

On August 2, 2018 at 10:03 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Mr. Wehler**. Meeting was a conference call. Those in attendance were:

Officers

Bryan Wehler
Sean Sweeney
Michele Nestor
Larry Taylor

Board of Directors

Robert Hasemeier
David Horne
Tom Lock
Bob Watts
Denise Wessels

Committee Chairs, Members, & Visitors

Dan Brown
Chanda Martino
Lynne Jeffries

Not present: Robert Zorbaugh, Tessa Antolick, Mike Engel, Scott McGrath, Chuck Raudenbush, Scot Sample, Alison D'Airo

SECRETARY'S REPORT

Mr. Wehler presented the minutes from the June 7, 2018 Board Meeting. A motion was made by **Mr. Horne** to approve the minutes. **Mr. Sweeney** seconded. Vote was called; the motion passed unanimously.

TREASURER'S REPORT

Mr. Taylor reviewed the submitted Treasurer's Report. A motion to approve the Treasurer's Reports and all transactions from June 4 through June 31 was requested. Motion was made by **Mr. Watts** and seconded by **Mr. Sweeney**. Vote was called; motion passed unanimously.

A motion to approve payment of the Administrative and Marketing Director invoice as presented was requested. **Mr. Horne** so moved and **Ms. Wessels** seconded. Vote was called; the motion passed unanimously.

Mr. Taylor presented the Draft Budget for FY 18/19 for review and a brief discussion followed. **Mr. Taylor** expressed the need for an audit committee in the Chapter, this will be discussed at the Annual Meeting in September.

The Treasurer's Report and referenced documents are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Legislative Policy

No report.

Membership/Marketing

The Chapter has been offered a complimentary booth at the PROP conference. **Ms. Nestor** is targeting new groups for the Fall Conference. The Fall Conference web page has been updated.

Newsletter

Mr. Hasemeier reported the next article deadline is mid-September. The Newsletter committee plans to have an article celebrating the 30th Anniversary of the Chapter in each of the next three newsletters.

Nominating

Mr. Sweeney reviewed the 2018 BOD Election ballot and made a motion to release the ballot as presented. **Mr. Watts** seconded the motion. Vote was called; the motion passed unanimously.

Nominations can be accepted up until the September meeting. The ballot will be emailed to all members by June 5. Ballots should be submitted to **Ms. Martino** or members can vote online. Directions will be in the email.

Fall Conference

Ms. Nestor reviewed her submitted report. It was shared that one of our big sponsors has not signed up this year, attendee registrations are currently low but are expected to grow as we approach the last weeks prior to the conference. There are 6 or 7 sessions in every breakout, getting us close to the maximum number of rooms available in our current venue.

There was a discussion about the price of having to get all AV equipment from the hotel vs. getting volunteers to bring in equipment. The cost would be roughly \$4,000 to rent from the hotel. It was suggested to have YP's help set up equipment.

Mini-Tech Seminars

Ms. Wessels reviewed her report. A date in October will be scheduled for the SWANA Training course will be set as soon as an instructor is scheduled. It was suggested to move the course to the end of March due to difficulties scheduling an instructor.

The Lancaster County SWMA Waste-to-Energy Mini-tech will be either the first week of November or the first week of December. To be determined.

The Mini-tech report is attached and hereto made part of the minutes.

Road-E-O & International

Mr. Watts reported the 2019 Regional Road-E-O location is still being discussed.

Mr. Watts reviewed the International Director's Report. With the reorganization of the International SWANA Board, Mr. Watts has been nominated by our region to be the Regional International Board Representative. A vote will be held at the Annual Meeting in September to approve.

The International Director's report is attached and hereto made part of the minutes.

Safety

Mr. Horne will be attending the WASTECON Safety session. He also introduced Lynne Jeffries from Chester County Solid Waste Authority as the nominee for Treasurer.

Scholarships

No report.

Young Professionals

No report.

Website

Ms. Martino reported electronic voting capability has been added to the website. Members will have the option of voting online for the upcoming elections. Ballots can still be mailed or otherwise turned in before the Annual Meeting September 6, 2018.

The webinar credit report is attached and hereto made a part of the minutes.

CHAPTER CALENDAR

August 2018

- Thursday, 8/2, 10 am - **Board Meeting Conference Call**

September 2018

- 9/5 – 9/6, **19th Annual Joint Fall Conference, Hilton Harrisburg**
- 9/6, **Chapter Annual Business Meeting and Election** immediately following Fall Conference
- 9/14, deadline to submit articles for fall edition of *The Keystone*
- Chapter Fiscal Year Ends

October 2018

- 10/17 – **Young Professionals Technical Session, LCSWMA**

November 2018

- Dates TBD – **SWANA Zero Waste Course, Lanchester Landfill, Narvon, PA**

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be the Annual Board Meeting on September 6, 2018, immediately following the Fall Conference.

ADJOURN

There being no further business, the meeting adjourned at 11:00 am.

Respectfully Submitted,

Chanda Martino

MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

1-Aug-18

SUBJECT: *Treasurers Report*

1. The account at PNC has been closed and all funds transferred to First Citizens.
2. Balance Sheet(s) as of July 31, 2018 for PNC, First Citizens, and Edward Jones
3. Transactions from 4 June 2018 thru 31 July 2018
4. Account Reconciliation Summaries for PNC, First Citizens, and Edward Jones

A MOTION is requested to approve the Treasurer's Report(s) and all transactions from 4 June 2018 thru 31 July 2018

5. Administrative & Marketing Director Invoice (attached)

A MOTION is requested to approve payment of the Administrative and Marketing Director Invoice as presented.

6. Fall Conference Summary (To Date)
7. Budget (Draft)
 - a. Draft Budget for FY 18/19
 - b. P&L Budget Performance FY 17/18

LAWRENCE D. TAYLOR P.E.
TREASURER

3:55 PM
08/01/18
Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America
Balance Sheet
As of August 1, 2018

Aug 1, 18

| | | |
|----------------------------|--|------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Income | | |
| Events | | -75.00 |
| Total Income | | -75.00 |
| 1003 · First Citizens | | 71,830.14 |
| 1005 · Edward Jones | | 49,364.21 |
| Total Checking/Savings | | 121,119.35 |
| Accounts Receivable | | |
| 1100 · Accounts Receivable | | 9,690.00 |
| Total Accounts Receivable | | 9,690.00 |
| Total Current Assets | | 130,809.35 |
| TOTAL ASSETS | | 130,809.35 |
| LIABILITIES & EQUITY | | 0.00 |

4:01 PM
08/01/18
Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America
Transactions by Account
2 Mar 18 thru 4 Jun 18

| Type | Date | Num | Name | Memo | Amount |
|------------------------------------|------------|------|------------------------------|----------------------|-------------------|
| 1001 · PNC Bank - Operating | | | | | |
| ▶ Bill Pmt -Check | 06/08/2018 | 512 | Best Western Premier | Estimate for Mar... | -2,726.30 |
| Bill Pmt -Check | 06/08/2018 | 513 | Chanda Martino | | -3,698.77 |
| Check | 07/16/2018 | | Keystone SWANA | Closing Account | -5,728.36 |
| Total 1001 · PNC Bank - Operating | | | | | -12,153.43 |
| 1003 · First Citizens | | | | | |
| Check | 06/11/2018 | 1001 | Lauren Jasitt | and Eastern Univ... | -1,600.00 |
| Check | 06/11/2018 | 1002 | Veronica Tafuto | and Ohio State U... | -1,300.00 |
| Check | 06/11/2018 | 1003 | Paula Groff | and Elizabethtow... | -1,000.00 |
| Check | 06/11/2018 | 1004 | James Dougherty | and Univ of Pitts... | -1,000.00 |
| Check | 06/11/2018 | 1005 | Alexander Laubscher | and Lycoming Co... | -600.00 |
| Check | 06/11/2018 | 1006 | Ashton Elvanian | and Bloomsburg... | -500.00 |
| Bill Pmt -Check | 06/18/2018 | ACH | AffiniPay | | -241.73 |
| Bill Pmt -Check | 06/22/2018 | VISA | Best Western Denton Inn | | -87.69 |
| Bill Pmt -Check | 06/23/2018 | ACH | Phone.com, Inc | | -13.81 |
| Bill Pmt -Check | 07/02/2018 | 1007 | Chanda Martino | | -2,948.94 |
| Bill Pmt -Check | 07/12/2018 | 1008 | SWANA Errors & Omissions | | -1,354.70 |
| Bill Pmt -Check | 07/16/2018 | ACH | Curran-Shaffer Funeral Ho... | | -90.90 |
| Bill Pmt -Check | 07/16/2018 | ACH | Royers | | -76.84 |
| Bill Pmt -Check | 07/16/2018 | ACH | Staples | | -27.55 |
| Bill Pmt -Check | 07/23/2018 | ACH | Phone.com, Inc | | -13.93 |
| Bill Pmt -Check | 07/30/2018 | ACH | Amazon.com | | -30.08 |
| Bill Pmt -Check | 07/30/2018 | ACH | Zapco Paper | | -56.14 |
| Total 1003 · First Citizens | | | | | -10,942.31 |
| TOTAL | | | | | -23,095.74 |

4:03 PM
08/01/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1001 · PNC Bank - Operating, Period Ending 07/31/2018

| | Jul 31, 18 | |
|-----------------------------------|------------|-------------|
| Beginning Balance | | 5,728.36 |
| Cleared Transactions | | |
| Checks and Payments - 1 item | -5,728.36 | |
| Deposits and Credits - 1 item | 0.00 | |
| Total Cleared Transactions | -5,728.36 | |
| Cleared Balance | | <u>0.00</u> |
| Register Balance as of 07/31/2018 | | 0.00 |
| Ending Balance | | 0.00 |

3:34 PM
08/01/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1003 · First Citizens, Period Ending 07/31/2018

| | Jul 31, 18 | |
|-----------------------------------|------------|------------------|
| Beginning Balance | | 61,345.39 |
| Cleared Transactions | | |
| Checks and Payments - 9 items | -5,784.67 | |
| Deposits and Credits - 11 items | 19,125.56 | |
| Total Cleared Transactions | 13,340.89 | |
| Cleared Balance | | <u>74,686.28</u> |
| Uncleared Transactions | | |
| Checks and Payments - 4 items | -2,856.14 | |
| Total Uncleared Transactions | -2,856.14 | |
| Register Balance as of 07/31/2018 | | <u>71,830.14</u> |
| Ending Balance | | 71,830.14 |

10:56 AM
07/31/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1005 · Edward Jones, Period Ending 07/27/2018

| | Jul 27, 18 | |
|-----------------------------------|------------|------------------|
| Beginning Balance | | 49,356.44 |
| Cleared Transactions | | |
| Checks and Payments - 1 item | -183.70 | |
| Deposits and Credits - 1 item | 191.47 | |
| Total Cleared Transactions | 7.77 | |
| Cleared Balance | | <u>49,364.21</u> |
| Register Balance as of 07/27/2018 | | 49,364.21 |
| Ending Balance | | 49,364.21 |

ADMINISTRATIVE AND MARKETING DIRECTOR INVOICE

DATE: 8/1/2018

TO:
Pennsylvania Keystone Chapter of SWANA

1610 Russell Road
Lebanon, Pa 17046

Chanda J. Martino

5 Heart Lane
Lebanon, PA 17046
717.507.7462

| DESCRIPTION | HOURS/MILES | RATE | AMOUNT |
|--|-------------|-------|----------|
| Hours for July 1, 2018 – July 31, 2018 | 65.00 | 35.00 | 2,275.00 |
| Mileage | 199.1 | .545 | 108.51 |
| Phone (July) | | 60.00 | 60.00 |
| Internet (July) | | 30.00 | 30.00 |
| | | | |
| | | TOTAL | 2,473.51 |

| EXPENSES DESCRIPTION | AMOUNT |
|--|----------|
| Hershey bars for 20 th Anniversary & Hershey Kisses (Fall Conf) | 126.43 |
| | |
| | |
| TOTAL | \$126.43 |

TOTAL DUE:

\$2,599.94

Pennsylvania Keystone Chapter of SWANA

Administrative and Marketing Director

Time Sheet for July 1, 2018 - July 31, 2018

| Date | Time | Mileage | General | Fall Conf | Roadeo | MiniTech | |
|--------------------|-----------|--------------|-----------------|-----------------|-------------|----------------|-------------------|
| 2-Jul | 4.75 | 7.2 | 1.75 | 3 | | | 4.75 |
| 5-Jul | 0.5 | | 0.5 | | | | 0.5 |
| 5-Jun | 2 | | 0.5 | 1.5 | | | 2 |
| 9-Jul | 5.75 | | 0.75 | 5 | | | 5.75 |
| 10-Jul | 3.5 | 7.2 | 1 | 2.5 | | | 3.5 |
| 11-Jul | 1 | | 1 | | | | 1 |
| 12-Jul | 1.75 | | 0.5 | 1.25 | | | 1.75 |
| 13-Jul | 3.75 | 7.2 | 1 | 2.75 | | | 3.75 |
| 16-Jul | 3.5 | 19.4 | 2 | 1.5 | | | 3.5 |
| 18-Jul | 4 | 7.2 | 3.5 | 0.5 | | | 4 |
| 19-Jul | 1 | | 0.25 | 0.75 | | | 1 |
| 20-Jul | 4.25 | | 2.75 | 1.5 | | | 4.25 |
| 23-Jul | 4.75 | 32.5 | 2 | 2.75 | | | 4.75 |
| 24-Jul | 5.75 | 55.6 | 4.5 | 1.25 | | | 5.75 |
| 25-Jul | 4.25 | | 0.75 | 3.5 | | | 4.25 |
| 26-Jul | 2.75 | 55.6 | 2 | 0.75 | | | 2.75 |
| 27-Jul | 3.75 | | 0.75 | 3 | | | 3.75 |
| 29-Jul | 0.5 | | 0.5 | | | | 0.5 |
| 30-Jul | 7 | 7.2 | 4.25 | 2.75 | | | 7 |
| 31-Jul | 0.5 | | | 0.5 | | | 0.5 |
| | | | | | | | 0 |
| | | | | | | | 0 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total Time | 65 | 199.1 | 30.25 | 34.75 | 0 | 0 | 65 |
| Total Miles | | | 1,058.75 | 1,216.25 | 0.00 | 0.00 | \$2,275.00 |
| | | | | | | MILEAGE | \$108.51 |
| | | | | | | PHONE | \$60.00 |
| | | | | | | INTERNE | \$30.00 |
| | | | | | | TOTAL | \$2,473.51 |

5:06 PM

08/01/18

Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America

FALL CONFERENCE 2018 SUMMARY REPORT

October 2017 through September 2018

Oct '17 - Sep 18

| | |
|--|------------------|
| ▼ Ordinary Income/Expense | |
| ▼ Income | |
| ▼ 4120 · Special Events Income | |
| 4130 · FALL Conf. Revenue | 56,710.00 |
| Total 4120 · Special Events Income | <u>56,710.00</u> |
| Total Income | <u>56,710.00</u> |
| Gross Profit | <u>56,710.00</u> |
| ▼ Expense | |
| ▼ 5020 · Special Events Exp | |
| ▼ 5030 · Fall conference expenses | |
| 5032 · Secretariat Labor | 4,768.00 |
| 5034 · Secretariat Expenses | 126.43 |
| 5030 · Fall conference expenses - Other | 263.62 |
| Total 5030 · Fall conference expenses | <u>5,158.05</u> |
| Total 5020 · Special Events Exp | <u>5,158.05</u> |
| Total Expense | <u>5,158.05</u> |
| Net Ordinary Income | <u>51,551.95</u> |
| Net Income | <u>51,551.95</u> |

| | <u>Oct '18 - Sep 19</u> |
|--|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| 4120 · Special Events Income | |
| 4130 · FALL Conf. Revenue | 83,227.57 |
| 4140 · SWANA Training Event | 1,500.00 |
| 4150 · Mini Tech Session | <u>12,500.00</u> |
| 4255 · Road EO Revenue | <u>0.00</u> |
| Total 4120 · Special Events Income | 97,227.57 |
| 4301 · Program Income | |
| 4500 · Membership Dues | <u>15,000.00</u> |
| Total 4301 · Program Income | 15,000.00 |
| 4800 · Newsletter Advertising | 375.00 |
| 4850 · Miscellaneous Revenue | |
| 4851 · Other Types of Income | <u>0.00</u> |
| Total 4850 · Miscellaneous Revenue | <u>0.00</u> |
| Total Income | <u>112,602.57</u> |
| Gross Profit | 112,602.57 |
| Expense | |
| 3000 · Miscellaneous | 248.00 |
| 5020 · Special Events Exp | |
| 5030 · Fall conference expenses | |
| 5032 · Secretariat Labor | 9,900.00 |
| 5034 · Secretariat Expenses | 200.00 |
| 5036 · Partner Disbursement | 17,233.00 |
| 5030 · Fall conference expenses - Other | <u>40,000.00</u> |
| Total 5030 · Fall conference expenses | 67,333.00 |
| 5040 · MINI Tech Expenses | |
| 5042 · Credit Card Processing Fee | 0.00 |
| 5045 · MiniTech Secretariat Labor | 910.00 |
| 5040 · MINI Tech Expenses - Other | <u>10,106.65</u> |
| Total 5040 · MINI Tech Expenses | 11,016.65 |
| 5050 · Rodeo Expense | |
| 5052 · Credit Card Processing Fee | 0.00 |
| 5055 · Rodeo Secretariat Labor | 1,064.25 |
| 5050 · Rodeo Expense - Other | <u>178.29</u> |
| Total 5050 · Rodeo Expense | <u>1,242.54</u> |
| Total 5020 · Special Events Exp | 79,592.19 |
| 6000 · Advertising | 0.00 |
| 6010 · Awards and Grants | |
| 6011 · Scholarship Award | 6,500.00 |

FY 19 (Oct 18 - Sep 19)
 Draft Budget

| | <u>Oct '18 - Sep 19</u> |
|---|-------------------------|
| 6020 · Cash Awards and Grants | 500.00 |
| Total 6010 · Awards and Grants | 7,000.00 |
| 6320 · Operation Expenses | |
| 6325 · Contract Services | |
| 6326 · Secretariat | 16,732.25 |
| 6327 · Accounting Fees | 725.00 |
| Total 6325 · Contract Services | 17,457.25 |
| 6340 · Business Expenses | |
| 6342 · Insurance | 0.00 |
| 6344 · Ins. - Liability, D & O | 1,400.00 |
| 6557 · Bank Charges | 0.00 |
| 6340 · Business Expenses - Other | 50.00 |
| Total 6340 · Business Expenses | 1,450.00 |
| 6450 · Facilities and Equipment | 100.00 |
| 6551 · Internet Fees | 1,200.00 |
| 6552 · Postage, Mailing Service | 25.00 |
| 6554 · Supplies | 650.00 |
| 6555 · Telephone, Telecommun | 1,000.00 |
| Total 6320 · Operation Expenses | 21,882.25 |
| 6600 · Expenses; Other | |
| 6610 · Memberships and Dues | 320.00 |
| Total 6600 · Expenses; Other | 320.00 |
| 6800 · Program Expenses | |
| 6810 · Secretariat reimb exp | 848.00 |
| 6840 · Travel and Meetings | |
| 6844 · Travel | 230.00 |
| Total 6840 · Travel and Meetings | 230.00 |
| Total 6800 · Program Expenses | 1,078.00 |
| 7020 · Change in Investment Value | -400.00 |
| 7025 · Accrued Interest & Fees | 0.00 |
| 7027 · Transaction Fee | 0.00 |
| Total Expense | 109,720.44 |
| Net Ordinary Income | 2,882.13 |
| Other Income/Expense | |
| Other Income | |
| 7000 · Interest Income | 100.00 |
| Total Other Income | 100.00 |
| Net Other Income | 100.00 |
| Net Income | 2,982.13 |

PA Keystone Chapter of Solid Waste Association of N.America

Profit & Loss Budget vs. Actual

08/01/18

Accrual Basis

October 1, 2017 through August 1, 2018

| | Oct 1, '17 - Aug... | Budget |
|--|---------------------|-----------|
| Ordinary Income/Expense | | |
| Income | | |
| Stripe Sales | 0.00 | 0.00 |
| 4120 · Special Events Income | | |
| 4130 · FALL Conf. Revenue | 56,710.00 | 36,645.16 |
| 4140 · SWANA Training Event | 0.00 | 1,500.00 |
| 4145 · Safety Summit | 2,250.00 | 0.00 |
| 4150 · Mini Tech Session | 12,539.37 | 4,300.00 |
| 4155 · YP Training Session | 0.00 | 0.00 |
| 4160 · MOLO Seminars | 0.00 | 0.00 |
| 4255 · Road EO Revenue | 0.00 | 10,540.00 |
| 4260 · Events Sales (Nongift) | 0.00 | 0.00 |
| 4300 · Program Service Fees | 0.00 | 0.00 |
| 4120 · Special Events Income - Other | 0.00 | 0.00 |
| Total 4120 · Special Events Income | 71,499.37 | 52,985.16 |
| 4301 · Program Income | | |
| 4500 · Membership Dues | 10,945.35 | 11,552.61 |
| 47220 · Member Assessments | 0.00 | 0.00 |
| 4301 · Program Income - Other | 0.00 | 0.00 |
| Total 4301 · Program Income | 10,945.35 | 11,552.61 |
| 4310 · Direct Public Grants | | |
| 4311 · Corp and Business Grants | 0.00 | 0.00 |
| 4312 · Nonprofit Org. Grants | 0.00 | 0.00 |
| 4310 · Direct Public Grants - Other | 0.00 | 0.00 |
| Total 4310 · Direct Public Grants | 0.00 | 0.00 |
| 4315 · Government Grants | | |
| 4316 · Federal Grants | 0.00 | 0.00 |
| 4317 · State Grants | 0.00 | 0.00 |
| 4318 · Local Government Grants | 0.00 | 0.00 |
| 4315 · Government Grants - Other | 0.00 | 0.00 |
| Total 4315 · Government Grants | 0.00 | 0.00 |
| 4320 · Direct Public Support | | |
| 4321 · Corporate Contributions | 0.00 | 0.00 |
| 4322 · Individ, Business Contrib. | 0.00 | 0.00 |
| 4323 · Gifts in Kind - Goods | 0.00 | 0.00 |
| 4320 · Direct Public Support - Other | 0.00 | 0.00 |
| Total 4320 · Direct Public Support | 0.00 | 0.00 |
| 44800 · 4400 Indirect Public Support | | |
| 44820 · 4410 United Way, CFC Contrib. | 0.00 | 0.00 |
| 44800 · 4400 Indirect Public Support - Other | 0.00 | 0.00 |
| Total 44800 · 4400 Indirect Public Support | 0.00 | 0.00 |
| 4800 · Newsletter Advertising | 375.00 | 0.00 |
| 4850 · Miscellaneous Revenue | | |
| 4851 · Other Types of Income | 8,094.00 | 0.00 |
| 4853 · Returned Check Charges | 0.00 | 0.00 |
| 4850 · Miscellaneous Revenue - Other | 0.00 | 0.00 |
| Total 4850 · Miscellaneous Revenue | 8,094.00 | 0.00 |
| 4900 · Interest-Savings, checking | 0.00 | 0.00 |
| 4910 · Investments;SWANA CD | 0.00 | 0.00 |
| Total Income | 90,913.72 | 64,537.77 |

PA Keystone Chapter of Solid Waste Association of N.America

Profit & Loss Budget vs. Actual

October 1, 2017 through August 1, 2018

08/01/18

Accrual Basis

| | Oct 1, '17 - Aug... | Budget |
|--|---------------------|-----------|
| Cost of Goods Sold | | |
| 50000 · Cost of Goods Sold | 11.55 | 0.00 |
| Total COGS | 11.55 | 0.00 |
| Gross Profit | 90,902.17 | 64,537.77 |
| Expense | | |
| 3000 · Miscellaneous | | |
| 66900 · Reconciliation Discrepancies | 0.20 | 0.00 |
| 3000 · Miscellaneous - Other | 7,846.00 | 0.00 |
| Total 3000 · Miscellaneous | 7,846.20 | 0.00 |
| 5020 · Special Events Exp | | |
| 5030 · Fall conference expenses | | |
| 5031 · Credit Card Processing Fee | 570.43 | 0.00 |
| 5032 · Secretariat Labor | 4,768.00 | 2,200.00 |
| 5034 · Secretariat Expenses | 126.43 | 101.61 |
| 5036 · Partner Disbursement | 0.00 | 0.00 |
| 5030 · Fall conference expenses - Other | 263.62 | 1,100.00 |
| Total 5030 · Fall conference expenses | 5,728.48 | 3,401.61 |
| 5040 · MINI Tech Expenses | | |
| 5042 · Credit Card Processing Fee | 3.70 | 200.65 |
| 5045 · MiniTech Secretariat Labor | 3,405.00 | 990.00 |
| 5040 · MINI Tech Expenses - Other | 9,027.81 | 3,500.00 |
| Total 5040 · MINI Tech Expenses | 12,436.51 | 4,690.65 |
| 5050 · Rodeo Expense | | |
| 5052 · Credit Card Processing Fee | 0.00 | 50.00 |
| 5055 · Rodeo Secretariat Labor | 726.25 | 870.00 |
| 5050 · Rodeo Expense - Other | 117.69 | 1,200.00 |
| Total 5050 · Rodeo Expense | 843.94 | 2,120.00 |
| 5020 · Special Events Exp - Other | 0.00 | 0.00 |
| Total 5020 · Special Events Exp | 19,008.93 | 10,212.26 |
| 6000 · Advertising | 0.00 | 500.00 |
| 6010 · Awards and Grants | | |
| 6011 · Scholarship Award | 6,000.00 | 6,650.00 |
| 6020 · Cash Awards and Grants | 166.85 | 500.00 |
| 6025 · Benefits To/For Members | 224.77 | 0.00 |
| 6030 · Specific Assist Individual | 0.00 | 0.00 |
| 6010 · Awards and Grants - Other | 0.00 | 0.00 |
| Total 6010 · Awards and Grants | 6,391.62 | 7,150.00 |
| 6320 · Operation Expenses | | |
| 6325 · Contract Services | | |
| 6326 · Secretariat | 13,748.00 | 13,920.00 |
| 6327 · Accounting Fees | 625.00 | 705.00 |
| 6328 · Legal Fees | 0.00 | 0.00 |
| 6329 · Outside Contract Services | 0.00 | 0.00 |
| 6330 · Fundraising Fees | 0.00 | 0.00 |
| 6331 · Donated Prof Fees - GAAP | 0.00 | 0.00 |
| 6325 · Contract Services - Other | 0.00 | 0.00 |
| Total 6325 · Contract Services | 14,373.00 | 14,625.00 |

PA Keystone Chapter of Solid Waste Association of N.America

Profit & Loss Budget vs. Actual

October 1, 2017 through August 1, 2018

08/01/18

Accrual Basis

| | Oct 1, '17 - Aug... | Budget |
|--|---------------------|------------------|
| 6340 · Business Expenses | | |
| 6342 · Insurance | -71.30 | 0.00 |
| 6344 · Ins. - Liability, D & O | 1,426.00 | 1,210.30 |
| 6346 · Property Insurance | 0.00 | 0.00 |
| 6348 · Business Registration Fees | 0.00 | 0.00 |
| 6557 · Bank Charges | 164.57 | 0.00 |
| 6340 · Business Expenses - Other | 0.00 | 0.00 |
| Total 6340 · Business Expenses | 1,519.27 | 1,210.30 |
| 6450 · Facilities and Equipment | | |
| 6451 · Depr and Amort - Allowable | 0.00 | 0.00 |
| 6455 · Equip Rental and Maint | 0.00 | 0.00 |
| 6458 · Rent, Parking, Utilities | 0.00 | 0.00 |
| 6450 · Facilities and Equipment - Other | 0.00 | 0.00 |
| Total 6450 · Facilities and Equipment | 0.00 | 0.00 |
| 6550 · Books Subscrip. Reference | 0.00 | 0.00 |
| 6551 · Internet Fees | 1,995.04 | 300.97 |
| 6552 · Postage, Mailing Service | 17.00 | 19.60 |
| 6553 · Printing and Copying | 0.00 | 0.00 |
| 6554 · Supplies | 232.34 | 1,053.23 |
| 6555 · Telephone, Telecommun | 1,031.45 | 752.42 |
| 6320 · Operation Expenses - Other | 0.00 | 0.00 |
| Total 6320 · Operation Expenses | 19,168.10 | 17,961.52 |
| 6600 · Expenses; Other | | |
| 65160 · 2630 Other Costs | 0.00 | 0.00 |
| 6610 · Memberships and Dues | 0.00 | 0.00 |
| 6630 · Staff Development | 74.71 | 0.00 |
| 6600 · Expenses; Other - Other | 0.00 | 0.00 |
| Total 6600 · Expenses; Other | 74.71 | 0.00 |
| 6800 · Program Expenses | | |
| 6556 · Officers exp. | 0.00 | 0.00 |
| 6810 · Secretariat reimb exp | 10.00 | 610.00 |
| 6840 · Travel and Meetings | | |
| 6842 · Conf. Convention, Meeting | 237.03 | 0.00 |
| 6844 · Travel | 1,196.57 | 32.32 |
| 6850 · Fall Conference Expenses | 0.00 | 0.00 |
| 6840 · Travel and Meetings - Other | 0.00 | 0.00 |
| Total 6840 · Travel and Meetings | 1,433.60 | 32.32 |
| 6800 · Program Expenses - Other | 0.00 | 0.00 |
| Total 6800 · Program Expenses | 1,443.60 | 642.32 |
| 6855 · Prior Year Fall Conf. Exp. | 0.00 | 0.00 |
| 6900 · Reconciliation Discrep. | 0.00 | 0.00 |
| 7020 · Change in Investment Value | 1,527.25 | 0.00 |
| 7025 · Accrued Interest & Fees | 0.00 | 0.00 |
| 7027 · Transaction Fee | 0.00 | 0.00 |
| Total Expense | 55,460.41 | 36,466.10 |
| Net Ordinary Income | 35,441.76 | 28,071.67 |
| Other Income/Expense | | |
| Other Income | | |
| 7000 · Interest Income | 1,375.53 | 0.00 |
| Total Other Income | 1,375.53 | 0.00 |

Profit & Loss Budget vs. Actual

October 1, 2017 through August 1, 2018

| | <u>Oct 1, '17 - Aug...</u> | <u>Budget</u> |
|----------------------------------|----------------------------|-------------------------|
| Other Expense | | |
| 7010 · Unrealized Gain (Expense) | -898.64 | 0.00 |
| 80000 · 1999 Ask My Accountant | 0.00 | 0.00 |
| Total Other Expense | <u>-898.64</u> | <u>0.00</u> |
| Net Other Income | <u>2,274.17</u> | <u>0.00</u> |
| Net Income | <u><u>37,715.93</u></u> | <u><u>28,071.67</u></u> |

**Mini-tech Committee Report
August 2018**

Past Mini-techs

None

Future Mini-techs

TBD: Lancaster County SWMA Waste-to-Energy – need to pick a date. YP event is October 17. Facility has outage Nov 4-16.

Possible: Wind Defender (Elliot Pugh) – checking with WM representatives – Planning June 2018

Other ideas

MRF tour?

E-waste facility tour?

Growth of trees in final cover – WM site?

LCSWMA – removal of metal fines from incinerator ash (2019)

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

SWANA Zero Waste Course

Planned for either the week of October 4th or the week of October 22nd at Lanchester Landfill.

Current list of instructors:

| | | Zero Waste Principles and Practices | | |
|-----------|---------|---|------------------|-------------------------------------|
| Tracie | Bills | SCS Engineers | Pleasanton, CA | Interested but travel expenses \$\$ |
| Robin | Ennis | Montgomery County Maryland | Rockville, MD | DECLINED/busy |
| Andrew | Kays | Northeast Maryland Waste Disposal Authority | Baltimore, MD | DECLINED/busy |
| Mike | Tilley | Escape Consulting | Orangeville, CA | Interested but travel expenses \$\$ |
| Mitch | Kessler | Kessler Consulting Inc. | Tampa, FL | No response |
| Rob | Hilton | HF&H Consulting | Walnut Creek, CA | No response |
| Christina | Seibert | Aptim | St. Charles, IL | DECLINED/busy |

International Director's Report August 2, 2018

Recent Activity

- A copy of the new dues structure which was approved with the FY2019 budget is attached
- SWANA is proposing changing the International Board in 2019 from 70+ members to 21. Keystone will be in the new Region 7 which includes NJ, DE and MD.
- The three current International Board Members have developed the required Memorandum of Understanding on how the new IB Representative will be voted on and how the expenses will be shared
- The other two IB Representatives have asked me to be the first IB Representative for Region 7 and I have agreed if I am reappointed Keystone Chapter's IB Representative again this year.
- Application has been submitted for a new SWANA Chapter – Pacific Basin - Hawaii, Guam, American Samoa, Palau, the Mariana Islands, and other American possessions in the Pacific
- Reviewed Technical Policy T-6.4 – Measuring Recycling – no comments.

Calendar of Events:

2018 International Road-E-O Colorado – September 22, 2018.
2019 SWANApalooza – Boston – February 25-28

Future WASTECONs:

2018: Nashville – August 22-26, 2018 added joint MRF Summit with ISRI
2019: Phoenix – October 21-23, 2019
2020: Dallas – August 25-27, 2020
2021: Orlando – August 17-19, 2021

7/2/2018

PA150615IPA

5/2017

| <u>ORDER#</u> | <u>DATE</u> | <u>ST_ID</u> | <u>FULL_NAME</u> | <u>VOUCHER</u> | <u>PRODUCT_CODE</u> | <u>AMOUNT</u> |
|---------------|-------------|--------------|----------------------|----------------|----------------------|---------------|
| 23429 | 05/09/2017 | 18228 | Mr. Gregg A. Pearson | PA150615 PA | WEB170524/RDMD_EVENT | (\$49.00) |
| 23430 | 05/09/2017 | 18228 | Mr. Gregg A. Pearson | PA150615 PA | WEB051717/RDMD_EVENT | (\$49.00) |
| | | | | | | \$-98.00 |

7/2017

| <u>ORDER#</u> | <u>DATE</u> | <u>ST_ID</u> | <u>FULL_NAME</u> | <u>VOUCHER</u> | <u>PRODUCT_CODE</u> | <u>AMOUNT</u> |
|---------------|-------------|--------------|----------------------------------|----------------|----------------------|---------------|
| 23766 | 07/23/2017 | 13574 | Mr. Donald J. Birnesser, SC,P.E. | PA150615 PA | WEB170726/RDMD_EVENT | (\$79.00) |
| | | | | | | \$-79.00 |

6/2018

| <u>ORDER#</u> | <u>DATE</u> | <u>ST_ID</u> | <u>FULL_NAME</u> | <u>VOUCHER</u> | <u>PRODUCT_CODE</u> | <u>AMOUNT</u> |
|---------------|-------------|--------------|--------------------|----------------|----------------------|---------------|
| 25371 | 06/14/2018 | 87898 | Ms. Sandra DiSalvo | PA150615 PA | WEB180628/RDMD_EVENT | (\$49.00) |
| | | | | | | \$-49.00 |

| | | | |
|--------------------------|-------------------|-----------|-----------|
| | \$5,024.00 | 5,250.00 | \$-226.00 |
| REMAINING BALANCE | | Purchased | Used |
| | 46 | 50 | 4 |

Pennsylvania Keystone Chapter SWANA FY 2017 – 2018 Calendar

August 2018

- Thursday, 8/2, 10 am - Board Meeting Conference Call

September 2018

- 9/5 – 9/6, 19th Annual Joint Fall Conference, Hilton Harrisburg
- 9/6, Chapter Annual Business Meeting and Election immediately following Fall Conference
- 9/14, deadline to submit articles for fall edition of *The Keystone*
- Chapter Fiscal Year Ends

October 2018

- 10/17, Young Professionals Technical Session, LCSWMA, PA
- Dates TBD – SWANA Zero Waste Course, Lanchester Landfill, Narvon, PA

REGION 7
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is a mutual engagement and covenant by and among the undersigned Chapters (“Chapters”) of the Solid Waste Association of North America, Inc. (“SWANA”).

1. Purpose. To create and sustain, through a collaborative relationship, the necessary and proper governance of SWANA, the Chapters hereby jointly and severally undertake the obligations, actions and functions herein set forth.

2. Term. This MOU shall be in force on the date when it has been signed by all the Chapters (“Effective Date”). Upon the second anniversary of the Effective Date and biennially thereafter, this MOU shall automatically renew for successive 24-month periods on the same terms and conditions (but subject to the addendum referred to in Paragraph 7) unless, during any of such two-year periods, the Chapters shall have otherwise unanimously agreed in writing with respect to Region-specific content in Paragraphs 5 and 7.

3. General Provisions.

(a) The Chapters acknowledge and agree that, besides the commitments hereby pledged, they and each of them shall discharge their responsibilities under applicable law, the SWANA Bylaws (“Bylaws”) and the SWANA Policy Manual (“Policy Manual”).

(b) This MOU shall not restrict the Chapters or any of them from engaging or participating by themselves or with any individuals, groups, or public or private organizations and entities in ventures or activities that do not conflict with their duties hereunder.

4. Regional Director Qualifications.

(a) By vote of the Chapters, the Region shall elect or appoint as its representative to the SWANA Board of Directors (“Board”) a SWANA member who:

(1) (A) Resides or works in the geographical area of a Chapter in this Region or (B) has designated a Chapter in this Region for affiliation;

(2) Has served on the SWANA International Board or as a Chapter officer; and

(3) Provides a written commitment from their employer to accommodate their service on the Board. Such commitment shall specifically acknowledge that a Board member is expected to:

(A) Prepare for, attend and participate in (i) three Board meetings annually, (ii) Board and Standing Committee teleconferences and email exchanges, (iii) Regional and Advisory Board (“AB”) meetings, teleconferences and email exchanges and (iv) WASTECON®;

(B) Consider and vote on all matters presented to the Board for action; and

(C) Devote such time and attention as necessary and sufficient to fulfill Board duties for the upcoming term of service.

(b) The Region may elect or appoint a Deputy Regional Director who may attend and participate in meetings and conference calls if and when attendance and participation by the Regional Director is excused as provided in the Policy Manual. Such participation shall not include the right to vote. Besides such other suitability factors as the Region may require, any such deputy shall possess the qualifications set forth in Paragraph 4(a)(1) and (2) above.

5. Regional Director Selection. The Regional Director and any Deputy Regional Director shall be elected or appointed in the following manner:

- a. *Each Chapter will have one vote for each the Regional Director and Deputy Regional Director.*
- b. *Elections shall take place every 2 years.*
- c. *After 3 2-year terms, the Regional Director must be from a chapter other than the chapter currently affiliated with the Regional Director.*
- d. *Each candidate for Regional Director or Deputy Regional Director shall provide each chapter in the Region with an application that shows he or she meets the requirements set forth in Section 4(a) of this MOU and a personal statement that includes such things as why he or she wants the position and goals for the organization and the Region.*

The Regional Director shall hold office for such term or terms as provided in the Bylaws.

6. Regional Director Responsibilities and Standards of Conduct. The Regional Director shall be subject to such obligations as are prescribed, in descending authority, by applicable law, the Bylaws, and the Policy Manual.

7. Regional Director Funding Assurance. To enable the Regional Director to fulfill their duties, the Chapters jointly and severally commit to paying the costs and expenses of the Regional Director from such sources and in such amounts as the Chapters shall agree. For the 24-month period beginning on the Effective Date, the funding sources shall be:

- e. *Each chapter will share the cost of the travel equally for the Regional Director for the Winter Meeting and the Mid-Year Meeting if the Regional Director's employer does not cover the cost of travel. Travel costs include airfare, hotel and meal per diem for meals not covered by SWANA IB. Reimbursement for travel costs will be based on the following guidelines:*
 - a. *Airfare must be purchased 30 days before or provide reasonable explanation as to why it was not.*
 - b. *Hotel costs will be covered for the official SWANA hotel hosting the meeting or a less expensive option. Hotel nights include the night before the meeting and the night between day 1 and day 2 of the meeting. The night following the*

2nd day of the meeting will be covered if there is no reasonable air transportation options available following the meeting on the 2nd day.

- c. Meals will be covered at the published U.S. State Department government per diem rates for meals that are not included as part of the SWANA IB itinerary.*
- f. Travel cost for the Annual Meeting will be covered by the Regional Director's affiliated chapter or employer.*
- g. Each chapter will pay the cost of travel for their Advisory Board Member for the Annual Meeting if the AB member's employer does not pay for travel*
- h. Travel costs for the Deputy Regional Director are not covered by the chapters in the region unless the Deputy Regional Director is attending the Winter or Mid-Year Meeting in place of the Regional Director.*

On the second anniversary of the Effective Date and biennially thereafter, the Chapters shall prepare and execute an addendum to this MOU identifying the sources of funding and re-confirming the above-stated financial commitment for the ensuing 24 months. A failure to meet this continuing obligation shall be addressed as provided in the Policy Manual.

8. Advisory Board and Standing Committee Participation. Except for the Chapter with which the Regional Director is affiliated, each of the Chapters shall elect or appoint an individual to serve as its AB delegate and, as assigned by the AB Chair, Standing Committee member. All delegates shall prepare for, attend, and participate in all AB and Standing Committee meetings, conference calls, and email exchanges and discussions. The general organization and functioning of the AB and its members shall be as prescribed in the Policy Manual.

9. Dispute Resolution. Any claim or dispute arising out of this MOU, if not settled after the affected Chapters confer in good faith, shall be resolved by the AB. If one or more Chapters consider such resolution unsatisfactory, they may appeal to the Board whose decision, by majority vote, shall be final and binding.

10. Entire Agreement. This MOU constitutes the entire understanding and agreement of the Chapters, and all prior agreements, understandings, representations and statements have been merged herein. This MOU may not be modified, and no agreement hereafter made by and among the Chapters or any of them shall be binding on any party, unless expressed in writing and signed by the affected parties. The fully executed original of this MOU and any subsequent amendments hereof, including the addendum referred to in Paragraph 7, shall be filed with the SWANA Office. Copies shall be retained by each of the Chapters.

IN WITNESS WHEREOF, the Chapters have caused this MOU to be signed by their respective duly authorized presidents.

Enter formal name of Chapter

By: _____
Signature and date

Print name

President

Enter formal name of Chapter

By: _____
Signature and date

Print name
President

Enter formal name of Chapter

By: _____
Signature and date

Print name
President

Enter formal name of Chapter

By: _____
Signature and date

Print name
President

Enter formal name of Chapter

By: _____
Signature and date

Print name
President