

**SWANA PENNSYLVANIA KEYSTONE CHAPTER
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 9, 2014**

On January 9, 2014, at 10 am the SWANA Keystone Chapter Board of Directors Meeting was held via conference call. Those on the call included:

Officers	Board of Directors	Committee Chairs, Members & Visitors
Tim Hartman Larry Taylor Bryan Wehler	Jen Cristofolletti Mark Pedersen Chuck Raudenbush	Tom Lock Ellen O'Connor Denise Wessels Kay Dougherty

Note: A quorum was not established. Ms. Dougherty was directed to send a summary of the motions of the meeting by email to the Board of Directors and that any discussion on the action items should be held via email. The Board meeting action items were approved via email.

Approve Minutes of November 7, 2013 - Mr. Hartman asked about additions or corrections to the minutes of the November 7, 2013 meeting. **Mr. Raudenbush** moved the minutes be approved. **Mr. Taylor** seconded. The motion passed with a unanimous email vote.

Treasurer's Report – Mr. Taylor provided the following report:

Internal Audit – Mr. Taylor provided minutes of the Audit committee meeting. He requested approval of the following recommendations made by the Audit Committee:

Account Resolution - Currently only the Treasurer, by Resolution, is authorized to access the account. It was recommended that another officer be able to access the account to check balances independently, or take over the Treasurer's duties in case of unforeseen circumstances. On motion by **Mr. Pederson** second by **Ms. Cristofolletti** and unanimous email vote, the Board approved the revision of the Resolution to reflect either the Treasurer or the Secretary have the ability to access the account.

Signature Authority on Accounts – Currently two people are on the signature card: Larry Taylor and Kay Dougherty. It was recommended that the since the person receiving and depositing the checks (Ms. Dougherty), it would be more prudent to have another officer on the signature card. The Secretary agreed to be the second signatory on the account. On motion by **Mr. Pederson**, second by **Ms. Cristofolletti** and unanimous email vote, the Board approved the signature authority on the accounts.

Check Writing and Bill Paying Authorization and Procedure – It was recommended that the Treasurer provide a transaction list of payments (and credits) occurring between meetings for approval at the Board meeting for record purposes. Approval from officers for checks over \$500 would still be required. On motion by **Mr. Pederson**, second by **Mr. Raudenbush** and unanimous email vote, the Board approved the check writing and bill paying authorization and procedure as recommended by the Audit committee.

Mr. Taylor reviewed the following reports:

***Reconciliation Detail and Reconciliation Summary for period ending December 31, 2013
Transaction List by Date – November 7, 2013 through January 7, 2014
Deposit Detail – November 7, 2013 through January 7, 2014
Income Tax Filing (draft)***

On motion by **Mr. Raudenbush**, second by **Mr. Pedersen** and unanimous email vote, the Board payments of the bills and the Treasurer's report as submitted, subject to audit.

Mr. Taylor noted that the Income Tax Filing (draft) was reviewed. He also said that he will follow up with SWANA National to discuss reconciliation of members and dues.

COMMITTEE REPORTS

Legislative Committee – Mr. Hartman reviewed the Legislative Report dated January 2014 noting the Pennsylvania Environmental Legislation in play for 2014 and the Legislative Update dated January 2014 showing the Pennsylvania Bills, with a description and status of the bill.

Mr. Raudenbush added that the City of Reading v. Mark A Iezzi regarding administration fees for recycling was denied in the Commonwealth Court of Pennsylvania. Also, that the Monroe County case regarding administrative fees in their RFP received a confusing opinion from PADEP.

Mr. Hartman said that PROP is planning a forum for various associations that represent the different types of municipalities to let them know about the City of Reading situation. The various associations should take a closer look at their ordinances and the State code to be sure that they are not found in the same situation. The forum will include a presentation by the City of Reading and other information. Some of these organizations are already moving to put themselves in a better position.

Membership/Market Strategy Committee Report – Ms. Megonnel was not on the conference call.

Ms. Cristofolletti asked about the Young Professionals letter and flyer. **Mr. Hartman** said he thought those items were still in the committee. He added that he felt both the letter and flyer were very well done and thanked Ms. Cristofolletti for her efforts. He suggested a conference call between Ms. Megonnel, Ms. Cristofolletti and himself to review the letter and flyer.

Ms. Dougherty provided the most recent membership breakdown report available from SWANA National. The membership breakdown as of December 3, 2013 follows:

MEMBER BREAKDOWN BY TYPE

Public Sector Individual	107
Private Sector Individual	74
Small Business Individual	29
Retired	7
Student	0
Life	1

STATUS BREAKDOWN

Active	206
Suspended	8

TOTAL Number of PA Members 218

Newsletter Committee - Mr. Hasemeier was not on the call. **Ms. Dougherty** reported that requests for articles for the next edition of the newsletter were sent. Articles are requested by January 17th. Plans are to have the winter edition to the membership by the end of January.

Program/Training Committee Report

Mini Technical Seminar – **Mr. Wood** was not on the call.

Mr. Hartman said that the Committee has been working on another panel of speakers, in addition to the DEP portion of the program. He has been working with **Mr. Wehler** and **Mr. Raudenbush** on identifying speakers for the panel. Mr. Hartman will open the mini-technical seminar with a Legislative update. Joining him will be an Attorney with the American Petroleum Institute who will speak about the industry side of the Marcellus Shale and Gas and Oil Exploration in Pennsylvania. This subject should be relative since up to 50% to 60% of the Environmental Legislation revolves around the Marcellus Shale issues. **Mr. Wehler** is still working on getting an additional speaker.

Fall Conference – **Mr. Hartman** called on **Mr. Pedersen** who said that he will set up a conference call in January for the fall conference committee members. Mr. Hartman said that he has asked **Ms. Megonnell** and **Ms. Nestor** along with **Ms. Dougherty** to be the SWANA representatives on the fall conference committee. He asked that Mr. Pedersen include them in the conference call.

ROAD-E-O Committee - **Mr. Watts** was not on the call. The Mid-Atlantic Regional ROAD-E-O event will be held at the MES Midshore II Facility in Maryland on Friday, June 6, 2014.

Scholarship Committee – **Mr. Wehler** reported that **Ms. Megonnell** sent out an email earlier this week announcing the availability of scholarship applications. The deadline for receipt of scholarship applications is May 1, 2014.

Secretariat Report – **Ms. O'Connor** reviewed Ms. Dougherty's proposal for Secretariat services for 2014. There are no changes to the contract except the capping of her hours at 500 due to the increased workload taken on behalf of the Chapter. **Mr. Wehler** moved to approve the proposal. **Mr. Pedersen** seconded. **Mr. Taylor** noted that the budget does not reflect some of Ms. Dougherty's hours being debited correctly to the mini-technical seminar and ROAD-E-O. The budget will have to be amended. The motion was approved unanimously by email vote.

Ms. O'Connor commended Ms. Dougherty for the excellent job that she continues to do for the Chapter and thanked her for her good work.

Website - **Mr. Watts** was not on the call. Please let Mr. Watts know if you would like to post something to the website.

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

Recent Activity

- Policy T-6 – Recycling as Part of Integrated Solid Waste Management. Voted yes on the final draft.
- Policy T-6.1 – Municipal Solid Waste Recycling. Voted yes on the final draft.

WasteCon booth space was down.

Young Professionals will have a spot on the International Board after a by-law change.

SWANA plans to start work on a five year Strategic Plan in the spring.

MGI (send out the postcards looking for new members) has been retained for another year to generate new members.

SWANA Membership is at a record high, but Technical Division Membership is down.

Calendar of Events:

37th Annual Landfill Gas Symposium, Road to Zero Waste & Landfill Symposium– March 24, 2014;
Monterey, CA

2014 Mid-Atlantic Regional Road-E-O June 5 & 6, Midshore II Landfill Ridgely, MD

2014 International Road-E-O Denver, Colorado

2015 International Road-E-O Arizona

Future WasteCon:

2014: Dallas – August 26-28, 2014

2015: Orlando – August 25-29, 2015

2016: Indianapolis

Calendar –The calendar was reviewed.

OLD BUSINESS

SWANA/PWIA/PAHIM Fall Conference Contract – **Mr. Taylor** said that at the last meeting there was a recommendation made to draft a letter to PWIA and PAHMI and have it reviewed by Board members. Mr. Taylor was assigned to draft that letter. He suggested that before a letter is sent that the Chapter first talk to PAHMI to see if they see PAHMI taking on a greater role in the fall conference and are they going to make more of an effort to get members to the conference. The attendance for PAHMI members at the 2013 fall conference was about 5% of total attendance. SWANA had the largest number with 43%, PWIA had 14%, and PADEP was 19%. There were about 18% of the attendees with no affiliation. Ms. Dougherty will provide Mr. Taylor with the contact information for the President and Secretary of PAHMI. Mr. Taylor will report at the next meeting.

NEW BUSINESS

None

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call meeting and will be held on **Thursday, February 6, 2014** immediately following the Mini Technical Seminar and Luncheon.

ADJOURN

There being no further business to come before the Board, motion by **Mr. Taylor**, second by **Ms. Cristofolletti** and unanimous vote, the meeting adjourned at 10:45 am.

Respectfully submitted,

Bryan Wehler
SWANA Keystone Chapter Secretary