

**Maryland Recyclers Coalition, Inc.**  
**Board of Directors Meeting**  
**February 17, 2004**  
**Law Offices of Schwartz & Metz**  
**Annapolis, Maryland**

CALL TO ORDER: The meeting was called to order at 10:35 a.m. by Chairman Bob Stumpff.  
The following members were present:

Pam Kasemeyer	Secretary	MDDSWA	pmetz@schwartzmetz.com
Bob Stumpff	Chairman	UMCP	rstumpff@umd.edu
Chaz Miller	Director		cmiller@evasns.org
Bruce Norton	Director	Constellation Energy	Bruce.a.norton@constellation.com
Richard Keller	Director	MES	<a href="mailto:rkell@menv.com">rkell@menv.com</a>
Brian Ryerson	Director	Office Paper Systems	Ryersonops@aol.com
James Wood	Director	Midshore Regional Recycling	jwood@friend.ly.net
Tom Parran	Director		tomparran@comcast.net
John Brunner	Director	University Park	Townhall@upmd.org
Ford Schumann	Director	Infinity Recycling	infinrecy@aol.com
Hugh Snively	Director	Mid-Atlantic Waste Systems	hsnively@mawaste.com
Charlie Reighart	Director	Baltimore County	creighart@co.ba.md.us
<b>Also Present:</b>			
Carol Taylor	Member	Anne Arundel Co.	Pwtayl45@mail.aacounty.org
Jackie King	Staff	MRC	<a href="mailto:Jackie@ksgroup.org">Jackie@ksgroup.org</a>
<b>Members</b>			
<b>Absent:</b>			
Craig Stuart-Paul (1)	President	Fairfax Recycling/Recycle America Alliance	Stuart-paul@att.net
Bob Ernst (1)	Director	Harford County	<a href="mailto:cernst@co.ha.md.us">cernst@co.ha.md.us</a>
Marilyn Rybak (1)	Treasurer	Prince George's County	<a href="mailto:merybak@co.pg.md.us">merybak@co.pg.md.us</a>

MINUTES:

Moved, seconded and carried to approve the minutes of the January 20, 2004 meeting.

PRESIDENT'S  
REMARKS:

President Stuart-Paul was not present but submitted a report which is attached. (Attachment A).

TREASURER'S

REPORT:

Treasurer Rybak was not present. Copies of the month-end financial statements for the period ending January 31, 2004 were distributed, reflecting total assets of \$18,947.69 for the period ending January 31, 2004.

Moved, seconded and carried to approve the Treasurer's Report subject to audit for the period ending January 31, 2004.

A Cash Flow Forecast Worksheet through December 31, 2004 was distributed indicating a projected cash balance of \$6023.

A Draft Procurement Policy was reviewed by the Board and is attached (Attachment B). Under the section for contracts of \$3000.01 and above it was recommended that the language be changed to read lowest cost qualified vendor.

Moved, Seconded and Carried to approve the Procurement Policy as amended with one abstention.

REPORT FROM  
PLANNING &  
RECYCLING, MDE:

No Report.

LEGISLATIVE  
AND POLICY  
COMMITTEE :

Pam Kasemeyer reported that there are several issues related to recycling that are being reviewed by the Maryland Legislature. She recommended that board get involved so that MRC can take a stand on these issues. Three bills are being discussed and require action by MRC. They include:

- Mercury Disposal Ban – SB 136 – requires a ban on disposal and labeling requirements for manufacturers. Kasemeyer is willing to draft a letter for MRC in support of the concept of bill and have Stuart-Paul or Stumpff sign.
- E-Waste – Three different approaches are being discussed; two bills HB 109 and HB 328 are before committees; MRC needs to have several representatives involved in the dialog.
- EPP – Environmentally Preferred Purchasing – HB 811 – same legislation that was introduced last year; a hearing will be held on February 26 and MRC needs to have input at the hearing.

Moved, seconded and carried to empower Executive Committee to work with Kasemeyer regarding legislation and keep board informed via email of actions and plans before next board meeting.

COMMUNICATIONS  
COMMITTEE:

King reported that MRC Electronic Newsletter was emailed the week of February 9. She received positive comments from members and has had several people ask to add new events to the Events section of the newsletter.

CONFERENCE  
PLANNING  
COMMITTEE:

**MRC 2004 Conference** – Richard Keller stated that the conference committee met on February 4 to continue planning the 2004 Conference. A copy of the minutes is attached (Attachment C).

An agreement with CCBC Catonsville for the conference was signed by Stuart-Paul as President of MRC.

Keller has agreed to continue as Conference Chair through the conference and will serve on the board until the end of his term in May 2004.

King stated that the save the date card would be mailed the day of the board meeting, but the zip code for MRC headquarters and web site address was incorrect on the cards. She asked that any future mailings be sent to her for proofing before printing. Approximately 500 post cards will be mailed to members and prospects.

The target date for mailing the promotional piece is mid-March.

The next meeting will be held on February 25, 2003 at 9:30 am at the Bureau of Environmental Services in Columbia.

MEMBERSHIP:

James Wood reported that the new MRC brochures have been printed and brought them to the meeting. He encouraged board members to distribute them to prospects. Additional brochures may be obtained from MRC headquarters.

Wood and Palmiotto are still working on a service area list for members to be posted on the MRC web site. Wood will ask Steve Kullen about the logistics of putting the information on the web site and determine a survey format. King stated that these service areas could be added to each member's profile in the member database once the survey is completed.

Wood reported that 38 members have not paid their dues. An updated list of unpaid members is attached (Attachment D).

ROC REPORT: Report of January 24 ROC Meeting is attached (Attachment E).

OLD BUSINESS:

**EPA GRANT** - Keller asked the MRC consider hiring MES to perform work on MRC's behalf on the EPA Grant with CCBC Catonsville. The grant would be for \$10,000 over two years. MES would receive \$7000 for the work performed.

Moved, seconded and carried to hire MES to work on MRC's behalf on the EPA Grant with CCBC Catonsville.

ADJOURNMENT:

Due to parking issues and other commitments by the board, the meeting was adjourned at 12:20 pm.

Respectfully Submitted,

Jackie King  
Executive Director

## ATTACHMENT "A"

President's Report  
February 2004 MRC Meeting.

Ladies & Gentlemen,

I apologize for my absence at the February meeting, so please accept this letter as my report.

### **1. Conference:**

Richard has very kindly agreed to stay on as chair of the conference committee, and the conference is coming together well. I have spoken to Jonas Jacobsen, who has agreed to attend the final session (The future of recycling, (ten) messages for Governor Erlich), as well as the follow up response in the fall. The soft drink association has kindly agreed to sponsor a professional moderator for this session. I re-iterate my interest in paying for quality speakers (expenses or per diem) to be peppered about the other sessions.

I have been able to secure the \$5,000 marquis sponsorship from Recycle America, and am pursuing some other prospects as well. Would someone please volunteer to contact all last years sponsors/exhibitors to be sure they renew.

The agreement with CCBC has been signed and personally delivered to them. Should the board approve the grant application, and revised procurement procedure I will do the same for this.

### **2. Nominating Committee:**

Charlie has brought up the fact that we need to form the nominating committee for 2004/5, and has kindly agreed to serve on it. We need two more volunteers, at least one from the business community.

### **3. E-Cycling:**

I attended a meeting at MDE that brought together interested parties in the three e-cycling bills proposed by the MD legislature for this session. I am canvassing the e-cyclers in our membership for solutions to the fact that the State does not wish to pay for any more events etc., and the electronics industry is dead set against producer responsibility. (Pam can fill you in on this further.) There does however seem to be a fact void out there, which I hope to remedy by the next meeting at MDE.

### **4. Website Links:**

I would like to be able to roll out our links to business members by service area, by the conference. How are we doing on this? It would be nice to advertise this service to all the attendees.

### **5. Newsletter:**

Many thanks to Kelley and Laura for an outstanding job on the newsletter.

### **6. NRC:**

I am in touch with Ben Walker, and appear to be having much more success by pursuing this issue unofficially by telephone than in written communication. Certain unofficial mea culpas may have been heard. I will probably have something more substantial to report by March. In the interim, lets focus on the conference.

### **7. Wash-Cog:**

Thanks to all who attended Wash-Cog with me, we were able to emphasize the good works being done by MRC, and the exciting events coming up at the conference, while downplaying any NRC flak.

If anyone feels I have missed anything, please feel free to e-mail me prior to the meeting.

Respectfully submitted,

Craig

## ATTACHMENT “B”

### MARYLAND RECYCLERS COALITION PROCUREMENT POLICY

(2<sup>nd</sup> Revised Draft 2/9/04)

The Maryland Recyclers Coalition, Inc. (MRC) is committed to purchasing the best goods and services available, in the most cost-effective and fiscally responsible manner.

Consistent with its mission, MRC will also strive to maximize the amount of recycled content in goods purchased. This will include building recycled content requirements into procurement specifications where applicable.

Additional provisions governing MRC procurements for goods and services follow:

1. All contracts for goods and services that legally bind the MRC shall be in writing, signed by an approving authority (officer, committee chair, or one of their designees).
2. All contracts for goods and services that legally bind the MRC shall be authorized by the officially approved budget of the MRC or as otherwise specifically approved in advance by the MRC Board of Directors.
3. In addition to meeting requirements #1 and #2 above, all contracts for goods and services that legally bind the MRC must satisfy the requirements outlined in the table below:

<b>Actual Contract Value</b>	<b>Procurement Requirements</b>
\$0.00 to \$1,000.00	1) Competitive procurement: not required 2) Reporting by approving authority: required (to Treasurer within 30 days of contracting, preferably as soon as possible; e-mail notice acceptable)
\$1,000.01 to \$3,000.00	1) Competitive procurement: strongly encouraged, but not required. 2) Reporting by approving authority: required (to Board of Directors within 30 days of contracting, preferably as soon as possible; e-mail notice acceptable)
\$3,000.01 and above	1) Competitive procurement: required. Award to lowest cost vendor out of 3 vendor quotes sought (fax quotes acceptable) <b>or</b> winner of request for proposal process out of 3 vendor proposals sought. 2) Reporting by approving authority: required (to Board of Directors within 30 days of contracting, preferably as soon as possible; e-mail notice acceptable)
ANY VALUE	<b>Contract approved in advance by Board of Directors waives all previously outlined procurement requirements.</b> Examples where this may be appropriate include, but are not limited to; draft contracts prepared following negotiations with prospective executive directors and conference host sites.

4. Every document soliciting the provision of goods or services for MRC should include a clause to the effect that “any or all offers may be rejected at the sole discretion of MRC.”
5. MRC members, including members of the Board of Directors, may offer to provide goods or services to MRC for compensation. However, no one with a financial stake in a contract for goods or services may approve, or vote for or against, accepting such an offer.
6. No member of the MRC Board of Directors may accept any gift (or combination of gifts) if for personal gain and if valued in excess of twenty-five dollars (\$25.00), or any commission whatsoever from a contractor, bidder, or proposer,

for the provision of goods or services under consideration by MRC at that time. These prohibitions also extend to anyone else who may be serving as an approving authority for MRC with regard to a contract, bid, or proposal. However, a gift of any value may be accepted by an MRC Board member or approving authority when the gift is for MRC's benefit as an organization (e.g., a conference sponsorship or silent auction item), not personal gain.

## ATTACHMENT "C"

### Minutes – Maryland Recyclers Coalition 2004 Conference Planning Meeting February 4, 2004

Attendees: Richard Keller, Chair  
Bob Ernst  
Laura Norman  
Joe Pistorio  
Kim Reichart  
Kelly Palmiotto

1. Logistics

Conference May 26-28, 2004  
Craig has signed the agreement  
Existing insurance is sufficient  
Save the date card will go out shortly  
Registration package – Mid-March; may send follow-up  
Conference package – more copies of presentations

2. Theme – No theme for conference

3. Tours – Considering the following:

Food composting  
Roll – off Express / Carroll County swap shop  
GM – recycled content in vehicles  
Bethlehem steel – Wednesday p.m.?  
Weyerhaeuser  
E-cycling

4. Silent Auction

Kim has already sent out some requests. Looking for additional requests (\$25 minimum), especially bed and breakfasts and hotels.

5. Attendees

Contact nearby states  
Local businesses  
Private colleges

Have followed up with Mid-Atlantic SWANA and county coordinators

6. Sponsors and Exhibitors

Need sponsor form

7. Publicity

Paul Milton, Patuxent Publishing  
Christian outlets?

8. Agenda and Speakers (Possible Topics)

See attached

9. Next Meeting

Wednesday, February 25, 2004 at 9:30 a.m. in the Bureau of Environmental Services in Columbia.

Respectfully submitted  
Richard Keller, Conference Chair  
February 13, 2004

**DRAFT – DRAFT – DRAFT**

**Maryland Recyclers Coalition  
16<sup>th</sup> Annual Conference  
May 26-28, 2004  
CCBC Catonsville**

**Wednesday, May 26, 2004**

12:30 – 4:00    Seminars  
  
                    Federal Agencies  
                    Private Sector Companies

**Thursday, May 27, 2004**

8:45 – 10:45    Welcome  
                    Awards  
                    Annual Meeting  
                    Plenary Session: Supply and Quality

11:15 – 12:30    Plenary Session: Document Destruction and Identity Theft

1:30 – 2:45      Concurrent Sessions  
  
                    Compost/Mulch (Rhody Holthaus)  
                    Buy Recycled and Environmentally Preferable Purchasing

3:15-4:30        Concurrent Sessions  
  
                    Disaster Preparedness (FEMA, Montgomery County, Laura Thompson)  
                    Event Planning (Baltimore and Harford Counties, Northern Virginia)

5:00              Annual Dinner

**Friday, May 28, 2004**

8:30-10:30      Tour and Concurrent Session  
  
                    What Do I Do With This?

11:00 – 12:30    Plenary Session  
  
                    Future of Recycling

## REPORT ON THE JANUARY 24

### RECYCLING ORGANIZATION COUNCIL MEETING

Saturday's Recycling Organization Council meeting had several positive results for the MRC.

#### Affiliation Dues Structure

The ROC voted to support a change in the affiliation agreement dues structure. The proposal eliminates the growth tax and creates a \$1000 per year affiliation fee and a \$25 per voting member NRC membership fee. A state with, say 120 voting members, would pay \$1000 (affiliation fee) plus \$3000 (member fee of \$25 x 120) for a \$4000 yearly affiliation cost with the NRC. The proposal creates a simpler, more equitable formula.

The impact on the MRC is mixed. In FY 2003, the MRC dues were a little less than \$3000 (we paid a third before disaffiliating.) Our 2003 dues should have been higher because under the schedule in the affiliation agreement, state dues increased over a four-year period. At the ROC's request, the NRC Board voted to freeze state dues at the 2002 formula level instead of increasing them to the 2003 level. The dues formula is very convoluted and I'm not sure what our 2003 dues would have been under the schedule. I think we would have been billed more than \$4000, because the growth penalty would have kicked in.

The NRC Board votes on the FY 2004 Budget in March (they have an April 1-March 31 fiscal year). I do not know how it will vote on the new formula. The NRC's goal is for \$200,000 in revenue from state and individual members. So far in FY 2003, the NRC has only received about \$70,000 in state dues. If the Board adopts the new formula, the NRC will net about \$100,000 in dues revenue (21 affiliates with about 3200 members).

#### NRC – State Relations

The discussion of the Congress host agreement revealed a tremendous amount of unhappiness over the NRC's attitude towards potential host states. The NRC explained that its site selection process begins when it sends an RFP to convention visitor bureaus (CVB) in a particular geographical area (e.g., for 2005, the Midwest). Several of the states immediately protested that they wanted to be informed first – before a CVB was contacted. If they were interested in hosting, then the NRC could contact the CVB for a proposal. One state said that, in retrospect, it was glad it was runner-up to Austin in 2002. Another was unhappy it wasn't notified that a city in its state received an RFP for the 2005 Congress. The Texas group added that it had learned from the media, not from the NRC, that a Dell/NRC computer recycling training would take place in Texas. They had planned to do their own training and felt common courtesy would have the NRC contact them before scheduling an event in Texas. No state rose to the NRC's defense during the discussion. The NRC repeatedly promised to involve the SRO before hosting events in its state. Finally, California said it would probably sign a host agreement with the NRC regarding this year's San Francisco Congress.

#### NRC Workplan and Finances

The 2004 workplan has three elements: rise, realize and relate.

“Rise” means advancing the NRC as the “leader in emerging areas of concern”. Initiatives include e-waste (the Dell project, etc.), athletic wear (Nike/NRC Reuse-a-shoe program), glass recycling, beverage containers (Beverage Packaging Environmental Council) and magazine recycling (ReMIX Pilots – congratulations Marilyn and Prince Georges!).

“Realize” means financial viability, specifically the “nationwide partnerships with affiliated SROs” and the next Congress. Kate said that NRC is in the black and paying off its debt.

“Relate” is customer service, specifically mentioned were strengthening the affiliates base, councils, creating a virtual library and the “municipal response team”.

#### Reaction to MRC Disaffiliation

The other states were quite circumspect about our disaffiliation, although no one gave me a hard time over our decision. After the meeting I was bluntly told that when the NRC Board discussed our disaffiliation, they blamed it all on me (on the theory that Kate and I don't get along). I had heard this before, but hadn't believed it. However, it explains the failure of the NRC letter to respond to our concerns.

### Membership Update: Members Not Renewed

<b>Name</b>	<b>Company</b>	<b>Status</b>
Les Ulanow	ABC Recycling Service	
Terry Bennett	Allegany County Government	
Zev Cohen	American Laser, Inc.	
Veronica Gilliard	American Urological Association	Not Renewing
William Clem	Arlington, VA County Government	
Mary-Jane Atwater	Atwater Communications	
Jenny Day	Can Manufacturers Institute	
Jim Litke	City Of Aberdeen	
Joanie Noland	City of Laurel	
Ed Davis	Constellation Energy	
Mike Fannon	Computers Donation Management	
Richard Tynes	Eagle Recycling	
Monty Davison	Eastern Shore Environmental, Inc.	Not Renewing
Heather Bowman	Electronic Industries Alliance	
Mark Rannie	Emanuel Tire Company	
Michael Rutter	Envirocycle	
Ron Vance	ERG, Inc.	
Craig Stuart-Paul	Fairfax Recycling	
Bob Reichard	Frederick County Government	
Brian Itzkowitz	Goodwill Industries of the Chesapeake, Inc.	
Ford Schumann	Infinity Recycling	
Neil Seldman	Institute for Self-Reliance	
Marc Connelly	JHU Applied Physics Lab	
Taylor Jantz-Sell	Loyola College of Maryland	
Charlie Simms	MES	Not Renewing
John Sparkman	MES	Not Renewing
Richard Keller	MES	Not Renewing
Pat Deavers	M-NCPPC, Department of Parks and Recreation	
Thomas Presti	Morgan State University	
Gary Costanzo	Patuxent River N.A.S.	
James Kantor	PureCycle Technologies, Inc.	
John Brown	Space Fitters	
George Erichsen	St. Mary's County	Not Renewing
Scott Wilson	Subtractions, LLC	
Clifton Dowling	Susquehannock Environmental Ctr., Inc.	Not Renewing
Stanley Ismart	U.S. General Services Administration	
Binnie Baumgartner	United States Naval Academy	
Patricia Haraden	Verizon Information Services	
Curt Wheeler	Weststreet Industries	
Christopher Leyen	Wheelabrator Baltimore L.P.	
Ron Taylor	Worcester County Government	
Lenus Barnes		
Sevy Boutiette		
Wendy Cooper		Not Renewing
Paul Roth		
Bart Stocksdale		