



# WASHINGTON MATERIALS MANAGEMENT AND FINANCING AUTHORITY

## Minutes Regular Meeting of the Board of Directors January 14, 2015

The Board of Directors (“Board”) of the Washington Materials Management and Financing Authority (the “Authority”) held a regular meeting at 9:31 a.m. pacific time on Wednesday, January 14th, 2015 at the offices of Vann Ness Feldman PC, 719 Second Avenue, Suite 1150, Seattle, WA 98104.

### Directors Present:

Mary Jacques, Lenovo  
Beth Johnson, Dell  
Gregg Chason, P & F USA, Inc.  
John Yeider, Apple  
Ken Lowe, VIZIO  
Chipper Hervieux, Ecology  
Eric Gilbert, Acer America  
Jane Kang, LG  
Dinah Rhee, Samsung  
Ken Turner, Hewlett Packard

### Also Present Were:

Miles Kuntz, Ecology  
John Friedrich, WMMFA Executive Director

### Directors Absent:

Susan St. Germain, Dept. of Community, Trade & Economic Development  
Dan Phillips, 4th Dimension Computers and Technology  
Mark Dabek, RE-PC

1. **Call to order** – *Gregg Chason*  
The meeting was called to order at 9:31 am by Gregg Chason
2. **Approve minutes of the: November 20th, 2014 regular meeting of the Board** - *Gregg Chason*  
Gregg asked board members present if there were any additions or corrections necessary on the draft meeting minutes from the November 20<sup>th</sup> meeting. There were no comments or changes requested. On a motion by Ken Lowe, seconded by Dinah Rhee the minutes of the November 20, 2014 meeting were approved unanimously as drafted.

3. **2015 Q2 proposed budget and revised annual projections** - *John Friedrich*

The executive director presented the board with the approved quarter 1 budget and proposed budgets for Q2-4 2015. The director explained that there were no changes to projections in volume or budget from the proposed annual budget presented at the last board meeting. John also disclosed that WMMFA collected pounds were down from 2013 total by nearly 2% and therefore, with current reserves at plan, the budget for Q2 2015 was less than 2013 Q2 by 1.5%. On a motion by Gregg Chason seconded by Mary Jacques the 2<sup>nd</sup> quarter budget was approved unanimously.

4. **Board member director nominees – annual vote** – Gregg Chason

Per WMMFA bylaws elections for the 5 director positions listed above are held annually. Nominees for these positions were solicited from existing board members with final nominees as shown above. On a motion by Gregg Chason seconded by Ken Lowe Mary Jacques was elected as chairperson by a vote of 9-0. On a motion by Mary Jacques seconded by Gregg Chason Beth Johnson was elected as Vice Chairperson by a vote of 9-0. On a motion by Ken Turner seconded by Beth Johnson Gregg Chason was elected to the position of Secretary by a vote of 9-0. On a motion by Gregg Chason seconded by Mary Jacques Ken Turner was elected to the position of Treasurer by a vote of 9-0. On a motion by Beth Johnson seconded by Gregg Chason John Yeider was elected to the position of member at large by a vote of 9-0.

Chairperson	Mary Jacques - Lenovo
Vice Chairperson	Beth Johnson - Dell
Secretary	Gregg Chason - P&F USA
Treasurer	Ken Turner - HP
Member at Large	John Yeider - Apple

5. **Report on December and annual 2014 operational and financial results** – *John Friedrich*

- Pounds by CEP totals
- Financial reports
- Unpaid past due manufacturer's invoices to date

The executive director provided a summary of financial results for December and YTD. The director noted that volumes dropped by almost 2% and that dollar increases from last year's expense total rose less than 1% due to a slight increase in processing expenses surrounding glass disposition. There was board discussion around processing costs going forward the potential for more products to be added to the acceptable devices list. Expenses as a percentage of revenue and in total should not vary much from 2014 according to comments by the executive director. The executive director discussed some potential corrections that might be necessary to collector rates based upon changes and history thus far within plan operations.

6. **Legislative update** – *Miles Kuntz*

Miles Kuntz presented an update on the department of Ecology's request to the Governor to allow Ecology to pursue the adding of additional electronics products to the program. Miles summarized recent meetings with in state stakeholders and manufacturers. According to Miles it had not been determined yet if there will be devices added to the program either this year or next although there should be a clearer understanding within the next few weeks.

7. **WMMFA Executive Director annual performance** – *Board Members*

The Executive Director explained to newer Board Members that a document that provided the scope of duties, salary history, and key performance indicators was provided annually to the Board Chair and/or Executive Committee in order to fairly evaluate the performance of the WMMFA Executive Director. Mary Jacques, board chair, said that the document was circulated to all board members with comments and feedback from most. Based on the analysis and review of the Board, Mary Jacques advised that an executive review compensation package was approved and would be provided to the executive director.

**8. Matters to discuss at future meetings**

**a. Annual “in person” meeting dates - notice and discussion**

The executive director explained that it had been difficult in the past to coordinate availability and travel arrangements for all board members located across the country to one location for a face to face meeting for each board meeting. It was agreed that one meeting this year sometime in September (1<sup>st</sup> choice based on discussion) would be a good date with a goal of having all board members physically present in order to re-cap the prior year and discuss next year’s plans and goals. The executive director agreed to work on a date in September that would potentially work for all board members.

Meeting adjourned at 9:56