

## **Administration Committee Annual Overview**

The following outline is a brief overview of the tasks completed during the 2006/2007 year, as well as priority tasks for the upcoming year.

### 2006/2007 Accomplishments

- Updated the Internal Policy in many areas, including
  - Policy for release of election vote counts
  - Updated mileage and meal reimbursement language
  - Updated Board hotel room reimbursement language
  - Updated Board conference registration language
  - Created policy for the number of Board members on each committee
  - Developed election campaign policy/procedures and policy for early candidate withdrawal
  - Updated policy on distribution of conference attendee lists
  - Updated membership due policy to be based on CPI
- Held Board and TC electronic elections utilizing Voting On Demand
- Dealt with fraudulent check issues and closing/re-opening of new bank account, twice
- Oversight of ARC contractual issues and 30-day notice to cure
- Updated and signed annual contracts for web administrator and managing director
- Prepared annual budget
- Reviewed management options and suggested to hire full-time Executive Director
- Oversight of management transition
- Retained a job recruiter to oversee ED search

### Priorities for 2007/2008

- Develop records retention procedures
- Perform financial audit
- Complete management transition and all issues related to
- Work with TCs to update TC section of IP
- Create IP section for advisor position

## **Certification & Training Annual Overview**

The following outline is a brief overview of the tasks completed during the 2006/2007 year, as well as priority tasks for the upcoming year.

### 2006/2007 Accomplishments

- Advisory Committee completed initial planning and prepared a draft Certification Outline
- Draft budget prepared
- Developed a sponsorship/fund recruitment outline
- Surveyed members on training needs
- Researched online & teleconference options
- Staff took online courses from two different organizations to see how they work
- Staff reviewed various training courses to compare pricing and certification requirements
- Staff had discussions with PROP to see how or if CRRA might benefit from purchasing certain components.
- During visits with DOC and CIWMB shared information on CRRA's plans for development and requested financial support
- Prepared a written request to CIWMB for financial support of certification
- Met with CIWMB, SWANA, UCLA and LARA/CRMTI representatives to discuss how all organizations and potentially others can work together to create training/certification which will be available nationally and internationally.
- Applied for and received training grant from EPA for 4-courses
- Coordinated with CRMTI to develop 2 courses for the conference which will also be available for CRRA to include in the future
- Drafted instructor agreement
- Selected instructor to prepare two Introductory courses (Richard Gertman) and had the first one completed for the conference
- Initiated grant coursework, including development of course outlines for the four courses
- Surveyed members & others on desired locations for training and daily schedules.

### Priorities for 2007/2008

- Develop a certification/training annual workplan
- Hire staff/contractor to oversee training
- Create a separate subcommittee under Program to focus on training/certification
- Update annual budget
- Determine workshop and certification costs to attend
- Create registration database system
- Create a tracking mechanism for attendees that will track classes, certificates, testing, surveys...
- Meet obligations of EPA grant
- Create promotional materials
- Develop secure website
- Do additional online/webinar research
- Develop annual timeline of training dates
- Decide on additional classes to incorporate
- Develop list of potential instructors
- Research additional grant/funding opportunities
- Continue discussions with other organizations to cross coordinate training Create surveys for all workshops, both specific and general.
- Develop a good database electronic & mail for promoting training

## **DevCom Committee Annual Overview**

The following outline is a brief overview of the tasks completed during the 2006/2007 year, as well as priority tasks for the upcoming year.

### 2006/2007 Accomplishments

- Updated and distributed membership directory via password protected webpage
- Researched conference calling services. Made two changes over the year, ultimately resulting in a good service costing 35% less than last year.
- Updated the new member letter
- Updated annual sponsorship materials
- Updated listserv protocols and created monthly reminder notice to lists
- Researched numerous online tools for communications, webinars, voting, membership management
- Switched newsletter and conference electronic promotions to Constant Contact
- Performed annual member survey via Survey Monkey
- Updated the membership page of the website
- Worked with Admin Committee on e-voting procedures
- Created committee webpages
- Renewed web administrator contract adding insurance clause
- Introduced ourselves to CSDA and coordinated cross sponsorship as part of member recruitment.
- Cross sponsored with Biocycle and Earth Resource Foundation
- Purchased a trade show booth and created 1-panel of the design work

### Priorities for 2007/2008

- Work with TC's to develop electronic new member packet
- Update all member activities, including
  - Look at creating a Membership Liaison
  - Work with Program Committee on new membership structure
  - Update new member process and packet
  - Continue to look into online membership management
  - Get online membership payment working properly
  - Do more active new member recruitment activities
  - Send member recruitment letters to non-member conference attendees
- Determine grant writing goals
- Move forward with branding process
- Develop press page on website
- Look into additional fundraising opportunities (1%)
- Work with Program Committee to develop networking opportunities in conjunction with training workshops

## **Policy Committee Annual Overview**

The following outline is a brief overview of the tasks completed during the 2006/2007 year, as well as priority tasks for the upcoming year.

### 2006/2007 Accomplishments

- Wrote letter to Governor to veto AB 2449 – plastic bag bill
- Wrote a letter to Indiana Governor supporting recycling
- Wrote a letter to Governor re: Zero Waste Resolution
- Wrote a letter to CIWMB re: Strategic Directives
- Wrote a letter to ARB re: AB32 early action measures
- Wrote a letter supporting the San Francisco grocery store bag resolution
- Wrote letters to the Governor supporting AB 48 & AB 548
- Reviewed and responded to the NRC Guiding Principal Document
- Had the attorney review lobbying activities and provide feedback on \$'s that can be spent.
- Reviewed legislation, determined which bills to support and send information to the members
- Held a workshop on “Reducing GHG’s Through Getting the Organics Out of Landfills”. This workshop and the content lead to multiple CRRRA activities including organizing conference sessions and plenaries around what we can do to reduce GHG’s
- Creation of the RGWC
- Advanced Policy session at conference

### Priorities for 2007/2008

- Continue to watch AB 1020
- Stay on top of AB32 – early action measures
- Work with the TC’s to update the RMA and policy vision
- Review annual bills and develop mechanism for receiving input and sharing with members

## **Program Committee Annual Overview**

The following outline is a brief overview of the tasks completed during the 2006/2007 year, as well as priority tasks for the upcoming year.

### 2006/2007 Accomplishments

- Began discussions of a revised membership structure
- Identified 2008 Conference location
- Researched options for 2009 – 2011 conferences and sent out RFP. Received a couple responses

### Priorities for 2007/2008

- Work with DevCom to develop revised membership structure
- Identify conference locations for 2009 – 2011
- Work with DevCom Committee to develop networking opportunities in conjunction with training workshops

## **TC Liaison Summary 2006 - 2007**

### Accomplishments

- Start up of the Recyclers Global Warming Council.
- Start up of the K-12 Technical Council.
- Three TC's held workshops over the year (CCRC/VSERC, and LATC) and at the Conference.
- One, the CORC, helped sponsor the Organics Out of Landfill Workshop (with the Policy Committee).
- GRC is active and held Conference sessions.
- The beginnings of a Sacramento CRRA Chapter have begun.
- Fresno has expressed interest in beginning a local CRRA Chapter.

### Challenges

- Interest in many of the TC's is at a low ebb. Several have no TC leadership (e-waste, HHW); RRRRC is trying to find someone else to take over leadership, CDC has been in contact occasionally, but not active, IRC is trying to implement a name change and refocus, but have not been able to organize yet.

### Priorities for 2007/2008

- Invest the TC's into the Conference Program. One of the goals for an active TC is to sponsor a session (or track) during the conference. This would require some involvement with the Conference Program Committee.
- Refocus the Technical Council structure to reflect the current level of interest. TC tend to mobilize when there is an "issue" to rally behind, otherwise they tend to idle. There have been discussions on creating several levels of TC participation. An "interest group" level could be merely belonging to the listserv (little cost involved to maintain the listserv). As interest increases they could become more active, such as teleconferences (a small amount of funding required) to a fully active and funded TC that will provide additional member benefits, such as workshops, databases, etc. This would allow TC to remain visible while allowing some flux in interest and controlling CRRA funding requirements.
- Increase the opportunities for the local chapters. With the Certification Program about to come on line, there is an opportunity for interested chapters (or potential chapters) to sponsor these classes.

## **Governmental Affairs Liaison Summary 2006 - 2007**

### Accomplishments

- Preparing and coordinating thank you letters to all VIP speakers from the 2006 conference;
- Sponsorship follow-up after the conference with soliciting ideas for the following year and ensuring that sponsorship funds were received;
- Coordinating letters of support for bottle bill and used oil programs, in support of our partner organizations;
- Attending the CAW birthday party, and expressing the support of the full board of CRRRA for CAW;
- Coordinating support letter for Stephen Bantillo to lead the Division of Recycling at the Department of Conservation;
- Coordinating support letter for Mike Paparian for the open CIWMB board position;
- Coordinating and attending meetings with CIWMB and DOC during the year to discuss membership, conference participation and certification and training;
- Attending meeting with SWANA, CIWMB and UCLA regarding the ways each of our organizations' training and certification programs can work together.
- Coordination with CIWMB to use their facilities for the Organics workshop and our Board meeting.

### Priorities for 2007/2008

- Coordinate training and certification programs with partner agencies; request sponsorship as appropriate.
- Continue to coordinate conference, sponsorship, and other issues with our partnership agencies, in accordance with GA liaison position description.
- Continue to respond to requests from outside agencies to review legislation and provide letters of support when appropriate.

## America Recycles Day Liaison Summary 2006 - 2007

### Accomplishments

- I feel that I have a handle on what to do and how to do it this time around for ARD.
- The ARD Liaison functions as a resource person for the State of California with regards to relaying event and NRC information related to planning and organizing as well as brainstorming to find ways to help brand the event Statewide. There is a retreat that can be attended in February hosted by NRC. Last year's event took place in Chicago. This is an opportunity to connect with State Coordinators and to find out what everyone does and is doing for the program. It is a fun and informative retreat.
- With my postings to the listserv and my name and contact information being posted on the ARD websites, I've received inquiries from people trying to figure out what to do for an activity as well as from vendors trying to connect with people hosting events. As of today, I have about 500 posters that people have ordered for their organizations. I receive email inquiries almost daily.
- I've been in contact with the DOC for an activity in Sacramento and Ogilvy has been in contact with the CIWMB and with Bob Hollis to plan a dynamic event also in Sacramento with the Governor's involvement and a stellar prize planned.
- I feel that there's more momentum this year for the event than I experienced last year.

### Challenges

- The America Recycles Day website is still not completely updated. So there are a lot of questions that I'm unable to answer with regards to specifics that are provided by NRC. However, ideas are flowing across the country for events and activities.
- I feel like I'm doing my part but I'm not so sure NRC is as supportive as they should be. November is pretty much around the corner but on a positive note, somehow I'm sure everything will work out in the end. As long as we are progressing forward and more groups and organizations are getting involved then we're half way there. I'm sure Earth Day started out this way and now it's almost a national holiday, branded very well. I guess we all have to start somewhere.
- NRC has been a bit MIA with their launchings and there's been some overall lack of information:
  - - I don't know when to expect the posters
  - - I don't know their dimensions
  - - I don't know what they will actually look like

### Priorities for 2007/2008

- Overall, I would say continuing to improve our services to our growing audience and providing at least one or two large events in Sacramento on November 15th.
- Also, the national website once updated should have tangible information for groups and individuals planning events. Our website, [www.recycleday.com](http://www.recycleday.com), should also list this kind of information. I get questions all the time for ideas on what to do, how to get started, who to contact for information. Vendors want to know who in California is hosting an event and how to connect with them. I don't have this information even for last year. I typically find out after it's complete. Maybe if we could create something interactive so that organizations can register their events on our website. I think this would be helpful for someone else down the road. What I mean by registering is that our website could give our community the opportunity to post their planning process, accomplishments, barriers, etc.

## **NRC Liaison Summary 2006 - 2007**

### Accomplishments

- Julie and Rick attended meetings in Atlanta, San Francisco, Chicago and Denver.
- Advocated and negotiated changes to the NRC Affiliation Agreement to have NRC inform State Recycling Organizations when invited in State to testify, meet and/or speak at press conferences as well as long term notification in regard to conferences. This was agreed upon finally in Denver
- Invite the NRC President to speak to CRRA Board in regard to policy and transparency. This happened at the CRRA Conference in San Pedro.
- Represented CRRA in Denver exhibit Hall
- Kept the Board apprised through e-mail forwards and memos on NRC issues.

### Challenges

### Priorities for 2007/2008