



**Connecticut Product Stewardship Council  
Minutes  
November 15, 2016**

**ATTENDEES:** Brian Bartram (Northwest COG), Daniel McGowan (Branford), Jen Iannucci (HRRRA), Lori Vitagliano (New Haven), Peg Hall (Consultant), Cheryl Reedy (HRRRA), Tom Metzner (DEEP), Scott Cassel (PSI), Tess Zinnes (PSI).

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The meeting was called to order by Chairman B. Bartram at 1:03pm.

**AGENDA APPROVAL**

**Motion** by C. Reedy, second by J. Iannucci, to approve the agenda as presented. **Vote:** All members in favor.

**PRIOR MEETING MINUTES**

- L. Vitagliano corrected the minutes by stating that she works for HazWaste Central – New Haven, not Hartford.
- P. Hall clarified that she will be contacting Hartford and C. May will be contacting Waterbury, respectively.

**Motion** by: D. McGowan, second by C. Reedy, to approve the October minutes with the above amendments.  
**Vote:** All members in favor.

**CTPSC CALL AND ELECTION SCHEDULE**

*Chair Responsibilities*

- S. Cassel provided an overview of the Chair Description document that PSI sent to the group earlier this month that included current responsibilities (as outlined by CTPSC’s Letter of Agreement) and suggested additional responsibilities for the group’s review.
- J. Iannucci and B. Bartram proposed the creation of a CTPSC Vice Chair position.
- C. Reedy requested that the Chair’s spokesperson role go beyond media since representation would also be required at the legislature and at DEEP. However, she proposed that the Chair could delegate this responsibility to another member (e.g., Vice Chair, etc.). B. Bartram echoed C. Reedy’s suggestion.

*Election Process*

- B. Bartram recommended an in-person vote or an online survey to elect the Chair and Vice Chair, and emphasized the need for an annual process to vote on the two leadership positions.
- P. Hall reminded the group that it would be advantageous to align the elections with the annual legislative session so electing leadership in October/November would allow time to transition into their roles. On a practical level, however, she noted that an exception should be made this year until the new election process is established.
- Given the above discussion, the group agreed to the following election process and timeline: (Intermediate Election Process)
  - B. Bartram will remain Chair until the July PSC meeting.
  - A Vice Chair will be nominated in December 2016 and stay on until the July PSC meeting.

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(Annual Election Process)

- Annual elections will take place in June of 2017 and each year thereafter, during an in-person meeting.
- All those who want to be considered for the Chair and Vice Chair positions should either be present at the meeting or notify PSI staff (Tess) in advance of the meeting. Voting will take place anonymously at the meeting (secret ballot system) or via text to PSI staff during the meeting.
- The new Chair and Vice Chair will assume their positions during the July PSC meeting.

**Motion:** B. Bartram, second D. McGowan, to approve the Chair description (with the above amendments) and the election process. **Vote:** All members in favor.

**Next Steps:**

- B. Bartram will determine the procedure for nominating a Vice Chair to assume the position in January.

**OVERVIEW OF FUNDRAISING NEEDS AND PLANS**

- S. Cassel requested feedback on the fundraising templates that PSI sent to the group.
- B. Bartram voiced approval of the SCRRRA Board of Directors template given the level of personalization to the group.
- P. Hall indicated that CTPSC did not in fact play a role in passing EPR laws on e-waste and thermostats, as the letter expressed, since the group had yet to form.
- To maintain consistency, the group agreed to use the following terminology for their fundraising efforts:
  - “regional government entities,” instead of “regional authorities”
  - “municipalities,” instead of “towns.”
- D. McGowan recommended showing the cost savings in the chart with a minus sign to better highlight the deal being offered by PSI.
- B. Bartram suggested simplifying the chart by removing individual towns.
- C. Reedy emphasized a need to solidify the group’s priorities before fundraising since successfully soliciting members is easier when one is able to convey the group’s 2017 legislative priorities.

**Next Steps:**

- PSI will update the fundraising materials to reflect the above changes.

**PRODUCT PRIORITIZATION**

- The group agreed to create and disseminate an online survey that will be distributed to members.
- Based off of the survey results, priorities will be announced on December’s call.

**Next Steps:**

- C. Reedy will draft survey questions and send them to B. Bartram, J. Iannucci, and PSI for review.
- PSI will send the survey out to members of the group.

**OTHER ITEMS**

- No additional items were raised.

**NEXT CALL**

- December 13<sup>th</sup> from 1-2pm
- Starting in December, CTPSC calls will take place the second Tues of each month from 1-2pm.

**ADJOURNMENT**

The meeting was adjourned by B. Bartram at 2:04pm.