

On January 5, 2023, at 10:06 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Ms. Wessels**. Meeting was virtual. Those in attendance were:

Officers	Board of Directors		Committee Chairs, Members, Visitors
Denise Wessels	Dan Brown	Scott McGrath	Chanda Martino
Scot Sample	Dan Fellon	Chuck Raudenbush	Sean Sweeney
Mike Brubaker	Skip Garner	Chris Toevs	
	Jill Hamill	Bob Watts	
	Elizabeth Osborne	Carolyn Witwer	

Not present: Ashley Dobak, Michele Nestor, Brandon Comer

SECRETARY'S REPORT

Ms. Wessels presented the minutes from the November 3, 2022, Board of Directors Meeting.

A motion was made by **Mr. Sample** to approve the minutes with the no edits recommended. **Mr. Raudenbush** seconded. Vote was called; the motion passed unanimously.

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

TREASURER'S REPORT

Mr. Brubaker presented the Treasurer's Report.

A motion was made to approve the Treasurer's reports and transactions for November 1 through December 30, 2022, and December Business Manger invoice for \$1,140.97 as presented. Motion made by **Mr. Brubaker** and seconded by **Ms. Witwer**. Vote was called and motion passed unanimously.

A motion was made by **Mr. Brubaker** to pay the SEK CPAs invoice for \$850. **Mr. Brown** seconded. Vote was called; the motion passed unanimously.

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

COMMITTEE REPORTS

Advisory Board & Safety

Ms. Osborne reviewed the submitted report. There was a discussion regarding the Hauler Safety Outreach events in the coming year. Events will be held at multiple sites on the same day – "Safety Day". Each facility will organize their event with the Chapter assisting with providing pamphlet files to be printed. Volunteers to be on site to assist facilities with handing out pamphlets, water, energy bars. Reach out to Ms. Osborne to volunteer.

Articles & Bylaws

No report.

Communications & Newsletter

The Winter 2022 edition of the Newsletter was distributed just before the new year.

Legislative & Policy

Mr. Raudenbush gave a brief update. No structure has been named for the year. Senator Yaw will still be the Senate Environmental Chair.

Membership & Marketing

Ms. Witwer will email members with memberships expiring.

Personnel & Nominating

No report.

Fall Conference

No report.

Mini-Tech Seminars

The mini-tech that was planned for the GLRA has been canceled due to lack of material.

Road-E-O

The 2023 Mid-Atlantic Regional Road-E-O will be held in Cecil County, Maryland on May 13, 2023. Volunteers and/or sponsors should contact David Horne, dhorne@ccgov.org.

Scholarships

2023 Scholarship applications should be released in early February.

Young Professionals

A meeting is tentatively planned for the second week in January.

Strategic Planning

No Report.

CHAPTER CALENDAR

January 2023

- Thursday, 1/5, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2023

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

March 2023

- Thursday, 3/2, 10 am - **Board Meeting Conference Call**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

April 2023

- Thursday, 4/6, 10 am - **Board Meeting Conference Call**
- 4/15, Call for BOD nominees
- Distribute Spring Edition of *The Keystone*

May 2023

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/4, 10 am - **Board Meeting, Location TBD**
- **5/18 & 5/19, 2022 Mid-Atlantic Regional Road-E-O, Elkton, MD**
- 5/31, BOD nominations Deadline

June 2023

- Thursday, 6/1, 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 2023

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

August 2023

- Thursday, 8/3, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

September 2023

- **9/6 & 9/7, Annual Joint Fall Conference, Hilton Harrisburg**
- **9/7, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends

OLD BUSINESS

Committees are being reorganized, contact **Ms. Wessels** to sign up for a committee.

NEW BUSINESS

Ms. Wessels reviewed the notes from the Chapter Connect event in December.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on February 2, 2023, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, a motion was made by **Mr. Raudenbush** to adjourn the meeting. **Ms. Witwer** seconded. A vote was called, and the motion passed unanimously at 10:43 am.

Respectfully Submitted,

Chanda Martino
Business Manager

Keystone SWANA Treasurer's Report

JANUARY 2023

Reviewed/Presented by Mike Brubaker, Treasurer

Prepared by Chanda Martino, Business Manager

January 4, 2023

1. Balance Sheet as of December 30, 2022
2. Transaction Detail by Account November 1 through December 30, 2022
3. Business Manager December invoice for \$1,140.97.

A **MOTION** is requested to approve the Treasurer's Reports, all transactions November 1 through December 30, 2022, and Business Manager December invoice.

4. SEK, CPAs Invoice for tax preparation services for the year ended September 30, 2022, in the amount of \$850.00.

A **MOTION** is requested to approve payment of SEK invoice in the amount of \$850.00.

Balance Sheet

As of December 30, 2022

	<u>Dec 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	92,374.44
1005 · Edward Jones	52,183.11
Total Checking/Savings	<u>144,557.55</u>
Total Current Assets	<u>144,557.55</u>
TOTAL ASSETS	<u>144,557.55</u>
LIABILITIES & EQUITY	0.00

PA Keystone Chapter of Solid Waste Association of N.America Transactions by Account - Treasurers Report Meetings

Accrual Basis

Type	Date	Num	Name	Memo	Amount
1003 · FCCB					
Check	11/02/2022	EFT	AffiniPay	merchant services fee - October 2022	-238.69
Check	11/07/2022	EFT	Network Solutions	Professional Email for 1 year - expires 11/3/20...	-54.26
Check	11/08/2022	138	Waste Knowledge	Speaker expenses	-1,350.00
Bill Pmt -Check	11/09/2022	141	Chanda Martino	October 2022 Business Manager	-3,455.83
Check	11/10/2022	EFT	SWANA	2023 SWANA Membership - C Martino	-285.00
Check	11/21/2022	EFT	Target	2023 Timesheet planner	-20.12
Check	11/25/2022	136	Michele Nestor	reimbursement for door prizes, etc	-412.70
Check	11/25/2022	140	PWIA	Share of net profits from 2022 events	-12,426.00
Check	12/01/2022	139	Marco Castaldi	2022 FC Pre-Conference Training Speaker	-265.57
Check	12/02/2022	EFT	AffiniPay	merchant services fee - November 2022	-66.98
Bill Pmt -Check	12/13/2022	142	Chanda Martino	November 2022 Business Manager	-1,644.22
Total 1003 · FCCB					-20,219.37
TOTAL					-20,219.37



Bill To

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

Date: 1/3/2023

Description	Amount
Hours for December 1 - 31, 2022	\$1,034.12
Mileage	\$16.85
Phone	\$60.00
Internet	\$30.00
Total	\$1,140.97

Expenses	Amount
Total	

Total **\$1,140.97**

Pennsylvania Keystone Chapter of SWANA

Business Manager

DECEMBER 2022

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
1-Dec	0	timesheet, FC/newsletter ads, finances, email	4.5	1.75	0	0	6.25
2-Dec	7.2	GLRA - mail, email	0.75	0	0	0	0.75
5-Dec	0	Quickbooks update, finances, email, timesheet, invoice	2.75	0	0	0	2.75
7-Dec	7.2	GLRA - mail, email, MT meals	1.25	0	0	0	1.25
12-Dec	0	finances, email, Abington Twp calls	1.25	0	0	0	1.25
13-Dec	0	check processing, email, finances, software upgrades, FC invoice calls	2.75	1	0	0	3.75
14-Dec	0	newsletter ads, email, website updates	2.25	0	0	0	2.25
16-Dec	7.2	GLRA - mail, storage, CEUs sent, email, deliver equipment	2	0.25	0	0	2.25
27-Dec	7.2	GLRA - mail, fraud emails, reporting	1.25	0	0	0	1.25
30-Dec	0	email, finances, BOD meeting prep, newsletter distribution, website update	4	0	0	0	4

28.8 Total Miles

Total Hours	22.75	3	0	0	25.75
	\$ 913.64	\$ 120.48	\$ -	\$ -	

TIME	\$ 1,034.12
MILEAGE	\$ 16.85
PHONE	\$ 60.00
INTERNET	\$ 30.00
TOTAL	\$ 1,140.97

1st QTD Hours	92.75	22.75	9.5	45.75	170.75
2nd QTD Hours	98.25	8	25.75	35.25	167.25
3rd QTD Hours	98.25	8	0.5	14.5	121.25
4th QTD Hours	77.75	201.25	0	17.5	296.5
YTD hours	358.75	247.75	35.75	113	755.25



19 Brookwood Avenue, Suite 101
 Carlisle, PA 17015
 717.243.9104

CHANDA MARTINO
 PA KEYSTONE CHAPTER OF THE SOLID WASTE ASSOC OF N. A.
 1610 RUSSELL ROAD
 LEBANON, PA 17046

Invoice: 197903
 Date: December 5, 2022
 Due Date: January 4, 2023
 ID: 20PE521
 CRM: OYSTER, WILLIAM

For professional services rendered as follows:

Services rendered in connection with preparation of returns for tax exempt organizations for the year ended September 30, 2022.	\$850.00
Invoice Subtotal	\$850.00
Invoice Total	\$850.00

Past due balances are subject to 1.5% per month finance charge.

Please return this portion to SEK with your remittance.

ID: 20PE521
 PA KEYSTONE CHAPTER OF THE SOLID WASTE ASSOC
 OF N. A.
 484-796-4052
 Email: _____

Invoice: 197903

Amount Enclosed: \$ _____

***** NEW PAYMENT OPTIONS *****

For payment by ACH and credit card, visit www.sek.com and select PAY ONLINE
 For payment by check, please enclose remittance and mail to:
 SEK CPAs and Advisors, 19405 Emerald Square, Suite 2300, Hagerstown MD 21742

Advisory Board:

Updates on a few important items that connect to our Strategic Plan:

1. **Safety** - Last Friday, the U.S. Bureau of Labor Statistics (BLS) released its annual worker fatality report (for 2021). Solid waste collection workers improved from 6th to 7th on the list of the ten most dangerous jobs in the United States, with about a 16% decline in frequency. This outcome is consistent with the data that SWANA collected for 2021. Unfortunately, 2022 is shaping up to be a worse year than 2021, and we are concerned that our ranking on the BLS list may rise when the official 2022 data is released in Dec 2023. SWANA intends to meet with BLS in early 2023 to better understand how it collects safety data and to compare SWANA's data with their information. More on the BLS report is here: <https://www.wastetodaymagazine.com/article/refuse-recyclable-material-collection-seventh-deadliest-job-in-us/>
2. **Recycling** - Also on Friday, US EPA announced that the January 16 deadline for local governments to apply for the recycling grants (SWIFR and Recycling Education/Outreach) had been delayed to February 15th. SWANA had been urging this slight delay be implemented, as some cities and counties would have difficulty preparing and submitting a grant application by Jan 15 due to the holidays and the need to obtain approval to submit an application. Nena Shaw from EPA hinted that a postponement of the deadline was in the works during her WASTECON presentation. The notice of the Feb 15 deadline is on the EPA website: <https://www.epa.gov/rcra/grants-political-subdivisions> Note: EPA has not, at this time, extended the deadline for territories or Tribes to submit grant applications.
3. **International** - Earlier today, Jesse Maxwell and I spoke with the US State Department about the Global Plastics Treaty negotiations that took place a few weeks ago in Uruguay. The State Dept provided us with a briefing on these initial negotiations, and noted that there is a lot of interest among stakeholders for the waste management industry to play a larger role in the negotiations and in shaping the global plastic recycling system. In State's words, "the world is about to shift" on plastic and waste management systems, and SWANA and other organizations that have the expertise about what these systems should look like are not at the table. State emphasized that the Global Plastics Treaty will have a financial component that will fund the transition from the current "system" to more modern approaches and infrastructure for capturing, processing, and recycling discarded plastics. The Global Plastics Treaty connects to our Strategic Plan goal of being Climate Champions. SWANA staff intends to engage further with the State Department on this treaty negotiations, and look for ways to identify commercial opportunities for SWANA members.
4. **Membership** – SWANA had 10,885 members as of December 1, 2022. We'd love to announce that we are back over the 11,000 member mark in January. **You can help!** Suggest SWANA membership to someone in your agency or company. Contact a prospective Young Professional and let them know that for just \$100, they can become part of the biggest and best solid waste association on the planet. Call a current member whose membership is expiring and urge them to renew. Reach out to haulers, customers or other solid waste vendors and suggest that they join SWANA.

Safety:

Injury & Fatality Data

- 2021 U.S. BLS Injury & Illness Survey
- - Solid waste landfill - 3.4 to 2.2 incidents per 100 FTE
- - Solid waste collection - 5.2 to 4
- - MRFs - 5.2 to 3.2
- - Lowest levels since at least 2006
-

Workers

Total – 41 [Nov 2021 – 27; Nov 2020 – 49]

Driver/Helper - 22

Landfill - 7

MRF - 5

Other - 5 (mostly maintenance)

TS - 2

(1 Canada)

Leading Causes

Mechanical – 10

Struck by waste – 8

Struck by – 6

Single vehicle crash – 5

Collision - 4

3rd Party

Total – 69 [Nov 2021 – 85; Nov 2020 – 66]

Driver/Passenger - 37

Pedestrian – 10

Motorcycle – 9

Bicycle – 7

Unhouse – 3

Other 2

TF Customer – 1

FL	12	SC	4
CA	10	MD	3
NY	8	WA	3
PA	8	MA	3
NJ	7	IN	3
TX	5	NC	3
OH	5	OK	3

Question for the group: Outpouring of support to host Hauler Safety Outreach in spring. Potential hosts: PennWaste, Lycoming County, Northern Tier. I have committed to ONE. Should we do one in spring, one in summer, and one in early fall?

**Pennsylvania Keystone Chapter SWANA
FY 2022 – 2023 Calendar**

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Chapter Connect – WASTECON – December 2022 Notes on Best Practices/Ideas from Other Chapters

At the beginning of each event:

- Introduce yourself
- Quick safety topic
- Ask people to join the Chapter
- Tell them what's next.

Menti.com – use to do live polls at conferences – costs about \$100/yr

- Can ask real-time during conference on topics for next year, feedback, suggested # days, etc.
- Speakers can poll attendees during presentation

Web site help:

- Contact Tony McFarlane
- SWANA national has website best practices and SWANA officers site
- Use RSS feeds to pull from national SWANA
- There is form to get our events listed on SWANA website

Recommendations for newsletters

- Mobile friendly
- Feature photos, highlight members – people look for themselves
- Connect with what's current
- Use short newsletter items w/links to longer articles – check to make sure links work before sending
- Offer opportunities to get involved
- Look at analytics to see what is getting clicked on
- Include articles about retirees
- Have safety corner
- Include calendar

Social Media

- Have small team that meets 1x/month
- Good committee for YPs
- Use a simple template so all posts look the same
- Test and improve – look at analytics to see what people are looking at
- Best platforms: LinkedIn, Facebook (good to find people but no analytics like LinkedIn)

Suggestions for Chapter

- File management – where save files?
- Use retired members to help

Membership

- Add awards program to mirror SWANA awards
 - YP of the year
 - Professional of the Year
 - Innovator of the Year
 - Operator of the Year
 - Safety in Excellence
 - Special Recognition (someone who is not a member or doesn't fit category above)
 - Dedicated service award (outgoing president, retiring professional)
- YP scholarship to attend WASTECON, then have them come back and present what they learned
- How to Onboard New Members: Email from President to get them acclimated, let them know what SWANA does
- Chapter subsidize YP members so only \$50 to join

Conference

- Maybe discount to job seekers

Chapter Policies

- Have written policies (not within bylaws so easy to change)
- Have term limits
- Have policy that board members must be on committees – must be involved
- Include position descriptions for Board Members
- Include Standard of Conduct

Scholarships

- Have award recipients present at annual conference
- Consider opening up to not just SWANA members