

On March 3, 2022, at 10:02 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	Mike Brubaker	Elizabeth Osborne	Dan Brown
Denise Wessels	Brandon Comer	Chuck Raudenbush	Chanda Martino
Tom Lock	Dan Fellon	Scot Sample	
Bernie Rieder	Jill Hamill	Bob Watts	
Sean Sweeney	Scott McGrath	Carolyn Witwer	

Not present: Chris Toevs

SECRETARY'S REPORT

Mr. Lock presented the minutes from the February 3, 2022 Board of Directors Meeting.

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

The February 3, 2022 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Mr. Rieder presented the Treasurer's Report.

A motion was made to approve the Treasurer's reports and transactions for February 1 through February 28, 2022, as presented. Motion made by **Ms. Nestor** and seconded by **Mr. Sweeney**. Vote was called and motion passed unanimously.

A motion was requested to approve payment of the February Business Manager invoice in the amount of \$1,877.05. Motion made by **Mr. Brubaker** and seconded **Mr. Sample**. Vote was called; the motion passed unanimously.

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

COMMITTEE REPORTS

Advisory Board & Safety

Ms. Osborne reviewed the committee reports submitted including the draft of SWANA's Strategic Plan for 2022-2027.

Ms. Osborne and **Mr. Fellon** have a Safety Summit planning meeting next week. There was a discussion regarding speakers and subjects for the Summit, with the possibility of having an Act 90 roundtable.

The Advisory Board Report and Safety Committee Report are attached and hereto made part of the minutes.

Articles & Bylaws

According to **Mr. McGrath**, the bylaws are flexible with regard to the structure of the Committees.

Communications & Newsletter

Ms. Nestor discussed the Communications Matrix draft. The Communications Committee would be broken up into smaller sub-committees. A discussion followed. Volunteers for the Communications Sub-Committee should contact **Ms. Nestor**.

The Communications Matrix is attached and hereto made part of the minutes.

Legislative & Policy

Mr. Raudenbush discussed working with PROP Legislative Committee to put together a position for each candidate for Governor and Lieutenant Governor by the end of March.

Ms. Nestor discussed Senator Caprioletti's office rewriting a bill to replace CDRA. DEPs release of ACT 101. Discussed another bill to introduce product stewardship for packaging materials that sounds similar to CDRA.

Membership & Marketing

No report.

Personnel & Nominating

Mr. Lock updated the deadlines for nominations in the calendar. April 15 for the call for nominations with a deadline of May 31. Present the slate at the June BOD Meeting.

Fall Conference

Ms. Nestor gave an update on the status of the registrations for the Fall Conference, Recycling Summit, and Safety Summit. The new for 2022 multi-event exhibitor packages appear to be well received.

The agenda for the Recycling Summit was shared. Topics for Fall Conference and Safety Summit are welcome; contact Ms. Nestor. A pre-conference training speaker is still needed.

Mini-Tech Seminars

Ms. Wessels discussed upcoming mini-technical seminars. There was a brief discussion about potentially holding the 3 day composting course possibly in October.

Road-E-O

Registration is open for the 2022 Mid-Atlantic Regional Road-E-O.

Scholarships

The deadline for scholarship applications is May 2, 2022.

Young Professionals

Mr. Comer and **Ms. Hamill** have met to discuss a reception/networking the night before the Safety Summit.

Strategic Planning

No report.

CHAPTER CALENDAR

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**
- 4/15, Call for BOD nominees
- Distribute Spring Edition of *The Keystone*

May 2022

- 5/2, 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**
- 5/31, BOD nominations Deadline

June 2022

- Thursday, 6/2, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- 6/2, 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

A motion was made to approve the 2022 Business Manager contract as discussed and reflected in the attached contract. Motion made by **Mr. Raudenbush** and seconded by **Ms. Wessels**. Vote was called; motion passed unanimously.

Business Manager contract is attached and hereto made part of the minutes.

NEW BUSINESS

Brief discussion regarding the email scams that have been sent to the Treasurer and potentially other board members. If there any question of the validity of an email, contact the sender via phone.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on April 7, 2022, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, a motion was made to adjourn by **Ms. Wessels** and seconded by **Ms. Hamill**. Vote was called and motion passed unanimously.

Respectfully Submitted,

Chanda Martino
Business Manager

Keystone SWANA Treasurer's Report

FEBRUARY 2022

Prepared by Chanda Martino, Business Manager

Reviewed/Presented by Bernie Rieder, Treasurer

MARCH 2, 2022

1. Balance Sheet as of Feb 28
2. Transaction Detail by Account Feb 1 through Feb 28

A **MOTION** is requested to approve the Treasurer's Reports and all transactions February 1 through February 28, 2022.

3. Business Manager February invoice for \$1,877.05.

A **MOTION** is requested to approve the Business Manager invoice as presented.

PA Keystone Chapter of Solid Waste Association of N.America

Transaction Detail by Account

February 2022

Type	Date	Name	Memo	Amount
1003 · FCCB				
Check	02/02/2022	AffiniPay	merchant services fee - Jan 2022	-240.52
Deposit	02/04/2022		Deposit - Events Income	350.00
Deposit	02/10/2022		Deposit - Events Income	225.00
Deposit	02/11/2022		Deposit - Events Income	225.00
Deposit	02/14/2022		Deposit - Event Income	15.00
Bill Pmt -Check	02/14/2022	Chanda Martino	January 2022 Business Manager	-2,545.52
Deposit	02/15/2022		Deposit - January 2022 Member Dues	2,147.20
Deposit	02/16/2022		Deposit - Event Income	300.00
Deposit	02/17/2022		Deposit - Event Income	100.00
Deposit	02/22/2022		Deposit - Event Income	2,040.00
Deposit	02/23/2022		Deposit - Event Income	125.00
Deposit	02/24/2022		Deposit Events Income	8,285.00
Deposit	02/24/2022		Deposit	100.00
Deposit	02/25/2022		Deposit - Event Income	1,600.00
Total 1003 · FCCB				12,726.16
TOTAL				12,726.16

Balance Sheet

As of February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	62,090.08
1005 · Edward Jones	54,680.91
Total Checking/Savings	<u>116,770.99</u>
Total Current Assets	<u>116,770.99</u>
TOTAL ASSETS	<u>116,770.99</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	30,928.95
3030 · Unrestricted Net Assets	70,267.52
Net Income	15,574.52
Total Equity	<u>116,770.99</u>
TOTAL LIABILITIES & EQUITY	<u>116,770.99</u>



Bill To

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

Date: 3/1/2022

Description	Amount
Hours for February 1 - 28, 2022	\$1,767.04
Mileage	\$20.01
Phone	\$60.00
Internet	\$30.00
Total	\$1,877.05

Expenses	Amount
Total	

Total **\$1,877.05**

Pennsylvania Keystone Chapter of SWANA

Business Manager

FEBRUARY 2022

Date	Mileage		General	Fall Conf	Rodeo	MiniTech	Total Hours
1-Feb	0	email, timesheet, invoice, FC sponsor registration, BOD meeting prep, TR reports, finance	3.5	1.25	0	0	4.75
2-Feb	0	email	0.5	0	0	0	0.5
3-Feb	0	newsletter, BOD meeting prep, email, RS hotel questions, BOD meeting	3	0	0	0.5	3.5
4-Feb	0	Rodeo registration mods, email	0.25	0	0.5	0	0.75
7-Feb	0	email, RS exhibit, website mods, minutes, files, rodeo registrations	2.25		0.25	0.5	3
8-Feb	0	rodeo registration , RS reg, FC reg	1	0.5	0.5	0.75	2.75
9-Feb	7.2	GLRA - mail, FC reg, upcoming events email, minutes	1.75	0.5	0.25	0.75	3.25
10-Feb	0	email	0.25	0	0	0	0.25
11-Feb	0	RS reg, email, FC reg, finances, Affinipay call, rodeo reg	1.75	0.5	0.25	0.5	3
14-Feb	12.6	SCS - check signed, email, website mods	1	0.25	0	0.25	1.5
15-Feb	0	timesheet, email, RS & FC registrations	1.5	0.5	0	0.75	2.75
16-Feb	0	RS reg emails, FC reg, data entry and processing	1.5	0.5	0	0.5	2.5
17-Feb	7.2	GLRA - mail, scam emails, process checks, FC reg, RS reg, QB entries	3.75	1	0.25	1	6
18-Feb	0	invoice, timesheet, minutes, rodeo registration, email	1.25	0	0.25	0	1.5
22-Feb	0	scholarship email, website mods, email	1.75	0	0	0	1.75
23-Feb	7.2	GLRA - mail, taxes, call w Michele, minutes, BOD meeting report, website mods, files	2	0.5	0	0.5	3
25-Feb	0	rodeo reg, email	0.75	0	0	0.5	1.25
28-Feb	0	email, timesheet, RS reg call, finances	1.25	0	0.25	0.5	2

34.2 Total Miles

Total Hours	29	5.5	2.5	7	44
	\$ 1,164.64	\$ 220.88	\$ 100.40	\$ 281.12	

TIME	\$ 1,767.04
MILEAGE	\$ 20.01
PHONE	\$ 60.00
INTERNET	\$ 30.00
TOTAL	\$ 1,877.05

1st QTD Hours	61	21.25	7.25	15.75	105.25
2nd QTD Hours	0	0	0	0	0
3rd QTD Hours	0	0	0	0	0
4th QTD Hours	0	0	0	0	0
YTD hours	61	21.25	7.25	15.75	105.25

ADVISORY BOARD REPORT – March 1, 2022

Elizabeth Osborne, Chapter Advisory Board Member

The second draft of the SWANA 2022-2027 Strategic Plan has been released to Board, Advisor Board and Strategic Working Groups. Comments are to be submitted by the 4th. Attached is a visual of the Strategy House that identifies goals and objectives. The plan itself is 30 pages. The third draft will be shared at the winter Board of Directors meeting.

The Policy Committee met 22 February. We looked at new formatting of 13 existing policies. The goal is clearer and succinct policy statements. Content of the policies were not changed. We are to review and comment by 15 March.

There was a Region 7 call on the 28th. I was invited to attend the NJ Board of Directors meeting while I am at the NJ conference at the end of April.

SWANA Strategy House attached.

SAFETY COMMITTEE REPORT – March 1, 2022

Elizabeth Osborne, Safety Ambassador

Safety Summit: Dan Fellon and I have a call scheduled for Monday, the 7th to continue coordinating.

Core Purpose

To advance the responsible management of solid waste as a resource.

Mission

SWANA is an organization of professionals committed to advancing *from solid waste management to resource management* through their shared emphasis on education, advocacy, safety, and research.

Goals

- I. Get off the Top 10 list of most dangerous jobs**
- II. Become climate champions**
- III. Reframe perception of industry as employers of choice**
- IV. Continue to strengthen SWANA infrastructure and financial viability**

Driving Trends

- Shifting worker priorities
- Increasing impacts from climate change
- Expanding use of technology, AI, and automation

Objectives

- 1. Collaborate with gov't agencies & partners to support standards and policies that lead to safer work environments
- 2. Develop resources to support employer safety programs
- 3. Emphasize resource management in SWANA's structure & communications
- 4. Emphasize organics management
- 5. Reframe and prioritize resource management in North American instructure to support climate mitigation
- 6. Improve conditions for everyone in the industry through leadership in Diversity, Equity, and Inclusion
- 7. Engage young professionals and next-generation employees
- 8. Grow and retain membership
- 9. Strengthen working relationships and communication among SWANA HQ and SWANA's sub-units
- 10. Determine what "hybrid" will mean to SWANA events, meetings, and services

Foundations

- Partnerships:** Strong and trusting partnerships with chapters, federal agencies, thought leaders, and industry leaders
- Resources:** the financial resources, talent, and capacity to enable best-in-class training, advocacy, and member experiences

**Mini-tech Committee Report
February 2022**

Past Mini-techs

Scheduled Mini-techs

- Late May/early June - LCSWMA – landfill visual synthesis project, the Vertical Expansion project and natural succession initiative, removal of metal fines from incinerator ash
- TBD – Penn Waste – Recycling plant

Planning Stages

- TBD – York County recycling plant upgrades

Other ideas

Radiation Monitoring

E-waste facility tour (GLRA facility after constructed)

Anaerobic Digester: Brubaker Farm Tour (Lancaster County), Reinhold Farm Tour (Juniata County) or City of Philadelphia digester, or Milton Sewer Authority?

Wind Defender (Elliot Pugh)

SWANA 3-day Managing Composting Programs Certification Course

- SWANA charges Chapter \$425/manual
- National rate is \$859 for members and \$1,059 for non-members, plus exam (\$250 members, \$400 non-members). Chapter can charge less.
- SWANA now offers as an online course – sent email to those interested in course to gauge interest in in-person vs. online.

Survey sent to all members – 20 responses to date (11 interested in course, 9 are not)

Interested and # of attendees (potential # of Attendees = 15-19)

- | | |
|--|------------------------------|
| • City of Pittsburgh (2 individuals responded) (2-4) | • Chestnut Hill Township (1) |
| • LCSWMA (1) | • Chrin (1) |
| • Centre County Recycling & Refuse Authority (3) | • City of Harrisburg (1-2) |
| • Allegheny County Health Dept. (1) | • Millcreek Township (1-3) |
| | • City of Lancaster (1) |
| | • CCSWA (3) |

Preferred Month: **October (12 responses)**

Potential Instructor: Jessica Moore, University of MD, Manager of Recycling and Administration – email sent to gauge interest

Pennsylvania Keystone Chapter SWANA FY 2021 – 2022 Calendar

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