

**Virginia Recycling Association  
Board of Directors Meeting**

**Meeting Minutes**

January 18, 2007  
Henrico Training Center  
Richmond, VA

**PRESENT - Officers:**

Steve Coe  
Toby Edwards  
Kate Sicola  
Christine McCoy  
Ken Mogul  
Steve Heinitz  
Tim Lee  
Anita Grayson  
Georgiana Ball

**ABSENT - Officers:**

Ron Vance

**PRESENT – Others:**

Erica Trout- Administrative Assistant

The meeting was called to order at 1:23 p.m. A quorum was determined to be in effect with 7 voting officers present.

**New Board Member**

Toby Edwards recapped to the board that Gail Harris and Tim Lee are interested in becoming members of the VRA board of directors. Gail Harris was voted on the board in spring 2006 but then had to take a leave of absence- Gail would now like to rejoin the board. Toby presented the resume for Tim Lee and Mr. Lee introduced himself. He has 20 years of experience in operations, sales, ,marketing and working with municipal governments. He got his start at Waste Management working for National Accounts and is now working with Tidewater Fibre Corporation, a company that is an active supporting member of the VRA. Tim knows Steve Coe as they were both founding members of the VRA.

Toby suggested that Tim Lee fulfill a term on the board until spring 2008 and that Gail fulfill a term on the board until spring 2007. Christine McCoy moved to accept the nominations of Tim Lee and Gail Harris to the board of directors. Kate Sicola seconded and the motion was unanimously approved.

### **Approve September 26, 2006 Minutes**

Kate Sicola moved to approve the minutes. Christine McCoy seconded. The minutes were passed.

### **Adoption of Bylaws**

Toby Edwards and Erica Trout updated the bylaws to change the language about board member requirements so that instead of a board member be required to live in the state of Virginia, they must have business in the state of Virginia. Steve Coe suggested that the board members need to look at the bylaws at their leisure and email any comments to Erica Trout who will then make revisions and send back out for final approval. Kate Sicola motioned to approve Steve's plan and Ken Mogul seconded. Plan was passed.

### **Green Golf Tournament**

Steve Coe announced that the VRA has been asked by the Environment Virginia conference to sponsor the Green Golf tournament that occurs during the Environment Virginia conference. The executive board previously approved this endeavor by email in a January conference call. Mr. Coe encouraged board members to promote this tournament to colleagues, as any proceeds will benefit the VRA.

### **Joint VRA and VCLPR Conference**

Toby Edwards relayed that he just met with the VCLPR to answer any questions during their board meeting about the VRA conference to be held May 1 -2 in Williamsburg. Toby believes the VCLPR is interested in joining the VRA as they have a short amount of time to plan their own conference which would be held the same days in a different location. The VCLPR wants to make sure they will be able to have a litter track- a full day on May 2<sup>nd</sup>. The VRA will have to check with the hotel to see if this accommodation can be made and the VRA must supply this information to the VCLPR by the following Wednesday so that the VCLPR can get out of the contract with a hotel in Fredericksburg. Their president has been given the authority to make a decision on where they will have their conference based on the information we supply by Wednesday. Kate Sicola said she would check with the hotel about using the room at the hotel for the rest of the day on May 2<sup>nd</sup>.

### **Environment Virginia Conference**

Erica Trout presented the idea of exhibiting at the Environment Virginia conference on April 10 – 12. She would like to set up a booth for VRA to educate people about our organization and encourage them to become members. She would also like to promote the Virginia Recycles license plate initiative to attendees of this conference. Christine McCoy moved to allow Erica to register for the conference at a rate of \$450 and reserve a hotel room for 2 nights at a total cost of \$120. Steve Heinitz seconded and the motion passed.

### **Fax Machine Purchase**

Erica Trout presented the idea of buying a fax machine and phone line for VRA business. With a designated phone line at her house, the VRA could eventually do away with the 800 number. The board members asked her to research the cost of a phone line and have

that cost approved by email at a later date. Kate Sicola moved that Erica should purchase a fax machine for a cost of around \$125. Christine McCoy seconded and the motion passed.

### **2007 Budget**

Toby Edwards presented the 2007 budget where the VRA will have \$35,450 of outgoing expenses and \$41,000 incoming. There is also a carryover of roughly \$22,000. The board members reviewed the line items. Christine McCoy moved to pass the 2007 VRA budget and Kate Sicola seconded. Motion was unanimously approved.

### **Membership**

Erica Trout presented the most recent membership report where there are 114 members, up from 100 members this time last year. The total income from memberships in the year 2006 was \$10,875. Tim Lee moved to approve the report. Steve Heinitz seconded. Report was passed.

### **Treasurer's Report**

Steve Heinitz gave a report on the finances of the VRA that mimics the 2007 budget figures. He also provided a list of all expenses and deposits for the organization in the past year. The board members discussed the \$22,000 that is carry over from the previous year and proposed the idea of using the money for scholarships or setting up an endowment. Toby Edwards said he would soon be working on the VRA taxes. Kate Sicola moved to approve the Treasurer's report. Christine McCoy seconded and the motion was unanimously approved.

### **Conference Report**

Kate Sicola drew a diagram on the back board that represented the various sessions available at the conference. She just received word that SWANA will offer CEUs at at least 4 of the sessions. She also envisions one track of litter sessions. The open sessions could include C&D, Commodities, HHW, Composting, Special Waste and Education and Outreach.

There are 4 activities planned at the conference: 2 lunches and tours (Winery and Colonial), dinner at a tavern and a golf tournament.

Kate said she would write a letter to VCLPR's president to relay this information and the 3<sup>rd</sup> week of February the conference committee would have a meeting with VCLPR and SWANA.

### **C&D Committee Report**

Ken Mogul reported that the last C&D meeting was held on December 6<sup>th</sup> with a good turnout. The committee's primary function right now is to determine how c&d waste can be included in the recycling rate. The next meeting will be held in February where markets for c&D materials will be discussed. Mr. Mogul said he would be able to plan 1 ½ hour session at the conference with C&D speakers.

### **Association Manager**

Erica Trout proposed that since the board is interested in hiring an Executive Director type person to run the VRA, that they consider expanding her current position from an average per 8 hours per week to 20 hours per week. The current budget allows for 6 months worth of work to be complete at 20 hours per week in which time, Ms. Trout would be searching for grants that would allow her to work the remaining 6 months. Christine McCoy moved to accept this proposal and immediately change Ms. Trout's title to Association Manager. Steve Heinitz seconded.

#### **New Business- License plates**

Ken Mogul just found out that the VRA needs to have the 350 pre-paid applications before the General Assembly will pass the legislation to allow a recycling plate. He encouraged board members to meet this goal by each person getting 40 applications. Kate Sicola suggested the VRA continue to promote the license plates, present the design at the conference and have 350 applications by next General Assembly.

#### **New Business- Legislation**

Tim Lee asked if there were white papers available on the state of recycling in the state of Virginia. There was discussion on the absence of a recycling lobby in the state and that NERC has a paper on the benefits of recycling. The VRA is aware of legislation before the assembly that calls for JLARC to study the economics of recycling. The VRA should write a letter in support of this legislation.

#### **Adjournment**

The meeting was adjourned at 4:23.