

On February 7, 2019 at 10:03 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Mr. Sweeney**. Meeting was a conference call. Those in attendance were:

Officers

Sean Sweeney
Michele Nestor
Tom Lock
Lynne Jeffries

Board of Directors

Dan Brown
Mike Engel
David Horne
Scott McGrath
Chuck Raudenbush
Scot Sample
Bob Watts
Denise Wessels

Committee Chairs, Members, & Visitors

Chanda Martino

Not present: Bryan Wehler, Jill Hamill, Carolyn Witwer

SECRETARY'S REPORT

Mr. Lock presented the minutes from the January 3, 2019 Board Meeting. A motion was made by **Mr. Horne** to approve the minutes. **Mr. Watts** seconded. Vote was called; the motion passed unanimously.

The January 3, 2019 Board Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Ms. Jeffries reviewed the submitted Treasurer's Report. A motion to approve the Treasurer's Reports and all transactions from January 1 through January 31, 2019 was requested. Motion was made by **Mr. Lock** and seconded by **Mr. Horne**. Vote was called; motion passed unanimously.

Ms. Jeffries requested a motion to approve and make payment for the SEK invoice (inv# 101860) dated 1.31.19 for \$700.

Ms. Wessels moved to approve and **Mr. McGrath** seconded. Vote was called; motion passed unanimously.

A motion to approve payment of the Administrative and Marketing Director invoice for January 2019 was requested.

Mr. Engel so moved and **Mr. Watts** seconded. Vote was called; the motion passed unanimously.

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

COMMITTEE REPORTS

Legislative Policy

Mr. Raudenbush reviewed new key House and Senate Chairs. There was a brief discussion regarding E-Waste bills and the post closure policy.

The Legislative Report is attached and hereto made part of the minutes.

Membership/Marketing

No report.

Newsletter

The next Newsletter will be released in late February/early March.

Nominating

No report.

Fall Conference

Ms. Nestor discussed the possible keynote speaker for the Fall Conference. A request has been sent to the members for speakers at the Fall Conference. The newly expanded exhibit space was discussed.

Mini-Tech Seminars

Ms. Wessels reviewed the Mini-Tech report and discussed the possibility of an additional Mini-Tech in May with Sustainable Generation.

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

Road-E-O & International

The 2019 Road-E-O will be hosted by Northern Tier Solid Waste Authority and held on June 7 in Blossburg, PA. Contestant registration will begin in February. **Mr. Sample** requested volunteers for the Road-E-O and thanked Northern Tier for volunteering to assist with the Road-E-O again.

The International Director's report was reviewed.

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

Safety

Mr. Horne continues to distribute weekly safety tips. The recent SWANA Safety Ambassador's meeting was reviewed. There were more fatalities in the month of January 2019 than in all of 2018, most of these were on the hauling side.

Mr. McGrath discussed the \$7000 investment per truck in safety equipment that Philadelphia has planned for this year.

Scholarships

2019 Scholarship applications will be released by SWANA in February.

Young Professionals

Mr. Brown plans to have a YP event in the Fall of 2019.

Website

No report.

CHAPTER CALENDAR

February 2019

- Thursday, 2/7, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

March 2019

- Thursday, 3/7, 10 am - **Board Meeting Conference Call**
- Thursday, 3/21 – **Foamed Glass Aggregates | AeroAggregates Mini-tech & Tour, Eddystone, PA**

April 2019

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

May 2019

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/2, 10 am - **Board Meeting, TBD**
- Nominating Committee presents Slate of Officers and Directors for election
- 5/15, Article deadline for summer edition of *The Keystone*
- 5/20-23 – **SWANA Zero Waste Principles & Practices Certification Course, Narvon, PA**

June 2019

- Thursday, 6/6, 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 2019

No activities planned.

August 2019

- Thursday, 8/1, 10 am - **Board Meeting Conference Call**

September 2019

- **9/4 – 9/5, 21th Annual Joint Fall Conference, Hilton Harrisburg**
- **9/5, 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

OLD BUSINESS

Mr. Sweeney reviewed the draft of the 2019 Chapter Committee Chairs and members. Contact **Mr. Sweeney** if you would like to request a change in assignment. The new assignments will go into effect next month.

NEW BUSINESS

Mr. Watts presented a request from SWANA International to host the 2022 WASTECON in Philadelphia.

A motion was made to have a representative from SWANA International attend the next Board meeting to provide details and answer questions regarding the responsibilities of the hosting chapter of a WASTECON event. Motion was made by **Mr. Watts**; seconded by **Mr. Horne**. Vote was called; motion passed unanimously. **Mr. Watts** will contact SWANA to organize this presentation.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be held as a conference call on March 7, 2019 at 10:00 am.

ADJOURN

There being no further business, motion was made to adjourn the meeting at 10:45 am by **Mr. Lock**. The motion was seconded by **Ms. Nestor**. A vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

**MEMORANDUM OF UNDERSTANDING
BETWEEN
<<Name>> CHAPTER OF SWANA
AND SWANA INTERNATIONAL OFFICES**

**ROLES AND RESPONSIBILITIES
SWANA ANNUAL INTERNATIONAL SOLID WASTE EXPOSITION (WASTECON®)**

<DATE>

Per SWANA Policy Position MA-21 SWANA Annual International Solid Waste Exposition (WASTECON®) Policies and Procedures, the following roles and responsibilities are established between the <<Name>> Chapter of SWANA (Host Chapter) and SWANA International Offices (SWANA International) for the Annual International Solid Waste Exposition (WASTECON®) <Date>, at the <Location/Venue>, and are part of this agreement.

I. GENERAL MANAGEMENT

A. Establish Committees
Accept ___ Decline _____

A Local Committee is to be established by <date> with the following sub-committees and coordinators:

- **Co-Chairs - management of the Local Committee and Local Committee Responsibilities**

Name: _____
Organization: _____
Phone: _____
Email: _____

Name: _____
Organization: _____
Phone: _____
Email: _____

- The following contacts have been identified as members of the <<Name>> Chapter WASTECON® Committee:

WASTECON® Chair: See Co-Chairs listed above

Golf Tournament (or Another Social/Networking Activity) Coordinator:

Name: _____
Organization: _____
Phone: _____
Email: _____

Promotion & Publicity Coordinator:

Name:

Organization:

Phone:

Email:

Recycling Coordinator:

Name:

Organization:

Phone:

Email:

Technical Program Coordinator: SOMEONE TO FIND VOLUNTEERS TO PROCTOR THE SESSIONS AND TOURS

Organization:

Phone:

Email:

All activities under each Coordinator are detailed in SWANA WASTECON® Roles & Responsibilities and will be completed by Host Chapter Members with overall performance being the responsibility of each Coordinator.

B. Pre Conference Meetings

Accept__ _____ Decline_____

All Chairpersons and key Host Chapter Committee Members will be expected to attend pre-convention planning and management meetings. Meetings are scheduled for:

- Teleconferences with SWANA International:
- Please suggest dates for one teleconference per month beginning in <Date>. Additional Teleconferences may be scheduled leading up to <Date>, at your request: Teleconferences to be held <WHEN?> **of the month at a time that works best for the committee.**

Value = \$2,000

II. PROMOTION & PUBLICITY

A. Trade show and event promotions

Accept__ _____ Decline_____

1. At WASTECON® <Previous YEAR>

Host Chapter Representatives, (arranged at the expense of the Host Chapter), will staff a 10 X 10 booth at WASTECON® to distribute promotional materials from and to with WASTECON® attendees and exhibitors. SWANA will furnish the booth, up to 10x10 in size, to accommodate the exhibit needs of the Host Chapter. Local Committee Chair should make arrangements with SWANA WASTECON® Staff Manager to ensure proper registration is completed for any booth volunteers. We have assigned a booth for you in <Previous Year>.

2. At SWANA Chapter and Similar Industry Events

Accept___ ___ **Decline**_____

The Host Chapter should reach out to all SWANA chapters to encourage them to promote WASTECON® at their events and other chapter/regional events throughout the year.

Host a booth or information session at like-minded industry events in the region to promote SWANA membership and WASTECON®.

B. Promotion

Accept___ ___ **Decline**_____

The Host Chapter will identify a Host Chapter Promotion & Publicity Coordinator to assist SWANA International in promoting WASTECON® to local/regional media according to the Roles and Responsibilities of the Publicity Coordinator. It is recommended that a committee of 3 or more volunteers be formed to assist the coordinator.

A contact list of potential attendees (non-members) to be used for WASTECON® brochure, emails and social media posts should be sent to SWANA's marketing team (marketing@swana.org) be included in appropriate campaigns.

The Host Chapter will also receive a shipment of WASTECON® promotional materials. The Publicity Coordinator should contact marketing@swana.org to indicate the amount of materials needed and shipping information.

Value = \$2,000

C. Potential WASTECON® Exhibitors and Sponsors

Accept___ ___ **Decline**_____

The Host Chapter will identify at least 100 potential exhibitors and/or sponsors that have not participated in WASTECON for the past 2 years. The chapter will provide a contact name, address, phone number and email address for each company.

Value = \$1,000

D. WASTECON® Full Conference Registrations Participation

Local Committee will earn the following amount based on the number of total paid full conference attendees beginning with 650 paid attendees. Earn **\$25** per paid registration beginning with the 650th full conference registration and all thereafter.

III. TECHNICAL SESSIONS & TOURS

A. Technical Tours

Accept ___ ___ Decline _____

The Host Chapter will identify a Host Chapter Tour Coordinator and assist SWANA International in establishing facility tours for WASTECON® according to the MA-21 Roles and Responsibilities of the Tour Coordinator.

B. Technical Sessions

Accept ___ ___ Decline _____

- The Host Chapter will identify a Host Chapter Technical Session Coordinator. The Coordinator will assist SWANA International in establishing the Technical Sessions for WASTECON® according to the attached Roles and Responsibilities of the Technical Programs Coordinator.
- The Chapter is invited to participate in the technical session planning for WASTECON®. You will have an opportunity to have chapter member volunteers participate with each of the 8 technical division planning committees to review and select abstracts for the presentations at WASTECON®. The Call for Papers and Presentations must be submitted by the deadline. The planning committee review and conference calls will begin in November/December. Please provide the names and contact information for any committee members who would like to participate in the review process to the Conference and Division Program Manager.
- Please identify up to 2 Technical Session Proctors for each technical session for WASTECON®. It is estimated that you will need about 15-20 chapter member volunteers. The number of technical sessions will be determined by <date>.
- After that time, details regarding proctor requirements and special registration forms will be forwarded to the Coordinator and work with appropriate SWANA staff to finalize the proctor schedule. Because the proctors will receive complimentary registration benefits, proctors must be SWANA members.
- Chapter should plan for back-up volunteers in case of emergencies that prevent volunteers from participating when scheduled.

Value = \$2,000

**In addition to monetary compensation, the Chapter receives for its members:
+ up to \$15,000 in-kind technical session registration fees for chapter proctors**

IV. HOTEL ARRANGEMENTS

Accept ___ ___ Decline _____

If available, the Host Chapter will receive up to three complimentary room nights at a SWANA room block hotel as selected by SWANA. The Host Chapter will determine how these room nights will be used by providing a priority list for the rooms **2 months** before

the conference. The exact numbers of complimentary room nights can not be guaranteed until final bookings are completed.

V. GOLF TOURNAMENT (or other Social/Networking Activity)

Accept_____ **Decline**_____

The Host Chapter may sponsor a golf tournament in association with WASTECON®. The golf tournament is the full responsibility of the Host Chapter. All profits/losses associated with the golf tournament belong to the Host Chapter.

SWANA International will include a promotional advertisement for the golf tournament on the SWANA website and the WASTECON® brochure assuming artwork and details are provided by the Host Chapter by the copy deadline of <date>

VII. Registration Staffing

Accept_____ **Decline**_____

The Host Chapter may submit a proposal to meet SWANA specifications, needs and schedule to provide registration desk staffing during the event.

Value = \$2,000

VIII. NETWORKING EVENT

Accept_____ **Decline**_____

A. The Event

1. The Chapter will coordinate and host the Networking social event that has become a tradition at WASTECON. This event has consistently drawn from 500-600 participants.
2. The Chapter will host the party at a location of their choosing and create a party that meets or exceeds the offerings of WASTECON's traditional Networking social events of the past.
3. This would be at least a 3-hour event, where, at least, heavy hors d'oeuvres are served and guests are provided with two drink tickets.
4. Entertainment, such as music, games or other activities will be incorporated into the event.

B. Transportation

If required, the Chapter will arrange for attendee transportation to and from the social event. Pickup and drop-off will be at each of the WASTECON hotels. Transportation will be available in a continuous loop throughout the event.

C. Financing

1. The Chapter will incur all expenses associated with this event and raise sponsorship funds to cover them. All sponsorship dollars will go directly to the Chapter.
2. The Chapter will receive \$50 ticket for every paid attendee ticket. (One ticket is included in every Full Conference Registration package.)

3. SWANA International will:
 - a. include the registration and sale of tickets for this event in the conference registration brochure,
 - b. handle ticket sales up until <time> the day of the event.
 - c. provide the Chapter a count of ticket sales at 4 weeks out, 2 week out, the 2 days before the event;

6. The Chapter will:
 - a. provide staff for the event
 - b. provide complimentary tickets to the event for SWANA staff
 - c. handle all ticket sales and collection at the event site.

7. If, for some reason, the Chapter is unable to fulfill its obligations under this contract, and SWANA has to make alternative arrangements for the party, all registration revenues raised will be retained by SWANA.

8. Within 30 days from the close of WASTECON, SWANA will identify the total number paid attendees for the night party. Within 60 days from the close of WASTECON payment will be sent to the Chapter for all paid registrants. Each month thereafter, payments will be made to the Chapter until all registration payments have been collected.

D. Marketing

1. SWANA International agrees to market the social event in the conference brochure, on its website, and in its newsletter. Written descriptions must be provided to SWANA by <date> as set by SWANA International.

2. The Chapter may engage in other advertising (including on its website) as long as any materials that are used containing WASTECON® or SWANA are pre-approved by SWANA. Allow for at least 3-day review period.

3. SWANA will acknowledge the Chapter's efforts in the WASTECON® brochure, website and program.

VIII. CONTACT AND COMMUNICATIONS

A. Communications with SWANA International will be through:

- Pam Wike, Senior Event Manager: WASTECON® Management
pwike@swana.org
- Estela Martinez, Membership & Chapter Service Manager: MOU and proctors
emartinez@swana.org
- Arpine Baghdasarian, Director of Marketing: Marketing & Promotions
abaghdasarian@swana.org
- Sue Bumpous, Conference and Division Program. Manager: Technical Sessions
sbumpous@swana.org
- Everita Safra, Accounting Manager: Finance
esafra@swana.org
- Meri Beth Wojtaszek, Deputy Executive Director
mwojtaszek@swana.org

Communications with the Chapter will be through the Local Committee Chair and through the Coordinators identified.

IX. SUMMARY OF POTENTIAL EARNINGS

Fixed Fees:	
Show Management:	\$ 2,000
Publicity:	\$ 2,000
Technical Sessions & Tours:	\$ 2,000
Registration Staffing	\$ 2,000
Exhibitor/Sponsor Prospect List	\$ 1,000
Total Fixed Fees	<u>\$ 9,000</u>
Variable Fees: (Estimates)	
Networking Event (\$50 @ 600 tickets sold)	<u>\$ 30,000</u>
Total Potential Variable Fees:	\$ 39,000

X. OTHER EVENTS

The Chapter agrees that it will not hold any conferences from May to December, 2019.
The Chapter agrees that it will not hold any training event from May to November 30, 2018.

This agreement represents the understanding of both parties. Agreement may not be modified unless expressed in writing and signed by both parties.

David Biderman,
SWANA Executive Director & CEO

Date

Name:
Title:
Arizona Chapter of SWANA

Date

MA-2

MANAGEMENT AND ADMINISTRATIVE POLICY

SWANA CONFERENCE, SYMPOSIA AND EVENT SCHEDULING

INTRODUCTION

The Association and the Chapters hold many conferences and symposia throughout the year. In the interest of supporting Regional, Chapter, and Association events, and to avoid conflicts in scheduling, it is important that event schedules are coordinated and information is shared in advance of the events. The purpose of this policy is to make SWANA events beneficial to the Association and the Chapters.

I. DEFINITIONS

A **Chapter Conference** is an event planned, organized, and hosted by a single Chapter.

Chapter Partnering Training is an event where SWANA Certification Courses, Certification Exams, and other courses developed by the Association Offices are put on by a Chapter pursuant to a Chapter Partnering Agreement.

Regional Symposia are multi-day, planned conferences that are organized and/or supported by at least two SWANA Chapters where a trade show or exhibits are usually part of the meeting. Regional Symposia often include professional training.

A **Road-E-O** is an event where solid waste equipment operators, drivers and mechanics compete in exercises of knowledge and skill using actual equipment. There are Chapter Road-E-Os where contestants from one or several SWANA Chapters compete and the International Road-E-O, which is an annual event where the winners of the Chapter Road-E-Os compete.

Specialty Symposia (i.e., SWANApalooza and NAWTEC) are conferences that focus on particular areas of solid waste management that are organized and managed by the Association Offices. Specialty Symposia also often have trade shows and exhibits and include professional training.

A **Training Center** is an event organized and managed by the Association Offices where a series of training courses and Certification Exams are offered in one setting. Training Centers are sometimes held in conjunction with other SWANA events.

WASTECON® is SWANA's Annual Conference and Exhibition managed by the Association Offices with oversight by the WASTECON® Committee. WASTECON® includes participation of the Host Chapter in the State or Province where the event is held, and neighboring chapters when applicable. See MA-9 WASTECON® Committee Policies and Procedures.

Host Chapter is the Chapter that represents the geographic location of WASTECON® or the Specialty Symposium. See MA-21 roles and Responsibilities of Host Chapters, SWANA Annual WASTECON® and Specialty Symposium Policies and Procedures.

II. POLICY

Coordination of Regional Symposia and WASTECON

- The Association will establish and maintain a master calendar of Chapter, Regional and Association events and event information. Regional Directors and Chapter representatives will have the primary responsibility for providing up-to-date event information.
- The master calendar shall be reviewed prior to scheduling any Chapter, Regional or Association events.
- Prior to contract execution, Chapters and the Association shall discuss potential dates and venues so conflicts may be avoided or resolved.
- The Host Chapter of a proposed WASTECON® will not host a Regional Symposium within 5 months before or 3 months after WASTECON®.
- Once notice is given by the Association to a Chapter regarding the location of a WASTECON® event, no Regional Symposium can be held within a radius of 250 miles of the proposed WASTECON® location 3 months before or 2 months after WASTECON®.
- No Chapter will host a Chapter Partnering Training or Regional Symposium the week prior to, the week during or the week after WASTECON®.

The Executive Committee will designate sites and publish dates for WASTECON® providing no less than 24 months' notice to all Chapters. A venue for WASTECON® will not be actively considered nor recommended without first obtaining a commitment from the potential Host Chapter and neighboring Chapters on the above conditions.

Coordination of Specialty Symposia, Chapter Conferences, and Regional Symposia

- The Association offices shall designate sites for Specialty Symposia providing no less than 18 months' notice to Chapters within 250 miles of such designations.
- For a Chapter Conference, the Host Chapter will notify the Association of its intent to hold the event at least 6 months prior to holding the event including dates and location.
- For a Regional Symposium, the Host Chapter of the Regional Symposium will notify the Association of its intent to host a Regional Symposium, including location and dates before signing a contract for a venue.
- If a Regional Symposium and Specialty Symposium, or a Chapter Conference and Specialty Symposium are planned within a 250-mile radius and within 2 months of each other, the Chapter(s) President(s) and SWANA Executive Director will coordinate the venue and dates of the events in a manner that is mutually acceptable to both parties.
- No Chapter will host a chapter Conference, Chapter Partnering or Regional Symposium the week during a Specialty Symposium.
- A searchable timeline/calendar of all events will be created and maintained on the SWANA website, www.swana.org

Coordination of Training

- Prior to approval of a Chapter's request to host a Chapter Partnering Training, the Association Offices will assure that the dates and venue do not conflict with a scheduled Training Center.

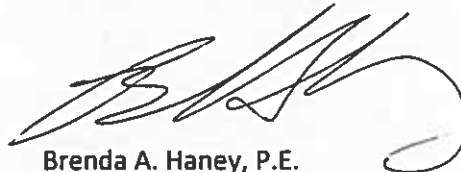
Coordination of Chapter Road-E-Os and the International Road-E-O with WASTECON®

- Chapter Road-E-Os and the International Road-E-O shall not be scheduled within 10 calendar days before or 10 calendar days after the start of WASTECON®. The exception to this would be if the Host Chapter for WASTECON® wanted to host the International Road-E-O in conjunction with WASTECON®.
- A Chapter in its proposal to SWANA to host the International Road-E-O shall specify the dates for that event, in compliance with the above requirement.

III. EXEMPTIONS AND UNRESOLVED DISPUTES

Exemptions and unresolved disputes will initially be presented to the Executive Director (ED) for resolution. The Executive Committee will decide all matters in dispute between chapters and the ED/CEO on event scheduling, and will determine, on a case-by-case basis, any exemptions from this policy.

UPDATED and APPROVED by the International Board
on the 1st day of May 2018



Brenda A. Haney, P.E.
International Secretary

Originally adopted by the International Board, 19 August 2009

**MA-9
MANAGEMENT AND ADMINISTRATIVE PRACTICES**

SWANA POLICY POSITION

**WASTECON® COMMITTEE
POLICIES AND PROCEDURES**

I. POLICY

The following policies and procedures are established to provide for a thorough and competent process for the selection of sites for the SWANA Annual International Solid Waste Exposition, WASTECON®, by the WASTECON® Committee (WC):

- initial screening to identify sites capable of handling the meeting, and review of the characteristics of those potential sites to confirm attractive market, adequate facilities and accommodations, and reasonable costs,
- receipt of proposals and preliminary negotiations,
- site visits,
- screening of proposal and selection of finalists, and
- negotiation of final offers.

II. DESIGNATION AND RESPONSIBILITIES OF THE WASTECON COMMITTEE

As stated in the management and administrative practices policy MA-21, Section II, and in Section 5.2.2 of the Association bylaws, the SWANA Annual International Solid Waste Exposition is conducted under the direction of the WC. The WC is composed of:

- the **WASTECON Chair**, whose responsibilities include maintaining oversight of the program and equipment show, acting as liaison with exhibitors, and guiding the selection of future sites for the show,
- the **WASTECON Equipment Show Floor Manager**, whose responsibilities include acting as liaison with exhibitors and overseeing the move-in/move-out of the equipment show,
- the **WASTECON National Sales Manager**, whose responsibilities include assisting Staff in exhibit sales and acting as liaison with exhibitors,
- the **Technical Division Director EC Representative**, whose responsibilities include coordination of the Technical Divisions participation in WASTECON, and
- the **Executive Director/Chief Executive Officer**, whose responsibilities include planning, organizing and managing oversight of WASTECON.

Further, as designated in Sections 5.3.2 and 5.3.3 of the Association bylaws, the WC shall each be nominated by the President and approved by the IB, and shall each serve a three-year term, subject to annual reconfirmation by the IB. The WC may serve additional three-year terms by consent of the IB. The Executive Committee directs the WC.

Editorial revisions August 2004

The WC shall be responsible for following the policies and procedures outlined in Section I of this policy in their selection of sites for WASTECON®.

III. PROCESS

The WC shall recommend candidate cities for EC review and approval. In making its recommendations to the EC, the Committee shall consider the following:

- expressions of interest and support from potential host chapters,
- convention center facilities and costs,
- lodging availability and costs,
- overall attractiveness (drawing power) of the city, and
- other factors that the Committee deems relevant.

Following such approval by the EC, the Executive Director/CEO, in consultation with the other members of the WC, shall negotiate and sign contracts and commitments for hotel and convention center arrangements in the approved host cities.

CERTIFIED to be correct and complete statement
of the matters duly approved by the Executive
Committee on February 17, 2000.



International Secretary
Dated February 17, 2000

SWANAPOLICYMA9-04

**MA-21
MANAGEMENT AND ADMINISTRATIVE POLICY**

SWANA POSITION

ROLES AND RESPONSIBILITIES

HOST CHAPTERS

**SWANA ANNUAL WASTECON® AND SPECIALTY SYMPOSIA
POLICIES AND PROCEDURES**

I. POLICY

It is the policy of SWANA that Host Chapters shall share in the net proceeds of WASTECON® and Specialty Symposia (i.e., SWANApalooza and NAWTEC) as established by this policy position. SWANA will pay the share earned by a Host Chapter within thirty (30) days of the closing of WASTECON® or Specialty Symposia. The share received is directly attributable to the services provided by the Host Chapter. The services that may be provided and the agreed-upon value of those services are detailed in Appendix A of this policy. Language in the Affiliation Agreement between the Association and each Chapter is revised by this policy and becomes a part of that agreement by reference.

Consistent with this policy a written agreement shall be developed between the Association and Host Chapter. The Executive Director/Chief Executive Officer (ED/CEO), or his/her designated representative, shall complete the agreement with a Host Chapter. The Executive Committee shall approve the agreement.

II. BACKGROUND

SWANA's WASTECON® is conducted under the Association with guidance from the WASTECON® Committee (WC). The composition of the WC Committee is defined in MA-9.

SWANA Association staff provide for the planning and management of WASTECON®. The Executive Director/Chief Executive Officer, or his/her designee, is responsible for the production of WASTECON®.

The Specialty Symposia are primarily hosted by the designated Technical Division(s). SWANA Association staff provide for the planning and management of the Specialty Symposia. The Executive Director/Chief Executive Officer, or his/her designee, is responsible for the production of Specialty Symposia.

Host Chapters can play an important role in each annual event. Their role can be to provide assistance in one or more of the following areas as they choose:

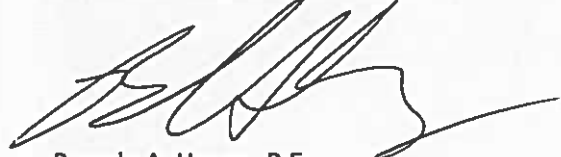
- Event promotion,
- Technical tours,
- Networking/social activities,
- Technical program,
- Staffing during actual meeting days, and/or
- Other areas as may be identified for each event.

The purpose of this policy is to define the role of a Host Chapter for SWANA's WASTECON® or Specialty Symposia, to identify the services that fit within that role, and to assign value to the services in advance as a means for the Association and Host Chapter to more easily come to an agreement regarding assignments and compensation. The potential services are included in the Local Committee Roles and Responsibilities document and have also been assigned a dollar value therein.

This document is attached here as Appendix A.

CERTIFIED to be correct and complete statement of the approved policy.

UPDATED and APPROVED by the International Board
on the 23rd day of April 2018



Brenda A. Haney, P.E.
International Secretary

Originally adopted by the International Board, 28 March 1992

Modified 2 April 1995

APPENDIX A

LOCAL COMMITTEE ROLES & RESPONSIBILITIES DOCUMENT

For Host Chapters

The following discussion examines each of the services for which Host Chapters may provide assistance. It provides a means for the Association and a Host Chapter to come to an agreement, in advance, regarding assignments and compensation. Potential services for which Host Chapters agree to be responsible have been assigned a dollar value that SWANA will pay a Host Chapter should those services be provided.

1. Services That Can be Provided by the Host Chapter

A. Local Committee Coordination

The services outlined below are managed through the efforts of a Host Chapter Local Committee with which SWANA staff will coordinate. The Host Chapter should establish the local committee as soon as the event location is identified (i.e., 18 months to two years in advance) and enter into a Memorandum of Understanding (MOU) with the Association to identify the services the Host Chapter will provide for the event. The key Local Committee members (chairperson, technical committee chairperson, solid waste show chairperson) shall attend one or two management meetings with the ED/CEO and other SWANA event staff.

B. Promotion of the Events

If they choose to do so at the previous year's event, the Host Chapter of the next year's event should have a minimum of three (3) members present to:

- Distribute promotional materials from the host city;
- Staff a booth or invite the host City's Convention and Visitors Bureau to promote the host city and event (this space is provided near the SWANA booth: SWANA provides the necessary tables, chairs, exhibitor supplies, etc. for the Host Chapter to use in promoting their city and the event) and as an option select and provide, at the Host Chapter's discretion and expense, a uniform (hat, t-shirt, etc. branding the event) for those members who are working the promotional booth at the solid waste show;
- Assist the SWANA marketing and sales force in promoting the trade show (i.e., distribute flyers at events, advertise in local trade newsletters, attend and exhibit at local and national trade shows); and
- Develop a local and regional list of suppliers that SWANA or its exhibit sales contractor can use in the months before the event to promote booth and sponsorships sales.

C. Identifying and Arranging Technical Tours

Participating SWANA Technical Divisions are responsible for the event technical program with assistance from SWANA staff. Technical tours are an important part of the event technical program. The Host Chapter is in the best position to identify potential facilities, systems, etc. to be visited. The Host Chapter is also in the best position to make arrangements with facility/system owners and operators to participate in the technical tours. Working with SWANA Technical Division(s) and staff, the Host Chapter can play a major role in the planning and implementation of the technical tours, if they choose to do so.

If they so choose, the Host Chapter responsibilities would include:

- Identifying potential facilities/systems for tours,
- Consulting with SWANA staff to determine which facilities/systems to include on the tours along with the appropriate schedule,
- Providing points of contact for all selected facilities to SWANA staff to finalize the commitment for participation in the tours with each owner/operator,
- Preparing or providing descriptive material and photos of each facility/system, and
- Providing at least one chapter member to accompany each bus transporting delegates on the tours and being prepared to describe the facility to be toured as well as points of interest along the way.

D. Networking & Social Activities

The Host Chapter may elect to host one or more various networking and/or social activities before during or after the Event (i.e., possibilities include the Wednesday Night Networking Event or golf outing).

Networking/social activities must be approved, in advance, by the ED/CEO and be specified in the MOU between the Chapter and SWANA. The Host Chapter is totally responsible for all revenues and expenses associated with these activities. As such, the Host Chapter assumes all risks and receives all benefits. Note that SWANA includes a ticket for the Wednesday Night Networking Event in the full-registration packet and pays the Chapter a predetermined amount for each ticket.

To conduct a Networking/Social Activity, the Host Chapter is responsible for the following applicable services:

- Making all arrangements for the activity;
- Receiving all registrations and fees (SWANA can assist with this as an option);
- Paying all expenses;
- Securing all prizes, sponsors, and gifts;
- Providing transportation; and
- Managing and supervising the activity.

If the Host Chapter wants SWANA to handle some of these duties (e.g., registration for the Networking/Social Activity with Event Registrations), such details must be established in advance and incorporated in the MOU.

All profits and losses from the activity shall belong to the Host Chapter.

E. Planning Technical Sessions and Training Center (if applicable)

The technical sessions normally consist of presentations in various formats. If they choose to do so, the Host Chapter would work with SWANA Staff, SWANA Technical Divisions and Program Committees in the selection of the sessions and the topics for each session. The Host Chapter is encouraged to have a role in determining the content of the technical sessions and a role in supporting the technical sessions.

If a Chapter chooses to participate in planning and presenting the technical sessions, its responsibilities would include:

- Providing recommendations to the SWANA Technical Divisions and Committees on subject matter and speakers, and
- Assisting with speaker selection.

If a Chapter chooses to participate in the training center, its responsibilities would include:

- Recommending which SWANA course(s) to offer, and
- Recommending potential faculty and student teachers for the training center.

F. Staffing Assistance during the Event

In addition to arranging technical tours and technical sessions, other staffing needs during the event require a significant number of people. Often SWANA will be able to utilize individuals provided by convention and visitors bureaus at reduced or no cost. However, Chapters may provide some of the staff consistent with an agreement reached with the Executive Director/CEO. Host Chapters are particularly encouraged to provide staff for the following activities:

1. **On-site preparation** including placing directional signs, flags and banners
2. **Registration staffing.** Host chapters may submit proposals to meet SWANA specifications, needs, and schedule.
3. **Technical Session and Training Center staffing:**
 - Provide one proctor for each technical session,
 - Provide one proctor for each Training Center course, and
 - Provide student teachers for Training Center courses as interest and capabilities align in order to increase the Chapter's ability to perform training for its members in the future.

Onsite services discussed herein can be secured either by using temporary labor services, the ground contractors, the AV contractor, the decorator and/or the convention center/bureau. SWANA prefers that the Host Chapter provide some of these human resources in order to save its members money.

The following provides a discussion of what the workloads associated with these various tasks require and their representative costs to SWANA, if not provided by the Host Chapter. Estimated savings were derived based on costs if SWANA had to hire those resources. In the case of member involvement in efforts where resources could not be hired, SWANA has assigned an in-kind value.

2. The Value of Services Provided

The following table summarizes the value of each of the services (US dollars) that Host Chapters are encouraged to provide. Host Chapters will be remunerated for any of the services provided, as determined in the base compensation rate. Compensation provided by SWANA to the Host Chapter will not exceed these amounts.

SUMMARY VALUE OF SERVICES PROVIDED BY HOST CHAPTER			
SERVICES	REMUNERATION in US \$		
	WASTECON	SWANApalooza	NAWTEC
Local Committee Management	\$2,000	\$1,000	\$500
Event Promotion – general	\$2,000	\$1,000	\$500
Provide Trade Show Sales List of 100 potential exhibitors with contact information	\$1,000	\$500	\$250
Provide Technical Session and Training Center Proctors – one for each room	\$2,000	\$1,000	\$500
Registration Staffing – general	\$2,000	\$1,000	\$500
Registration Incentive	Earn \$25 per paid registration beginning with the 650 th full conference registration and all there after	Earn \$25 per paid registration beginning with the 550 th full conference registration and all there after	Earn \$10 per paid registration beginning with the 200 th full conference registration and all there after
TOTAL (rounded)	\$9,000 + registration incentive	\$4,500 + registration incentive	\$2,250 + registration incentive

A Host Chapter may select any or all of the above services and receive the corresponding value in revenue. Host Chapters may participate in other efforts, on a case-by-case basis.

SWANA shall provide the Host Chapter an opportunity to compete to provide other services with compensation as established on a competitive basis, and consistent with SWANA specifications, needs and schedule. SWANA will assign, when appropriate, an annual inflationary adjustment to these values to reflect increasing costs. However, such adjustment will not exceed the Association budgetary limits set by the International Board.

MEMORANDUM

TO: Keystone SWANA Board of Directors

SUBJECT: Treasurer's Report

- 1. Income and Expense report for February 2019**
- 2. Assets, Liability and Equity report for February 2019**
- 3. First Citizens Bank Statement for February 2019**
- 4. Printed Quick Books Check Registry Balance for February 2019**
- 5. Explanation sheet of my mistake.**

A MOTION is requested to approve the Treasurer's Report and all transactions from February 1 through 28, 2019.

**Lynne Jeffries
Treasurer**

PA Keystone Chapter of Solid Waste Association of N.America

Income & Expense Report

FEBRUARY 1 THRU 28 2019

03/06/19

Accrual Basis

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4120 · Special Events Income	
4150 · Mini Tech Session	130.00
4120 · Special Events Income - Other	1,099.00
	<u>1,229.00</u>
Total 4120 · Special Events Income	1,229.00
4301 · Program Income	
4500 · Membership Dues	1,292.60
	<u>1,292.60</u>
Total 4301 · Program Income	1,292.60
Total Income	<u>2,521.60</u>
Gross Profit	2,521.60
Expense	
3000 · Miscellaneous	
66900 · Reconciliation Discrepancies	6.11
	<u>6.11</u>
Total 3000 · Miscellaneous	6.11
5020 · Special Events Exp	
5030 · Fall conference expenses	
5032 · Secretariat Labor	0.00
5034 · Secretariat Expenses	0.00
	<u>0.00</u>
Total 5030 · Fall conference expenses	0.00
5040 · MINI Tech Expenses	
5045 · MiniTech Secretariat Labor	0.00
5040 · MINI Tech Expenses - Other	0.00
	<u>0.00</u>
Total 5040 · MINI Tech Expenses	0.00
5050 · Rodeo Expense	
5055 · Rodeo Secretariat Labor	0.00
5050 · Rodeo Expense - Other	0.00
	<u>0.00</u>
Total 5050 · Rodeo Expense	0.00
Total 5020 · Special Events Exp	0.00
6320 · Operation Expenses	
6325 · Contract Services	
6326 · Secretariat	1,306.81
6327 · Accounting Fees	700.00
	<u>2,006.81</u>
Total 6325 · Contract Services	2,006.81
6551 · Internet Fees	30.00
6555 · Telephone, Telecommun	73.93
	<u>2,110.74</u>
Total 6320 · Operation Expenses	2,110.74
6800 · Program Expenses	
6810 · Secretariat reimb exp	0.00
6840 · Travel and Meetings	
6844 · Travel	16.07
	<u>16.07</u>
Total 6840 · Travel and Meetings	16.07
Total 6800 · Program Expenses	<u>16.07</u>
Total Expense	<u>2,132.92</u>
Net Ordinary Income	388.68

10:29 AM

03/06/19

Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America
Income & Expense Report
FEBRUARY 1 THRU 28 2019

	<u>TOTAL</u>
Other Income/Expense	
Other Expense	
7010 · Unrealized Gain (Expense)	-531.16
Total Other Expense	-531.16
Net Other Income	531.16
Net Income	<u>919.84</u>

PA Keystone Chapter of Solid Waste Association of N.America
Assets, Liabilities and Equity
 As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
Income	
Events	-75.00
Income - Other	75.00
Total Income	0.00
1003 · First Citizens	45,381.68
1005 · Edward Jones	51,032.35
Total Checking/Savings	96,414.03
Accounts Receivable	
1100 · Accounts Receivable	1,639.00
Total Accounts Receivable	1,639.00
Total Current Assets	98,053.03
TOTAL ASSETS	98,053.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-141.13
Total Accounts Payable	-141.13
Total Current Liabilities	-141.13
Total Liabilities	-141.13
Equity	
30000 · Opening Balance Equity	30,928.95
3030 · Unrestricted Net Assets	80,547.11
Net Income	-13,281.90
Total Equity	98,194.16
TOTAL LIABILITIES & EQUITY	98,053.03



Date 2/28/19 Page 1
 Account Number 2101492202
 Enclosures 2

PA KEYSTONE CHAPTER OF SWANA
 1610 RUSSELL ROAD
 LEBANON PA 17046

***** CHECKING ACCOUNT *****

Account Title: PA KEYSTONE CHAPTER OF SWANA
 Hometown Business Ckg South Number of Enclosures 2
 Account Number 2101492202 Statement Dates 2/01/19 thru 2/28/19
 Previous Balance 45,039.00 Days in the statement period 28
 5 Deposits/Credits 2,476.60 Average Ledger 45,455.42
 5 Checks/Debits 2,133.92 Average Collected 45,341.80
 Service Charge .00
 Interest Paid .00
 Current Balance 45,381.68

----- Activity in Date Order -----

Date	Description	Amount	Balance
2/01	DBT CRD 0957 02/01/19 00010293 STAPLES 00102574 LEBANON PA Card# 3377	1.00-	45,038.00
2/04	BKCRD FEES MERCH SVC CCD 899000003646336 1246827607	6.11-	45,031.89
2/12	SWANA SWANA CCD 911027785	1,292.60	46,324.49
2/12	Check 1028	700.00-	45,624.49
2/15	Deposit	1,099.00	46,723.49
2/19	BKCRD DEP MERCH SVC CCD 899000003646336 1246827607	25.00	46,748.49
2/19	Check 1026	1,412.88-	45,335.61
2/20	BKCRD DEP MERCH SVC CCD 899000003646336 1246827607	15.00	45,350.61
2/25	BKCRD DEP MERCH SVC CCD 899000003646336 1246827607	45.00	45,395.61
2/25	DBT CRD 0952 02/25/19 00028255 PHONE.COM 9587847 8009987087 CA Card# 3377	13.93-	45,381.68

Date 2/28/19 Page 2
 Account Number 2101492202
 Enclosures 2

Hometown Business Ckg South 2101492202 (Continued)

----- Summary By Check Number -----

Date	Check No	Amount	Date	Check No	Amount
2/19	1026	1,412.88	2/12	1028*	700.00

* Denotes missing check numbers

*** END OF STATEMENT ***

[Return to Statement List](#)

PA Keystone Chapter of Solid Waste Association of N.America

3/5/2019 11:49 AM

Register: 1003 · First Citizens

From 02/01/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2019	ACH	Staples	20000 · Accounts Paya...	ACH STAPLE...	1.00	X		45,038.00
02/07/2019	1026	Chanda Martino	20000 · Accounts Paya...	Invoice for Jan...	1,412.88	X		43,625.12
02/07/2019	1027	Void	Income	error in comple...		X		43,625.12
02/07/2019	1028	SEK	20000 · Accounts Paya...	Inv 101860 dat...	700.00	X		42,925.12
02/12/2019			4301 · Program Incom...	Deposit		X	1,292.60	44,217.72
02/16/2019		(36770056) David H...	1100 · Accounts Recei...	Deposit Inv 4...		X	1,099.00	45,316.72
02/16/2019	ACH	(49612697) Jeff King	4120 · Special Events I...	Seneca Landfill...		X	25.00	45,341.72
02/18/2019	ACH	(42211925) Jill Hamill	4120 · Special Events I...	Seneca Landfill...		X	15.00	45,356.72
02/21/2019	ACH	(36770143) Joy Smal...	4120 · Special Events I...	Seneca Landfill...		X	15.00	45,371.72
02/21/2019	ACH	(36770082) Tom Lock	4120 · Special Events I...	Foamed Glass ...		X	15.00	45,386.72
02/21/2019	ACH	(36770082) Tom Lock	4120 · Special Events I...	Senceca Landfi...		X	15.00	45,401.72
02/25/2019	ACH	Phone.com, Inc	6320 · Operation Expe...	inv 9587847	13.93	X		45,387.79
02/28/2019	fc11-14	Adj all entries reconc...	3000 · Miscellaneous:6...	Balance Adjust...	6.11	X		45,381.68

Explanations:

Bill Payment-Check 2.7.19 SEK \$700.00 payment for accountant preparing taxes.

Check 2.7.19 VOID 0.00 Lynne made error in writing check to SEK
Voided the check.

General Journal 2.28.19 \$6.11 I had created an error in completing QB, and
In order to reconcile with the bank statement
I had to adjust to bring it back into line.

10:16 AM

02/27/19

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Summary

1005 - Edward Jones, Period Ending 02/27/2019

	Feb 27, 19
Beginning Balance	50,501.19
Cleared Transactions	
Deposits and Credits - 1 item	531.16
Total Cleared Transactions	531.16
Cleared Balance	51,032.35
Register Balance as of 02/27/2019	51,032.35
Ending Balance	51,032.35

10:16 AM

02/27/19

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1005 - Edward Jones, Period Ending 02/27/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,501.19
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/27/2019			X	531.16	531.16
Total Deposits and Credits					531.16	531.16
Total Cleared Transactions					531.16	531.16
Cleared Balance					531.16	51,032.35
Register Balance as of 02/27/2019					531.16	51,032.35
Ending Balance					531.16	51,032.35



Advocacy Alert

FROM: Jesse Maxwell, Advocacy & eLearning Program Manager, SWANA
TO: SWANA Core Advocacy Group
DATE: March 5, 2019
SUBJECT: **RECOVER Act – Federal Funding for Recycling Infrastructure**

In December 2018, the SWANA Core Advocacy Group (CAG) was sent the text of a draft bill that would provide federal money for recycling infrastructure at the state and local levels. Feedback from the CAG was received and approval given to proceed with support of the bill at that time. That draft bill is now known as the “Realizing the Economic Opportunities and Value of Expanding Recycling (RECOVER) Act.”

Since then, the coalition involved in its development has continued working to improve the language and broaden support for the legislation. As a result of these efforts, several important changes have been made to the bill text that require additional review by the CAG before moving forward.

A copy of the updated bill text with markup showing changes can be viewed [here](#).

Two changes warrant additional explanation that I will provide here. First, in Section 6(b)(1)(D) on page 16, the number of material types that a qualifying county or municipal recycling program must provide for the collection of was changed from 3 to 5. This amendment from the coalition is intended to ensure the funding supports comprehensive recycling programs. This is not limited to curbside collection, so the 5 materials can be collected in various ways, e.g. convenience centers.

Second, discussion has continued on the final part of the bill, Section 11(c) on pages 30-31 that discusses preferences for certain grant applicants. Originally, this provided priority to local and municipal recycling programs, which was supported by SWANA. A recommendation was made by several coalition members to change the language so that public and private grant applicants would be considered equally. SWANA spoke in favor of the original preference for municipal recycling programs. After additional discussions, SWANA recommended removal of the section entirely in order to leave to the States such decisions. That version without the language is what is currently under consideration. This will allow for broad support of the bill and provide more local control of the funds.

The RECOVER Coalition is actively soliciting sponsors, as infrastructure hearings on Capitol Hill start tomorrow. Therefore, please review the updated bill text and provide any support or concerns no later than **COB Thursday, March 7**. If you have any questions, please feel free to contact Jesse Maxwell at (240) 494-2237 or at jmaxwell@swana.org.

cc: David Biderman



Mini-tech Committee Report March 2019

Past Mini-techs

None

Future Mini-techs

March 21: Foamed Glass Aggregates, Aero-Aggregates, Eddystone, PA (16 signed up so far)

April 24: Seneca LF – CNG Plant Tour (SWANA award winner) (4 signed up so far)

Planning Stages

May Organics Recycling or Odor Management – Sustainable Generation at Lanchester LF

Other ideas

Radiation Monitoring

Penn Waste – 45-tph single stream system retrofit (SWANA award winner)

MRF tour?

E-waste facility tour?

Growth of trees in final cover – WM site?

LCSWMA – removal of metal fines from incinerator ash

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) – checking with WM representatives

SWANA Zero Waste Principles & Practices Certification Course

May 20-23, 2019 at Lanchester Landfill. Robin Ennis (Montgomery County, MD) to teach.
2 signed up so far

International Director's Report March 7, 2019

Recent Activity

- David Biderman has been reappointed to the Environmental Technologies Trade Advisory Committee – this committee works with US Department of Commerce to promote environmental trade
- SWANA International is looking for a YP for IB
- Chapters must identify a Chapter Advisory Board Delegate by June 30, 2019 – 2-year term
- Update Chapter By-Laws by October 15, 2019 to match new SWANA International By-Laws
- SWANApalooza had almost 1,200 attendees and 114 exhibitors in Boston.
- SWANApalooza is looking for a new name after next year
- SWANA is upgrading its membership database this week.

Calendar of Events:

2019 NAWTEC – Reston, VA – April 1-2, 2019

2019 Mid-Atlantic Regional Road-E-O – Northern Tier Solid Waste Authority – June 6-7

2019 International Road-E-O Phoenix – after WASTECON

Future WASTECONs:

2019: Phoenix – October 21-23, 2019

2020: Dallas – August 25-27, 2020

2021 Orlando – November 1-4, 2021

2024: Orlando – TBD

Pennsylvania Keystone Chapter SWANA

FY 2018 – 2019 Calendar

March 2019

- Thursday, 3/7, 10 am - **Board Meeting Conference Call**
- Thursday, 3/21, 10 am - **AeroAggregates Tour, Eddystone, PA**

April 2019

- Thursday, 4/4, 10 am - **Board Meeting Conference Call**
- Wednesday, 4/24, 10 am - **Seneca Landfill Garbage to Gas Tour, Evans City, PA**

May 2019

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/2, 10 am - **Board Meeting, TBD**
- 5/15, Article deadline for summer edition of *The Keystone*
- **May 20-23, SWANA Zero Waste Principles & Practices Certification Course, Narvon, PA**
- Nominating Committee presents Slate of Officers and Directors for election

June 2019

- Thursday, 6/6, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- **June 6 & 7, 2019 – 2019 Mid-Atlantic Regional Road-E-O, Blossburg, PA**
- Review annual budget
- Distribute summer edition of *The Keystone*

July 2019

No activities planned.

August 2019

- Thursday, 8/1, 10 am - **Board Meeting Conference Call**

September 2019

- **9/4 – 9/5, 21th Annual Joint Fall Conference, Hilton Harrisburg**
- **9/5, 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

2019 CHAPTER COMMITTEES

Office Name		Committees													
		Articles & Bylaws	Audit/ Budget/ Finance	Communica tions & Newsletter	Legislative & Policy	Member- ship & Marketing Strategy	Personnel & Nominating	Program & Training	Road-E-O	Scholar ship	Safety	YP	Admin & Marketing Sub- Committee	Strat. Planning	Positions
Pres	S Sweeney		x										x	x	3
VP	M Nestor			x		x		x						x	4
Sec	T Lock						x	x		x					3
Treas	L Jefferies	x	x										x		3
Public	S McGrath	x		x											2
	S Sample								x		x				2
	M Engel						x		x						2
	D Horne										x				1
Private	J Hamill					x					x	x			3
	C Witwer			x		x		x							3
	C Raudenbush				x										1
	D Wessels			x				x		x				x	4
Intl.	B Watts	x							x						1
YP Dir	D Brown									x		x			2
Past Pres	B Wehler														0
		3	2	4	1	3	2	4	3	3	3	2	2	3	

committee chair x
committee member x