

**CRRA Board Meeting Minutes**  
**Tuesday, July 15, 2008**  
**Board Meeting 2:30 – 4:30 pm Closed Session**

**Present:**

- Northern:
- Central: Julie Muir, Bob Nelson, Tracie Bills
- Southern: Rick Anthony, Leslie Lukacs, Susan Collins (left at 4:15pm)
- Advisors: John Davis
- Staff: Judi Gregory
- Guests: Peter Slote, Bob Gedert

**Absent:** David Krueger and Laureteen Brazil

**1. Approval of agenda**

**2. Approve minutes** from May 20, 2008 and June 17, 2008

Motion Lukacs/Nelson 6-0-0-2 approved. Minutes are up to date on website.

**3. Record e-votes**

- a. Motion passed (8-0-0-0) Muir/Lukacs move to rename the CRRA organics award to the Dave Hardy Leadership in Organics Award. Discussion opened Tue 7/1/2008 9:11 PM and closed Thursday, 7/3/08 at 9:20 AM. Voting opened Thu 7/3/2008 9:24 AM and closed Wednesday, 7/9/08 11:10 AM.
- b. Motion passed (8-0-0-0). Muir/Krueger motioned and seconded to approve the Executive Director Contract and Exhibit A and grant permission to the President to hire Bob Gedert as our Executive Director. Discussion opened Thursday 7/3/2008 11:26 PM and closed Tuesday, 7/8/08 at 12:55 PM. The voting period opened, Tuesday, 7/8/08 12:56 PM and closed Wednesday, 7/9/08 at 11:20 AM.

**4. Contracts (closed discussion) - Nothing**

**5. Action Items:**

| <b>Responsible Parties</b> | <b>Task</b>                                                                                                                                                                          | <b>Date Assigned</b> | <b>Due Date</b> | <b>Status</b> |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|---------------|
| Worrell/Krueger            | PDF, Post contracts, file hardcopies                                                                                                                                                 | 2/19/08              |                 |               |
| Gregory/Worrell            | Draft thank you e-mail to renewing members. Include Survey Monkey to sign up for TC's                                                                                                | 2/19/08              |                 |               |
| Worrell                    | Report back on how many non-profits are renewing                                                                                                                                     | 2/19/08              |                 |               |
| Worrell                    | Draft electronic letter inviting members whose membership expired in 2006 and 2005 to join again. Link to membership benefits page and registration page, send draft to whole board. | 2/19/08              |                 |               |
| Krueger                    | Add Policy Process 1.0 to Internal Policy and add to website                                                                                                                         | 7-15-08              |                 |               |

**6. Policy Committee (John)**

a. CRRA Board Policy Process, 1.0

A means for the CRRA board to be more timely in updating policy by using internal policy and the Resource Management Act. To assure future policy providing they follow current internal policy can provide the policy committee to consider how to become more effective. Approved by the policy committee and moved forward to the board to adopt this policy. This CRRA Board Policy Process is needed to enhance CRRA's role in resource management policy issues. Policy includes legislation, regulation, permits, program endorsements, and other matters. CRRA's Policy Manual identifies "external policy" including legislation as the Policy and Legislation Committee's role.

Therefore the Policy Committee recommends that the Board:

Adopt Board-approved process allowing timely policy positions;  
Base policy positions on Board-accepted principles, such as the RMA;  
Authorize the Board President to take public positions on issues without advance Board approval, if timing is essential and the position is supported by previously adopted principles;  
Require that the President advise Board by email of all positions taken;  
Keep an updated policy agenda, by reviewing and clarifying the Resource Management Act (RMA), or its successor, at least annually;  
Carry out a broader process for CRRA's policy agenda, with at least bi-annual member's discussion and adoption;  
Assure that future policy agendas include statements of principles, to provide legislative guidance;  
and  
Authorize the Policy Committee to take initiatives needed to effectuate the Board's policy responsibilities.

For legislation, the Policy Committee recommends that the Committee:

Approve a list of legislation, stating reasons for CRRA's support or opposition;  
Circulate the list to the CRRA Board for concurrence, rejection or modification;  
Begin taking positions, through the President, when timing is sensitive, consistent with stated reasons;  
If a bill is modified, advise and circulate any revisions that may require reconsideration of CRRA's position;  
Advise technical councils, through their leadership, of all considerations and positions; and  
Assure that position letters state reasons for CRRA's support and opposition.

**Motion to approve policy as stands: Collins/Nelson 6-0-0-2 Passed.** David Krueger will need to add policy to the Internal Policy and update the website.

- b. a proposed letter on AB 822 (multi-family recycling); *no longer need - remove*
- c. a letter on AB 2058 (shopping bags) with comments; *already submitted electronic*
- d. a position on landfill surcharges with comments (2866 and 2040); *Julie can move forward with writing a letter on this.*
- e. language on SB 1625 (crv) with comments; *Julie can now write a letter*
- f. SB32 Scoping Plan – John made a few modifications that Mark Gagliardi has added. The RGWC was going to take action, but the Policy Committee recommended that CRRA endorse the letter. John circulated and will need board to consider letter. **Motion to approve letter, Anthony/Collins 6-0-0-2 Passed**

## 7. SWANA

### a. SWANA Peer Review (Bob N.)

Tim Flanagan, from Marina Waste Management District, is one of the leaders of this project and requested that CRRA would be a good source for peer review of this program. Cooperating with SWANA could have several advantages for CRRA. Since the SWANA program focuses primarily on the operation of facilities, there is not much overlap between this program and our Certification Program. Review of their curriculum will allow us to influence some of their program to help further our own RMA goals, exposing a national audience to more progressive resource management theory.

**Motion that CRRA participate with SWANA in the peer review of their updated Recycling Managers Certification Program with a friendly amendment that Tim will report back to us before he actually submits comments to SWANA – Bills/Collins 6-0-0-2 Passed**

- b. **SWANA Booth** – Susan said that we did get traffic, but was not at booth very long. Find out from Bob Hollis to see what his input is and what he would recommend to change. It appears it was a very good fit.

## 8. Web Contract Update

### a. IKORB's contract – status

Our web administrators, iKorb, have done an outstanding job adjusting quite a few problem areas on our website and have been turning around requests within 24 hours. Our May invoice was \$2124,

which is high, but a lot of maintenance was needed and we were adding a lot onto the conference website. Our June invoice was \$1401, which is about the same cost as Laura's invoice for last June.

iKorb identified some changes that need to be made to the website in order to make it more functional when the web design or edits are done. They said that it would take approximately 3 to 5 hours of work, which should be under \$500 to accomplish.

**iKorb Motion to move forward with the web maintenance for a not to exceed \$500 Bills/Collins 6-0-0-2 Passed**

**9. Financial update (David)**

- a. See attached financial statements  
Bob Nelson noticed TC line item – actuals show \$0 but budget is \$2000. David to check LATC, GRC, and all other TC's to see why it was zeroed out. Bob will talk with David.
- b. Conference Budget – will need to see how many meals will be reported once registration comes in. Won't know until next week.

**10. Conference Update (Tracie/Judi):**

- a. Approval conference partnering organizations (Judi)
- b. Approval of free registrations and hotel
  1. The organization gets three free rooms for the conference dates 8/2 - 8/6. Those free rooms have been assigned to Tracie as conf chair, Julie as President and Bob as program chair. These are upgraded suites (1 deluxe and 2 VIP). We will also get 1 free regular priced room for every 50 reserved. Currently looking at 14 free rooms – credit on. Those rooms go to offset the staff rooms on our account. Julie and Bob will pay for their own rooms and the extra rooms will go back into
    - Jeff Morse (EPA paying for travel & hotel, CRRA giving complimentary registration)
    - Paolo (GRC picked up travel and CRRA provides registration)
    - Brenda Platt (CRRA for travel, registration and hotel)
    - Ed Bagley (CRRA registration, DOC is paying for hotel and travel)

Tracie and Rick were the only board member who needed a free room. Board agreed to allow spending \$575 for a hospitality room for DOC, which is coming out of the sponsorship. Leslie will follow up with Judi on keynote speakers. Brenda Platt will pay for her expenses and we will reimburse her. ICLEI person (Mica) is speaking but is coming from Oakland.

Add a section as "Loss Revenue" in conference budget for next year. Can still record registration costs as speaker under keynote. Transfer money from keynote to registration

**Motion to approve Paolo to have a free hotel room 4 nights at CRRA conference– Anthony/Bills 3-3-0-2 Fails**

**Motion for Bob Gedert, Tracie Bills and Rick Anthony get free room nights and registration for Bob Gedert - Nelson/Bills 5-0-0-3**

2. 400 people have registered so far \$151,000, our dollars per person is much higher.
  3. Confirmed volunteers
  4. Last final meetings with committees, program is being proofed. Sponsorship is at \$178,975 cash \$10K over on in-kind. Exhibit Hall is full, it was filled early on and we did not need to – everything is over except registration income. We usually do 10-20% income onsite. \$10,000 more onsite.
  5. San Mateo County offered to pay for one day for one council person in each city to attend the CRRA conference. Motion to offer San Mateo County elected officials membership day rate No onsite fee rate Lukacs/Bills 6-0-0-2 Passed
- c. TC Conference Activities RGWC, CCRC, VENUES and Central Valley will be holding a meeting, still have 3 spaces left.
  - d. Julie and Tracie to discuss the "pot luck" meal for the board meeting on Saturday night.

**11. CRRA 2009 Conference – update – Table to next meeting**

- a. Status: contract signed 6/30/08 by Julie Muir
- b. Did we make a 2009 budget

12. **CRRA Board Retreat** – Set Date and location

Julie to send out email for dates – 2day retreat, 1 day board meeting, 1 day ½ conference, ½ technical council meetings. Leslie's brother has a 4 bedroom house we could use that house a pool and is on the golf course.

13. **Certification Update** (Bob Nelson/Judi): Move to next meeting

14. **Technical Councils** – Nothing to add

15. **Membership**

Some people who sign up for membership rate for conference but is not a member, Judi is keeping on top of that. The people on the listserv is on there but not a member. Table the rest for the DevCom Committee.

16. **NRC**

- a. NRC: 21<sup>st</sup> Century email from CJ May, CRC - Given to us in March, many of the issues were due to Kate, so many of those things will go away.
- b. Changes to the Affiliation Agreement – board reviewed.
- c. **Richard Gertman is nominating himself for the NRC board. Motion that Julie writes a letter of recommendation on behalf of CRRA - Nelson/Anthony 5-0-0-3**

17. Officer reports (consent)

- a. **President report (Julie):** Working with board members and advisors and committees on organizational issues. Continued to move the ED issue forward. Spoke with Darryl Young.
- b. **Treasurer report (David):** No Report
- c. **Secretary report (David):** No Report
- d. **ARD Liaison report (Laurenteen):** I've been in contact with half of the group that requested posters for celebrations on and around November 15<sup>th</sup>. One person has provided information which has been forwarded to iKorb. Turns out there are some issues with the recycle day website, so hopefully between Bob, Laura, and iKorb it can be corrected before I receive further updates. My goal is to get everything on the website prior to the new event, so that folks searching for information can find something useful on our site.
- e. **TC Liaison report (Bob N):** Several TC's have scheduled annual meetings during the conference, there are three spots left. Otherwise, no action to report,
- f. **NRC Liaison report (Leslie):** Received Congress Information for RO's from NRC. We will work to coordinate the promotion of the NRC Congress. In return, we get a free membership, \$100 booth, and 2 - \$180 discounted registrations. We will need to know who is interested in attending the NRC (Pittsburgh) and if we want a booth (yes).
- g. **GA Liaison report (Susan):** Nothing to report.
- h. **Admin Staff report (Bill):** No Report
- i. **Phone Staff report (Judi):** No Report
- j. **Web Admin report (Stephie):** No Report

18. **Committee reports (consent)**

- a. **Conference Committee (Tracie): FOOD Committee (Laurenteen)** – has been great. There has been a consistent party of three that show up to all the meetings and Krista has been great in getting the logistics taken care of with the farmers. Hopefully all of our vegan and vegetarian members will be ecstatic about the positive changes to the menu. **Chair- Tracie:** This past month I have worked on meeting or emailing all conference sub committees, reviewed website, put together the Topic Dinners making reservations and preparing information for Judi to send out on listserv for sign ups, attended the Exhibit Hall Committee and Food Committee Meetings, put together the welcome letter, met with the Welcome Reception Committee and finalized plans, connected a few people with Chris Moran for Raffle Prizes, worked with SBWMA and RecycleWorks to get welcome letter done and worked with Judi to see what else she needed assistance with. Prudence, Judi, Julie and David have done a phenomenal job with exhibitors and sponsorship, thank you for all of your hard work!

- b. **Dev-Com Committee (Tracie):** The DevCom Committee did not meet this month, but will schedule a meeting for August. The top priorities will be a protocol to put in place to update listserv from the membership list and recruiting members and sponsors. Our web administrators, iKorb, have done an outstanding job adjusting quite a few problem areas on our website and have been turning around requests within 24 hours. Our May invoice was \$2124, which is high, but a lot of maintenance was needed and we were adding a lot onto the conference website. Our June invoice was \$1401, which is about the same cost as Laura's invoice for last June.
- c. **Program Committee (Bob Nelson): Nothing to report.**
- d. **Certification Sub-Committee (Bob Nelson):** Certification report is submitted under a separate report. Nothing else to report.
- e. **Policy Committee (John):** see attached minutes.
- f. **Admin Committee (David)**