

## Organizing Committee Minutes

Western Electronic Product Stewardship Initiative (WEPSI-NW)

October 24, 2001, 9 – 11 a.m.

Oregon DEQ, Portland

Attending: Larry Chalfan (ZWA), Betty Patton (WEPSI Project Team), Tanya Schaefer (RA), Dick Schmidt (City of Portland), Lori Stole (WEPSI Project Team)

Attending via phone: Shirli Axelrod (City of Seattle), Cate Gable (GFF), Sejo Jackson (Snohomish County), Wayne Rifer (WEPSI Project Manager), Viccy Salazar (EPA R10), Lisa Sepanski (King County), David Stitzhal (NWSPSC)

1. The 10/10 Organizing Committee minutes were approved.
2. Discussion of Draft Ground Rules for Communication: These have been presented to each subgroup. The committee approved the draft for posting on the Web. The Ground Rules will be posted as a draft, and an e-mail will be sent to all participants asking for comments. They will be finalized at the December 12 multi-stakeholder meeting.
3. Review final Communications Plan: The plan has gone through several drafts, and the committee approved this final plan. Tanya will implement the listserv changes.

Cate will continue to look into transferring ownership of wepsi.org to Recycling Advocates.

4. General subgroup report/discussion:
  - a. Recycling (Patton): The group has 26 members from 5 states and met last Tuesday via phone. They have discussed software licensing, monitors and Asian markets. They are trying to choose one topic that will have the most impact, and will have a focus and assignments in the next week.
  - b. Policy and Regulations (Stole): They have narrowed their focus to five topics and members are preparing summaries for each. They will keep working on these until the Dec. 12 meeting, at which time they will present the information and ask for the full group's input on which topic(s) they should focus upon.
  - c. Design (Stitzhal/Gable): The group met yesterday (10/23) via phone. At the 9/25 meeting, the group quickly came to consensus about working on opening up feedback loops to OEMs. An industry representative pointed out that manufacturers listen chiefly to feedback that comes from consumers, and that feedback from recyclers would not influence them very much. The group then shifted to a conversation about consumer education and labeling. The group is asking Rene St. Denis of HP to talk to the group as she has both a recycler and an OEM perspective. The group is also looking at the history of the Energy Star program.
  - d. Market Drivers (Rifer): The group has 15 members, 6 were on the first call. They quickly came to agreement on a single challenge to focus on – to develop an assessment methodology that assesses a product's design for end-of-life management. It could be used to structure an end-of-life fee, a labeling system or for EPP. They are studying the LEED system and other green labeling systems.

The committee discussed the need to actively solicit participation from all subgroup members by directly asking each person for their input, rather than allowing a few persons to dominate, and by following up with members who aren't able to participate in a meeting or call.

The committee also discussed the intended outcome of the SWOT. Since the subgroups have chosen to focus in depth on specific issues rather than cover their entire topics, the SWOT should be applied to the selected focus issue. When the WEPSI action plan is drafted, it will include the focus issues in greater depth and cover other issues with less depth.

5. Project budget: A spreadsheet was presented that included WEPSI-NW funding and costs through the projected end of the project in July 2002. The budget includes almost exclusively professional services, with some overhead costs, and is projected based on the current spending rate and project length. Since the last review of the funding status, there have been some expansions to the project scope: the formation of subgroups, more frequent organizing committee meetings and a longer timeline. We also had been counting on funding from Department of Ecology which we recently learned will not be forthcoming. Wayne has requested private funding, but has not received positive responses as yet. The project team has looked at the possibility of cutting some project tasks, such as Tanya's meeting record keeping, to reduce the spending rate. The committee asked for a budget based on a work plan broken out by tasks and itemized costs per task. The project team will prepare this for discussion at the next OC meeting.  
OC members will try to come up with equivalent funding for 2002. Segeo asked for a list of funding mechanisms; he will try to get \$5000. We also need to pursue other counties. Vicky will let us know as soon as she knows if there is more EPA money.
6. The 9/25 Seattle meeting cost over \$1300. DOE paid \$200 and Seattle paid \$500 (not \$350 as was thought). We received \$204 in lunch donations. We discussed that we should try to find a free meeting space in Seattle, as we have had in Portland. There is government space available, but not near the airport. The committee agreed that it is acceptable to use government space for the meetings. We will use the World Trade Center for the remaining two Portland meetings. Vicky, Shirli and Lisa will talk about space reservation and catering arrangements, and will appoint a lead person to liaison with Tanya for the remaining Seattle meetings (2/6 and 5/22).
7. Segeo will present the following two documents at the NERC training session before NEPSI.
  - a. Considerations for Local Communities: It was agreed that this should be a NWPC document, not a WEPSI document as it did not come out of the multi-stakeholder process. The committee agreed to drop the WEPSI/NEPSI language from the title, to revise bullet six, and to post it on both the NWPC and WEPSI sites when finalized.
  - b. What can municipalities do to encourage product stewardship?: This complements the considerations document.
8. Multi-stakeholder Meeting dates: 12/12, 12/13 (for tours, etc.), 2/6, 3/27, 5/22  
  
OC Meeting dates: All from 9-11 a.m. unless otherwise noted. 11/19 (9:30-11:30), 12/5, 12/19, 1/16 (NRC conflict)  
  
The committee was not able to finish this discussion. Having a meeting in conjunction with NRC was suggested, as was reducing the frequency of OC meetings. These issues will be discussed at the next meeting.
9. The next Organizing Committee meeting is November 19 from 9:30 to 11:30 a.m. with Oregon folks meeting at Oregon DEQ, Room 5B. The call in number is 206-553-4616.