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**CKRC Executive Committee Meeting**

**Monday, October 1, 2018 \* 3:30-6:00 pm**

Attendees: Tim Schlosser, Joseph Marini, Mike Harrell, Dan Nugent, Curtis Lesslie, Bob Schreiber, Steve Real, Ken Derksen, Steve Holt, Michelle Ferguson, Tim Matz, Michelle Lusk

***DRAFT MINUTES***

I **Call to Order/Antitrust Agreement and Welcome Newly Elected Committee**

**Member/Co-Chairs**

Chairman Steve Holt called the meeting to order and reminded the committee that the meeting would be conducted in accordance with the CKRC antitrust statement and in accordance with all CKRC policies. Michelle Lusk introduced newly elected Committee members/officers: Steve Holt, Chairman, Curtis Lesslie, Vice Chairman, Michelle Ferguson, Treasurer, and Bob Schreiber at-large member.

II **Approval of EC Minutes Spring 2018**

Michelle Lusk presented the draft minutes from spring meeting in Charleston, SC. Curtis Lesslie made a motion to approve the minutes. The motion was seconded by Dan Nugent and the motion carried unanimously.

III **Financial Reports**

Michelle Lusk shared the status of the dues of the 2018-2019 FY. LafargeHolcim/Geocycle’s payment is outstanding but noted it is in process and payment is expected within the week.

Michelle Lusk presented the Budget vs. Actual and noted that all major categories for the FY are under budget. CKRC’s spending is on track and discrepancies within budget categories are explained by the monthly budget against timing of spending. Meetings line item is not representative at this time as the final hotel bill has not been invoiced/paid. Payroll taxes are higher at end of the calendar year, but will balance throughout the FY.

IV **Presentation and Approval of CKRC Financial Statements and Independent Accountants’ Review Report for FY Ended June 30, 2018**

Michelle Lusk presented the Accountants’ Review for FY 17/18. Overall, the accountants’ report was very complimentary. Statement of Financial Position indicates the organization is healthy. Some of the detail explanations included: 1) Registration fees offset meeting costs. 2) Statement of Cash Flow significant change is due to purchase of CDs. 3) The unrealized loss indicates the loss that we would incur if we cashed out CDs on statement date and prior to maturation date. 4) Purchase of equipment line item explained a depreciation and purchase of new computer to replace one that failed. 5) Website depreciation is also included in Purchase of Equipment on p. 8. 6) Timing of reinvestment is addressed in Note 2 – Certificate of Deposit. 7) Two separate accounts include the reserve account for 187K to honor employment agreement/ closeout costs. The majority of this account is in CDs. The other account is CKRC’s operating account.

Dan Nugent questioned if we need to have the amount of liquid assets in surplus in the CKRC funds. He pointed out that current dues bring in approximately $35k surplus. Dan suggested comparison of potential need and project direction and recommended an annual review. The Executive Committee agreed to develop a task force to explore opportunities in this area. The following individuals volunteered to serve on this task force and will report back to the EC at the spring 2019 meeting: Michelle Ferguson, Dan Nugent, Joseph Marini, Curtis Lesslie and Bob Schreiber.

Dan Nugent made a motion to accept the Accountant Report. The motion was seconded by Curtis Lesslie and the motion carried unanimously.

V **Presentation of Options to Honor Craig Campbell’s Memory**

Michelle Lusk presented the scholarship options that were explored at Bucknell University (Cambell’s alma mater), as well as ‘rotating’ one-time gifts. Michelle also shared the status of CKRC’s inactive PAC funds and available options.

The group discussed the option of an Annual Scholarship ($20K over four years). The group raised the question of how to support more than one student, but conditions at Bucknell don’t allow for it. The scholarship can be designated to the school of engineering, but the recipient is chosen by the school and need-based. Some questions were raised about what happens to funds if student doesn’t complete the degree. Bucknell would then transfer remaining funds to a different deserving student. Bob Schreiber made a motion for CKRC to make a one time commitment to a $20,000 (spread over 4 years) scholarship at Bucknell University College of Engineering in Craig Campbell’s memory. The motion was seconded by Tim Schlosser and the motion carried unanimously.

Tim Schlosser made a motion to dissolve the PAC and utilize the funds to partially fund the Bucknell Scholarship previously approved. The motion was seconded by Curtis Lesslie and the motion carried unanimously.

VI **MSHA Meeting and CKRC Response -- Formulation of Big Picture Strategy/Direction for Tech/Reg Committee**

Michelle Lusk shared a background memo from August 20, 2018 and reviewed the history of phone conversations and coordination with PCA on the use of hazardous waste fuel at cement kilns. The first of what could be a series of meetings with Mike Davis, MSHA will likely occur in the fall and the focus would be hazardous waste fuel. Michelle also shared the feedback Mike Davis provided and PCA’s perspective and potential responses to MSHA’s issues list. Michelle needs direction on timing of the meeting with Mike Davis and other MSHA district staff, who will participate on behalf of CKRC (and should PCA’s Steve Robuck be included), and the strategy/approach we should take.

The consensus of the group was that the fall dates MSHA gave are too soon and Michelle was asked to go back to MSHA to seek alternate dates in early December. The EC discussed the merit/need to meet with MSHA to demonstrate our willingness to work together. The Technical/ Regulatory committee was tasked with coming up with topics that we can agree on as an industry to be the focus of such a meeting.

Joseph Marini suggested starting with an overview of the EEE requirements to show where there is intersection with MSHA. The group discussed potential meeting attendees and advantages/disadvantages of technical versus senior company representatives. The group then review PCA’s list of suggested topics. The group discussed PCA’s suggested approach to present statistics to refute the MSHA stated conclusion of more incidents at our facilities. The EC decided to avoid the topic of statistics at this time since it would likely become argumentative. After much discussion, the EC decided the meeting approach/tone will be to share the general industry history/approach (e.g., types of programs, rather than detail). Tim Schlosser suggested discussing what we do as an industry, the environmental benefits associated with our processes, and EPA’s support. He also suggested including commonalities in our approaches and providing an opportunity to listen to MSHA’s interest/needs. Michelle was asked to reach out to Mike Davis about alternate meeting dates in early December. The group approved including Steve Roebuck from PCA in the meeting. The Technical/Regulatory committee was tasked with identifying the areas of industry commonalities and drafting a presentation for the meeting and for EC review.

VII **USEPA Coordination Effort on Opiate Destruction Survey Summary and Preparation for Discussion with Barnes Johnson during FMM**

Michelle Lusk reviewed a summary of the Confiscated Drug Initiative (CDI) Survey that CKRC conducted. She prepared the group for discussion with Barnes Johnson when he speaks to the FMM. The EC discussed using the survey summary as tool to get collective questions answered with Barnes Johnson.

VIII **Upcoming Meetings** – (Michelle Lusk) *5:45pm*

Michelle Lusk discussed that the spring 2019 meeting will be in April and she requested both suggestions for locations and for notification of any industry conflicts. Members noted that IEEE is the week of April 29, 2019. Michelle Lusk shared the need to start scheduling the meetings further in advance to both successfully secure hotels at affordable rates and desirable times and to get on member calendars earlier to prevent conflicts. She asked for fall 2019 location suggestions as well.

IX **New Business** (Committee)*5:55pm*

No new business was raised by the committee.

X **Adjournment** (Committee)*6:00pm*

Ken Derksen made a motion to adjourn the meeting. Tim Matz seconded the motion and the motion carried unanimously.