Discussion on getting members involved in the committees.

Secretary Report –

No Report

Treasurer Report –

Draft 2006 Budget, posted to Yahoo Board Group files and included in Board Packet.

ACTION: *To approve 2006 draft budget*

Bill feels like he is getting a handle on everything, it is a lot of work. He is working on budget to get a more accurate account of where money goes.

Staff/ARC Report –

Staff has continued to work on membership invoicing to be done this month. Staff has been working on ARD mailings and other Board requests. The phones have been moderately quiet. Staff is also working with the 2006 Conference Committee on the San Jose 2006 CRRRA Conference.

Staff/MD Report –

Monthly Report to CRRRA Board

For the Month of October, 2005

Prepared by: Judi Gregory

Tasks Completed: August 2005

- ✦ **2006 Conference Planning:** Finalized hotel conference contract with conference hotel (Fairmont), Finalized ARC Conference contract, other miscellaneous planning details, emails and calls.
- ✦ **Board Meeting & Planning:** Participated in October Board meeting and planning, prepared agenda and board packet, participated in conference calls and multiple emails and prepare same docs for November retreat
- ✦ **2005 Post Conference:** Compile evaluations.
- ✦ **Recyclescene:** Completed October e-newsletter,
- ✦ **Sponsorship Activities:** Contacted Zero Waste Communities, City of LA and StopWaste.Org to set up meetings.
- ✦ **Committee Activities:** Attended committee meetings and have started to set up standardized templates for minutes, agendas and annual goal timeline. Also worked on many action items for each committee. C/C with Laura to coordinate website.
- ✦ **Other Miscellaneous Management Tasks:** Started on ideas for master calendar, provide conference data for 2006 budget and review, responded to emails and phone calls.

Priority Tasks: November 2005

- ✦ **2006 Conference Planning:** Work on conference binder, stay on top of deadlines and help organize activities and provide info for planning. (Estimated 5-10 hours)
- ✦ **2005 Post-Conference Report:** Finalize 2005 post-conference report and submit to Board. (Estimated 5-10 hours)
- ✦ **Recyclescene:** Finalize November e-issue of Recyclescene and printed issue of Recyclescene, including post conference highlights and photos. (Estimated 15-20 hours)
- ✦ **Sponsorship Activities:** Will attend sponsor meeting with local sponsors including the City of Los Angeles and Zero Waste Communities. Update sponsorship package. (Estimated 5 hours)
- ✦ **Monthly Management Tasks:** Prepare board meeting and retreat packets, attend Board call, assist with committee activities and attend committee meetings as needed. Work with Board to develop Board position descriptions. Work with President and Board as directed. (Estimated 10-15 hours)
- ✦ **2007 Conference Planning:** Start preparation of 2007 conference package, which will go to potential SoCal cities and CVB's. (Estimated 5 hours)
- ✦ **Training Certification Activities:** Work on outline/budget and incorporate sponsor visit ideas. Start pulling together training program steering committee. (Estimate 3-5 hours)
- ✦ **Committee Activities:** Continue to focus on committee organization and tasks assigned from committees. (Estimate 10 hours)

Time Spent on Tasks for September 2005

2006 Conference Planning	6.25 Hours
Board Meeting and Planning	10.75 Hours
2005 Conference	6.0 Hours
Recyclescene	3.0 Hours
Sponsorship Activities	2.75 Hours
Committee Activities	12.5 Hours
Other Miscellaneous Management Tasks	9.0 Hours
TOTAL MONTHLY HOURS	50.25 HOURS

Please see yahoo files for a copy of the complete October report and hours worked.

Sponsorship: Working on updating sponsor packet, to incorporate suggestions from sponsors and add flexibility. SJ has already had some local interest in sponsors. Barbara and I met with Zero Waste Communities on 11/2/05 and I and Alec are meeting with City of Los Angeles on 11/7/05.

Newsletter: October e-letter went out. Working on November e-letter. Still haven't finished the printed copy...but working on it.

Conference Wrap-UP: Included with packet. Evaluations compiled, except for specific details on each session, tour and workshop.

Other Projects: I have been heavily focused on committees this month and trying to bring an organization that can be duplicated in each (agenda, minutes, and annual goals timeline). Also working with Laura to get committee websites. Also working on many committee related projects.

Judi has been very busy – but gonna need to slow a little with the baby.
 She is working on getting things organized before the baby comes.
 She is working on getting 2005 and 2006 Conference Stuff done.
 Most of the stuff that she is working on is from the committees.
 Working on sponsorship and getting the best things to the sponsors to fit there needs.

ACTION: Board Packets – Any officer/liaison or committee need to get reports to Judi.

TC Liaison –

TC's are doing great – 7/10 TC's will be represented tomorrow and that is great.

NRC Liaison Report –

Winter meeting is taking place in Dallas – in Feb. We should use NRC as a resource for sponsorship. No Report from Todd.

GA Liaison Report –

Alec has sent a letter to the CIWMB. We are seeking to meet with the CIWMB and the DOC in early December.

Setting up meeting with CIWMB and the DOC in early December.

ACTION: Contact DOC about ARD events and posting them on the website.

ARD Liaison Report –

Being behind this has been difficult, but Leslie and Barbara have learned a lot and are teaming up with other organizations to get info out. We were unable to get the CIWMB thing going.

ACTION: Contact CIWMB about posting there event on the website.

4. Committee Reports/Strategic Planning Update (written + 10 minute presentation)

Strategic Plan –

Judi shared the strategic plan.

Administration Committee –

Present: Bill Worrell, Richard Anthony, Susan Collins, Judi Gregory

Absent: Bob Hollis (excused)

2006 Budget: Bill has completed a draft 2006 budget for submittal to the Board at the upcoming retreat. Budget is missing TC data, which will be included following the retreat. Budget is based on CPI (3%) increase in annual membership dues.

BOARD ACTION: Committee recommends approval of budget.

Member Dues: After discussion, the committee decided to recommend a CPI or approx 3% increase in the member dues for the 2006 year. Options were to both postpone increases and have larger increases in the future, or to provide small annual increases based on the cost of living. This would bring member dues up to \$186 for regular memberships (\$155 CRRA + \$31 NRC) and \$103 for Non-profit/Student Rates. Committee also discussed that ARC would send bills to all renewing members, plus members that lapsed in 2005. There was also discussion to send a letter from the President and an invoice, appropriately labeled "Membership Application" to all CRRA conference attendees that are not currently members.

BOARD ACTION: Authorize ARC to send invoices with revised rates to renewals, lapsed members and coordinate with President to send invoices to CRRA conference attendee non-members as well.

Chair: Bill Worrell was selected to remain as committee chair.

Records Retention: Judi brought up issues with organizational records retention. There is a need to develop a process for both updating pertinent documents (ie: Internal Policy, ByLaws, External Policy,) as well as a process for retaining these documents and others (minutes, newsletters). Judi will draft, with input from Bill, a sample procedure for updating and retaining records future Board discussion.

TC Contract: As follow-up to last years retreat discussion with TC's, Judi will draft a sample TC Contract and send around to committee for review and ultimately presentation and discussion at the TC Retreat on 11/5/05.

Communications Committee –

No meeting since last report 2 weeks ago.

Conference Committee –

Since the last report two weeks ago, the conference committee has not met again, however, the committee has made significant progress.

- *The committee has decided on a theme: Innovate: Think Outside the Triangle*
- *A call for committee members was sent to the CRRA members listserv and have had a total of 10 people volunteer for the conference committee so far, not including TC involvement.*
- *Leslie Lukacs has agreed to come on board as the conference program chair. A call for concepts was already sent to the membership via the listserv*
- *Initial sponsorships and exhibitors have begun contacting us to request more info.*

Development Committee –

No meeting since last report 2 weeks ago.

The Committee is working on developing members, setting a Development Committee Timeline for goals and projects, and getting organized.

Policy Committee –

Art Boone wanted to be put into the policy committee; Leslie will let him know the application is online. RMA got posted and updated. Todd is chair and Rick is helping.

ACTION: Policy needs to look at the issue of Alt Compliance System – AB 939 – reevaluating THE STURCTURE and come back to the Board with a recommendation. And universal waste needs to be looked at also.

Program Committee –

Present: Alec, Barbara, Judi, Susan

Absent: Todd Hill (unexcused)

The committee mostly focused on housekeeping/ organizing issues. There was a discussion of the continuing need to solicit additional committee members. Concern was expressed by committee members over Todd's absence and lack of visible activity as NRC liaison. It was agreed to have the chair draft a letter expressing these concerns. It was agreed that there is a need to develop formal job descriptions for each of the liaison positions. Barbara will work on the ARD description, Julie on the TC and Alec and Julie on the NRC. The rest of the meeting was turned over to going over a timeline for committee projects, assigning responsibilities and due dates for the next year.

Special Committees –

Redistricting –

Present: Rick, Bill, Bob & Alec

This first meeting was spent discussing the need for redistricting, possible changes and creating an action plan for the committee to come up with recommendations for the Board. Some of the issues outlined included:

- *The current nine districts disproportionately represent the membership. As an example, the 1st district has 15 members while district 9 to its immediate south has 121 members. In purely democratic terms, this imbalance gives greater control to the individuals from low-membership districts.*
- *Some districts may have multiple competent people interested in being on the board while other districts have none and rely on arm-twisting to get someone to step forward. In the past interested people have held off competing against incumbents or colleagues out of a perceived courtesy.*

There was not unanimity that these issues warranted changing the district system. However, it was acknowledged that the committee's responsibility was to make recommendations the Board.

Several potential changes were discussed. Some centered on consolidation down to two or three multi-seat districts representing broader regions of the state, while others would set aside seats to represent specific professional

demographics or provide for "at-large" directors. It was agreed that committee members would each write up descriptions for several different redistricting scenarios to be discussed during down time at the Long Beach meetings.

Discussion on whether or not we should try to get this done before the next elections or give it some time. There was general agreement to push the process to have it done in time for the 2006 election.

Lunch Break (food brought in)

5. Old Business

2006 Budget –

Bill led us through the budget for 2006. Discussion on TC Budgets and work plans coming in. Approve the budget with adding in the TC later.

Motion: Collins/Leslie moved to approve the in concept the Management and Conference budgets and hold off on the TC and Committee until we hear more. 7/2 absent. **Motion Passed.** Discussion on Member dues being increased at a 3% it will be 186 for regular members and 103 for nonmembers.

Motion: Cooley/Spoonhour moved to approve a 3% rounded to the nearest dollar increase on membership dues annually. 7/2 absent. **Motion Passed**

Updated Conference policies –

Judi proposed the Conference Policies and it will be added to the December agenda. Board needs to look over and discuss it in December.

2005 Conference wrap-report –

Went through report.

RMA Approval Process –

Discussion on what to do with the policy.

Motion: Worrell/Anthony moved to approve the RMA document. 7/2 absent. **Motion Passed.**

Discussion on what we would do to someone that takes stuff out of context. The Policy committee will start a sub committee to focus on where to go next with the RMA.

ACTION: Judi will let the membership know by the newsletter.

6. New Business

a. Staff reviews - Closed Session –

Judi & Kym were asked to step out.

b. Master Calendar Discussion –

Judi has started putting a draft for a master calendar together– any ideas that need to be included get to Judi so she can get that uploaded.

c. Member Survey –

Not much to report, but are working on the survey right now. Please have committees and TC's give questions within 30 days. Discussion on what is the purpose of the survey. Discussion on using the survey as a gage for what is on the mind of the members and look how valuable the conference survey. Judi would like to get it out by the first of the year. Discussion on there being an incentive for people to respond.

d. TC Work plans & Budgets – VSERC, HHW, GRC.

Motion: Muir/Anthony moved to approve the VSERC, HHW and GRC work plans and budgets. 7/2 absent. **Motion Passed.**

e. VSERC Workshop –

Motion: Muir/Anthony moved to approve the VSERC Workshop in February in concept and will review the budget at the next call. 7/2 absent.

7. Items From the Floor

- a. **Todd Hill** – Discussion on his lack of attendance and involvement. Alec has called and written him with the expectations he has to fulfill as a board member and he made the next call but none of the committee meetings since Alec spoke with him. Discussion on how this could effect the positions he chairs. There is a need to remove him as NRC chair to protect the relationship between CRRRA and NRC.

Motion: Muir/Spoonhour moved to remove Todd from the NRC liaison due to his lack of communication and performing the duties for NRC liaison. 6/2 absent/1abstain.
Discussion on who would like to run for the position. Rick and Alec running for the position.
Discussion on Rick and Alec's desire to do the position. It was decided that Alec is the new NRC Liaison.

Meeting Adjourned: 4:50pm

