

Unity Area Regional Recycling Center

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April 20, 2023

1. Bring Meeting to Order: Meeting brought to order at 7:02
a ZOOM meeting conducted by Acting Chair Phil Bloomstein
2. Board Members and Alternates Present:

Diana Hauser (Unity)	Phil Bloomstein (Freedom)
Michael Berry (Thorndike)	Greg Falzetta Thorndike-ALT)
Jenny Tibbetts (Jackson)	Kip Penney (Knox)
Don Pendleton (Dixmont-ALT)	Ross Nason (Dixmont)
Eleanor MacMackin (Freedom-ALT)	Paige Zeigler (Montville)

*Paige made an appearance from the Statehouse
3. Board Members and Alternates Absent:

Beth Soucie (Unity)	Sharon Hibbard (Montville-ALT)
Robert Hogg (Troy)	Jeff Reynolds (UARRC Staff)
4. Agenda Adjustments:

Greg requests a short discussion on Strategic Planning

Diana shared that MOFGA had approved our application to be an exhibitor at this year's Common Ground Fair. Dates are 22-23-24 of September, 2023.

She will be formalizing volunteers and displays in early summer. Before she sends in the fee, she wants to confirm our commitment. No discussion or vote needed. Answer is YES.
5. Approve March 16, 2023 Minutes:

A Motion was Made, Seconded & Approved
6. Manager's Report:

We read the Manager's Report as written by Jeff.

We shipped a load of OCC and Newspaper on 4/19 that totaled approximately 42,000 lbs.

The flow of patrons has been steady; already over **450** customers for the month of April.

People are adjusting to the new batteries/light bulb policy

Jeff & Steve will be attending the trade show both days, May 8th & May 9th.

There are much-needed trainings on Tuesday the 9th that Jeff & Steve will both

be attending.

* some discussion.

Tuesday, May 9th the UARRC will be closed so as to accommodate attendance at the

Trade Show. The training sessions offered are very important & needed.

Asks that Jenny add this closure to the website so the public is aware.

7. Election of Officers:

a Motion was Made, Seconded & Approved to elect Phil as Chairman

a Motion was Made, Seconded & Approved to elect Eleanor as Vice-Chair

a Motion was Made, Seconded & Approved to re-elect Diana as Secretary

a Motion was Made, Seconded & Approved to elect Michael Berry as Treasurer

The Officers for the next year for the UARRC are:

Chair: Phil Bloomstein (Freedom)

Vice-Chair: Eleanor MacMackin (Freedom-ALT)

Secretary: Diana Hauser (Unity)

Treasurer: Michael Berry (Thorndike)

a Motion was Made, Seconded & Approved to add Phil as signator.

8. Discussion of a Manager's Responsibilities:

In anticipation of hiring a Manager this fiscal year, there was a discussion of duties and responsibilities of a Manager, Warehouse Staff, the Board. Should there be a Warehouse 'Lead' Staff Person? Can the Manager & Bookkeeper be a 'shared' position or should they be separate.

Phil was able to place a Spreadsheet on camera so as to look at various duties and responsibilities and come to a bit of a consensus on who is responsible for what. (This was very helpful.)

Discussions about clarification of jobs.

Discussions of what a manager 'is'. per Ross: A manager is a manager, not general warehouse staff although a manager can help out if needed due to staff absence, etc.

A manager is more of an organizer, an executive, an overseer.

Position will be part-time.

The spreadsheet led to very productive discussions.

9. Maine RRA Conference and Trade Show is Monday & Tuesday, May 8th & 9th.

Steve & Jeff are attending, as is Ross, Don & Michael.

Maine RRA is the Maine Resource Recovery Association.

10. The May 18, 2023 Board Meeting will be at the UARRC Office Building in Thorndike.

It will be an in-person meeting.

11. Strategic Plan:

Greg would like the grant process to align with budget planning and our fiscal year cycle.

A Planning, Budgeting Sequence is essential for any type of strategic plan.

12. Crushed Glass:

Both Kip & Eleanor had questions about the crushed glass. A short discussion ensued about possible uses and hauling (locally).

13. Agenda Items for May 18 Board Meeting:

Strategic Plan alignment with Budget planning

Information from the Maine RRA Conference & Trade Show

Additional information about uses of the crushed glass

Manager Position Report & Planning

14. Adjournment:

a Motion made to Adjourn, Seconded and Approved to adjourn at 8:42 p.m.

15. Minutes Submitted:

Diana Hauser (Unity) UARRC Secretary