

Charter for the Packaging Extended Producer Responsibility Board

About this Charter

- Reviewed May 14, 2025
- Approved and adopted July 15, 2025

Advisory Board overview

Purpose

The Packaging Extended Producer Responsibility (EPR) Advisory Board (Board) includes 18 individuals, 17 voting members and one non-voting member representing the Commissioner of the Minnesota Pollution Control Agency (MPCA). Members represent a wide range of impacted parties under the Packaging Waste and Cost Reduction Act. This Board will review activities conducted by the MPCA and the producer responsibility organization (PRO) and advise on program implementation.

Background

In early 2024, Minnesota's EPR bill for packaging, food packaging and paper products was signed into law. The [Packaging Waste and Cost Reduction Act](#) ("the act") requires producers – generally the brand owner, manufacturer or importer – to appoint and join a 501(c)3 nonprofit organization called a PRO, to coordinate and fund the statewide program. The program's purpose is to reduce the environmental and human health impacts of these materials and benefit all Minnesotans.

Relevant statutes and authorities

Minn. Stat. § 115A.144 to 115A.1463 and Board responsibilities are outlined in 115A.1446.

Outcomes and deliverables

Desired impacts and outcomes

Act as effective and engaged members on behalf of the entities and communities each member was selected to represent, balancing the needs and interests of those groups with the best interest of the program overall. Advise MPCA and PRO on navigating critical matters and provide advice regarding their respective field(s). Identify how decisions may affect implementation and communities statewide, including identifying and communicating on risks associated with specific decisions or actions, advising on ways to mitigate them.

Deliverables

- Provide strategic, non-binding advisement on matters relative to the administration of the law by submitting written comments.

- Consult on the scope of the preliminary assessment, needs assessments and provide written comments on preliminary assessment and needs assessments.
- Review and advise on the development and amendment of:
 - Material collection lists (recyclable or compostable and alternative).
 - Program statewide requirements and performance targets.
 - Stewardship plans and amendments to stewardship plans.
- Review and comment on all annual reports submitted by the producer responsibility organization to the MPCA, including making recommendations on how to improve the program.
- Review and advise on requests to exempt a material from the requirements of the law.
- Advise on the need for third-party certifications on any activity or achievement of a standard required by the law.
- Provide written comments to the MPCA during any rulemaking process undertaken.

Roles and responsibilities

Role of Board members

Members will:

- Commit to the purpose of the Board.
- Prioritize attending all meetings. Notify facilitator and MPCA staff if attending in-person at least two business days prior to the meeting.
- Alert Chair and MPCA staff to your schedule availability or any changes to your availability.
- Participate in meeting discussions, staying up to date on the program's latest developments and sharing insights with other members.
- Review assigned materials, drafts or other information prior to meetings, including responding to emails and completing minor tasks that support the work of the Board.
- Where appropriate, confer with and provide input from your network, organizations and communities.
- Develop and adhere to policies and procedures governing the disclosure of actual or perceived conflicts of interest that Board members may have as a result of their employment or financial holdings with respect to themselves or family members.
- Strive to communicate for understanding and consensus building.
- Review public comment on official processes.

Board Chair will:

- Lead the Board, ensuring its focus on the key outcomes and deliverables related to the law and stewardship program.
- Ensure the Board takes a broad-based (statewide) view and approach to fulfilling its mission.
- Identify topics and necessary information/speakers needed for the Board to successfully fulfill its role, confirming agendas with the facilitator and MPCA staff.
- Guide discussions alongside the facilitator and bridge communication between the Board members, the MPCA and the PRO.
- Provide expert advice and guidance without having direct decision-making power.
- Sign documents on behalf of the Board and serve as spokesperson for the Board.

Board Vice Chair will:

- Act as the deputy to the Chair, assuming the Chair's responsibilities when they are unavailable, with the potential of serving as a successor to the Chair role.

- Actively collaborate with the Chair and facilitator(s) to manage the Board's operations, ensuring smooth functioning and continuity of leadership.

Subcommittees

Subcommittees may be established by the Board and act as advisory capacity with no decision-making power.

Role of the facilitator

The MPCA staff or a contracted third-party facilitator will provide administrative and operating support to the Board including:

- Support development of agendas for all meetings with input from Chair, Vice Chair and members.
- Support meetings logistics including meetings scheduling and calendar appointments. Help locate requested information and subject matter experts.
- Attend all meetings to:
 - Support facilitation, as requested by the Board, including facilitation conversations and supporting hybrid meetings; and
 - Take meeting notes and prepare official minutes of the Board.
- Meet with any members to address concerns or problem solve.
- Advocate for a fair, effective and credible process but remain impartial with respect to the outcome of the Board's work.
- Maintain the work group website, Microsoft Team and necessary materials.
- Other duties as requested by the Board and allowed by the act.

Terms and schedule

- Terms are four years in length (with some first terms being two years).
- In the event a member resigns, a new member appointed to fill the membership seat will fill the remainder of the term of the membership seat vacated.
- Members are limited to serving eight consecutive years.
- Terms for Chair and Vice Chair are two years and are selected at the first meeting of a term.
- Board must have a minimum of two meetings per year; however, the frequency will vary based on the program needs and required deadlines and deliverables.
- Each year the Board will review program needs, deadlines and deliverables needed to develop an annual schedule of regular meetings.

Note: Per [Minn. Stat. § 15.059, subd. 4](#), a member may be removed by the appointing authority at any time. After the second consecutive missed meeting and before the next meeting, the facilitator shall notify the member in writing that the member may be removed for missing the next meeting.

Decision making

Quorum

A majority of the voting Board members constitutes a quorum. If there is a vacancy in the membership of the Board, a majority of the remaining voting members constitutes a quorum.

Voting

Action by the Board, including approval of written comments, requires a quorum and a majority of those present and voting. All members of the Board, except the member appointed as the MPCA Commissioner's designee, are voting members. Decisions are to be made by a majority vote.

The Chair may call for a vote that occurs outside of a meeting. The Chair must give members at least two business days to vote outside of a meeting. Voting can be done in-person, via email, phone or other means.

The Board must conduct its meetings in general keeping with Robert's Rules of Order.

Communicating for understanding and consensus building

To facilitate an open and collaborative discussion, members agree to:

- Share your interests and concerns; do not just restate your position.
- Listen to understand when others are speaking, rather than planning a rebuttal.
- Ask questions of others, rather than assuming you know their thoughts and intentions.
- Be mindful of how long you speak for the purpose of ensuring that all voices are heard.
- Look for areas of common ground.
- Be tough on issues; treat people with dignity and respect.
- Be respectful of different forms of expertise including lived experience and local knowledge.
- Give each other the benefit of the doubt.

Members may have private conversations with the facilitator upon request to discuss concerns about communications or group dynamics.

External communication agreements and norms

Media

Any communications on activities of the Board should be developed collaboratively with the Commissioner designee, facilitator and MPCA staff.

Members shall not represent the views of the Board except as clearly agreed upon by the Board. When speaking in public or providing public comments in writing, such as providing a presentation or comment at a public meeting on a topic potentially relevant to the act, Board members should articulate the following disclaimer: "I am speaking on behalf of (myself or organization name) and not speaking on behalf of the Board or MPCA."

Public comment

Any member may submit public comment on behalf of themselves or the organization they represent.

Data practices act

This Board is subject to the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#). Things like emails, notes, computer records or saved phone messages related to the work of the Board and any subcommittees are considered government data and are subject to the requirements of this law. If there is a data request for information you might have, the MPCA will work with you to provide that data. For more information about the Data Practices Act, see the [Data Practices Office](#) at the Department of Administration.

Open meeting law

This Board is subject to Minnesota Open Meeting Law, Minn. Stat. ch. 13(D). This means that the public and media may attend meetings of the task force, notice of task force meetings must be provided to the public, and documents used at meetings must be available to the public. The MPCA will provide notice of meetings and ensure appropriate availability of meeting materials on their website. For more information about Open Meeting Law, see the Data Practices Office at the Department of Administration.

Membership

Packaging EPR Advisory Board members

Name	Position	Term
Kirk Koudelka	Commissioner designee	Serves at the pleasure of the Commissioner
Mike Griffin	Member representing a community-based nonprofit environmental justice organization	1/1/2025 – 12/31/2028
Maggie Schuppert	Member representing a statewide nonprofit environmental organization	1/1/2025 – 12/31/2026
Steve Vrchota	Member representing a waste facility that receives, and sorts covered materials and transfers them to another facility for reuse, recycling or composting	1/1/2025 – 12/31/2028
Kristen (Kris) Coperine	Member representing a waste facility that receives compostable materials for composting or a statewide trade association that represents such facilities	1/1/2025 – 12/31/2028
Mac Sellars	Member representing an entity that develops or offers for sale covered materials that are designed for reuse or refill and maintained through a reuse or refill system or infrastructure or a statewide or national trade association that represents such entities (#1)	1/1/2025 – 12/31/2028
Sydney Harris	Member representing an entity that develops or offers for sale covered materials that are designed for reuse or refill and maintained through a reuse or refill system or infrastructure or a statewide or national trade association that represents such entities (#2)	1/1/2025 – 12/31/2026
Megan Daum	Member representing manufacturers of covered materials or a statewide or national trade association representing those manufacturers (#1)	1/1/2025 – 12/31/2028
Gregory Melkonian	Member representing manufacturers of covered materials or a statewide or national trade association representing those manufacturers (#2)	1/1/2025 – 12/31/2026
Victoria Reinhardt	Member representing organizations of political subdivisions, with at least one member representing a political subdivision outside of the metropolitan area (#1)	1/1/2025 – 12/31/2026
Jon Steiner	Member representing organizations of political subdivisions with at least one member representing a political subdivision outside the metropolitan area (#2)	1/1/2025 – 12/31/2026
Gabrielle (Gabbie) Batzko-Conley	Member representing organizations of political subdivisions, with at least one member representing a political subdivision outside the metropolitan area (#3)	1/1/2025 – 12/31/2028
Kate Davenport	Member representing other interested parties or additional members of interests represented under other listed positions as determined by the Commissioner (#1)	1/1/2025 – 12/31/2026
Shoshana Micon	Member representing other interested parties or additional members of interests represented under other listed positions as determined by the Commissioner (#2)	1/1/2025 – 12/31/2026
Miriam Holsinger	Member representing recycling facilities that manage covered materials (#1)	1/1/2025 – 12/31/2028
Bill Keegan	Member representing recycling facilities that manage covered materials (#2)	1/1/2025 – 12/31/2026

Name	Position	Term
Sara Bixby	Member representing a waste hauler or statewide association representing waste haulers (#1)	1/1/2025 – 12/31/2026
Townsend Brown	Member representing retailers of covered materials or a statewide trade association representing those retailers	1/1/2025 – 12/31/2028




The Board members are also listed on the website of the [Office of the Secretary of State](#) and the MPCA [Packaging EPR Advisory Board](#) webpage.

Staff and facilitation

Lead Project Manager: Mallory Anderson, MPCA

Signatures

Members agree to what is described in the Charter, while recognizing that the work of the Board will evolve, and the Charter can be revised and adjusted as needed. Members agree to commit to the purpose and goals of the Board, to follow the communication agreements and to treat fellow Board members with respect.

	5/25/2025		6/11/25
<i>Gregory Melkonian</i>	5/25/2025		
<i>Sydney Harris</i>	5/28/2025	<i>Gabbie Batzko-Conley</i>	6/11/25
<i>Megan Daum</i>	5/28/2025	<i>Shoshana Micon</i>	6/20/2025
<i>Sara L. Bixby</i>	5/28/2025	<i>Kristen Coperine</i>	6/16/2025
	6/2/2025	<i>Miriam Holsinger</i>	6/16/2025
Jon D. Steiner			
<i>Bill Keegan</i>	6/11/2025	<i>Mac Sellars</i>	6/4/2025
<i>Townsend Brown</i>	6/18/2025	<i>Steve Vrchota</i>	6/10/2025
<i>Mike Griffin</i>	7/8/2025	<i>Kate Davenport</i>	6/10/2025