

On November 5, 2016 at 10:00 am, the SWANA Keystone Chapter Board of Directors Meeting was held at the Chester County Solid Waste Authority, Narvon, PA. Those in attendance were:

Officers	Board of Directors	Committee Chairs, Members & Visitors
Bob Zorbaugh	Scott McGrath	Don Birnesser
Larry Taylor	Chuck Raudenbush	Denise Wessels
Sean Sweeney	Bob Watts	Kay Dougherty
	Mark Pedersen	Chanda Martino
	Scot Sample	
	Mike Engel	
	Jen Cristofolletti	

Approve Minutes of September 10, 2015 – Mr. Sweeney asked if there were any additions, revisions, or comments to the minutes of the September 10, 2015 Annual meeting. **Mr. Pederson** moved the minutes be approved. **Mr. Watts** seconded. Vote was called; the motion passed unanimously.

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

- Reconciliation Detail
- Reconciliation Summary
- Fall Conference 2015 Summary Report

On motion by **Mr. Sweeney**, second by **Mr. Pederson**, the Board unanimously voted to approve the Treasurer’s Reports and Transactions.

Mr. Sample moved, second by **Mr. Pederson**, the Board unanimously voted to approve a check for PWIA for \$15,298.72, to be cut when the money owed for the Fall Conference is received from DEP.

Mr. Taylor recommended using Garcia, Garmen, & Shea PC to handle the 2015 end of year taxes and 1099’s for Secretariat positions. On motion by **Mr. Sample**, second by **Mr. Pederson** and unanimous vote, the motion was approved.

Mr. Taylor reported that the GLRA Board has approved the use of GLRA’s address as the legal address of Keystone SWANA. On a motion by **Mr. Sweeney**, second by **Mr. Engel**, the Board unanimously voted to change the address of Keystone SWANA from 123 Wyneberry Avenue, Ephrata, PA to 1610 Russell Road, Lebanon, PA.

On motion by **Mr. Sample**, second by **Mr. Zorbaugh**, the Board unanimously approved payment of Secretariat Invoice from Chanda Martino for \$517.31

COMMITTEE REPORTS

Legislative Policy

Mr. Raudenbush reported that Act 45 was signed October 7; DEP may not prohibit transportation of leachate to a landfill. A brief discussion about leachate followed.

Due to lack of budget in the government, there isn’t much movement.

Discussion about expanding tipping fees. It was reported that there are no new forms for overweight vehicles for the time being.

Membership/Marketing Plan

Mr. Birnesser expressed interest in marketing for membership in Keystone SWANA through missing member campaign to target missing counties. Current Chapter membership is just over 200.

Ms. Cristofolletti requested a Chapter member list. Disclosures need to be obtained from SWANA North America for **Ms. Cristofolletti**, **Mr. Birnesser**, and **Ms. Martino**. **Ms. Martino** will follow up.

Chapter Logo

Mr. McGrath presented the options for a new Chapter logo and a discussion followed. Suggestions were made to have it easily scale down and still be clear (ex. on a pin), or to have two versions, one large and one small.

Newsletter

Mr. Hasemeier, via **Mr. Sweeney**, requested that any articles for the next newsletter be emailed to him by January 2016. An email will be sent to all Chapter members as a reminder.

Nomination of Young Professional Director

Mr. Sweeney led a discussion about how to fill the YP Director position. It was decided that the position would be considered "vacant". As a result, the Board can name someone to the position until an election can be held at the Annual Meeting. **Mr. Zorbaugh** asked for any objections to filling the position in this manner. There were no objections.

The Board decided to add the description "35 and under" to the announcement for YP Director.

Nominations should be received by the January Board meeting.

Program/Training

Fall Conference

A brief discussion about planning early for the 2016 Fall Conference.

Mini-Tech Seminars

Ms. Wessels reported that the October 23 mini-tech was very successful. There will be an article for the newsletter about the "Day in the Life of a TCLP Sample".

The next mini-tech is scheduled for April 7 at 9 am. The subject is Safety and due to the popularity of this subject, the mini-tech is going to be a whole day. **Ms. Wessels** requested suggestions for speakers.

A discussion about future mini-techs included drones, Volvo equipment site, and natural gas.

Road-E-O

Mr. Sample reported that the venue for 2016 Road-E-O has been booked for May 19 and 20.

Website

Mr. Watts asked if anything needed to be added to the website. A brief discussion followed about issues with online registration.

International

Mr. Watts presented the following written report:

Recent Activity

1. Landfill Gas & Bio Gas abstracts review conference call
2. Strategic Planning subcommittee conference call
3. Landfill Gas & Bio Gas SWANA Palooza review conference call
4. SWANA International Infrastructure conference call

Calendar of Events

2016 Mid-Atlantic Regional Road-E-O May 19 & 20 Blossburg, PA
2016 Senior Executive Seminar, June 26-30 in Phoenix, Arizona
2016 International Road-E-O Atlanta, Georgia

Future WASTECONs

2016: Indianapolis – August 23-25
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

CHAPTER CALENDAR

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

JANUARY 2016

- Thursday, 1/7, 10 am, **Board Meeting Conference Call**
- Submit articles for winter newsletter
- Email 14th Annual Mid-Atlantic Regional Road-E-O announcement
- Program Committee initiates planning for 18th fall conference
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members

FEBRUARY 2015

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

MARCH 2016

- Thursday, 3/3, 10 am, **Board Meeting Conference Call**
- Mail exhibitors and sponsorship announcement for 18th fall conference
- Program Committee completes planning for fall conference

APRIL 2016

- Thursday, 4/7, 9 am **Annual Spring Mini-Tech Seminar, Best Western Premier Hotel & Conference Center,**

Harrisburg

- Thursday, 4/7, **Board Meeting** immediately following mini tech seminar

MAY 201

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/ 5,10 am, **Board Meeting at Modern Landfill, York, PA**
- Nominating Committee presents Slate of Officers and Directors for election
- Friday, 5/20, Mid-Atlantic Regional ROAD-E-O Northern Tier Solid Waste Authority, Burlington, PA

JUNE 2016

- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- Thursday, 6/2, 10 am, **Board Meeting Conference Call**
- Email registration announcement for 18th fall conference
- Review annual budget

JULY 2016

No Activities planned

AUGUST 2016

- Thursday, 8/4, 10 am, **Board Meeting Conference Call**
- Program Committee prepares program for the fall conference
- Submit articles for summer newsletter

SEPTEMBER 2016

- **9/7 – 9/8, 18th Annual Joint Fall Conference, Hilton Hotel, Harrisburg**
- **9/8, Chapter Annual Business Meeting and Election** immediately following fall conference
- Distribute summer newsletter via email
- Chapter Fiscal Year Ends

OLD BUSINESS

No old business

NEW BUSINESS

Ms. Martino presented the following recommendations for 800 service and for conference call service.

Conference Call and 800 Service Options

Conference Calls

Uberconference

Business Plan - \$20 per month with toll free call in number

- Up to 100 participants
- Unlimited minutes for calls
- No PINS or access codes
- Call recording
- Mobile App

800 Service

Option 1: **Phone.com**

\$10 per month

- 100 minutes per month (additional minutes are \$.039 per minute)
- Voicemail transcribed to email/text
- Call forwarding
- Port our 800 number for free, if it is portable
- If we use over 176 minutes, it would start costing more than \$13 per month

Option 2: **ePhone**

\$12.99 per month

- 300 minutes per month (additional minutes are \$.039 per minute)
- Voicemail transcribed to email/text
- Call forwarding
- Port our 800 number for free, if it is portable

On a motion by **Mr. Sample**, second by **Mr. Watts**, the Board unanimously voted to use Phone.com as the 800 service for the Keystone SWANA toll free number.

Mr. Raudenbush moved to accept Uberconference.com as the service used by Keystone SWANA for conference calls. Motion seconded by **Mr. Sample** and the Board voted unanimously.

Mr. Taylor inquired on the status of the Secretariat contract. An **Executive Session** followed on the Secretariat Contract.

There was a brief discussion about mixed waste recycling and electronics recycling. **Mr. Zorbaugh** suggested that a letter be drafted to make change in legislature.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call, held on January 7, 2016 at 10am. Call in information will be emailed. There is no Board meeting scheduled for December.

ADJOURN

There being no further business to come before the Board and on motion by **Mr. Raudenbush**, second by **Mr. Sweeney**, and unanimous vote, the meeting adjourned at 11:45am.

Respectfully Submitted,

Chanda Martino