

On September 18, 2020 at 1:05 pm, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Mr. Sweeney**. Meeting was a video conference call. Those in attendance were:

<b>Officers</b>	<b>Board of Directors</b>		<b>Committee Chairs, Members, Visitors</b>
Sean Sweeney	Mike Engel	Bob Watts	Chanda Martino
Michele Nestor	Jill Hamill	Denise Wessels	
Tom Lock	Elizabeth Osbourne	Carolyn Witwer	
Dayle Anderson	Chuck Raudenbush		

Not present: Bryan Wehler, Dan Brown, Jim Lambert, Scott McGrath Elizabeth Osbourne, Scot Sample

### **SECRETARY'S REPORT**

**Mr. Lock** presented the minutes from the August 6, 2020 Board of Directors Meeting. A motion was made by **Mr. Raudenbush** to approve the minutes as presented. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

The August 6, 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 **Ms. Hamill** to approve the Treasurer's Report and transactions from August 1 through August 31, 2020, as presented. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

A motion was requested to ratify all Board actions for FY2020. Motion made by **Mr. Watts** and seconded by **Ms. Witwer**. 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. Wastecon has been changed to a virtual event still to be held in January.

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

#### **Articles & Bylaws**

No report.

#### **Communications & Newsletter**

The Summer edition of the newsletter was distributed the first week of September. The next article deadline is November 15, 2020.

#### **Legislative & Policy**

Following a brief discussion, **Mr. Watts** made a motion to have the Chapter support SWANA International's Proposed Metrics for U.S. National Recycling Goals as presented in the submitted Advocacy Alert. **Mr. Raudenbush** seconded. Vote was called; motion passed unanimously. **Mr. Raudenbush** will communicate the Chapter's support to SWANA.

The Advocacy Alert is attached and hereto made part of the minutes.

## Membership & Marketing

**Ms. Witwer** discussed the goal for 2021 is to increase membership and how to possibly use video conference training to increase participation.

## Personnel & Nominating

**Mr. Lock** made a motion to open nominations from the floor. **Ms. Wessels** seconded. Vote was called; motion passed unanimously. No nominations were received from the floor.

**Mr. Watts** made a motion to close nominations from the floor. **Ms. Wessels** seconded. Vote was called; motion passed unanimously.

**Mr. Lock** announced the results of the 2020 Board of Directors Election.

There was a total of 43 ballots received and no write ins.

President: Michele Nestor

Vice President: Denise Wessels

Secretary: Tom Lock

Treasurer: Matthew Foltz

Private Sector Directors: Jill Hamill, Carolyn Witwer

Public Sector Directors: Scott McGrath, Scot Sample

Young Professionals Director: Brandon Comer

Chapter International Board Member: Robert Watts

A motion was made by **Mr. Lock** to ratify the 2020 Board of Directors election results as presented. **Ms. Witwer** seconded. Vote was called; motion passed unanimously.

## Fall Conference

The 2020 Fall Conference has been cancelled due to COVID-19. The dates for next year are September 8 & 9, 2021.

## Mini-Tech Seminars

**Ms. Wessels** reviewed the Mini-Tech report. There were seven attendees at the mini-tech at Greater Lebanon Refuse Authority on September 17.

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

## Road-E-O

No report.

## Safety

**Ms. Osbourne** shared the likely date for SWANA International's 2021 Safety Summit will be February 25 and it will be virtual. Some topics scheduled are COVID 19, collections, and post-collections, and a review of 2020 data.

## Scholarships

No report.

## Young Professionals

No report.

## Strategic Planning

No reports.

## CHAPTER CALENDAR

### October 2020

- Chapter fiscal year begins
- **No Board Meeting**
- Treasurer prepares fiscal audit packets
- Distribute fall edition of *The Keystone*

### 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

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- Send Scholarship announcement to members

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### 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. Martino** presented her recommendation to use Microsoft Office 365 Business which includes Microsoft Teams. The Chapter currently pays \$24.60 per month for conferencing software. Switching to Office 365 will cost \$12.50 per month and will eliminate the need to pay for Office software upgrades in the future.

Motion was made by **Mr. Watts** to approve the purchase of Microsoft Office 365 Business to host video conference meetings. **Mr. Lock** seconded. Vote was called; motion passed unanimously.

## NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on November 5, 2020 at 10:00 am. All members are welcome.

## ADJOURN

With no further business to address, a motion was made to adjourn the meeting at 1:45 pm. Motion made by **Mr. Raudenbush** and seconded by **Ms. Witwer**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

## MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

September 18, 2020

SUBJECT: Treasurer's Report

1. Balance Sheet as of August 31, 2020.
2. Transactions by Account from August 1<sup>st</sup> through August 31, 2020
3. Account Reconciliations
  - a. First Citizens August 1 through August 31, 2020
  - b. Edward Jones August 1 through August 31, 2020
4. 2019 Chapter Balance Sheet and Financial Statement as Submitted to SWANA

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

DAYLE L. ANDERSON,

TREASURER (INTERIM)

**Summary Balance Sheet**

As of September 17, 2020

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	<u>Sep 17, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	108,202.01
Accounts Receivable	2,870.00
Other Current Assets	185.01
	<hr/>
<b>Total Current Assets</b>	111,257.02
	<hr/>
<b>TOTAL ASSETS</b>	<b>111,257.02</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	-141.13
	<hr/>
<b>Total Current Liabilities</b>	-141.13
	<hr/>
<b>Total Liabilities</b>	-141.13
	<hr/>
<b>Equity</b>	111,398.15
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>111,257.02</b>
	<hr/> <hr/>

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

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Type	Date	Num	Name	Memo	Amount
<b>1003 · First Citizens</b>					
Bill Pmt -Check	08/24/2020	EFT	edible arrangements	Larry Taylor S...	-54.99
Bill Pmt -Check	08/25/2020	EFT	Phone.com, Inc	ACH Payment...	-15.38
Deposit	08/28/2020			Deposit	2,319.00
Deposit	08/31/2020			Deposit	15.00
Total 1003 · First Citizens					2,263.63
<b>1005 · Edward Jones</b>					
Deposit	08/28/2020			Deposit	281.94
Total 1005 · Edward Jones					281.94
<b>3030 · Unrestricted Net Assets</b>					
Total 3030 · Unrestricted Net Assets					2,545.57
<b>TOTAL</b>					<b>2,545.57</b>

11:38 AM

09/17/20

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
1003 · First Citizens, Period Ending 08/31/2020

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	<u>Aug 31, 20</u>
<b>Beginning Balance</b>	54,462.10
<b>Cleared Transactions</b>	
Checks and Payments - 4 items	-2,161.77
Deposits and Credits - 2 items	2,334.00
	<u>172.23</u>
<b>Total Cleared Transactions</b>	<u>172.23</u>
<b>Cleared Balance</b>	<b><u>54,634.33</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-1,524.10
Deposits and Credits - 1 item	700.00
	<u>-824.10</u>
<b>Total Uncleared Transactions</b>	<u>-824.10</u>
<b>Register Balance as of 08/31/2020</b>	<b><u>53,810.23</u></b>
<b>Ending Balance</b>	53,810.23

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

## Reconciliation Detail

1003 · First Citizens, Period Ending 08/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,462.10
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	08/24/2019	EFT	edible arrangements	X	-54.99	-54.99
Bill Pmt -Check	08/25/2019	EFT	Phone.com, Inc	X	-15.38	-70.37
Bill Pmt -Check	06/12/2020	1073	Michael Dougherty -...	X	-750.00	-820.37
Bill Pmt -Check	07/21/2020	1074	SWANA National	X	-1,341.40	-2,161.77
Total Checks and Payments					-2,161.77	-2,161.77
<b>Deposits and Credits - 2 items</b>						
Deposit	08/28/2019			X	2,319.00	2,319.00
Deposit	08/31/2020			X	15.00	2,334.00
Total Deposits and Credits					2,334.00	2,334.00
Total Cleared Transactions					172.23	172.23
Cleared Balance					172.23	54,634.33
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	09/01/2019	1076	Chanda Martino		-655.30	-655.30
Bill Pmt -Check	09/02/2019	1077	Chanda Martino		-868.80	-1,524.10
Total Checks and Payments					-1,524.10	-1,524.10
<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					-824.10	-824.10
Register Balance as of 08/31/2020					-651.87	53,810.23
<b>Ending Balance</b>					<b>-651.87</b>	<b>53,810.23</b>

11:41 AM

09/17/20

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
1005 · Edward Jones, Period Ending 08/31/2020

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	<u>Aug 31, 20</u>
Beginning Balance	54,110.59
Cleared Transactions	
Deposits and Credits - 1 item	281.94
Total Cleared Transactions	<u>281.94</u>
Cleared Balance	<b><u>54,392.53</u></b>
Register Balance as of 08/31/2020	54,392.53
Ending Balance	54,392.53

## Reconciliation Detail

1005 · Edward Jones, Period Ending 08/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,110.59
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	08/28/2020			X	281.94	281.94
Total Deposits and Credits					281.94	281.94
Total Cleared Transactions					281.94	281.94
Cleared Balance					281.94	54,392.53
Register Balance as of 08/31/2020					281.94	54,392.53
<b>Ending Balance</b>					<b>281.94</b>	<b>54,392.53</b>

## 2019 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, 2019

CHAPTER: Pennsylvania Keystone Chapter

DATE: 20-Aug-20 REPORT PREPARED BY: Lawrence Taylor, Dayle Anderson

FEDERAL EMPLOYER I 25 1595064 STATE SALES TAX EXEMPTION # \_\_\_\_\_

NOTE: Accounting on Cash Basis

### BALANCE SHEET

#### ASSETS:

CASH	\$0.00
CHECKING	125,670.00
SAVINGS	\$0.00
CD'S	
INVESTMENTS	52,343.00
ACCOUNTS RECEIVABLE ( <i>monies owed to the Chapter</i> )	8,090.00
NET PROPERTY & EQUIPMENT	
OTHER	
<b>TOTAL ASSETS=</b>	<b>\$186,103.00 *</b>

#### LIABILITIES:

ACCOUNTS PAYABLE ( <i>monies the Chapter owes</i> )	9,171.00
LOANS PAYABLE	
DEFERRED REVENUE	
( <i>monies collected for future events which have not yet occurred</i> )	
OTHER	
<b>TOTAL LIABILITIES=</b>	<b>\$9,171.00</b>

#### NET ASSETS:

Beginning (previous year ending balance)	\$ 111,476.00
YTD REVENUE/(LOSS)	\$65,456.00
	\$0.00
<b>TOTAL NET ASSETS=</b>	<b>\$176,932.00</b>

**TOTAL LIABILITIES AND NET ASSETS** **\$186,103.00 \***

*\*These amounts should match*

## 2019 INCOME STATEMENT

Chapter's Fiscal Year From: 1 October 2018 TO 31 September 2019

### REVENUE:

DUES	17,150.00
TECHNICAL SEMINARS/MEETINGS	120,214.00
INTEREST INCOME	2,860.00
Newsletter Income	-
OTHER ( <i>Please provide separate sheet with details</i> )	-
<b>TOTAL REVENUE =</b>	<b>140,224.00</b>

### EXPENSES:

SALARIES	
CONTRACTORS	21,957.00
ACCOUNTING	700.00
CHANGE IN INVESTMENT VALUE	(227.00)
UNREALIZED EXPENSE (GAIN)	381.00
SUPPLIES	1,047.00
INSURANCE	1,974.00
POSTAGE	19.00
PRINTING	
INTERNET	2,125.00
TELEPHONE	1,123.00
TRAVEL	-
LEGAL - General	-
LOBBYING**	-
TECHNICAL MEETINGS/SEMINARS	37,978.00
BOARD MEETINGS	-
OTHER (MEMBERSHIP & DUES)	263.00
OTHER (MISC EXPENSE)	6.00
OTHER (REIMBURSEABLE EXPENSES)	1,392.00
OTHER (AWARDS & GRANTS)	6,030.00
<b>TOTAL EXPENSES =</b>	<b>74,768</b>

### NET REVENUE/(LOSS) =

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

**65,456**

## **Advisory Board Report September 18, 2020**

### **Recent Activity**

- SWANA has worked with the US EPA to develop the 2020 version of the National Recycling Strategy. THE US EPA is expected to propose national recycling goals.
- SWANA has added two private sector representatives to its Advisory Board. Heidi Sanborn is the Executive Director of the National Stewardship Action Council. David Kaminski is a Senior Vice President with QED Environmental Systems, Inc.
- SWANA had to pay a \$50,000 cancellation penalty and rebook the Dallas Gaylord for 2024 to avoid a \$800,000 plus penalty.
- SWANA's fiscal year ending June 30, 2020 had a loss of \$317,569 compared to a budgeted loss of \$78,091. SWANA staff still feels they will be able to survive the financial strains of the pandemic.
- SWANA signs US Plastic Pact – an agreement on a vision for a circular economy.
- SWANA has seminars in October on the California Recycling Commission and Measureing Municipal Program Performance in Your Jurisdiction.

### **Calendar of Events:**

2020: MRF Summit November 18-19

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

2021: Virtual WASTECON Late January 2021

2021: Kansas City – SOAR (Sustainability Operations Actions and Resources – replaces SWANApalooza going forward) April 12-15

2021: Orlando – November 1-4

2024: Dallas – October 21-24, 2024

**Mini-tech Committee Report  
September 2020**

**Past Mini-techs** - None

**Scheduled Mini-techs**

- September 17 - Plant-based leachate treatment options – Leachate Management Specialists, LLC, 8 signups
- 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

**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

### October 2020

- Chapter fiscal year begins
- **No Board Meeting**
- Treasurer prepares fiscal audit packets
- Distribute fall edition of *The Keystone*

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