

**SWANA PENNSYLVANIA KEYSTONE CHAPTER  
BOARD OF DIRECTORS MEETING MINUTES  
AUGUST 4, 2015**

On August 4<sup>th</sup>, 2015 at 12:00 pm, the SWANA Keystone Chapter Board of Directors Meeting was held at Waste Management in Philadelphia, PA following the Mini Tech Seminar and via teleconference. Those in attendance were:

**Officers**

Bob Zorbaugh  
Larry Taylor  
Tim Hartman

**Board of Directors**

Bob Watts  
Jennifer Cristofolletti  
Scott Sample  
Mike Engel  
Chuck Raudenbush  
Mark Pederson  
Tom Lock  
Scott McGrath

**Committee Chairs, Members & Visitors**

Denise Wessels  
Robert Hasemeier  
Tessa Antolick  
Kay Dougherty  
Brady Bowman

**Approve Minutes of June 4, 2015** - **Mr. Sweeney** was absent, so **Mr. Zorbaugh** asked about additions or corrections to the minutes of the June 4, 2015 Board Meeting. **Mr. Watts** moved the minutes be approved. **Mr. Sample** seconded. **Mr. Zorbaugh** called for the vote; the motion passed unanimously.

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

- Reconciliation Summary Periods Ending July 31, 2015
- Reconciliation Detail Period ending July 31, 2015
- Fall Conference 2015 Summary Report

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

**COMMITTEE REPORTS**

**Articles and By Laws** – **Mr. Sweeney** attached copy of by-laws to board packet for review. **Mr. Zorbaugh** stated that the list of candidates for the upcoming election will be sent out at least 30 days prior to the September 10<sup>th</sup> meeting.

**Legislative Committee** - **Mr. Raudenbush** stated that the legislature is out of session, so no new information to report.

**Membership/Marketing Strategy Committee Report** – **Ms. Cristofolletti** suggested a new logo be designed, as the current logo is very outdated. **Ms. Cristofolletti** will develop a new logo, and anyone with suggestions or ideas should contact her.

**Newsletter Committee** – **Mr. Hasemeier** reported that reminders requesting articles from members were sent out. There is a lack of information and articles from members, but there are enough national articles to publish a newsletter with. The newsletter will be published at the end of August.

**Nominating Committee – Mr. Zorbaugh** stated that a sample ballot for the upcoming elections is ready to be sent out.

**Fall Conference Program Report –** Planning for conference is progressing well. Issue with DEP not registering will need to be solved. Also, **Mr. Watts** reported that people trying to register on the website may be locked out of the system due to inactivity. A message will be added on the website giving directions to contact **Mr. Watts** to unlock accounts.

**ROAD-E-O – Mr. Watts** stated that a date must be set for next year's ROAD-E-O, and a tentative time frame is early June. **Mr. Sample** stated that this year's event went very well, and there were many compliments about the event. One suggestion for next year is to acquire several more volunteers.

**Website Update – Mr. Watts** had nothing new to report in addition to the earlier suggestion to add instructions as to what to do when locked out of the registration website.

**International Update – Mr. Watts** reported that the national chapter is behind on registration in comparison to last year at this time. Also, the national chapter ended the fiscal year with no debts.

**Young Professionals – Ms. Antolick** announced that a Keystone chapter member was recognized as an YP person of the month recently. Also, there will be a YP Keystone chapter call later this month to gain interest for YP to attend the Fall Conference.

**Mini Technical Seminars Report – Ms. Wessels** stated that the next Mini Tech Seminar will be October 23<sup>rd</sup> at the Suburban Testing Lab in Reading, PA. **Ms. Wessels** asked that anyone with suggestions as to what should be covered during this Mini Tech should contact her so she can set up the schedule. Also, **Ms. Wessels** stated that by late fall planning must start for Mini Techs to be held next year. Anyone with ideas of companies that would like to host should contact her.

## Calendar of Events:

### *Calendar Update -*

## **SWANA Pennsylvania Keystone Chapter FY 2014-2015 Calendar**

### **AUGUST 2015**

- Tuesday, 8/4, 10 am, **SpecFuel Mini Tech Seminar/Tour**
- Tuesday, 8/4, 12 pm, **Board Meeting immediately following SpecFuel Seminar**
- 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. Zorbaugh** stated that there is a need to standardize a conference call in number for future meetings.

## **NEW BUSINESS**

**Ms. Cristofolletti** stated that anyone with ideas for the new logo should contact her.

**Mr. Watts** asked if there would be any interest in joining the Applied Research Foundation. Benefits of joining this foundation include access to many concise and informative pieces of literature that could be useful to many members. Discussion about joining this foundation will occur at the September meeting. **Mr. Taylor** stated that there are sufficient funds in the budget currently to join this foundation without the need for raising dues. Unanimously it was decided that this would be a good way to give back to the members.

## **NEXT MEETING**

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be held on Thursday, September 10<sup>th</sup>, 2015 immediately following the Fall Conference.

## **ADJOURN**

There being no further business to come before the Board and on motion by **Mr. Raudenbush**, second by **Mr. Taylor** and unanimous vote the meeting adjourned at 12:50 pm.

Respectfully submitted,

Sean Sweeney  
Keystone Chapter Secretary