

On September 5, 2019 at 1:44 pm, 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
Bryan Wehler

Board of Directors

Mike Engel
Jill Hamill
Scott McGrath
Chuck Raudenbush
Scot Sample
Robert Watts
Denise Wessels
Carolyn Witwer

Committee Chairs, Members, & Visitors

Micah Baker
Mike Crist
Kay Dougherty
Jim Lambert
Chanda Martino
Alan Roman
Bob Schoenberger
Scott Schoffner

Not present: Dan Brown

SECRETARY'S REPORT

Mr. Lock presented the minutes from the August 1, 2019 Board Meeting. A motion was made by **Ms. Witwer** to approve the minutes as presented. **Mr. Sample** seconded. Vote was called; the motion passed unanimously.

The August 1, 2019 Board Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

No Treasurer's Report.

A motion to ratify all Board actions for FY2019 was made by **Mr. Watts** and seconded by **Mr. Raudenbush**. Vote was called; motion passed unanimously.

Motion for payment of the Administrative & Marketing Director invoice and refund to a Fall Conference registration, as described in the attached documentation. Moved by **Mr. Raudenbush**, seconded by **Ms. Wessels**. Vote was called; the motion passed unanimously.

All referenced documents are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Articles & Bylaws

Mr. McGrath reviewed his recommended changes to the bylaws to adhere to SWANA requirements.

A motion was made to change the name of International Board Director to Chapter Advisory Board Delegate, as per SWANA's requirement. **Mr. Watts** will continue to hold that position after the change of title. Moved by **Mr. Watts**, seconded by **Mr. Lock**. The Board voted; the motion passed unanimously.

Mr. McGrath recommended removing the "Executive Committee" from the Chapter's bylaws since the Chapter does not have such a committee. It was also recommended to either remove or change the description for the "Audit Committee" to more accurately reflect the Chapter's organization structure.

Communications & Newsletter

The Fall Edition article deadline is September 15.

Legislative & Policy

A brief discussion regarding CCAP and an increased interest in bottles in Pennsylvania.

Mr. Raudenbush thanked the members for responding to the Legislative Alerts he has sent.

The documents referenced are attached and hereto made part of the minutes.

Membership & Marketing

Ms. Hamill discussed the new Membership table at the Fall Conference.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor thanked everyone for their support and feedback. Feedback from attendees has been positive especially for the presentations. There were 270 pre-registered attendees and approximately 15 day of registrations. Discussed the possibility of increasing the registration fee for attendees next year.

There was a brief discussion regarding sponsorships and the possibility of changing the second day food schedule to a light breakfast and a lunch or brunch instead of the pretzel break.

The Chapter might work with DEP to have a technical seminar about composting swine due to Swine Fever. Information to come.

Mini-Tech Seminars

Ms. Wessels reviewed the Mini-Tech report. The Penn Waste Recycling Facility Tour is the next mini-tech with 6 people signed up to date.

The next mini-tech will be in November at Greater Lebanon Refuse Authority. Details to follow.

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

Road-E-O & International

Delaware Waste Management is scheduled to host the 2020 Road-E-O.

Mr. Watts reviewed the International Director's Report.

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

Safety

No report. The Chapter continues to look for a Safety Ambassador.

Scholarships

No report.

Young Professionals

No report.

Strategic Planning

The committee will be meeting in the next month and plan to survey the members to determine areas of interest.

CHAPTER CALENDAR

October 2019

- Chapter fiscal year begins
- **No Board Meeting**
- Thursday, 10/10, 10 am, **Penn Waste Recycling Facility Tour, York, PA**
- Treasurer prepares fiscal audit packets
- Distribute fall edition of *The Keystone*

November 2019

- Thursday, 11/7, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Administrative & Marketing Director Contract for next year

December 2019

- **No Board Meeting**
- Submit Chapter annual reports to SWANA International

January 2020

- Thursday, 1/2, 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 2020

- Thursday, 2/6, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

March 2020

- Thursday, 3/5, 10 am - **Board Meeting Conference Call**

April 2020

- Thursday, 4/2, 10 am - **Board Meeting Conference Call**

May 2020

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - **Board Meeting, TBD**
- 5/15, Article deadline for summer edition of *The Keystone*
- Nominating Committee presents Slate of Officers and Directors for election

June 2020

- Thursday, 6/4, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- **2020 Mid-Atlantic Regional Road-E-O, DE**
- Review annual budget
- Distribute summer edition of *The Keystone*

July 2020

- **No Board Meeting**

August 2020

- Thursday, 8/6, 10 am - **Board Meeting Conference Call**

September 2020

- **9/17 – 9/18, 21th Annual Joint Fall Conference, Hilton Harrisburg**
- **9/18, 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

There was a brief discussion regarding moving the deadlines for the Newsletter to have an issue come out just prior to the Fall Conference. The editor of the Newsletter will be contacted to determine the deadlines required to accommodate a mid-August deadline.

OLD BUSINESS

Regarding the University of Pittsburgh WASTECON Team donation: SWANA recommends verifying the team has met the design report and poster deadlines (September 2, 2019). **Ms. Martino** will verify with SWANA.

NEW BUSINESS

Mr. Sweeney requested a motion to open nominations from the floor. **Mr. Raudenbush** made the motion with a second from **Ms. Wessels**. Vote was called; motion passed unanimously.

Mr. Raudenbush nominated **Mr. James R. Lambert** for Public Sector Director. A brief bio of **Mr. Lambert** was presented including Executive Director at Monroe County Municipal Waste Management Authority and past president of New Jersey Chapter of SWANA. **Mr. Watts** seconded the nomination.

Motion was made to close nominations. So moved by **Mr. Watts**, seconded by **Mr. Lock** and unanimously voted on by the Board.

Mr. Lock presented the election results. **Mr. Charles Raudenbush** and **Ms. Denise Wessels** were elected as Public Sector Directors. **Mr. Michael Engel** and **Mr. James Lambert** were elected as Private Sector Directors.

Mr. Lock proposed a motion to ratify the election results as stated, seconded by **Mr. Wehler**. Vote was called; motion passed unanimously.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on November 7, 2019 at 10:00 am. All members are welcome.

ADJOURN

There being no further business, motion was made to adjourn the meeting at 2:40 pm by **Mr. Raudenbush**. Motion was seconded by **Ms. Nestor**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

**Mini-tech Committee Report
September 2019**

Past Mini-techs

None

Scheduled Mini-techs

October 10th - Penn Waste – 45-tph single stream system retrofit (SWANA award winner) – 6 signups so far

Planning Stages

November- GLRA new compactor

Other ideas

Radiation Monitoring

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)

International Director's Report September 5, 2019

Recent Activity

- Voted yes in support of MA-39 – Governance change establishing an Advisory Board
- The Bioreactor Committee is active again (I am a member)
- The Landfill Rebranding Committee is working to replace the name landfill (I am a member)
- SWANA Staff has been working with Congress on Zero Waste bills
- SWANA has been working with the EPA on America Recycles Day – November 15, 2019
- SWANA is organizing a tour of landfills in the Atlanta, GA area for representatives from Columbia, Chile and Peru.
- Michigan is poised to become the newest SWANA Chapter.
- SWANA International is awarding five scholarships this year

Calendar of Events:

2019 International Road-E-O Phoenix – after WASTECON October 25, 2019

Future WASTECONs & SWANApalooza:

2019: Phoenix – WASTECON October 21-23

2020: Atlanta – SWANApalooza March 23-26

2020: Dallas – WASTECON December 7-10

2021: Kansas City – SWANA Technical Conference April 12-15

2021: Orlando – November 1-4

2024: Orlando – TBD

Pennsylvania Keystone Chapter SWANA

FY 2019 – 2020 Calendar

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**SWANA FLORIDA SUNSHINE CHAPTER
STUDENT DESIGN COMPETITION (SDC) AT WASTECON
FINANCIAL SUPPORT APPLICATION**

**Every student seeking financial assistance must complete this form,
Only students enrolled in a school in the State of Florida are eligible.**

Name of Student: _____

University: _____

Student's Email: _____

Student's Phone #: _____

Student's Address: _____

(If eligible, a financial support check will be mailed to this address, so please provide a current address.)

Conditions for Financial Support

<u>Condition</u>	<u>Student Initials</u>
I am participating in the Student Design Competition at WASTECON 2019 and seek financial support from the state chapter. I understand that, if provided by the chapter, this support is to partially cover travel expenses. If the chapter awards me financial support but I am absent during the WASTECON SDC, the financial support will be withdrawn.	
If the state chapter awards me financial support, I will acknowledge FL-SWANA's support during my presentation at WASTECON.	
I will make my best attempt to return to the FL-SWANA winter conference to present the SDC solution (same poster as WASTECON) as either an individual or a team presentation. I understand that FL-SWANA will provide me free conference registration and it will be an exceptional opportunity to network with solid waste professionals.	



- Attach proof (email confirmation etc.) that you are part of the team that is accepted for the SDC at WASTECON.
- Return this signed form to Crystal Bruce (info@swanafl.org) and Karam Singh (ksingh@hdrinc.com).

I certify that I have read conditions outlined in this form, and that the above is true and correct to the best of my knowledge.

Name & Signature

Date

EXAMPLE