

On January 2, 2020 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	Board of Directors		Committee Chairs, Members, & Visitors
Sean Sweeney	Dan Brown	Robert Watts	Chanda Martino
Tom Lock	Jill Hamill	Denise Wessels	Larry Taylor
Dayle Anderson	Jim Lambert	Carolyn Witwer	
Bryan Wehler	Scott McGrath		
	Chuck Raudenbush		

Not present: Michele Nestor, Mike Engel, Scott McGrath, Scot Sample

SECRETARY'S REPORT

Mr. Lock presented the minutes from the November 7, 2019 Board of Directors Meeting. A motion was made by **Mr. Lambert** to approve the minutes as presented. **Mr. Lock** seconded. Vote was called; the motion passed unanimously.

The November 7, 2019 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

No report.

A motion was made to approve the Administrative and Marketing Director invoice as presented. Made by **Ms. Witwer** and seconded by **Mr. Lambert**. Vote was called; motion passed unanimously.

The Administrative and Marketing Director invoice is attached and hereto made part of the minutes.

COMMITTEE REPORTS

Advisory Board

Mr. Watts reviewed Advisory Board report.

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

Articles & Bylaws

Mr. Taylor updated the Board on the status of the Bylaws review. A copy has been sent the local attorney to be reviewed for state compliance.

Mr. Taylor discussed the need to have the Treasurer bonded but has been unable to find out how to do so. AB member will submit a request to SWANA International to provide bonding to its Chapters.

SWANA International has requested all Chapters mirror their fiscal year. This needs to be discussed further as it will interfere with the timing of our Annual Business Meeting.

A brief discussion was had regarding the need for a three-person audit committee.

Communications & Newsletter

Ms. Witwer shared that Penn Waste has been acquired by Waste Connections as of December 17, 2019.

The next article deadline is March 16, 2020.

Legislative & Policy

No report.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

No report. **Mr. Wehler** will reach out to some possible options for 2020 Pre-conference training speaker.

Mini-Tech Seminars

Ms. Wessels reported she is working with LCSWMA to schedule a date for a mini-tech at their facility. Any ideas for future mini-techs, contact **Ms. Wessels**.

Road-E-O

Delaware Waste Management is hosting the 2020 Road-E-O on June 4 & 5 in the Wilmington Delaware area. Volunteers are needed to judge at the competition. Contact Bob Watts, if interested.

Safety

No report. The Chapter continues to look for a Safety Ambassador. **Mr. Sweeney** will provide a brief description of the Safety Ambassador position to be distributed.

Scholarships

Scholarship applications are due to be released early February.

Young Professionals

No report.

Strategic Planning

No report.

CHAPTER CALENDAR

January 2020

- Thursday, 1/2, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2020

- Thursday, 2/6, 10 am - **Board Meeting Conference Call**
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

March 2020

- Thursday, 3/5, 10 am - **Board Meeting Conference Call**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

April 2020

- Thursday, 4/2, 10 am - **Board Meeting Conference Call**
- Distribute Spring Edition of *The Keystone*

May 2020

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - **Board Meeting, TBD**
- 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
- 6/4 & 6/5 - **2020 Mid-Atlantic Regional Road-E-O, Wilmington, DE**
- Review annual budget

July 2020

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

August 2020

- Thursday, 8/6, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

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
- Chapter Fiscal Year Ends

OLD BUSINESS

No Old Business.

NEW BUSINESS

Discussion regarding Administrative and Marketing Director contract for 2020. The finalized contract will be in the February meeting packet.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on February 6, 2020 at 10:00 am. All members are welcome.

ADJOURN

There being no further business, motion was made to adjourn the meeting at 10:45 am by **Mr. Lambert**. Motion was seconded by **Ms. Witwer**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

On November 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:

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Sean Sweeney	Jill Hamill	Robert Watts	Chanda Martino
Michele Nestor	Jim Lambert	Denise Wessels	Larry Taylor
	Scott McGrath	Carolyn Witwer	
	Chuck Raudenbush		

Not present: Tom Lock, Bryan Wehler, Dan Brown, Mike Engel, Scot Sample

SECRETARY'S REPORT

Mr. Sweeney presented the minutes from the September 5, 2019 Annual Board Meeting. A motion was made by **Mr. Lambert** to approve the minutes as presented. **Ms. Nestor** seconded. Vote was called; the motion passed unanimously.

The September 5, 2019 Annual Board Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

No report.

There was a discussion regarding appointing **Ms. Dayle Anderson** of Chester County Solid Waste Authority to the position of Treasurer for the remainder of the term, ending September 2020. **Mr. Watts** will take care of her SWANA membership.

A motion to appoint **Ms. Dayle Anderson** as Interim Chapter Treasurer was made by **Mr. Watts** and seconded by **Mr. Lambert**. Vote was called; motion passed unanimously.

A motion to approve payment of the Administrative and Marketing Director invoice was made by **Ms. Nestor** and seconded by **Mr. Lambert**. Vote was called; motion passed unanimously.

The Administrative and Marketing Director invoice is attached and hereto made part of the minutes.

COMMITTEE REPORTS

Advisory Board

Mr. Watts reviewed Advisory Board report, including the Chapter's need to find a Safety Ambassador and SWANApalooza will have a new name, SOAR.

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

Articles & Bylaws

A motion was made to obtain local counsel, as required by SWANA, to review the Chapter Bylaws for state law adherence at a maximum cost of \$500. Made by **Mr. Raudenbush**, seconded by **Mr. Lambert**. The Board voted; the motion passed unanimously.

Communications & Newsletter

Ms. Witwer discussed her report on Wastecon planning. The report will be submitted for the Chapter's records for future reference.

Legislative & Policy

Mr. Raudenbush reviewed the Advocacy Alerts that have been sent over the past month. There will be many new faces after the November election, also E Waste is becoming an issue again.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor shared the dates for the 2020 Fall Conference, September 17 & 18, 2020. She reviewed her submitted Conference Committee report.

The Conference Committee report is attached and hereto made part of the minutes.

Mini-Tech Seminars

Ms. Wessels reviewed the Mini-Tech report.

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

Road-E-O & Advisory Board

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

Mr. Watts reviewed the Advisory Board report.

The Advisory Board 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

No report.

CHAPTER CALENDAR

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
- 5/4 & 5/5 - **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

The Newsletter distribution and article deadline dates will be shifted to accommodate a mid-August distribution date.

OLD BUSINESS

Discussion regarding obtaining local counsel to verify Chapter bylaws adhere to state laws. Motion was passed as described in Articles and Bylaws section.

NEW BUSINESS

No New Business.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on January 2, 2020 at 10:00 am. All members are welcome.

ADJOURN

There being no further business, motion was made to adjourn the meeting at 10:54 am by **Mr. Lambert**. Motion was seconded by **Ms. Hamill**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

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

December 1, 2019 - December 31, 2019

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
3-Dec	7.2	GLRA - mail, email, newsletter, treas docs, legis alert, website mods, timesheet, invoice, new memb	7.5				7.5
5-Dec		website mods, email, newsletter	1.25				1.25
9-Dec	7.2	GLRA - mail, call to swana, bank docs, email, T/R docs, annual self review	3.5				3.5
11-Dec		email, swana list, swana calls, domain setup troubleshooting	2.25				2.25
12-Dec	15.2	GLRA, post office - mail, stamps, email, DNS setup	2.5				2.5
16-Dec	19	GLRA, FCCB - mail, deposit, scan bank docs, process checks, dns research and config	4.25				4.25
18-Dec		email, bank changes	1				1
19-Dec		email, adobe troubleshoot, annual review call	2				2
20-Dec		website mods, dns config, email, software updates	3.25				3.25
26-Dec		BOD meeting prep, email, and docs, website mods	2.25				2.25
30-Dec		BOD meeting prep, timesheet, emails	1				1
31-Dec		minutes, emails, fin docs, timesheet, invoice, meeting docs, meeting packet, calendar, website upd	4.25				4.25
Total November Hours			35	0	0	0	35
Total Miles 48.6			\$ 1,261.75	\$ -	\$ -	\$ -	

TIME	\$ 1,261.75
MILEAGE	\$ 28.19
PHONE	\$ 60.00
INTERNET	\$ 30.00

DECEMBER TOTAL \$ 1,379.94

1st QTD Hours	77.75	24	9.75	38.5	150
2nd QTD Hours	98.5	25	32.5	34.25	190.25
3rd QTD Hours	87.25	177	0.5	4.25	269
4th QTD Hours	68	3.5	0	16.75	88.25
YTD hours	331.5	229.5	42.75	93.75	697.5

**SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES
ADMINISTRATIVE AND MARKETING DIRECTOR FOR KEYSTONE SWANA
CALENDER YEAR 20~~20~~19**

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

SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES:

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

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

III. ADMINISTRATIVE

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

IV. EVENT COORDINATION

- A. General Events
 - 1. Assist with coordination of Mini-Tech Seminars & Training Events (~4-6/year)
 - 2. Assist with planning and execution of Annual Fall Conference (September time frame)
 - a) *Event may require overnight travel*
 - 3. Assist with coordination of Regional Road-E-O (June time frame)
 - a) *Event will require overnight travel*
- B. Assist with administration of annual scholarships
 - 1. Distribute scholarship notifications and applications
 - 2. Receive applications and check for completeness
 - 3. Distribute applications to Committee for review
- C. Manage registration for all events
- D. Help manage sponsorships, exhibitors and attendees
- E. Respond to inquiries
- F. Prepare name tags and attendee list as appropriate
- G. Manage registration table at events
- H. Manage and administer continuing education credit documentation and tracking
- I. Manage/coordinate incoming funds, deposit, with Treasurer and Event Planner oversight
- J. Fall Conference
 - 1. See Exhibit A for roles and responsibilities

V. BOARD MEETINGS

- A.** Develop and distribute meeting agenda
- B.** Distribute meeting calendar, meeting invitations and conference call information
- C.** Verify attendance
- D.** Minutes preparation
- E.** Calendar updates as needed

VI. BUDGET ESTIMATE (HOURS)

- A.** Quarterly; 160 hrs
- B.** Mini Tech Seminars: 85 hrs
- C.** ROAD-E-O: 55 hrs
- D.** Fall Conference: 200 hrs

VII. BILLING & FINANCIAL

- A.** Monthly
- B.** Submit invoice indicating hours worked, work description/service provided, supplies, and mileage
- C.** Provide notification to Treasurer if budgeted hours will be exceeded by quarter
- D.** Compensation rate; to be determined as part of Annual Performance Review (October/November of each year); Compensation rate to take effect January 1st following Review. 2019 compensation has been established as ~~\$36.05~~37.13/hour.
- E.** Travel Rate: Federal Mileage Rate in effect at time of billing
- F.** Expenses:
 - 1.** Reimbursed at cost if personal funds utilized
 - 2.** Phone (Existing Hardware and Service Agreement)
Billed as a monthly expense at \$60/month
 - 3.** Internet Service Provider (Existing)
Billed as a monthly expense at \$30/month
 - 4.** Keystone SWANA Credit/Debit card
 - a)** Utilize as needed (seek Treasurer approval for expenditures exceeding \$100)
 - b)** Submit receipts on a monthly basis
 - 5.** Travel expenses (meals, lodging, other accommodations):
Reimbursable by Keystone SWANA
 - 6.** SWANA Membership: Covered by Keystone SWANA

- G. Keystone SWANA Checking Account
 - 1. Deposit authority only
- H. Income Taxes
 - 1. 1099 supplied by Keystone SWANA
 - 2. Calendar Year Basis

VIII. POSITION ADMINISTRATION

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

IX. PERFORMANCE EVALUATION & REVIEWS

- A. Administrative and Marketing Director to complete Annual Employee Review Form by **October 31st**.
- B. Keystone SWANA Board to review the submitted Annual Employee Review Form; Keystone SWANA Board to complete Annual Employer Review Form by **November 30th** to provide input on past year's performance and to define expectations for coming year.
- C. At least one Keystone SWANA Board member will meet with Administrative and Marketing Director to conduct in-person Annual Review and to discuss Employee and Employer Review Forms.
- D. Administrative and Marketing Director compensation for subsequent year to be established by Keystone SWANA Board by **December 15th**.
- E. Mid-Year ~~Review~~Performance Feedback: Keystone SWANA Board ~~member(s) will meet (or have conference call) with Administrative and Marketing Director in May or June to provide mid-year feedback, and the Administrative and Marketing Director to generate minutes from Mid-Year Review and submit to President within 30 days of Review for input and concurrence~~should have open lines of communications to facilitate timely discussion and correction of any performance concerns. It is encouraged to discuss any concerns in early stages so they may be corrected with little delay. The Chapter President and Treasurer will be points of continuous contact for both parties to identify and address concerns during the year.

Advisory Board Report January 2, 2020

Recent Activity

- SWANA supports Recover and Recycle Act that have been introduced in the US Congress
- David Biderman participated in the US EPA's first America Recycles Innovation Fair on November 14, 2019
- David Biderman also attended the US EPA's 2nd Annual Recycling Summit where the EPA said they will work to establish national recycling goals in 2020.
- Industry publication Waste Dive has recognized SWANA as it 2019 "Organization of the Year".
- Voted to approve T-9.4 Long-term landfill management

Calendar of Events:

2020 Mid-Atlantic Regional Road-E-O will be held at Waste Management's DRPI Landfill in the Wilmington, DE area June 4 & 5, 2020
2020 October El Paso, TX - International Road-E-O

Future WASTECONs & SWANApalooza:

2020: Atlanta – SWANApalooza March 23-26
2020: Dallas – WASTECON December 7-10
2021: Kansas City – SOAR (Sustainability Operations Actions and Resources) April 12-15
2021: Orlando – November 1-4
2024: Orlando – TBD

Pennsylvania Keystone Chapter SWANA

FY 2019 – 2020 Calendar

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- 6/4 & 6/5 - **2020 Mid-Atlantic Regional Road-E-O, Wilmington, DE**
- Review annual budget

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August 2020

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September 2020

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