

**SWANA PENNSYLVANIA KEYSTONE CHAPTER
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 14, 2015**

On January 14, 2015 at 10:00 am, the SWANA Keystone Chapter Board of Directors Meeting was held via a conference call. Those in attendance were:

Officers

Bob Zorbaugh
Bryan Wehler
Larry Taylor
Sean Sweeney

Board of Directors

Bob Watts
Michele Nestor
Scott Sample
Scott McGrath
Jennifer Cristofolletti
Tim Hartman
Tom Lock

Committee Chairs, Members & Visitors

Denise Wessels
Tessa Antolick

Approve Minutes of November 6, 2014 - Mr. Sweeney asked about additions or corrections to the minutes of the November 6, 2014 Board meeting. **Mr. Sample** moved the minutes be approved. **Mr. Hartman** seconded. **Mr. Zorbaugh** called for the vote; the motion passed unanimously.

Treasurer's Report – Mr. Taylor presented the following reports for review:

- Reconciliation Summary Period Ending December 31, 2014
- Transaction List by Date – November 13, 2014 through January 6, 2015
- Reconciliation Detail Period ending December 31, 2014
- Deposit Detail – November 4, 2014 through January 8, 2015

After review, motion by **Mr. Lock**, second by **Mr. Sweeney** and unanimous vote, the Board approved the reconciliation summary and transactions as submitted, subject to audit.

- Record copy of the Audit meeting minutes
- Chapter balance sheet submitted

COMMITTEE REPORTS

Legislative Committee - Mr. Hartman provided a Pennsylvania Legislative Update which noted the change in the Governor's party affiliation, and that the House and the Senate still are in Republican hands. Everyone can look at the State Environmental Resource & Energy Committee for any legislative proposals.

Mr. Zorbaugh asked about everyone's experience statewide related to electronics recyclers not wanting to pay for electronics

Mr. McGrath said that Delaware and Chester Counties contacted their legislators to remedy the issues with electronics recycling and the Covered Device Recycling Act.

Ms. Nestor talked about an electronics recycling summit being held in the capital. PWIC/RMC will have a recycling congress at the capital to discuss these issues. E-waste recyclers are having a difficult time keeping their pricing to public facilities. **Mr. Taylor** has not seen this issue. GLRA is using Reverse Logistics Loop NA. **Ms. Nestor** noted the recyclers are creating a lobbying group to attempt to get a legislative fix.

Mr. Watts noted PWIA is working on renewing interest in the legislative issue of the trucking of landfill leachate.

Membership/Marketing Strategy Committee Report – Ms. Cristofolletti is working on Constant Contact and a Facebook page for the Chapter. Inquired if the scholarship announcement had been advertised.

Mr. Zorbaugh said announcements could be send out through Constant Contact

Newsletter Committee - Mr. Zorbaugh to contact Robert Hasemeier about the newsletter schedule.

Mini Technical Seminars Report – Ms. Wessels is heading the coordination of the event. The speakers and agenda are getting set. The Best Western Hotel Conference area in Harrisburg, PA has been reserved for March 5th. A draft agenda was included in the Board packet. **Mr. Zorbaugh** asked about having Larry Holley from PADEP talk regarding electronics recycling. **Ms. Nestor** said the RMC could talk about the issue if requested. **Mr. Taylor** will talk to John Oren of PADEP about presenting on Settlement Accommodation Plans.

Mr. Zorbaugh discussed utilizing volunteers for registration to take that demand off of Ms. Dougherty. LCSWMA could provide an administrative person to help with registration for the event.

Ms. Nestor noted that pre-registration with credit cards had been an issue in the past.

Mr. Zorbaugh requested that the agenda be finalized by Jan 23rd to be posted and advertised in sufficient time before the event.

Mr. Watts asked about setting credit cards registration over the website. **Mr. Taylor** will discuss this with **Ms. Wessels**. **Mr. Zorbaugh** inquired about the event expenses. **Mr. Taylor** indicated that the event cost was at about \$1,200 currently, and that the registration fee could be \$25-30/person. **Ms. Nestor** recalled a fee of \$50-75/person at last year's event. **Mr. Sample** made a motion to leave the registration fee for the event at \$75/person, **Mr. Zorbaugh** seconded.

Fall Conference Program Report - Ms. Nestor reported that the committee is sending out "early bird" registration announcements for the 17th Fall Conference. **Ms. Nestor** will contact **Ms. Webber** about speaking topics. **Mr. Wehler** reached out to Dr. George Koerner about providing a training session at the Fall Conference to benefit Young Professionals. Dr. Koerner was happy to conduct the trainings on a number of subjects. The cost of the session would be \$1,000/ 1-2hr class plus travel expenses. The Board would need to book soon to ensure availability. **Ms. Nestor** asked for contact info to discuss this with **Ms. Webber**. This type of class had a large draw in the past and would qualify for continuing education credits.

The 17th Fall Conference will be held on Wednesday and Thursday, September 9 and 10, 2015 at the Harrisburg Hilton.

ROAD-E-O Committee - Mr. Sample reported that the hotel is booked for the event, and the registration form is almost ready. Mr. Sample was ok with handling registration forms with his staff at his site. The hotel is located in Mansfield and the cost is \$109.99/ night which includes breakfast. The hotel is 9 miles from the site and banquet location is 3-4 miles from the event site.

Mr. Taylor asked if there was a PNC Bank in the Mansfield area. If so, **Mr. Sample** could deposit registration funds directly into the Chapter bank account which would make registration easier.

Mr. Sample reported that the site is prepared, a caterer is lined up for lunch, and the tents are rented. Approximately 25-30 event judges will be needed. The group discussed getting event sponsorships from Volvo Highway Equipment and Cleveland Brothers CAT.

Website - Mr. Watts reported that John Skinner is retiring as executive director of SWANA, and that a Young Professional (YP) position had been added to the SWANA national executive board. **Ms. Wessels** suggested adding the Mini Tech and Fall Conference dates on the website calendar.

International Director Report – Mr. Watts provided the following written report:

Recent Activity

- MA-38 - Election of Young Professionals to the International Board Policy was approved.
- I also have been attending Conference Calls associated with the Strategic Planning Committee that I am a member of.
- SWANA is developing a mobile application to be used at the next WASTECON for schedules and feedback. This application will also be available for Chapters to include their events.
- John Skinner announced his retirement on December 15, 2014 and will take effect April 30, 2015. There is a search for a new CEO that will be open until the end of January.

Calendar of Events:

2015 SWANApalooza - Landfill Symposium, Landfill Gas and Biogas Symposium, Road to Zero Waste, US EPA LMOP, March 16-19, 2015, New Orleans, LA

2015 Mid-Atlantic Regional Road-E-0 - June 4&5, 2015 - Northern Tier Solid Waste Authority -Tioga County Construction Demolition Landfill, Blossburg, PA 2015 International Road-E-O, Arizona, October 1-4

Future WASTECONS:

2015: Orlando - August 25-29, 2015

2016: Indianapolis - August 23-25, 2016

2017: Baltimore - Washington with ISWA World Congress September 26-28

2018: Nashville - August 22-26, 2018

2019: TBD

2020: Dallas - August 25-27, 2020

2021: Orlando - August 17-19, 2021

Calendar Update -

SWANA Pennsylvania Keystone Chapter FY 2014-2015 Calendar

DECEMBER 2014

- Sign Secretariat service contract for next year

JANUARY 2015

- Thursday, 1/8, 10 am, **Board Meeting Conference Call**
- Email mini-technical seminar announcement
- Email 13th Annual Mid-Atlantic Regional Road-E-0 announcement
- Program Committee initiates planning for 17th fall conference

FEBRUARY 2015

- Thursday, 2/5 **Board Meeting Conference Call**

MARCH 2015

- Thursday, 3/5, 9 am, **Mini-Technical Seminar/Forum with PADEP, Best Western, Harrisburg**
- Thursday, 3/5, 10 am, **Board Meeting following Mini Technical Seminar**
- Mail exhibitors and sponsorship announcement for 17th fall conference
- Program Committee completes planning for fall conference
- Submit articles for spring newsletter

APRIL 2015

- Thursday, 4/2, 10 am, **Board Meeting Conference Call**
- Distribute spring newsletter via email

MAY 2015

- Thursday, 5/1, Scholarship Application Deadline
- Thursday, 5/7 10 am, **Board Meeting at Modern Landfill, York, PA**
- Nominating Committee presents Slate of Directors for election

JUNE 2015

- Monday, 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations
- Thursday, 6/4, 10 am, **Board Meeting Conference Call**
- Email registration announcement for 17th fall conference
- Review annual budget

- Friday, 6/5, Mid-Atlantic Regional ROAD-E-0 Northern Tier Solid Waste Authority, Burlington, PA
- Submit articles for summer newsletter

JULY 2015

No Board meeting planned.

- Distribute summer newsletter

AUGUST 2015

Thursday, 8/6, 10 am, **Board Meeting Conference Call**
Program Committee prepares program for the fall conference

SEPTEMBER 2015

Wednesday and Thursday, 9/9 - 9/10 Annual Fall Conference, Harrisburg Hilton

Thursday, 9/10 - immediately following conference **Chapter Annual Business Meeting and Election**
Chapter Fiscal Year Ends
Submit articles for fall newsletter

OLD BUSINESS

Mr. Taylor led a discussion on Young Professional (YP) chapter dues. Group discussed that an YP reduction in Chapter dues would not likely generate new members as employers typically pay the cost of dues. A greater incentive is to provide continuing education opportunities that would benefit the YP and their employer.

NEW BUSINESS

Ms. Antolick made a request to the Chapter Board to develop a YP of the Year Award, and adding a YP position to the Chapter Board. . **Mr. Hartman** asked about the definition of a YP. Clarified YP as a person in the field who is less than 35 years old.

Ms. Nestor had no problem with adding a position to the Board but inquired about the By-Laws. **Mr. Zorbaugh** agreed with the idea of having a YP on the Board following the national Board example. Mr. Watts said that the new position might need to be brought up at an annual meeting and voted on by the members. **Mr. Taylor** suggested that until that time, YP could be a committee with a report to the Board. **Ms. Antolick** could head the committee.

Ms. Antolick will work with **Ms. Dougherty** to identify YPs. Currently 13 are listed. **Ms. Antolick** will schedule a conference call w/ YPs. YPs could volunteer on committees, and could assist with event registration.

YP of the Year Award could be broader to encompass the entire Chapter membership or recognize unique projects or initiatives.

Mr. Zorbaugh asked about any other New Business

Ms. Nestor discussed the search for an executive director for PROP. PROP is considering hiring an association management firm. Shared staffing could reduce costs. **Ms. Nestor** inquired if the Board officers would like to sit in on a conference call regarding the association management firm. **Mr. Watts** suggested getting a proposal from the firm to gauge the cost. **Mr. Zorbaugh** felt that this was something to explore.

Mr. Taylor inquired if the Secretariat contract had been reviewed. **Mr. Zorbaugh** reported that with **Ms. Dougherty's** health issues that the meeting had to be rescheduled. This will come up at the next meeting.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be held on Thursday, February 5, 2015 at 10 am via conference call.

ADJOURN

There being no further business to come before the Board and on motion by **Mr. Taylor**, second by **Ms. Nestor** and unanimous vote the meeting adjourned at 11:15 pm.

Respectfully submitted,

Sean Sweeney
Keystone Chapter Secretary