

On November 4, 2021, at 10:04 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Ms. Nestor**. Meeting was a video conference call. Those in attendance were:

Officers	Board of Directors		Committee Chairs, Members, Visitors
Michele Nestor	Dan Brown	Chuck Raudenbush	Dan Fellon
Denise Wessels	Mike Brubaker	Scot Sample	Chanda Martino
Bernie Rieder	Brandon Comer	Carolyn Witwer	
Sean Sweeney	Jill Hamill		

Not present: Tom Lock, Scott McGrath, Elizabeth Osborne, Bob Watts

SECRETARY'S REPORT

Ms. Nestor presented the minutes from the September 30, 2021 Board of Directors Meeting.

Motion was made by **Mr. Sweeney** to approve the minutes with recommended edits. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

The September 30, 2021 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Ms. Martino reviewed the Treasurer's Report.

A motion was made to approve the Treasurer's reports and transaction for September 30 through October 1, 2021, as presented. Motion made by **Mr. Raudenbush** and seconded by **Mr. Sample**. Vote was called and motion passed unanimously.

A motion was requested to approve payment of the October Administrative and Marketing invoice in the amount of \$1,579.94. Motion made by **Ms. Wessels** and seconded **Ms. Hamill**. Vote was called; the motion passed unanimously.

The Treasurer's Report and Admin and Marketing invoice are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Advisory Board & Road-E-O

No report.

Articles & Bylaws

No report.

Communications & Newsletter

No report.

Legislative & Policy

Mr. Raudenbush discussed the President's plan for a portion of money to go to recycling and infrastructure. Also, the push to get 70% reduction of methane through containment or flare ups.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

Discussion regarding the possibility of discounts for exhibitors of the Recycling and Safety Summits at the Fall Conference. Details to be released soon.

Mini-Tech Seminars

Ms. Wessels discussed upcoming mini-technical seminars including the December 15th mini-tech at Lanchester Landfill on Leachate Treatment.

Safety

No report.

Scholarships

No report.

Young Professionals

No report.

Strategic Planning

No report.

CHAPTER CALENDAR

November 2021

- Thursday, 11/4, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- 11/11, **Planning Session, Wayne Township Landfill**
- 11/15, Article Deadline for Winter Edition of *The Keystone*
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Administrative & Marketing Director Contract for next year

December 2021

- **No Board Meeting**
- 12/15 – **Leachate Treatment Mini-Technical Seminar, Lanchester Landfill**
- Submit Chapter annual reports to SWANA International
- Distribute Winter Edition of *The Keystone*

January 2022

- Thursday, 1/6, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2022

- Thursday, 2/3, 10 am - **Board Meeting Conference Call**
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

March 2022

- Thursday, 3/3, 10 am - **Board Meeting Conference Call**
- 3/14 & 3/15, **Recycling Summit, Hilton Harrisburg**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

April 2022

- Thursday, 4/7, 10 am - **Board Meeting Conference Call**
- Distribute Spring Edition of *The Keystone*

May 2022

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/5, 10 am - **Board Meeting, TBD**
- 5/12 & 5/13, **2022 Mid-Atlantic Regional Road-E-O, Elkton, MD**
- 5/17 & 5/18, **Safety Summit, Hilton Harrisburg**

June 2022

- Thursday, 6/2, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- Nominating Committee presents Slate of Officers and Directors for election

July 2022

- **No Board Meeting**
- Wednesday 7/15, Article Deadline for Summer Edition of The Keystone

August 2022

- Thursday, 8/4, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

September 2022

- 9/7 & 9/8, **Annual Joint Fall Conference, Hilton Harrisburg**
- 9/8, **Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends

OLD BUSINESS

No Old Business.

NEW BUSINESS

Ms. Nestor discussed the Planning Session on November 11 at Wayne Township Landfill. An invitation will be emailed to all Board members

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on January 6, 2022, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, a motion was made to adjourn the meeting at 10:27 am. Motion made by **Mr. Rieder** and seconded by **Ms. Witwer**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

Treasurer's Report

November 3, 2021

1. Balance Sheet as of Oct 30
2. Transaction Detail by Account Sept 30 through Oct 31

A **MOTION** is requested to approve the Treasurer's Reports and all transactions September 30 through October 31, 2021.

3. Administrative and Marketing Director October invoice for \$1,579.94.

A **MOTION** is requested to approve the Admin & Marketing invoice as presented.

Chanda Martino

Administrative & Marketing Director

Balance SheetAs of November 13, 2021

	<u>Nov 13, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · First Citizens	43,901.93
1005 · Edward Jones	55,367.26
Total Checking/Savings	<u>99,269.19</u>
Total Current Assets	<u>99,269.19</u>
TOTAL ASSETS	<u>99,269.19</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	30,928.95
3030 · Unrestricted Net Assets	70,237.52
Net Income	-1,897.28
Total Equity	<u>99,269.19</u>
TOTAL LIABILITIES & EQUITY	<u>99,269.19</u>

PA Keystone Chapter of Solid Waste Association of N.America

Transaction Detail by Account

September 30 through October 31, 2021

Type	Date	Name	Memo	Amount
1003 · First Citizens				
Check	10/06/2021	MAIL DOCK business center	mail TR laptop back to CCSWA	-33.24
Check	10/06/2021	SWANA	SWANA membership for C Martino	-263.00
Deposit	10/15/2021		Deposit - Sept 2021 dues	631.60
Check	10/20/2021	Wild Apricot	fee	-18.47
Check	10/20/2021	Wild Apricot	annual website invoice	-2,052.00
Total 1003 · First Citizens				-1,735.11
TOTAL				-1,735.11



Bill To

Date: 11/1/2021

Pennsylvania Keystone Chapter of SWANA
1610 Russell Road, Lebanon, PA 17046

Admin & Marketing	Amount
Hours for September 30, 2021 - October 31, 2021	\$1,472.24
Mileage	\$17.70
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	\$1,579.94

Column1	Amount
Total	

October Total **\$1,579.94**

**Pennsylvania Keystone Chapter of SWANA
Administrative and Marketing Director**

September 30, 2021 - October 31, 2021

Date	Mileage		General	Fall Conf	Roaddeo	MiniTech	Total Hours
29-Sep		timesheet, invoice, BOD docs and packet, TR docs and report, monthly docs	5.25				5.25
30-Sep	7.2	GLRA - mail, software testing, BOD meeting prep, email, post meeting notes	3				3
4-Oct		email, website mods	1.75				1.75
5-Oct	10	Maildock - download chapter data from TR laptop, wipe chapter data, pack, ship laptop to CCSWA	4.25				4.25
6-Oct		BOD meeting minutes, email	2				2
12-Oct		meet Tom to have checks signed, email	0.75				0.75
14-Oct		email, distribute legislative SB 552 letter	1				1
15-Oct		monthly docs, email, call w Chuck	0.75				0.75
19-Oct		email, BOD meeting invoites, Wild Apricot and bank call for website	2.25				2.25
20-Oct	7.2	GLRA - mail, email, draft support letter for SB 552, print, address and mail letters, timesheet	4.25				4.25
22-Oct		monthly doc and invoices, website mods, email, Board updates to docs	2.75				2.75
25-Oct	7.2	GLRA - mail, distribute newsletter, website mods, email, position responsibilities draft, timesheet	5.5				5.5
27-Oct		member call, email, directors contact and list update , meeting updates, BOD email	3.5				3.5
29-Oct		email, meeting prep, monthly docs	1.5				1.5
Total October Hours			38.5	0	0	0	38.5
Total Miles	31.6		\$ 1,472.24	\$ -	\$ -	\$ -	

TIME	\$ 1,472.24
MILEAGE	\$ 17.70
PHONE	\$ 60.00
INTERNET	\$ 30.00
OCTOBER TOTAL	\$ 1,579.94

1st QTD Hours	81.5	0.5	0	0	82
2nd QTD Hours	55.75	0.25	0	1.75	57.75
3rd QTD Hours	78.75	0.25	0	14.25	93.25
4th QTD Hours	30.25	0	0	0	30.25
YTD hours	254.5	1	0	16	271.5

Pennsylvania Keystone Chapter SWANA

FY 2021 – 2022 Calendar

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