

On November 5, 2020 at 10:02 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Ms. Nestor**. Meeting was a video conference call. Those in attendance were:

<b>Officers</b>	<b>Board of Directors</b>	<b>Committee Chairs, Members, Visitors</b>
Michele Nestor	Brandon Comer	Scot Sample
Denise Wessels	Jill Hamill	Bob Watts
Tom Lock	Jim Lambert	Carolyn Witwer
Dayle Anderson	Elizabeth Osborne	
Matthew Foltz	Chuck Raudenbush	
Sean Sweeney		

Not present: Dan Brown, Mike Engel, Scott McGrath

### **SECRETARY'S REPORT**

**Mr. Lock** presented the minutes from the September 18, 2020 Board of Directors Meeting. A motion was made by **Mr. Sweeney** to approve the minutes as presented. **Ms. Nestor** seconded. Vote was called; the motion passed unanimously.

The September 18, 2020 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

### **TREASURER'S REPORT**

**Ms. Anderson** reviewed the Treasurer's Reports.

Motion was made by **Mr. Lambert** to approve the Treasurer's Report and transactions from September 1 through October 31, 2020, as presented. **Mr. Sample** seconded. Vote was called; the motion passed unanimously.

A motion was requested to approve payment of Admin & Marketing Director invoice for October 2020 in the amount of \$979.12. Motion made by **Mr. Lambert** and seconded by **Mr. Sample**. Vote was called; motion passed unanimously.

Recommended Edward Jones Investment Trade Execution - \$6,819 in cash became available toward the purchase of a Bond (replacement) in the amount of \$5000.00 (principal amount \$6544.62, interest \$150.17, and fees \$4.95) at a cost of \$6699.74.

A motion was requested to approve the Purchase of Bond Cusip #213185BQ3 with a maturity date of 11/15/2033. Motion made by **Mr. Lambert** and seconded by **Ms. Hamill**. Vote was called; motion passed unanimously.

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

### **COMMITTEE REPORTS**

#### **Advisory Board**

**Mr. Watts** reviewed the Advisory Board Report. SWANA's Annual Meeting is in December. A review of that will be given at the January Board meeting.

Advisory Board Report is attached and hereto made part of the minutes.

#### **Articles & Bylaws**

No report.

#### **Communications & Newsletter**

No report.

## **Legislative & Policy**

Senate and House are both out of session for the election. Will be back in December to discuss the budget.

**Ms. Nestor** provided an update on Covered Devices.

## **Membership & Marketing**

No report.

## **Personnel & Nominating**

Discussion about **Ms. Nestor** possibly stepping down as President. Her decision will be made by the next meeting.

## **Fall Conference**

**Ms. Nestor** recommended the Chapter proceed as if the 2021 Conference will be held. A motion was requested to authorize signing the Hilton contract for the 2021 Fall Conference. **Mr. Raudenbush** made the motion; **Mr. Lambert** seconded. Vote was called and motion passed unanimously.

The dates for the 2021 Fall Conference are September 8 & 9, 2021.

## **Mini-Tech Seminars**

**Ms. Wessels** reviewed the Mini-Tech report. The next possible date for a mini-tech is in March.

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

## **Road-E-O**

No report.

## **Safety**

No report.

## **Scholarships**

**Mr. Brown** will continue as Scholarship Chair.

## **Young Professionals**

**Mr. Comer** is organizing plans for the upcoming year.

## **Strategic Planning**

No report.

## **CHAPTER CALENDAR**

### **November 2020**

- Thursday, 11/5, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- 11/15, Article Deadline for Winter Edition of *The Keystone*
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Administrative & Marketing Director Contract for next year

### **December 2020**

- **No Board Meeting**
- Submit Chapter annual reports to SWANA International
- Distribute Winter Edition of *The Keystone*

## January 2021

- Thursday, 1/7, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

## February 2021

- Thursday, 2/4, 10 am - **Board Meeting Conference Call**
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

## March 2021

- Thursday, 3/4, 10 am - **Board Meeting Conference Call**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

## April 2021

- Thursday, 4/1, 10 am - **Board Meeting Conference Call**
- Distribute Spring Edition of *The Keystone*

## May 2021

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/6, 10 am - **Board Meeting, TBD**

## June 2021

- Thursday, 6/3, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- Nominating Committee presents Slate of Officers and Directors for election

## July 2021

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

## August 2021

- Thursday, 8/5, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

## September 2021

- **9/8 – 9/9, 21<sup>th</sup> Annual Joint Fall Conference, Hilton Harrisburg**
- **9/9, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends

## OLD BUSINESS

No old business.

## NEW BUSINESS

**Ms. Nestor** discussed the possibility of not continuing as President. She would step down to Private Sector Director and continue as Fall Conference Chair. She will inform the Board of her decision.

More volunteers are needed to join the Board. Board members are encouraged to reach out to colleagues.

Waste Management acquired Advanced Disposal Services.

## NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on January 7, 2021 at 10:00 am. All members are welcome.

**ADJOURN**

With no further business to address, a motion was made to adjourn the meeting at 10:56 am. Motion made by **Mr. Raudenbush** and seconded by **Mr. Lock**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

DRAFT

## MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

November 5, 2020

SUBJECT: Treasurer's Report

1. Balance Sheet as of October 31, 2020.
2. Transactions from September 1 through October 31, 2020
3. Account Reconciliation Summary (available to date)
  - a. First Citizens September 1 through October 31, 2020
  - b. Edward Jones August 29 through September 25, 2020

A MOTION is requested to approve the Treasure's Reports and all transactions from September 1 through October 31, 2020.

4. Administrative and Marketing Director Invoice and Timesheet (for the period of October 1 through October 31, 2020).

A MOTION is requested to approve the payment of the Administrative and Marketing Director's Invoice of \$979.12 as presented.

5. Edward Jones Investment Trade Execution – \$6,819 in cash became available toward the purchase of a Bond (replacement) in the amount of \$5000.00 (Principal Amount \$6544.62, interest \$150.17, and fees \$4.95)- At a cost of \$6699.74.

A MOTION is requested to approve the Purchase of Bond Cusip #213185BQ3 with a maturity date of 11/15/2033.

DAYLE L. ANDERSON,  
TREASURER (INTERIM)  
MATTHEW R. FOLTZ,  
TREASURER

10:32 AM

PA Keystone Chapter of Solid Waste Association of N.America

11/04/20

Summary Balance Sheet

Accrual Basis

As of October 31, 2020

---

	<u>Oct 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	106,328.60
Accounts Receivable	2,870.00
Other Current Assets	885.01
Total Current Assets	<u>110,083.61</u>
<b>TOTAL ASSETS</b>	<b><u>110,083.61</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	-141.13
Total Current Liabilities	<u>-141.13</u>
Total Liabilities	-141.13
Equity	<u>110,224.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>110,083.61</u></b>

## PA Keystone Chapter of Solid Waste Association of N.America Transactions by Account

Accrual Basis

Type	Date	Num	Name	Memo	Amount
<b>1003 · First Citizens</b>					
Bill Pmt -Check	09/01/2020	1076	Chanda Martino	July 2020 Admi...	-655.30
Bill Pmt -Check	09/02/2020	1077	Chanda Martino	August 2020 A...	-868.80
Bill Pmt -Check	09/02/2020	EFT	LAW PAY	June CC Fees	-0.74
Bill Pmt -Check	09/09/2020	EFT	1800Flowers	Sympathy Mich...	-52.98
Bill Pmt -Check	09/10/2020		Amazon.com	AMAZON-Toner	-114.48
Bill Pmt -Check	09/16/2020	EFT	Giant Food Store	Snacks/ Drinks...	-26.00
Bill Pmt -Check	09/17/2020	EFT	Dollar General		-4.24
Bill Pmt -Check	09/17/2020	EFT	G & L TROPHIES		-73.88
Bill Pmt -Check	09/17/2020	EFT	Google Storage	Google Storang...	-19.99
Bill Pmt -Check	09/17/2020	EFT	Martino's	Lunch Mini Tech	-134.80
Bill Pmt -Check	09/19/2020	EFT	Staples	ACH STAPLE...	-40.27
Bill Pmt -Check	09/25/2020	EFT	Phone.com, Inc	ACH Payment...	-15.38
Bill Pmt -Check	09/28/2020	EFT	MAIL DOCK business c...	USPS Flat Rat...	-14.98
Bill Pmt -Check	10/02/2020	EFT	LAW PAY	June CC Fees	-1.46
Bill Pmt -Check	10/14/2020	EFT	Wild Apricot		-1,743.55
Bill Pmt -Check	10/14/2020	EFT	MICROSOFT CORP	Teams Meeting	-13.25
Bill Pmt -Check	10/22/2020	EFT	SWANA National		-334.40
Bill Pmt -Check	10/26/2020	EFT	Phone.com, Inc	ACH Payment...	-15.43
Total 1003 · First Citizens					-4,129.93
<b>1005 · Edward Jones</b>					
Check	09/25/2020				-81.18
Total 1005 · Edward Jones					-81.18
<b>TOTAL</b>					<b>-4,211.11</b>

10:03 AM

11/04/20

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
1003 · First Citizens, Period Ending 10/31/2020

---

	<u>Oct 31, 20</u>
<b>Beginning Balance</b>	54,639.49
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-2,108.09
Deposits and Credits - 1 item	1,483.60
	<u>-624.49</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<b><u>54,015.00</u></b>
<b>Register Balance as of 10/31/2020</b>	54,015.00
<b>Ending Balance</b>	54,015.00



## PA Keystone Chapter of Solid Waste Association of N.America

## Reconciliation Detail

1003 · First Citizens, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,639.49
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	10/02/2020	EFT	LAW PAY	X	-1.46	-1.46
Bill Pmt -Check	10/14/2020	EFT	Wild Apricot	X	-1,743.55	-1,745.01
Bill Pmt -Check	10/14/2020	EFT	MICROSOFT CORP	X	-13.25	-1,758.26
Bill Pmt -Check	10/22/2020	EFT	SWANA National	X	-334.40	-2,092.66
Bill Pmt -Check	10/26/2020	EFT	Phone.com, Inc	X	-15.43	-2,108.09
Total Checks and Payments					-2,108.09	-2,108.09
<b>Deposits and Credits - 1 item</b>						
Deposit	10/26/2020			X	1,483.60	1,483.60
Total Deposits and Credits					1,483.60	1,483.60
Total Cleared Transactions					-624.49	-624.49
Cleared Balance					-624.49	54,015.00
Register Balance as of 10/31/2020					-624.49	54,015.00
<b>Ending Balance</b>					<b>-624.49</b>	<b>54,015.00</b>

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
**1003 · First Citizens, Period Ending 09/30/2020**

---

	<u>Sep 30, 20</u>
<b>Beginning Balance</b>	54,634.33
<b>Cleared Transactions</b>	
Checks and Payments - 13 items	-2,021.84
Deposits and Credits - 3 items	<u>2,027.00</u>
<b>Total Cleared Transactions</b>	<u>5.16</u>
<b>Cleared Balance</b>	<b><u>54,639.49</u></b>
<b>Uncleared Transactions</b>	
Deposits and Credits - 1 item	<u>700.00</u>
<b>Total Uncleared Transactions</b>	<u>700.00</u>
<b>Register Balance as of 09/30/2020</b>	<b><u>55,339.49</u></b>
<b>Ending Balance</b>	55,339.49

## PA Keystone Chapter of Solid Waste Association of N.America

## Reconciliation Detail

1003 · First Citizens, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,634.33
<b>Cleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Bill Pmt -Check	09/01/2020	1076	Chanda Martino	X	-655.30	-655.30
Bill Pmt -Check	09/02/2020	1077	Chanda Martino	X	-868.80	-1,524.10
Bill Pmt -Check	09/02/2020	EFT	LAW PAY	X	-0.74	-1,524.84
Bill Pmt -Check	09/09/2020	EFT	1800Flowers	X	-52.98	-1,577.82
Bill Pmt -Check	09/10/2020		Amazon.com	X	-114.48	-1,692.30
Bill Pmt -Check	09/16/2020	EFT	Giant Food Store	X	-26.00	-1,718.30
Bill Pmt -Check	09/17/2020	EFT	Martino's	X	-134.80	-1,853.10
Bill Pmt -Check	09/17/2020	EFT	G & L TROPHIES	X	-73.88	-1,926.98
Bill Pmt -Check	09/17/2020	EFT	Google Storage	X	-19.99	-1,946.97
Bill Pmt -Check	09/17/2020	EFT	Dollar General	X	-4.24	-1,951.21
Bill Pmt -Check	09/19/2020	EFT	Staples	X	-40.27	-1,991.48
Bill Pmt -Check	09/25/2020	EFT	Phone.com, Inc	X	-15.38	-2,006.86
Bill Pmt -Check	09/28/2020	EFT	MAIL DOCK busine...	X	-14.98	-2,021.84
Total Checks and Payments					-2,021.84	-2,021.84
<b>Deposits and Credits - 3 items</b>						
Deposit	09/03/2020			X	15.00	15.00
Deposit	09/11/2020			X	15.00	30.00
Deposit	11/04/2020			X	1,997.00	2,027.00
Total Deposits and Credits					2,027.00	2,027.00
Total Cleared Transactions					5.16	5.16
Cleared Balance					5.16	54,639.49
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/12/2019				700.00	700.00
Total Deposits and Credits					700.00	700.00
Total Uncleared Transactions					700.00	700.00
Register Balance as of 09/30/2020					705.16	55,339.49
<b>Ending Balance</b>					<b>705.16</b>	<b>55,339.49</b>

10:09 AM

**PA Keystone Chapter of Solid Waste Association of N.America**

11/04/20

**Reconciliation Summary**

**1005 · Edward Jones, Period Ending 09/30/2020**

---

	<u>Sep 30, 20</u>
Beginning Balance	54,392.53
Cleared Transactions	
Checks and Payments - 1 item	<u>-81.18</u>
Total Cleared Transactions	<u>-81.18</u>
Cleared Balance	<b><u>54,311.35</u></b>
Register Balance as of 09/30/2020	54,311.35
Ending Balance	54,311.35

**PA Keystone Chapter of Solid Waste Association of N.America**

**Reconciliation Detail**

1005 · Edward Jones, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,392.53
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	09/25/2020			X	-81.18	-81.18
Total Checks and Payments					-81.18	-81.18
Total Cleared Transactions					-81.18	-81.18
Cleared Balance					-81.18	54,311.35
Register Balance as of 09/30/2020					-81.18	54,311.35
<b>Ending Balance</b>					<b>-81.18</b>	<b>54,311.35</b>



**Chanda Martino**  
Administrative & Marketing Director  
5 Heart Lane, Lebanon, PA 17046  
717-507-7462

**Bill To**

**Date: 11/2/2020**

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

Admin & Marketing	Amount
Hours for October 1, 2020 - October 31, 2020	\$872.56
Mileage	\$16.56
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	<b>\$979.12</b>

Expenses	Amount
Total Expenses	

September Total: **\$979.12**

**Pennsylvania Keystone Chapter of SWANA  
Administrative and Marketing Director**

October 1, 2020 - October 31, 2020

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
2-Oct		email	0.5				0.5
5-Oct		timesheet, CEUs, mT paperwork to SWANA, website update	1.75			0.75	2.5
7-Oct		call about webinar credits	0.25				0.25
8-Oct	7.2	GLRA - mail, send CEUs, email overdue MT invoice, calendar events, install & setup office 365, email	3			0.75	3.75
13-Oct		invoice & timesheet, computer updates, billing update WA	2.75				2.75
16-Oct	7.2	GLRA - mail, email, cancel uberconference, update SWANA about election results, minutes to website,	4	0.25			4.25
19-Oct		minutes, website update, setup office 365, email	4.25				4.25
21-Oct	7.2	GLRA - mail, update BOD members and emails, SWANA memberships renewed Kay and I, call to SWANA	2.75				2.75
30-Oct	7.2	GLRA - mail, monthly receipts, newsletter ad email, BOD meeting prep, report request email	2.5				2.5
Total October Hours			21.75	0.25	0	1.5	23.5
Total Miles <b>28.8</b>			\$ 807.58	\$ 9.28	\$ -	\$ 55.70	

TIME	\$ 872.56
MILEAGE	\$ 16.56
PHONE	\$ 60.00
INTERNET	\$ 30.00
<b>OCTOBER TOTAL</b>	<b>\$ 979.12</b>

1st QTD Hours	90.25	15.5	8.25	8.75	<b>122.75</b>
2nd QTD Hours	63	0.5	0	1.75	<b>65.25</b>
3rd QTD Hours	52.75	0	0	10	<b>62.75</b>
4th QTD Hours	21.75	0.25	0	1.5	<b>23.5</b>
YTD hours	227.75	16.25	8.25	22	<b>274.25</b>

## TRADE CONFIRMATION

RETAIN FOR YOUR PERMANENT TAX RECORDS

PENNSYLVANIA KEYSTONE CHAPTER  
1610 RUSSELL ROAD  
LEBANON PA 17046-1425

YOUR FINANCIAL ADVISOR:

STEVEN B. GOODHUE  
113 WEST MAIN AVENUE  
MYERSTOWN, PA 17067

BRANCH NUMBER : 11856  
FINANCIAL ADVISOR #: 521728  
ANY QUESTIONS CALL (717) 866-2747

WE ARE PLEASED TO CONFIRM THE FOLLOWING TRANSACTION SUBJECT TO THE INFORMATION,  
DISCLOSURES, AND TERMS ON THE FRONT AND REVERSE SIDES OF THIS DOCUMENT:

	IN YOUR CASH ACCOUNT	185-21078-1-0	
ON TRADE DATE	11/03/2020	FOR SETTLEMENT DATE	11/05/2020
YOU BOUGHT	5,000	PRICE	130.89246
DESCRIPTION:		PRINCIPAL AMOUNT*	\$ 6,544.62
COOK COUNTY ILLINOIS		ACCRUED INTEREST	150.17
GENERAL OBLIGATION SERIES B			
BUILD AMERICA BONDS		TRANSACTION FEE	4.95
CALLABLE			
MATURES 11/15/33			
INTEREST RATE 6.36%			
DATED 07/07/09			
PAYS SEMIANNUALLY			
SINK FUND 11/15/32			
ORIGINAL ISSUE DISCOUNT: 99.98		TOTAL	\$ 6,699.74
YIELD TO MATURITY: 3.404%			
NOT FED TAX EXEMPT			
BOOK ENTRY ONLY			
SOLICITED			

\*INCLUDES A 1.9000% MARKUP OF \$ 122.03

ORDER 861836223 TRADE TIME 12:24 ET CUSIP 213185BQ3

For more information about this security (e.g. official statement, trade, and price history), visit <http://emma.msrb.org/cusip/213185BQ3>  
To request a copy of the official statement, please call Client Relations at 1-800-441-2357.

We executed this transaction as principal selling to you or buying from you for our own account.

■ Additional call features exist that may affect yield; complete information will be provided upon request.



## **Advisory Board Report November 5, 2020**

### **Recent Activity**

- SWANA has helped facilitate the distribution of 2 million face coverings to the industry.
- SWANA has distributed more than \$144,000 to 260 recipients from the Sanitation Workers Support Fund.
- Some Chapters are holding in person meetings – a COVID-19 Liability Release Form has been developed and is now available.
- SWANA membership has slipped to 10,600
- We had the second Advisory Board Meeting via Zoom
- MOLO is being updated and should be ready in the summer 2021
- Signed the U.S. Plastics Pact – working toward circular economy for plastics
- Has issued MRF battery safety guide
- The AB supported granting full Chapter Status to Michigan this should be finalized in December 9<sup>th</sup> at the SWANA Board Meeting

### **Calendar of Events:**

2020: MRF Summit November 18-19  
2020 Annual Meeting December 9, 2020  
2021 Safety Virtual Summit February 25, 2021

### **Future WASTECONs & SOARs:**

2021: Virtual WASTECON January 26-28, 2021  
2021: Kansas City – SOAR (Sustainability Operations Actions and Resources – replaces SWANApalooza going forward) April 12-15 – might be moved to mid-June  
2021: Orlando – November 1-4  
2024: Dallas – October 21-24, 2024

**Mini-tech Committee Report  
November 2020**

**Past Mini-techs** - None

**Scheduled Mini-techs**

- TBD - LCSWMA – removal of metal fines from incinerator ash (5 signed up so far) – **POSTPONED**
- TBD – York County recycling plant upgrades
- TBD – Lanchester trees planted in final cover, monthly drone surveys, 70-ft. long sliding board, and closure project
- TBD - Millfair Compost Center (Erie) or Allegheny College (Meadville) Food compost facility, Jessica Stutzman
- Possible webinar – GPS Solutions, Anthony Cristillo

**Planning Stages**

Rochem Reverse Osmosis Plant in Scranton or Hegins

**Other ideas**

Radiation Monitoring

E-waste facility tour

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)

**SWANA 3-day Managing Composting Programs Certification Course**

- SWANA charges Chapter \$425/manual
- National rate is \$859 for members and \$1,059 for non-members, plus exam (\$250 members, \$400 non-members). Chapter can charge less.
- SWANA now offers as an online course – sent email to those interested in course to gauge interest in in-person vs. online.

Survey sent to all members – 20 responses to date (11 interested in course, 9 are not)

**Interested and # of attendees** (potential # of Attendees = 15-19)

- |                                                      |                              |
|------------------------------------------------------|------------------------------|
| • City of Pittsburgh (2 individuals responded) (2-4) | • Chestnut Hill Township (1) |
| • LCSWMA (1)                                         | • Chrin (1)                  |
| • Centre County Recycling & Refuse Authority (3)     | • City of Harrisburg (1-2)   |
| • Allegheny County Health Dept. (1)                  | • Millcreek Township (1-3)   |
|                                                      | • City of Lancaster (1)      |
|                                                      | • CCSWA (3)                  |

Preferred Month: **October (12 responses)**

Potential Instructor: Jessica Moore, University of MD, Manager of Recycling and Administration – email sent to gauge interest

# Pennsylvania Keystone Chapter SWANA FY 2020 – 2021 Calendar

## November 2020

- Thursday, 11/5, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- 11/15, Article Deadline for Winter Edition of *The Keystone*
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Administrative & Marketing Director Contract for next year

## December 2020

- **No Board Meeting**
- Submit Chapter annual reports to SWANA International
- Distribute Winter Edition of *The Keystone*

## January 2021

- Thursday, 1/7, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

## February 2021

- Thursday, 2/4, 10 am - **Board Meeting Conference Call**
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

## March 2021

- Thursday, 3/4, 10 am - **Board Meeting Conference Call**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

## April 2021

- Thursday, 4/1, 10 am - **Board Meeting Conference Call**
- Distribute Spring Edition of *The Keystone*

## May 2021

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/6, 10 am - **Board Meeting, TBD**

## June 2021

- Thursday, 6/3, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- Nominating Committee presents Slate of Officers and Directors for election

### **July 2021**

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

### **August 2021**

- Thursday, 8/5, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

### **September 2021**

- **9/8 – 9/9, 21<sup>th</sup> Annual Joint Fall Conference, Hilton Harrisburg**
- **9/9, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends