

On January 4, 2018 at 10:03 am, the SWANA Keystone Chapter Board of Directors Meeting was called to order. Meeting was a conference call. Those in attendance were:

Officers

Bryan Wehler
Sean Sweeney
Michele Nestor
Larry Taylor

Board of Directors

Mike Engel
Tom Lock
Scott McGrath

Committee Chairs, Members, & Visitors

Dan Brown
David Horne
Chanda Martino

Not present: Robert Zorbaugh, Tessa Antolick, Robert Hasemeier, Chuck Raudenbush, Scot Sample, John Aliveto, Jen Cristofolletti, Alison D'Airo, Kelly Megonnel

SECRETARY'S REPORT

Approve Minutes from November 2, 2017 Board Meeting – **Ms. Nestor** presented the minutes and asked if there were any comments or revisions. **Mr. Watts** moved to approve the minutes for the November 2, 2017 Board Meeting. **Mr. McGrath** seconded. Vote was called; the motion passed unanimously.

TREASURER'S REPORT

Mr. Taylor requested approval for the Treasurer's Transaction Report. **Ms. Nestor** moved to approve the motion and **Mr. Engel** seconded. Vote was called; the motion passed unanimously.

Mr. Taylor presented the December Secretariat Invoice and timesheet and requested a motion to approve payment. **Mr. Horne** moved to approve and **Mr. Lock** seconded. Vote was called; the motion passed unanimously.

Mr. Taylor reviewed the Treasurer's Report and Reconciliations and requested a motion to approve as presented. **Mr. Watts** moved to approve and **Mr. Lock** seconded. Vote was called; the motion passed unanimously.

Treasurer's Reports and Secretariat Invoice are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Legislative Policy

Brief discussion regarding a recent suit filed by PWIA on net metering.

Reports are available online.

Membership/Marketing

Ms. Nestor reported the membership committee meeting had to be postponed to January. An update will be ready for the February BOD Meeting.

Newsletter

Mr. Sweeney reported **Ms. D'Airo** has received several articles for the next newsletter and she is currently putting together the winter edition. Any additional articles or other content should be forwarded to **Mr. Hasemeier** or **Ms. D'Airo**.

Nominating

No report.

Fall Conference

Ms. Nestor requested the ads on the sponsor ads on the website be removed and add that registration is scheduled to open in late February.

Ms. Nestor discussed the possibility of increasing the prices of registration to the Fall Conference. A brief discussion followed. Will be discussed again at the next meeting.

A draft registration and cancellation policy for the Fall Conference was presented. A liability disclaimer was also added to the policy. **Ms. Nestor** reviewed the policy and a discussion followed. The Board will revisit at the next meeting.

Mary Webber has officially resigned from PWIA and **Ms. Nestor** is waiting to hear who will be replacing her as the PWIA representative.

Ms. Nestor suggested a Young Professionals breakfast or other session at the Fall Conference.

Mini-Tech Seminars

Ms. Wessels reviewed her report. 21 people attended the LFG Operations SWANA Training course. Possibly hold another SWANA Training course (Zero Waste) in November 2018. Future mini-techs being planned include FireRover, WindDefender, and a waste-to-energy facility tour.

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

Road-E-O & International

Mr. Watts has asked Delaware Solid Waste Authority if they would be willing to host the next Road-E-O. The attached report was reviewed.

Mr. Watts encouraged the Board to invest in the Hickman Endowment Foundation. A three-year, \$1,000 annual investment is suggested by SWANA International. More details were requested and the Board will revisit at the February meeting.

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

Safety

Mr. Horne stated the Safety Newsletter for Q1 will be distributed soon. An accident report was forwarded to the Board for review. There will be a Safety Summit at SWANApalooza in the summer of 2018.

Scholarships

Mr. Brown stated the Scholarship applications for 2018 will be released by SWANA International on February 1 and completed applications are due to Keystone SWANA by May 1.

Young Professionals

Ms. Antolick has requested additional help with the Young Professionals Committee. She is still looking for someone to transition in as the new YP chair. Contact Ms. Antolick at tantolick@armgroup.net if interested.

Website

Legislative information such as Advocacy Alerts and other SWANA International legislative news has been added to the Legislative News tab of the website. These items will no longer be included in the meeting packets.

CHAPTER CALENDAR

January 2018

- Thursday, 1/4, 10 am, **Board Meeting Conference Call**

- 1/15, Article Deadline for winter edition of *The Keystone*
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2018

- Thursday, 2/1, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

March 2018

- Thursday, 3/1, 10 am - **Board Meeting Conference Call**

April 2018

- Thursday, 4/5, 10 am - **Board Meeting Conference Call**

May 2018

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/3, 10 am - **Board Meeting**, Lanchester Landfill, Narvon, PA
- Nominating Committee presents Slate of Officers and Directors for election
- 5/15, Article deadline for summer edition of *The Keystone*

June 2018

- Thursday, 6/7, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- Review annual budget
- Distribute summer edition of *The Keystone*

July 2018

No activities planned.

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

Mr. Watts offered to host the May BOD meeting at the Chester County Solid Waste Authority. The schedule will be changed to include this new location for the Board meeting.

OLD BUSINESS

No old business.

NEW BUSINESS

Mr. Wehler reviewed the Secretariat contract and title change that was presented at the Secretariat Annual Review. A brief discussion followed. A document describing the responsibilities of the Secretariat with regard to the Fall

Conference, this document will be added as Exhibit A to the Secretariat contract. A motion to approve change in title of Secretariat to Administrative and Marketing Director and the 2018 Administrative and Marketing Director contract with the addition of Exhibit A was requested. The motion was made by **Ms. Nestor** and seconded by **Mr. Horne**. Vote was called; the motion passed unanimously.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on February 1, 2018 at 10 am.

ADJOURN

There being no further business to come before the Board, **Mr. Horne** made a motion to adjourn at 11:06 am, **Mr. McGrath** seconded. A vote was called; the Board unanimously voted to adjourn.

Respectfully Submitted,

Chanda Martino

TO: KEYSTONE SWANA Board of Directors

3-Jan-18

SUBJECT: Treasurers Report

1. Transactions by Account since 8 October 2017.
 - a. Motion to approve all transactions from 8 October 2017 to 3 January 2017
2. Current Balance Sheet
3. Edward Jones Investment Status
4. Secretariat Invoice
 - a. Motion to approve the Secretariat invoice for payment.
5. Reconciliation Summaries for October, November & December with Reconciliation Detail from December.
 - a. Motion to approve PNC Bank Reconciliation
6. Fall Conference Summaries
7. 2017 Chapter Balance Sheet & Financial Statement
8. Request a Motion to approve the Treasurer's Report

LAWRENCE D. TAYLOR P.E.
TREASURER

5:47 PM

PA Keystone Chapter of Solid Waste Association of N.America

01/03/18

Transactions by Account

Accrual Basis

8 October 2017 Thru 3 January 2018

Type	Date	Num	Name	Memo	Amount
1001 PNC Bank - Operating					
Bill Pmt -Check	10/21/2017	ACH	Wild Apricot	Annual Website P...	-1,404.00
Bill Pmt -Check	10/24/2017	ACH	Phone.com, Inc	VOID:	0.00
Bill Pmt -Check	10/25/2017	ACH	Phone.com, Inc		-13.84
Check	10/27/2017			Service Charge	-42.12
Bill Pmt -Check	11/02/2017	498	Chanda Martino		-2,196.42
Deposit	11/07/2017			VOID: Deposit	0.00
Bill Pmt -Check	11/14/2017	ACH	Staples		-116.37
Check	11/15/2017	499	Matthew Sarver	Hotel Room Reim...	-149.85
Bill Pmt -Check	11/20/2017	ACH	UberConference	Annual Payment	-292.90
Bill Pmt -Check	11/24/2017	ACH	Phone.com, Inc		-13.84
Bill Pmt -Check	11/28/2017	ACH	US Postal Service	Stamps	-17.00
Bill Pmt -Check	12/04/2017	500	Chanda Martino		-3,239.86
Bill Pmt -Check	12/29/2017	ACH	Network Sloutions		-51.19
Bill Pmt -Check	12/30/2017	501	Chanda Martino		-1,208.22
Bill Pmt -Check	12/30/2017	502	PA Waste Industry Assoc.		-17,233.31
Bill Pmt -Check	12/30/2017	ACH	Phone.com, Inc		-13.84
Total 1001 PNC Bank - Operating					-25,992.76
TOTAL					-25,992.76

5:30 PM

PA Keystone Chapter of Solid Waste Association of N.America

01/03/18

Balance Sheet

Accrual Basis

As of January 3, 2018

	Jan 3, 18
ASSETS	
Current Assets	
Checking/Savings	
1001 PNC Bank - Operating	49,328.30
1003 First Citizens	280.00
1005 Edward Jones	49,160.81
Total Checking/Savings	98,769.11
Total Current Assets	98,769.11
TOTAL ASSETS	98,769.11
LIABILITIES & EQUITY	0.00

7:49 PM

PA Keystone Chapter of Solid Waste Association of N.America

01/03/18

Account QuickReport

Accrual Basis

All Transactions

Type	Date	Name	Memo	Split	Amount	Balance
1005 Edward Jones						
Check	08/11/2017	TRANSE...	Initial Investm...	1001 PNC Bank - Operating	50,000.00	50,000.00
Check	08/25/2017		Change in Val...	7010 Unrealized Gain (Expen...	-992.07	49,007.93
Check	09/29/2017		Change in Val...	7010 Unrealized Gain (Expen...	-390.44	48,617.49
Deposit	10/27/2017		Interest	7010 Unrealized Gain (Expen...	177.94	48,795.43
Deposit	11/24/2017		Interest	7010 Unrealized Gain (Expen...	100.54	48,895.97
Deposit	12/31/2017		Interest	7010 Unrealized Gain (Expen...	264.84	49,160.81
Total 1005 Edward Jones					49,160.81	49,160.81
TOTAL					49,160.81	49,160.81

3:57 PM
01/03/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1001 PNC Bank - Operating, Period Ending 11/30/2017

	Nov 30, 17
Beginning Balance	65,463.32
Cleared Transactions	
Checks and Payments - 5 items	-2,636.53
Deposits and Credits - 6 items	7,809.32
Total Cleared Transactions	5,172.79
Cleared Balance	<u>70,636.11</u>
Uncleared Transactions	
Checks and Payments - 2 items	-410.99
Deposits and Credits - 2 items	1,990.00
Total Uncleared Transactions	1,579.01
Register Balance as of 11/30/2017	<u>72,215.12</u>
New Transactions	
Checks and Payments - 4 items	-18,506.56
Deposits and Credits - 1 item	549.60
Total New Transactions	-17,956.96
Ending Balance	<u>54,258.16</u>

3:05 PM
01/03/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1001 PNC Bank - Operating, Period Ending 10/31/2017

	Oct 31, 17
Beginning Balance	96,624.84
Cleared Transactions	
Checks and Payments - 6 items	-43,350.67
Deposits and Credits - 14 items	12,189.15
Total Cleared Transactions	-31,161.52
Cleared Balance	<u>65,463.32</u>
Uncleared Transactions	
Checks and Payments - 1 item	-261.14
Total Uncleared Transactions	-261.14
Register Balance as of 10/31/2017	<u>65,202.18</u>
New Transactions	
Checks and Payments - 5 items	-18,656.41
Deposits and Credits - 8 items	10,348.92
Total New Transactions	-8,307.49
Ending Balance	<u>56,894.69</u>

4:06 PM
01/03/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1001 PNC Bank - Operating, Period Ending 12/31/2017

	<u>Dec 31, 17</u>	
Beginning Balance		70,636.11
Cleared Transactions		
Checks and Payments - 4 items	-3,454.74	
Deposits and Credits - 2 items	849.60	
Total Cleared Transactions	<u>-2,605.14</u>	
Cleared Balance		<u>68,030.97</u>
Uncleared Transactions		
Checks and Payments - 3 items	-18,702.67	
Deposits and Credits - 1 item	1,990.00	
Total Uncleared Transactions	<u>-16,712.67</u>	
Register Balance as of 12/31/2017		<u>51,318.30</u>
Ending Balance		51,318.30

4:06 PM
01/03/18

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Detail
1001 PNC Bank - Operating, Period Ending 12/31/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						70,636.11
Cleared Transactions						
Checks and Payments - 4 items						
Check	11/15/2017	499	Matthew Sarver	X	-149.85	-149.85
Bill Pmt -Check	12/04/2017	500	Chanda Martino	X	-3,239.86	-3,389.71
Bill Pmt -Check	12/29/2017	ACH	Network Sloutions	X	-51.19	-3,440.90
Bill Pmt -Check	12/30/2017	ACH	Phone.com, Inc	X	-13.84	-3,454.74
Total Checks and Payments					<u>-3,454.74</u>	<u>-3,454.74</u>
Deposits and Credits - 2 items						
Bill Pmt -Check	10/24/2017	ACH	Phone.com, Inc	X	0.00	0.00
Deposit	12/06/2017			X	849.60	849.60
Total Deposits and Credits					<u>849.60</u>	<u>849.60</u>
Total Cleared Transactions					<u>-2,605.14</u>	<u>-2,605.14</u>
Cleared Balance					-2,605.14	68,030.97
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	06/14/2017	480	Acme Barbecue & C...		-261.14	-261.14
Bill Pmt -Check	12/30/2017	502	PA Waste Industry ...		-17,233.31	-17,494.45
Bill Pmt -Check	12/30/2017	501	Chanda Martino		-1,208.22	-18,702.67
Total Checks and Payments					<u>-18,702.67</u>	<u>-18,702.67</u>
Deposits and Credits - 1 item						
Deposit	11/07/2017				1,990.00	1,990.00
Total Deposits and Credits					<u>1,990.00</u>	<u>1,990.00</u>
Total Uncleared Transactions					<u>-16,712.67</u>	<u>-16,712.67</u>
Register Balance as of 12/31/2017					<u>-19,317.81</u>	<u>51,318.30</u>
Ending Balance					<u>-19,317.81</u>	<u>51,318.30</u>

PA Keystone Chapter of Solid Waste Association of N.America

FALL CONFERENCE 2017 SUMMARY REPORT

October 2016 through September 2017

	<u>Oct '16 - Sep 17</u>
Ordinary Income/Expense	
Income	
4120 Special Events Income	
4130 FALL Conf. Revenue	84,027.57
Total 4120 Special Events Income	<u>84,027.57</u>
Total Income	84,027.57
Expense	
5020 Special Events Exp	
5030 Fall conference expenses	
5032 Secretariat Labor	9,905.25
5034 Secretariat Expenses	114.02
5036 Partner Disbursement	17,233.31
5030 Fall conference expenses - Other	39,541.68
Total 5030 Fall conference expenses	<u>66,794.26</u>
Total 5020 Special Events Exp	<u>66,794.26</u>
Total Expense	<u>66,794.26</u>
Net Ordinary Income	<u>17,233.31</u>
Net Income	<u><u>17,233.31</u></u>

FALL CONFERENCE 2017 SUMMARY REPORT

October 2016 through December 2017

	<u>Oct '16 - Dec 17</u>
Ordinary Income/Expense	
Income	
4120 Special Events Income	
4130 FALL Conf. Revenue	84,882.57
Total 4120 Special Events Income	<u>84,882.57</u>
Total Income	84,882.57
Expense	
5020 Special Events Exp	
5030 Fall conference expenses	
5032 Secretariat Labor	10,062.00
5034 Secretariat Expenses	114.02
5036 Partner Disbursement	17,233.31
5030 Fall conference expenses - Other	39,691.53
Total 5030 Fall conference expenses	<u>67,100.86</u>
Total 5020 Special Events Exp	<u>67,100.86</u>
Total Expense	<u>67,100.86</u>
Net Ordinary Income	<u>17,781.71</u>
Net Income	<u><u>17,781.71</u></u>

2017 CHAPTER BALANCE SHEET AND FINANCIAL STATEMENT

RETURN TO: Estela Martinez, SWANA, 1100 Wayne Avenue
Suite 650, Silver Spring, MD 20910
EMAIL: emartinez@swana.org
NO LATER THAN January 15, 2018

CHAPTER: Pennsylvania Keystone Chapter

DATE: 19-Dec-17 **REPORT PREPARED BY:** Lawrence D. Taylor

FEDERAL EMPLOYER II 25 1595064 **STATE SALES TAX EXEMPTION #** _____

NOTE: Accounting on Accrual Basis

BALANCE SHEET

ASSETS:

CASH	\$0.00
CHECKING	59,026.53
SAVINGS	\$0.00
CD'S	
INVESTMENTS	50,000.00
ACCOUNTS RECEIVABLE <i>(monies owed to the Chapter)</i>	5,175.17
NET PROPERTY & EQUIPMENT	
OTHER	
TOTAL ASSETS=	\$114,201.70 *

LIABILITIES:

ACCOUNTS PAYABLE <i>(monies the Chapter owes)</i>	21,786.85
LOANS PAYABLE	
DEFERRED REVENUE	
<i>(monies collected for future events which have not yet occurred)</i>	
OTHER	
TOTAL LIABILITIES=	\$21,786.85

NET ASSETS:

Beginning (previous year ending balance)	\$93,230.12
YTD REVENUE/(LOSS)	(\$837.50)
<i>Correction to FY2016 accounts</i>	\$22.23
TOTAL NET ASSETS=	\$92,414.85

TOTAL LIABILITIES AND NET ASSETS **\$114,201.70 ***

**These amounts should match*

2017 INCOME STATEMENT

Chapter's Fiscal Year From:

1 October 2016 TO 31 September 2017

REVENUE:

DUES	19,243.10
TECHNICAL SEMINARS/MEETINGS	90,172.87
INTEREST INCOME	
Newsletter Income	375.00
OTHER (<i>Please provide separate sheet with details</i>)	2.40
TOTAL REVENUE =	\$109,793.37

EXPENSES:

SALARIES	
CONTRACTORS	28,609.25
ACCOUNTING	\$2,090.00
SUPPLIES	\$650.31
INSURANCE	\$1,253.05
POSTAGE	\$7.84
PRINTING	
INTERNET	
TELEPHONE	\$2,455.42
TRAVEL	\$230.75
LEGAL - General	\$0.00
LOBBYING**	\$0.00
TECHNICAL MEETINGS/SEMINARS	68,022.71
BOARD MEETINGS	
OTHER (MEMBERSHIP & DUES)	\$319.40
OTHER (REIMBURSEABLE EXPENSES)	\$392.14
OTHER (AWARDS & GRANTS)	6,600.00
TOTAL EXPENSES =	\$110,630.87

NET REVENUE/(LOSS) =

(\$837.50)

(Revenue-Expenses=Net Revenue/(Loss))

**** Lobbying:** Attempting to influence legislation (that is, acts, bills, resolutions or similar items) through communication (a) with any member or employee of a legislative body or (b) with any government official or employee who does or may participate in the formulation of legislation. An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation. A legislative body includes Congress, a state legislature, and the governing body of any county or city. Legislation does not include actions by the executive branch, any court, or any federal, state or local administrative agency.

Lobbying Expenditures: Monies paid or financial obligations incurred for lobbying.

Proposed Registration and Cancellation Policy for Attendees, Exhibitors, and Sponsors

ALL REGISTRATIONS

- The online and printed forms must be consistent.
- Both forms must include registration, cancellation and indemnification policies. (shown below)
- Individual Registrants, or the primary contact for Exhibitors, Sponsors must sign the form acknowledging and accepting the policies.
- Registration is considered confirmed when payment clears.
- \$25 penalty for returned checks.
- Registrants will receive a confirmation email.

Individual Registration forms will include the following statement:

- *“Your registration cannot be processed unless accompanied by FULL PAYMENT OR CREDIT CARD INFORMATION and SIGNATURE AUTHORIZATION. “ All registration forms must be received by Keystone SWANA one week prior to event (include actual date). After that date, please register online or on-site.*

There will be multiple ways to register.

- **FOR ONLINE SUBMISSIONS**
 - Online registrants must complete and submit the form online WITH CREDIT CARD INFORMATION and SIGNATURE AUTHORIZATION.
- **FOR MAIL SUBMISSIONS**
 - Mail registrants must print and complete the PDF form provided online or via email.
 - Completed registration forms must be sent to Keystone SWANA WITH FULL PAYMENT or CREDIT CARD INFORMATION and SIGNATURE AUTHORIZATION.
- **FOR FAX SUBMISSIONS**
 - Fax registrants must print and complete the PDF form provided online or via email.
 - Completed registration forms must be faxed to Keystone SWANA WITH CREDIT CARD INFORMATION and SIGNATURE AUTHORIZATION.

Registrants will receive an e-mail confirmation within 2 business day of receipt of payment if by credit card and within two weeks of receipt of payment if by check.

- For group registration (Exhibitors/Sponsors) one primary confirmation number with additional sequential numbering for each attendee can be used
- In the event of a disputed payment, confirmations must be shown on-site to receive badges/materials
- For consistency of accounting purposes, the Secretariat will enter the fax and mail registrations into the system as if the individual, exhibitor or sponsor registered on line

CANCELLATION POLICY (See below - shown online and PDF version of all registration forms)

- Only written requests for cancellation will be accepted.
- Phone cancellations will not be allowed or accepted.
- Cancellations will receive confirmation within 2 days of receipt via email or mail if applicable.
- Full refunds will be issued for cancellations up to 6 business days before conference. \$25 handling fee will be deducted if cancelled within <6 business days of event.
- There will be no refunds for no shows failing to follow the advance cancellation policy.
- For inclement weather, catastrophic events, or for whatever reasons Keystone SWANA deems necessary to cancel the event, there will be no refunds for exhibits, sponsorships, or registrants for events rescheduled within 12 months.
- Keystone SWANA will not be responsible for any added expenses incurred by registrants for events cancelled or rescheduled. (i.e., lodging, travel, shipping, etc.)

The following statement must be shown on registration forms

"If you cannot attend the event, written notification must be received by Keystone SWANA prior to the conference. Phone cancellations will not be accepted. Written cancellations may be submitted via email, fax, or mail to the contact address shown below. When you submit your written cancellation, you may either indicate a substitute attendee or receive a refund. A \$25.00 processing fee will be deducted from your refund if your request is received less than 5 business days before the event (insert date). There will be no refunds for no shows who failed to follow the advance cancellation policy.

In the event of bad weather or if the conference is cancelled, Keystone SWANA is not responsible for nonrefundable travel fares or lodging. Keystone SWANA will apply payments for registrations, exhibits, sponsorships, event activities or any associated fees to the rescheduled event. Refunds will be issued only if the event is not rescheduled within 12 months."

Liability Release, Claims Waiver, and Indemnification Agreement (hereafter collectively "Agreement"): *In consideration for services of the Solid Waste Association of North America, Keystone Chapter), its agents, officers, volunteers, participants, employees and all other persons or entities acting in any capacity on their behalf (hereinafter collectively "Keystone SWANA"), I, on behalf, of myself, heirs, assigns and my estate, hereby agree to release and discharge Keystone SWANA as follows: a.) agree to indemnify, and hold harmless the Keystone SWANA from any and all claims, demands, or causes of action in any way connected with my participation in the conference, both on and off premises, including any claims with alleged negligent acts; and b.) agree to pay for any fees and costs should Keystone SWANA or anyone acting on its behalf, be required to incur attorney's fees and costs to enforce this Agreement. I acknowledge for this Agreement: a.) no impediments or reasons why I would lack the capacity to enter into; b.) read and understood it; and 3.) be unconditionally bound by its terms.*

SPONSORS AND EXHIBITORS Special Conditions

- Exhibitors/Sponsors will receive a registration form within 1 business day after they have verbally committed to a space and/or sponsorship level.
 - For exhibitors or sponsors who do not authorize a credit card payment and will be submitting payment by check, an invoice will be issued within 2 business days of receipt of registration form.
 - **Exhibitor/Sponsor Registration invoices will include this statement.**
 - *“After 10 business days from the date of the invoice Keystone SWANA reserves the right to offer the exhibit space to another vendor at anytime prior to receipt of payment. Original exhibitor will be notified and given the opportunity to submit payment. Full payment for exhibitors and sponsors is due no later than 6 business days prior to the event.”*
 - Email statements/reminders will be sent 15 days before event.
- Credit card only payments accepted <5 days before event for any remaining booths/sponsorships.

**Mini-tech Committee Report
January 2018**

Past Mini-tech

2-day LFG Operations and Maintenance SWANA Training: November 14-15 at Lanchester Landfill in Narvon, PA. Trainer: Scott Messier, SCS-Field Services. 21 attendees from PA, MD and KY.

Future Mini-techs

TBD: FireRover: Either tour of an installation at an Advanced Disposal MRF in Clarion (18380 Paint Boulevard, Shippenville, PA 16254) or Central Call Station in Lancaster. Planning ~March/April 2018

Wind Defender (Elliot Pugh)

2018 Safety Summit – to be planned/organized by Safety Committee

Another SWANA Training Course?

MRF tour?

E-waste facility tour?

Others?

Pennsylvania Keystone Chapter SWANA

FY 2017 – 2018 Calendar

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- 1/15, Article Deadline for winter edition of *The Keystone*
- Accountant audits financial report and prepares 990 IRS Tax Filing

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- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

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April 2018

- Thursday, 4/5, 10 am - **Board Meeting Conference Call**

May 2018

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/3, 10 am - **Board Meeting Conference Call**
- Nominating Committee presents Slate of Officers and Directors for election
- 5/15, Article deadline for summer edition of *The Keystone*

June 2018

- Thursday, 6/7, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- Review annual budget
- Distribute summer edition of *The Keystone*

July 2018

No activities planned.

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

**SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES
ADMINISTRATIVE AND MARKETING DIRECTOR FOR KEYSTONE SWANA
CALENDER YEAR 2018**

The Keystone Chapter of the Solid Waste Association of North America (SWANA) has a requirement for an Administrative and Marketing Director functioning in an administrative and marketing support role for the organization as a contractor receiving a 1099. This role is currently fulfilled by Chanda Martino. The Scope of Services for this position, along with the corresponding duties and responsibilities, include, but are not necessarily limited to, the following:

SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES:

- I. TELEPHONIC COMMUNICATIONS**
 - A. Maintain 800 number**
 - B. Administration of Conference Call System**

- II. MARKETING COORDINATION & CUSTOMER SERVICE**
 - A. Website Management & IT Coordination**
 - 1. Maintain domain name**
 - 2. Maintain website functionality**
 - 3. Enhance website functionality and user experience**
 - 4. Email distribution list maintenance and growth**
 - 5. Credit card processing**
 - 6. Provide IT report/update at Board Meetings**
 - B. Marketing**
 - 1. Promote organization and help grow membership**
 - 2. Update website and refresh content (review monthly)**
 - 3. Distribute newsletters and help grow advertising revenue**
 - 4. Promote Young Professional events/initiatives**
 - 5. Promote scholarship opportunities**
 - 6. Promote and grow revenue for mini-techs and the annual fall conference**
 - C. Customer Service**
 - 1. Assist with and resolve membership issues & concerns**
 - 2. Assist with event registration and event communication**
 - 3. Develop relationship with members and solicit feedback**
 - 4. Identify opportunities for enhancing the value to members and the overall member experience**

III. ADMINISTRATIVE

- A. Dissemination of all announcements
- B. Compilation, production, and distribution of all agendas and meeting minutes
- C. SWANA Chapter Central Filing; Maintain history file for submission to SWANA as Annual Report
- D. Chapter Annual Progress Report
 - 1. Prepare and Submit annually in first quarter of the Fiscal Year
- E. Chapter Database
 - 1. Maintain along with Membership Committee as required
 - 2. Generate Mailing List and labels as required

IV. EVENT COORDINATION

- A. General Events
 - 1. Assist with coordination of Mini-Tech Seminars (~4/year)
 - 2. Assist with planning and execution of Annual Fall Conference (September time frame)
 - a) *Event may require overnight travel*
 - 3. Assist with coordination of Regional Road-E-O (June time frame)
 - a) *Event will likely require overnight travel*
- B. Assist with administration of annual scholarships
 - 1. Distribute scholarship notifications and applications
 - 2. Receive applications and check for completeness
 - 3. Distribute applications to Committee for review
- C. Manage registration for all events
- D. Help manage sponsorships, exhibitors and attendees
- E. Respond to inquiries
- F. Prepare name tags and attendee list as appropriate
- G. Manage registration table at events
- H. Manage and administer continuing education credit documentation and tracking
- I. Manage/coordinate incoming funds, deposits, with Treasurer and Event Planner oversight

V. BOARD MEETINGS

- A. Develop and distribute meeting agenda
- B. Distribute meeting calendar, meeting invitations and conference call information
- C. Verify attendance

- D. Minutes preparation
- E. Calendar updates as needed

VI. BUDGET ESTIMATE (HOURS)

- A. Quarterly; 160 hrs
- B. Mini Tech Seminars: 85 hrs
- C. ROAD-E-O: 55 hrs
- D. Fall Conference: 190 hrs

VII. BILLING & FINANCIAL

- A. Monthly
- B. Submit invoice indicating hours worked, work description/service provided, supplies, and mileage
- C. Provide notification to Treasurer if budgeted hours will be exceeded by quarter
- D. Compensation rate; to be reviewed as part of Annual Performance Review (October/November of each year); Compensation rate to take effect January 1st following Review. 2018 compensation has been established as \$35/hour.
- E. Travel Rate: Federal Mileage Rate in effect at time of billing
- F. Expenses:
 - 1. Reimbursed at cost if personal funds utilized
 - 2. Phone (Existing Hardware and Service Agreement)
Billed as a monthly expense at \$60/month
 - 3. Internet Service Provider (Existing)
Billed as a monthly expense at \$30/month
 - 4. Keystone SWANA Credit/Debit card
 - a) Utilize as needed (seek Treasurer approval for expenditures exceeding \$100)
 - b) Submit receipts on a monthly basis
 - 5. Travel expenses (meals, lodging, other accommodations):
Reimbursable by Keystone SWANA
 - 6. SWANA Membership: Covered by Keystone SWANA
- G. Keystone SWANA Checking Account
 - 1. Deposit authority only
- H. Income Taxes
 - 1. 1099 supplied by Keystone SWANA
 - 2. Calendar Year Basis

VIII. POSITION ADMINISTRATION

- A. Reports to:
 - 1. Chapter Officers
 - 2. Board of Directors
- B. Initial Point of Contact for Support
 - 1. Treasurer, Keystone SWANA
- C. Primary Point of Contact: Human Resource
 - 1. Chair of Administrative and Marketing Director Committee

IX. PERFORMANCE EVALUATION & REVIEWS

- A. Administrative and Marketing Director to complete Annual Employee Review Form by **October 31st**
- B. Keystone SWANA Board to review the submitted Annual Employee Review Form; Keystone SWANA Board to complete Annual Employer Review Form by **November 30th** to provide input on past year's performance and to define expectations for coming year.
- C. At least one Keystone SWANA Board member will meet with Administrative and Marketing Director to conduct in-person Annual Review and to discuss Employee and Employer Review Forms.
- D. Administrative and Marketing Director compensation for subsequent year to be established by Keystone SWANA Board by **December 15th**.
- E. Mid-Year Review: Keystone SWANA Board member(s) will meet (or have conference call) with Administrative and Marketing Director in May or June to provide mid-year feedback. Administrative and Marketing Director to generate minutes from Mid-Year Review and submit to President within 30 days of Review for input and concurrence.

Chanda Martino
Administrative and Marketing Director
KEYSTONE SWANA

Bryan Wehler
President
KEYSTONE SWANA