

**SWANA PENNSYLVANIA KEYSTONE CHAPTER  
BOARD OF DIRECTORS AND ANNUAL BUSINESS MEETING MINUTES  
SEPTEMBER 10, 2015**

On September 10, 2015 at 12:50 pm, the SWANA Keystone Chapter Board of Directors and Annual Business Meeting was held at the Hilton Hotel, Harrisburg, PA. Those in attendance were:

**Officers**

Bob Zorbaugh  
Bryan Wehler  
Larry Taylor  
Sean Sweeney

**Board of Directors**

Mike Engel  
Tom Lock  
Scott McGrath  
Michele Nestor  
Mark Pedersen  
Chuck Raudenbush  
Scot Sample  
Bob Watts

**Committee Chairs, Members & Visitors**

Don Birnesser  
Bob Bylone  
Robert Hasemeier  
Bob Schoenberger  
Denise Wessels  
Chanda Martino  
Kay Dougherty

**Approve Minutes of August 4, 2015** - Mr. Zorbaugh asked about additions or corrections to the minutes of the August 4, 2015 Board Meeting. Mr. Lock moved the minutes be approved. Mr. Watts 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 September 8, 2015
- Reconciliation Detail Period ending September 8, 2015
- Preliminary 2015 Fall Conference Summary Report

On motion by Mr. Raudenbush, second by Mr. Wehler and unanimous vote, the Board approved the reconciliation summary and transactions as submitted, subject to audit.

Mr. Taylor reviewed the Budget Performance for October 1, 2014 through September 8, 2015. He also reviewed the Draft Budget for October 2015 through September 2016. On motion by Mr. Lock, second by Mr. McGrath and unanimous vote, the Board approved the Budget for FY 2015 – 2016.

**COMMITTEE REPORTS**

**Articles and By Laws** – Mr. Sweeney discussed the revisions to the Chapter Bylaws.

**Legislative Committee** - Mr. Raudenbush stated that the legislature was working on the budget and there was no new information to report.

**Membership/Marketing Strategy Committee Report** – Ms. Cristofeletti was not present at the meeting. Mr. Zorbaugh asked about the current membership numbers. Ms. Dougherty said that the current membership was 221.

A discussion was held relative to the Young Professional membership.

**Mr. McGrath** discussed the new logo design. He said a conference call was held to discuss the logo and that the design firm should have a logo to present by the end of the year.

**Newsletter Committee – Mr. Hasemeier** reported that they are currently waiting on one article and that the newsletter should be published in about two weeks.

**Fall Conference Program Report – Mr. Zorbaugh** thanked Ms. Nestor for all her effort as Chairperson of the Fall Conference. **Ms. Nestor** gave a recap of the fall conference and discussed various issues that came up during the conference.

**Ms. Nestor** requested access to Constant Contact in order to get announcements for the Fall Conference to the membership in a timely manner.

**Mr. Taylor** led a discussion on the importance of keeping the meeting schedule as published in October. This is extremely important during the three or four months before the fall conference.

**Mr. Watts** said that SWANA Headquarters has a conference app. He was interested in getting the Chapter's fall conference on the app also. He believes that may draw in younger people to the Chapter event.

**Mini Technical Program Report – Ms. Wessels** reported that the next mini tech seminar will be held on October 23, 2015 at 10 am at Suburban Testing Labs in Reading, PA. The registration form will be available on the Chapter Website. The program will be entitled, "A Day in the Life of a TCLP Sample", and include following the sample through the lab from sample receipt to reporting.

The Annual Spring Mini-Technical Seminar will be held on April 7, 2016 at the Best Western Premier Hotel and Conference Center in Harrisburg. A discussion was held relative to topics for the seminar. Subjects included Safety and an update from PADEP.

**ROAD-E-O – Mr. Sample** stated that the 2016 Mid-Atlantic Regional ROAD-E-O will be held on May 20<sup>th</sup>, with a meet and greet on May 19<sup>th</sup>. Volunteers are needed for the event.

**Scholarship Committee – Mr. Wehler** reported that checks have been distributed to the scholarship winners. Board members helped distribute the checks and photos were taken for the newsletter. The Chapter awarded \$10,000 in scholarship money in 2015. He also reported that Vivian Tafuto was awarded the Grant H. Flint Scholarship Category I award in the amount of \$5,000 from International SWANA Scholarship Committee.

**Website Update – Mr. Watts** will be making updates to the website, taking down old information.

**International Update – Mr. Watts** presented the following written report:

### Recent Activity

1. SWANA International finished up FY 2015 with an \$87,000 surplus.
2. The turnaround in financial performance was attributed to a better than budgeted performance of SWANAPalooza, cost cutting and hiring delays.
3. FY 2016 is budgeted with a small deficit, but expects to finish in the black again.
4. SWANA International would like to collect safety data from municipal waste operations.

5. WASTECON 2015 looks to be a break even event, registration and training down but sponsorships were up.
6. WASTECON 2016 will include Stormcon
7. Senior Executive Seminar will be sponsored and hosted by the Arizona Chapter – Planning Committee recommended SWANA International Staff to not be involved in this event in the future.
8. The Fleet Management Expo will be part of SWANAPalooza 2016
9. Zero Waste Training course is being developed for SWANA by the California Resource Recovery Association.
10. SWANA is developing a Learning Management System
11. The Policy for an Affinity Program is being developed and will be subject to IB approval

### **Calendar of Events:**

2015 International Road-E-O, Arizona, October 1-4  
2016 Senior Executive Seminar June 26-30 in Phoenix, Arizona  
2016 International Road-E-O Atlanta, Georgia

### **Future WASTECONS:**

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 of Events:**

#### **OCTOBER 2015**

- Chapter fiscal year begins
- No Board Meeting scheduled
- Friday, 10/23, 10 am, Suburban Testing Lab Mini Tech, Reading, PA
- Treasurer prepares fiscal audit packets
- Distribute fall newsletter

#### **NOVEMBER 2015**

- Thursday, 11/5, 10 am **Board Meeting at Chester County Solid Waste Authority, Narvon,**
- Thursday, 11/5, Audit Committee meeting immediately following Board Meeting
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Secretariat administrative service contract for next year

#### **DECEMBER 2015**

- Accountant audits financial report and prepares 990 IRS Tax Filing
- **No Board Meeting Scheduled**
- Secretary and Treasurer submit Chapter annual reports to SWANA
- Sign Secretariat service contract for next year

## OLD BUSINESS

**SWANA Applied Research Foundation – Mr. Watts** discussed the Chapter 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. The annual subscription fee for Chapters is \$10 per member. Chapter members would get a vote on topic list and have access to all the research reports developed during that year. He also reviewed the list of current members. A lengthy discussion followed. It was agreed that Mr. Watts would provide samples of the research being done.

## NEW BUSINESS

**Waste Watcher Awards – Mr. Watts** said a request was received from PROP asking the Chapter to join with PROP in sponsoring the Waste Water Awards. On motion by **Mr. McGrath**, second by **Mr. Engle** and unanimous vote, the motion was unanimously approved. **Mr. Taylor** said that this item was included in the budget in the amount of \$500.

**Chapter Secretariat – Mr. Zorbaugh** introduced Chanda Martino who has applied for the Secretariat position. On motion by **Mr. Zorbaugh**, second by **Mr. Taylor** and unanimous vote, the board approved the hiring of Ms. Martino. Work will begin on entering into a formal contract with Ms. Martino for secretariat services starting January 2016. **Ms. Dougherty** will continue her duties until the end of the 2015. **Ms. Martino** said that she looks forward to working with the Board.

**Mr. Hasemeir** moved that the appropriate officers make the transition from Ms. Dougherty to Ms. Martino including all necessary administrative changes, such as the Chapter address and phone. **Mr. Sweeney** seconded the motion. The motion was unanimously approved.

**Mr. Taylor** moved that Ms. Dougherty become an Honorary Keystone Chapter Member. The motion was seconded by Mr. Sample. The motion passed unanimously.

**Mr. Zorbaugh** thanked Ms. Dougherty for her services to the Chapter as Secretariat for over 20 years. He presented Ms. Dougherty with a card and gift cards.

I

On motion by **Mr. Hasemeier**, second by **Mr. Raudenbush**, and unanimous vote, the Board authorized Mr. and Mrs. Dougherty to attend the 2016 fall conference all expenses paid by the Chapter.

**Ms. Dougherty** thanked the members of the board for their support and kindness through the years. She stated that she will miss them on a professional level but many on a personal level.

## ELECTION OF DIRECTORS 2015 - 2017

**Nominating Committee - Election of Board of Directors – Mr. Sweeney** presented the following slate of directors for September 2015 - September 2017:

PRIVATE SECTOR DIRECTOR: (Two Vacant Positions)

Tessa Antolick, ARM Group Inc.  
Michele Nestor, Nestor Resources Inc.  
Chuck Raudenbush, Waste Management  
Denise Wessels, SCS Engineers, Inc.

PUBLIC SECTOR DIRECTOR: (Two Vacant Positions)

Bob Bylone, Pennsylvania Recycling Markets Center, Inc.  
Jen Cristofolletti, York County Solid Waste Authority  
Mike Engel, Wayne Township Landfill, Clinton County Solid Waste Authority

The slate was recommended by the Nominating Committee and approved by the Chapter Board of Directors.

All votes were counted by the Secretary. The following are the results of the vote:

**Private Sector Director: Michele Nestor and Chuck Raudenbush**

**Public Sector Director: Jen Cristofolletti and Mike Engle**

**AMENDMENT TO THE CHAPTER BY-LAWS - Mr. Sweeney** reported that the amendment to add a Young Professional director to the Board of Directors was accepted by the membership.

On motion by **Mr. Sweeney**, second by **Mr. Hasemeier** and unanimous vote, the Board accepted the 2015 – 2017 Board of Directors and the Amendment to the By-Laws as reported by the Secretary.

**Mr. Sweeney** moved to open nominations for a Chapter Young Professional position. Seconded by Taylor. The vote passed unanimously.

**Mr. Sweeney** will look into the process of the election of a Young Professional to the Board of Directors.

**Approval of Board of Directors Actions during the Past Year** - On motion by **Mr. Raudenbush**, second by **Mr. Watts** and unanimous vote, all actions taken by the Board of Directors during Fiscal Year 2014-2015 were approved.

**NEXT MEETING**

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be held on Thursday, November 5, 2015 at 10 am at the offices of the Chester County Solid Waste Authority, Narvon, PA.

**ADJOURN**

There being no further business to come before the Board and on motion by **Mr. Raudenbush**, second by **Mr. Watts** and unanimous vote, the meeting adjourned at 2:10 pm.

Respectfully submitted,

Sean Sweeney  
Keystone Chapter Secretary