

Pennsylvania Keystone Chapter of SWANA											
Administrative and Marketing Director											
Time Sheet for January 1, 2018 - January 30, 2018											
Date	Time	Mileage		General	Fall Conf	Roadeo	MiniTech				
2-Jan	1.75		invoice, timesheet, annual report, mail, email, annual review	1.75				1.75			
2-Jan		17.6	GLRA, FCCB - deposit								
3-Jan	4.5		BOD meeting prep, review emails, call w bank, website updates, new members, set up mobile	4	0.5			4.5			
4-Jan	4		BOD meeting, meeting follow up, email, FC reg and database	3.25	0.75			4			
5-Jan	1.5		banking issues, email, pickup past pres plaque	1.5				1.5			
5-Jan		14.3	GLRA, G & L Trophies					0			
8-Jan	3		outgoing files, email, newsletter items, update Chapter files & website, FC data	2.5	0.5			3			
9-Jan	5		FC data & spreadsheet, email, registration policy, minutes, call w Michele	0.25	4.75			5			
10-Jan	1		updates to bank account	1				1			
10-Jan		19	FCCB, GLRA					0			
15-Jan	5		presentation of past president plaque and lunch with Kay	5				5			
15-Jan		64.3	LCSWMA					0			
16-Jan	2.5		email, bank changes, minutes	2.5				2.5			
16-Jan		7.2	GLRA					0			
18-Jan	3		minutes, legislative mods on website, newsletter review, timesheet, invoice	3				3			
19-Jan	0.25		email	0.25				0.25			
22-Jan	0.75		bank docs, email	0.75				0.75			
22-Jan		7.2	GLRA								
23-Jan	2		email, bank doc, BOD meeting prep, update autopayments, website mods	2				2			
26-Jan	4.75		w-9 call, email, outgoing files, wesite mods, file organization	4.75				4.75			
26-Jan		7.2	GLRA					0			
29-Jan	0.5		email, BOD meeting prep	0.5				0.5			
30-Jan	0.25		email	0.25				0.25			
				33.25	6.5	0	0	39.75			
				1,163.75	227.50	0.00	0.00	\$1,391.25			
Total Time	<b>39.75</b>										
Total Miles		<b>136.8</b>									
								MILEAGE	\$74.56		
								PHONE	\$60.00		
								INTERNET	\$30.00		
								<b>TOTAL</b>	<b>\$1,555.81</b>		



**Mini-tech Committee Report  
February 2018**

**Future Mini-techs**

TBD: Ryan Equipment Demo (**April 17, 18 or 19**)  
Blackhawk Pumps, John Zink flares and evaporators, Elkins Gas Analyzers and Flo-Wing wellheads, Thermal Instrument flow meters.

FireRover: Tour of Central Call Station in Lancaster. Planning ~March/April 2018

Wind Defender (Elliot Pugh) – checking with WM representatives – Planning May/June 2018

Installed Sep-16	WM - Shade Landfill - Cairnbrook, PA	Temp Cap	446,080 SF
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MRF tour?

E-waste facility tour?

Waste to Energy Tour?

Growth of trees in final cover – WM site?

LCSWMA – removal of metal fines from incinerator ash (2019)

Anaerobic Digester: Brubaker Farm Tour (Lancaster County), Reinhold Farm Tour (Juniata County) or City of Philadelphia digester tour?

**SWANA Zero Waste Course**

Survey sent to County Recycling Coordinators and Keystone SWANA members:

26 responses as of 1/31, 3 p.m.:

**11 interested (# attendees):** YCSWA (1), ACHD (1), LCRMS (2), Chrin (1 to 2), Chester County (3-4), CEC (1 to 2), LCSWMA (1), McNeilus (1), Centre County (3), Unknown (1)

**25 not interested:**

10 – Too expensive

12 – Not interested in topic/not relevant to my job

4 – Course length too long

1 – Fourth quarter not good

2 – Variations of “Zero Waste in unachievable” or “What good is being certified?”

2 - PROP certification for County Recycling Coordinators already has a zero waste portion.

Which month is best?

October – 14

November – 6

December - 1

## **International Director's Report February 1, 2018**

### **Recent Activity**

- SWANA membership continues to grow – now over 9,675
- SWANA is asking Chapters to consider a SWANA is looking for Chapters that would be willing to host SWANApalooza 2020 and beyond
- SWANA International will be asking Chapters to consider donating \$3,000 donation to the Hickman Endowment - \$1,000 over three years:
  - Internships in the waste industry
  - YP Student Design Competition
  - They are asking for a three-year commitment totaling at least \$3,000
- SWANA continues to work with other US organization to develop another response to China's waste import restrictions
- SWANA is asking the Chapters to reach out to new members and ask them to participate in SWANA's programs and events
- Reviewed the draft of the MA-21 Policy update – Roles and Responsibilities Host Chapters for WASTECON and Specialty Symposia – no comments.
- Reviewed the draft of the MA-2 Policy update – Management and Administrative policy SWANA Conference, Symposia and Event Scheduling – no comments.
- Reviewed the draft of the MA-36 Policy Update – Endorsement of products, services and entities. Commented that 7 days was too short a time to solicit comments from appropriate individual. Suggested 14 days.

### **Calendar of Events:**

2018 SWANApalooza – Denver – March 5 - 7

2018 International Road-E-O Colorado

### **Future WASTECONs:**

2018: Nashville – August 22-26, 2018

2019: Phoenix – October, 2019

2020: Dallas – August 25-27, 2020

2021: Orlando – August 17-19, 2021

# **Pennsylvania Keystone Chapter SWANA**

## **FY 2017 – 2018 Calendar**

### **February 2018**

- Thursday, 2/1, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

### **March 2018**

- Thursday, 3/1, 10 am - **Board Meeting Conference Call**

### **April 2018**

- Thursday, 4/5, 10 am - **Board Meeting Conference Call**

### **May 2018**

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/3, 10 am - **Board Meeting, Lanchester Landfill, Narvon, PA**
- Nominating Committee presents Slate of Officers and Directors for election
- 5/15, Article deadline for summer edition of *The Keystone*

### **June 2018**

- Thursday, 6/7, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- Review annual budget
- Distribute summer edition of *The Keystone*

### **July 2018**

No activities planned.

### **August 2018**

- Thursday, 8/2, 10 am - **Board Meeting Conference Call**

### **September 2018**

- 9/5 – 9/6, 19<sup>th</sup> **Annual Joint Fall Conference, Hilton Harrisburg**
- 9/6, **Chapter Annual Business Meeting and Election** immediately following Fall Conference
- 9/14, deadline to submit articles for fall edition of *The Keystone*
- Chapter Fiscal Year Ends

**From:** Sara Bixby [<mailto:sbixby@swana.org>]  
**Sent:** Monday, January 22, 2018 10:17 AM  
**To:** Bob Watts <[bwatts@chestercswa.org](mailto:bwatts@chestercswa.org)>  
**Cc:** Michael Greenberg <[mgreenberg@gtenvironmental.com](mailto:mgreenberg@gtenvironmental.com)>  
**Subject:** RE: Hickman Endowment

Bob – I’m sorry I overlooked your email until Michael reminded me.

The Hickman Fund as of Dec. 31, 2017, had a balance of \$85,798. That was down slightly from the prior month balance of \$87,712, but we also withdrew just more than \$2,500 to pay awards for the Student Design Competition held in Baltimore. Lanny Hickman likes the Student Design Competition and policies were changed to accommodate Hickman Endowment Fund support of that as well as of scholarships. Having a purpose for the Hickman Endowment money re-energizes efforts to draw money as well as to use it effectively.

The Hickman Endowment Fund had been very stable between \$74,000 to \$78,000 for the period from November 2015 through March 2017. It then started growing through a combination of 1) investment performance and 2) donations solicited by Lanny Hickman and from the member join and renew forms, which provide opportunities to contribute. In the past two weeks, two chapters have each committed to contribute \$3,000 each over the next three years. Those amounts are not reflected here.

12/31/2017	\$85,798	x	withdrew \$2,558.47
11/30/2017	\$87,712		for SDC expense
10/31/2017	\$86,824		
9/29/2017	\$85,674		
8/31/2017	\$84,481		
7/31/2017	\$83,665		
6/30/2017	\$82,540		
5/31/2017	\$80,142		
4/28/2017	\$79,036		
3/30/2017	\$78,279		
2/28/2017	\$78,107		
1/31/2017	\$76,567		
12/31/2016	\$75,504		
11/30/2016	\$74,579		
7/29/2016	\$78,447		
6/30/2016	\$76,369		
12/31/2015	\$76,465		
11/30/2015	\$78,177		

**MANAGEMENT AND ADMINISTRATIVE PRACTICES**  
**SWANA POLICY POSITION**  
**SWANA HICKMAN ENDOWMENT & INTERNSHIP PROGRAM**  
**POLICIES AND PROCEDURES**

## 1 Introduction

The SWANA Lanny and Kay Hickman Endowment and Internship Program (Hickman Endowment) was established in 1996 to honor Lanny and Kay Hickman (Lanny, the retired Executive Director of SWANA and Kay, the retired Meetings Director) for their many tireless years of service to SWANA (the Association) and the field of Solid Waste Management (SWM).

The Internship Program, specifically, is known as the SWANA Hickman Internship Program (SHIP). The following policies and procedures are established to define the SHIP, provide for establishment of a committee to oversee the program and to provide guidance to that committee for managing the program.

In 2015 when SWANA's Young Professionals Initiative (YPI) created an International Solid Waste Design Competition (SWDC), Mr. Hickman decided to help draw other established professionals to support the program and to provide a financial contribution for the competition because it also advanced the purpose of drawing university students into the SWM industry. The YPI, under direction of SWANA, retains control and oversight of the SWDC.

## 2 Hickman Endowment Committee (Committee)

### 2.1 Responsibilities of the Committee

A Committee is established to manage the Hickman Endowment, including selection of Internship projects, selection of interns, managing Endowment participation in the SWANA YPI and generating contributions into the Hickman Endowment.

### 2.2 Composition of the Committee

The Committee shall be composed of four (4) members including Lanny Hickman, Kay Hickman, and two members of the International Board of Directors of SWANA.

One member shall be the SWANA International Secretary who will serve on the Committee through the end of his/her term as Vice-President, after which time, he/she shall be replaced by the new incoming International Secretary. The SWANA officer shall serve as Committee Chairperson and be responsible for reporting activities of the Committee to the EC and IB at their regular meetings.

The other IB member will be appointed by the SWANA President from the IB members who are not officers. This individual will serve a term of three years, unless they leave the IB entirely or become an officer during their term. Both changes in situation would necessitate a new Presidential appointment from among the individuals meeting the eligibility criteria.

In the event one of the Hickmans or their replacement is unable or no longer wishes to serve on the Committee, the remaining members of the committee, with the assistance of SWANA staff, shall identify an individual to fill the open position. That individual may be a past president no longer active on the International Board or another SWANA life, retired, or active member, but shall not be a member of the IB or EC.

### 2.3 Meetings

The Committee shall meet in conjunction with the annual meeting of the Association, and as necessary as called by the Chairperson. Meetings may be conducted by conference telephone call arranged by SWANA staff or in person (annual meeting only). Travel stipends of up to \$500 per person (documented by receipts) may be provided by the Endowment for non-Board members of the Endowment Committee, if necessary for their participation in the annual meeting.

## 3 SWANA HICKMAN INTERNSHIP PROGRAM

### 3.1 SHIP Purpose

The purpose of the SHIP is to provide an opportunity for selected college and university students to integrate his/her classroom skills with a supervised work experience that may include but not be limited to investigative and analytical research, writing brief documents, or the development of technical reports.

### 3.2 Selection Process for Hickman Interns

The annual Internship will be offered to students who are currently studying in fields associated with Solid Waste Management or other related areas of study. The applicants must demonstrate a genuine interest in using their educational background in endeavors related to SWM. The relevance of the area of study to the available internship opportunities shall be determined by the Committee. Candidates must have at least a 3.0 GPA on a 4.GPA system, or its domestic or international equivalent; must have completed his/her second year of college and must be willing to commit a full semester (or term), or such shorter period as the Committee may approve, to the Internship. Candidates may be recruited from the areas served by SWANA and its partner organizations utilizing ties among SWANA's Chapters, Technical Divisions, the International Solid Waste Association, the solid waste media community, and colleges and universities.

The selection of Interns will be by the Committee with notice to the EC.

### 3.3 Intern Work Program

The Committee will develop Internship projects through the solicitation of suggestions or recommendations from the Technical Divisions, SWANA staff and members, member's organizations or others with an identifiable need. A statement of work will be established by the originating organization for each Internship.

Organizations wishing to host an Intern may describe a proposed project and submit the proposal to the Committee through the SWANA staff. In addition to the description of the proposed project, the proposal should include the amount of funds, if any, requested from the Endowment to support the project.



All Hickman Interns shall sign an agreement reciting the key elements of the program relationship, including, but not limited to, the project to be completed and remuneration, if any.

Subject to the applicable provisions of U.S. or Canadian law and of provincial, state, and local laws, such remuneration may include in amounts determined by the Committee, compensation and a stipend for living, travel, or other related expenses.

All Interns shall acknowledge that participation in the Internship does not guarantee a job, job placement, or job referrals when the Internship ends.

Once selected, Interns (located at SWANA headquarters or other host location) will be expected to develop, over the time of their Internship, one or more actual work products (annotated bibliographies, survey results, reports, etc.) as outlined in the work program.

The Intern and any host organization will be required to execute documents acknowledging SWANA as owner of the work product(s) resulting from the Internship.

Interns may be placed at SWANA offices in Silver Spring, MD or at another location (host Intern site), normally with an employer of a SWANA member. Day-to-day supervision in the offices of SWANA will be by a SWANA staff member designated by the CEO. If the placement is with a host organization, one or more members of the host staff will supervise daily activities. A mentor shall be assigned to the Intern by the host organization at the beginning of the project. Mentors shall be full time professional staff of the host organization and will ensure a meaningful Internship experience. Mentors shall be responsible for providing guidance and supervision to the Intern as appropriate for the selected project and for evaluating the Intern's final outputs. The mentor and Committee or the Committee's designee(s) shall review and provide comment on at least one draft of the Intern's outputs.

At the end of the Internship, the Intern will prepare a short report that summarizes and evaluates how well the Internship Program fulfilled its commitment to the Intern. The Intern will also prepare a summary report of the accomplishments of his/her efforts. The Committee will provide the Intern with an evaluation of his/her outputs and overall participation.

## 4 INTERNATIONAL SOLID WASTE DESIGN COMPETITION

### 4.1 SWDC Purpose

The SWDC is a college/university student team competition to solve a “real world” problem faced by solid waste professionals. Through this effort, SWANA’s YPI intends to draw students into a greater understanding and appreciation of the career opportunities available within the SWM industry.

### 4.2 Hickman Endowment Involvement in the SWDC

#### 4.2.1 Financial Contributions

The Hickman Endowment will make an annual contribution of an amount determined by the Committee toward the SWDC held in conjunction with SWANA WASTECON or similar Association-wide conference. The amount of the annual contribution will typically range from \$2,500 to \$10,000 but shall not exceed 7% of the balance of the Endowment as of the first day of the calendar year in which the funded SWDC occurs.

The contribution shall be used to offset the expenses of conducting the SWDC, including, but not limited to, the provision of monetary prizes to winning teams (first, second, and third places defined as eligible for a portion of the prize money).

#### 4.2.2 YPI-SWDC Management Committee Role

In return for an annual contribution, the Endowment Committee will name a representative to the YPI-SWDC Management Committee to:

- Participate in the identification and refinement of the problem statement to be addressed by the student teams
- Serve as a judge for the SWDC

The Endowment Committee representative will be one of the SWDC Management Committee with an equal, but not majority, voice in decision-making.

Additionally, the members of the SWDC Management Committee and Endowment Committee shall monitor competitors to identify one or two students annually that, because of outstanding contributions to the project, may qualify for additional tuition assistance through a SWDC Research Project Opportunity. The committees are not required to give this award each year if appropriate candidates are not identified or do not wish to participate in such an opportunity.

#### 4.2.3 SWDC Research Project Opportunity

Up to two students per competition, depending on the quality of the student teams and the availability of funding may be offered tuition assistance of up to \$2,500 each to work on a separate research project related to the prevention, processing, and management of solid waste.

The research project must be conducted under the oversight of a college or university professor and qualify as a capstone or similar project for credit via the college or university. The selected student(s) must agree to present their research findings in conjunction with the SWDC in the year following completion of the project.

In addition to the tuition assistance, research project participants may be provided reimbursement for travel and lodging related to their presentation at the SWDC. SWANA shall also provide free registration for the research project participants to the conference at which the SWDC is held.

## 5 The HICKMAN ENDOWMENT

### 5.1 Endowment Goals

The Hickman Endowment was established in 1996 from both private donations and Chapter contributions. The Endowment has a financial goal to offer support to Interns and/or the SWDC at an amount between \$2,500 and \$10,000 annually, and to support up to two research project opportunities per year. The Hickman Endowment shall be maintained at a minimum of \$50,000 and shall be added to via a variety of methods in order to meet the intention of supporting Interns, the SWDC, and research project participants. The Endowment balance shall be held, managed and used exclusively for the purposes of the Endowment outlined within this policy and, in the future, as may be determined to further other educational purposes of the Association as approved by the Endowment, Finance and Executive Committees, respective to their individual committee responsibilities.

## 5.2 Investment Plan and Growth

The SWANA Finance Committee shall institute a plan of investment for the Hickman Endowment, within the established investment guidelines of the Association, and shall oversee the investment program.

In their deliberations for the development of an investment plan, the Finance Committee shall consider a wide variety of non-dues revenue sources such as contributions resulting from direct solicitations to individuals, corporate entities, public and private endowments; pledging/continued contributions, and voluntary donations collected in conjunction with SWANA membership renewals, donations via the SWANA website, and other sources that may not be considered herein. All proceeds from the fundraising and investments of the Endowment shall remain in the Endowment unless distribution is authorized by the Endowment Committee per the parameters stated elsewhere in this policy.

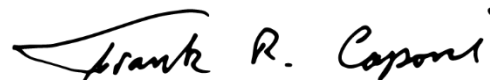
Chapters may contribute to the Endowment individually or integrate their scholarship programs with the Endowment to meet mutually-identified needs and interests.

## 5.3 Reporting

A SWANA staff member will provide a report on the investments of the Endowment, including an accounting of all income and disbursements and the Endowment's balance for each meeting of the Endowment Committee, and at other times as requested by the Chairperson. The Endowment will also be included in regular reports on SWANA investments provided to the Finance Committee.

The Endowment Committee Chairperson will provide an annual report to the IB on activities undertaken on behalf of the Endowment, fundraising and expenditures for each project or individual supported, and other disbursements as applicable.

Approved by the International Board



International Secretary  
August 21, 2016