

Packaging EPR Advisory Board

Meeting summary

Virtual via Microsoft Teams or in-person at the MPCA St. Paul office | 4 hours

Wednesday, May 14, 2025 | 11:00 am – 3:00 pm CT

Recording available at <https://www.pca.state.mn.us/events-and-meetings/packaging-extended-producer-responsibility-advisory-board-meeting-2025-05-14>

Attendance

Board member attendance

Present (9 members required for quorum)			Absent
Townsend Brown	Sara Bixby	Gabbie Batzko-Conley	
Kris Coperine	Megan Daum	Kate Davenport	
Mike Griffin	Sydney Harris	Miriam Holsinger (Vice Chair)	
Bill Keegan	Kirk Koudelka	Gregory Melkonian	
Shoshana Micon	Victoria Reinhardt (Chair)	Maggie Schuppert	
Mac Sellars	Jon Steiner	Steve Vrchota	
Sara left at 12:00 pm; Steve joined at 1:00 pm			

Guest presenters: Lyle Clarke and Geoff Inch, Circular Action Alliance

Agency staff: Dave Benke, John Gilkeson, and Tina Patton

Participants: Amber Backhaus, Peter Bierbaum, Isabelle Borkowski, Amos Briggs, Igor Cugalj, Justin Emmerich, Amanda Erickson, Adam Graham, Drew Hatzenbihler, Matt Herman, Garth Hickie, Todd Hill, Bill Keegan, Julie Ketchum, Dan Leif, Brian Martinson, Lucy Mullany, Kelsey Pigneri, Brandon Schuler, Phil Shaffer, David Thorp, Joshua Toor, Tom Wilkin

Meeting notes

Call to order

Chair Victoria Reinhardt opened the meeting. Megan Daum moved; Jon Steiner seconded. Motion passes.

An introduction to CAA

Presented by Lyle Clarke and Geoff Inch, Circular Action Alliance

Circular Action Alliance (CAA) provided a presentation to provide an overview of what CAA is, the CAA experience in the US, CAA growth and development, MN support, consultation, and plan development.

CAA is a non-profit producer responsibility organization (PRO) founded by producers that reflect a broad representation of industry. CAA focuses on implementation to help producers comply with EPR laws, deliver harmonized, best-in-class services and work with governments, businesses, and communities to reduce waste and recycle more.

In 2023 an initial registration was enabled, which evolved into a participant producer agreement to formalize a relationship between a producer and CAA. New producers, producers who are only obligated in MN, will start with the participant producer agreement by July 1 of this year. They will use an interim state addendum to outline the relationship in MN to help CAA with the plan development phase.

Overview of Advisory Board role and implementation timeline

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

This advisory board advises both the MPCA and registered PRO(s). The advisory board is required to advise on program implementation. Overview of duties provided.

Major milestones in coming years are the preliminary assessment (due December 2025), needs assessment (due December 2026). Board must consult on scope of needs assessment (December 2025 or January 2026).

Vacancies for two-year terms open in October 2026. Overview of what is included in preliminary and needs assessments.

Public comment

Phil Shaffer representing NWRA – Illinois has a strong non-disclosure requirement as part of their needs assessment that MN should consider.

Conflict of interest policy and disclosure

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

An overview of the proposed conflict of interest policy and associated disclosure form was provided.

Jon Steiner motioned to approve; Mac Sellars seconded. Motion passes.

Board Charter

Presented by Mallory Anderson, Minnesota Pollution Control Agency staff

An overview of the proposed board charter was provided. The board discussed the document and provided a series of revisions to the document.

Deliverables

- Add consult on preliminary assessment scope.
- Add review of PRO's annual reports and make recommendations on program over time.
 - Discuss that the law requires the PRO to consult with the advisory board in reports.

Board duties

- Discuss when the board wants access to public comments.
 - Add that the board will review public comment on official processes.
 - Remove alternates language (after clarifying with Office of Secretary of State).

Terms and schedule

- Discussion about when a chair and vice chair are chosen.
 - Add to chair selection that they are selected at the first meeting of a term.
- Discussion of the eight-year limit, a desire to clarify that if a member steps down a new member fills the remaining term.
 - Add clarity on how terms are filled when a member resigns.

Decision making

- Discussion around parameters for submitting independent comments or minority report. Agreed not to include minority report(s). Agree that an individual board member or its organization may comment during public comment periods.

External communication agreements and norms

- Add that an individual board member can submit comments on behalf of their organization.

Clarity needed on the requirements for hybrid meetings.

Miriam moved to adopt the charter; Kris seconded. Motion passes.

Discussion to identify and prioritize topics for 2025 Board schedule

Facilitated by Mallory Anderson, Minnesota Pollution Control Agency staff

Summary of preferences: confirm that the board will meet monthly, agreement to trial having public comment at the beginning of meetings, discussion about subcommittees and how they might be facilitated, and recommend extending the next meeting to four hours and evaluate from there.

Meeting adjourned at 3:00 pm.

Notes compiled by: Mallory Anderson

[Minnesota's Packaging Extended Producer Responsibility Advisory Board](#)