

ecomaine

Memorandum

DATE: June 9, 2016

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: Agenda for the Board of Directors Meeting

The Annual Meeting is scheduled for **June 16, 2016 @ 11:30am**. The agenda for this meeting is as follows:

1. Welcome: Jim Gailey, Chairman of the Board
2. Approval of the Minutes (*Attachment A*)
3. Audit Committee Report – Mike Shaw, Chair
4. Finance Committee Report – Matthew Frank, Chair
5. Recycling Committee Report – Erik Street, Chair
6. Nominating Committee Report – Dave Morton, Chair
7. Vote on Officer and Committee Appointments (*Attachment B*)
8. Remarks from Kevin Roche, CEO
- 9. Guest Speaker – Anna Eleanor Roosevelt, President
Goodwill Northern New England**
10. Closing Remarks by Incoming Board Chair and Invitation to Tour Facilities



Memorandum

ATTACHMENT A

DATE: June 9, 2016
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: **Minutes - Board of Directors Meeting – April 21, 2016**

There was a **Board of Directors Meeting** held on the date noted above. The meeting was chaired and called to order by Troy Moon, Vice Chairman.

Item #1 - Minutes:

Vice Chairman Moon made a motion to correct the minutes to reflect attendance by Gary Lamb, Town of Waterboro at the March 17 & March 24 Full Board and Budget Workshop Meetings. Richard Brobst motioned to accept the amended minutes. The motion was second by Len Van Gaasbek. All in favor.

Item #2 – Audit Committee Report – Mike Shaw – Chair

The Audit Committee met today and the following items were discussed:

- RKO Engagement Letter FY 16 signed. Audit will begin mid-summer with a final report in September.
- Reviewed with RKO roles and responsibilities of RKO, Staff and the Audit Committee.
- Reviewed our Ethics Policy.

The Audit committee will meet in September of 2016

Item #3 – Finance Committee Report – Matthew Frank - Chair

The Finance Committee last met for a Budget Workshop on March 24, 2016 and the following items were discussed:

- Reviewed the proposed FY 17 Budget.
- Discussion on the Cash Reserve and Investment Policy and meeting later this year to discuss.
- Discussion and recommendations on the distribution of the net proceeds on the Gorham Property.

Matthew Frank suggested the full board to authorize the executive committee to make the decision on the distribution of funds from the Gorham Property at the Executive Committee meeting scheduled for May 19, 2016. Dave Cole requested clarification on the net proceeds from the sale. A lengthy discussion followed.

Rod Regier made a motion that the full board grant authorization to the executive committee to approve the distribution of the proceeds from the Gorham Property at their May 19th, meeting. The motion was second by Matthew Frank. All in favor.

Len Van Gaasbeek motioned to approve the FY 17 Budget as presented. The motion was second by Maxine Beecher. All in favor.

The next meeting of the Finance Committee will in May 19, 2016 with an update by HM Payson on our reserve account through the end of April. We encourage all to attend.

Item #4: Recycling Committee Report – Erik Street, Chair

Erik Street reported that the Outreach & Recycling Committee last met on January 28, 2016 with the following items:

- Recycling is a Work of Art Program had six winners from 12 applications.
- Upcoming School Grants Program 2017 kicking off the end of April.
- Maine Public Broadcasting Networking underwriting campaign with **ecomaine**

The next Outreach & Recycling Committee meeting is May 26, 2016.

Item #5: - Discussion on Food Waste Recovery Opportunities

Kevin Roche reviewed information and market opportunities on food waste recovery and recycling. He provided his views on **ecomaine's** role as a full service provider and the need to recover food from the waste stream. There was a lengthy discussion.

Mike McGovern motioned to authorize approval for the staff to proceed with the Food Waste Program as described at this meeting including the acceptance of organic waste (food waste) by **ecomaine** for transfer to market. Pricing will be set according to market. Staff will provide the following:

1. Description of the program as described at this meeting.
2. CEO report to the Full Board the progress of the program at the October meeting.

The motion was second by Richard Brobst. A vote 20 yea and 1 nay. Motion Approved.

Item #6: - Manager's Report

Kevin Roche provided an update on current legislative matters, a review of the financial summary to include Investment Income YTD and the closing of the Gorham property.

Richard Brobst motioned to adjourn. The motion was second by Len Van Gaasbeek. All in favor.

Present:

Shawn Babine, Maxine Beecher, Linda Boudreau, Alan Bradstreet, Richard Brobst, Deborah Cabana, Dave Cole, Matthew Frank, Caleb Hemphill, Suzanne Knight, Gary Lamb, Maureen McDevitt, Mike McGovern, Troy Moon, Dave Morton, Tony Plante, Rod Regier, Bill Shane, Mike Shaw, Erik Street & Len Van Gaasbeek

Staff:

Arthur Birt, Denise Mungen, Kevin Roche, Kevin Trytek



PROPOSED COMMITTEES FY 2016-2017

Officers & Members of the Executive Committee

- | | | <u>Term Exp.</u> |
|--------------------------------|--|------------------|
| • Troy Moon, Chairman | | 06/30/2017 |
| • Matthew Frank, Vice Chairman | | 06/30/2017 |
| • Mike Shaw, Treasurer | | 06/30/2017 |
| • Erik Street, Secretary | | 06/30/2017 |
| • Dave Morton | <u>District 1</u> - Bridgton, Casco, Gray and Harrison | 06/30/2018 |
| • John Tibbetts | <u>District 2</u> - Hollis, Limington, Lyman & Waterboro (Dennis Abbott – Alternate) | 06/30/2017 |
| • Anthony Plante | <u>District 3</u> - Gorham & Windham (Dave Cole – Alternate) | 06/30/2018 |
| • Erik Street | <u>District 3</u> – Cumberland, Freeport North Yarmouth, Pownal & Yarmouth (Richard Brobst – Alternate) | 06/30/2018 |
| • Caleb Hemphill | <u>District 5</u> - Falmouth & Cape Elizabeth | 06/30/2017 |
| • Suzanne Knight | Portland | 06/30/2017 |
| • Edward Suslovic | Portland | 06/30/2018 |
| • Shawn Babine | Scarborough | 06/30/2018 |
| • Linda Boudreau | South Portland | 06/30/2018 |

Committees

Audit Committee	Finance Committee	Recycling & Outreach
Chair – Erik Street	Chair - Mike Shaw	Chair - Caleb Hemphill
Shawn Babine	Dennis Abbott	Maxine Beecher
Linda Boudreau	Linda Boudreau	Susan Bernier
David Morton	David Cole	Alan Bradstreet
	Len Van Gaasbeek	Richard Brobst
	Suzanne Knight	Dennis Doughty
	Troy Moon	Maureen McDevitt
	Anthony Plante	Troy Moon
	Rodney Regier	Edward Suslovic
	William Shane	John Tibbetts
		Travis Wagner