

On February 4, 2021 at 10:03 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Ms. Wessels**. Meeting was a video conference call. Those in attendance were:

Officers	Board of Directors	Committee Chairs, Members, Visitors	
Denise Wessels	Dan Brown	Chuck Raudenbush	Chanda Martino
Tom Lock	Brandon Comer	Scot Sample	
Matthew Foltz	Mike Engel	Bob Watts	
Sean Sweeney	Jill Hamill	Denise Wessels	
	Jim Lambert	Carolyn Witwer	
	Elizabeth Osbourne		

Not present: Michele Nestor, Brandon Comer, Chuck Raudenbush, Scot Sample

SECRETARY'S REPORT

Mr. Lock presented the minutes from the January 7, 2021 Board of Directors Meeting. A motion was made by **Mr. Lambert** to approve the minutes as presented. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

The January 7, 2021 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Mr. Foltz presented the Treasurer's Reports.

Motion was made by **Mr. Lambert** to approve the Treasurer's Report and transactions from January 1 through January 31, 2021, as presented. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

A motion was requested to approve the Purchase of Bond, CUSIP #005824JA6, for \$5502.27 with a maturity date of 02/01/2036 as presented. Motion made by **Mr. Lambert** and seconded by **Ms. Witwer**. Vote was called; motion passed unanimously.

The Board thanks Bob Watts and the Chester County Solid Waste Authority for donating a laptop to the Chapter for the Treasurer to use for Chapter finances.

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

COMMITTEE REPORTS

Advisory Board & Road-E-O

Mr. Watts reviewed the Advisory Board Report. There will be no 2021 National Road-E-O.

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

Articles & Bylaws

No report.

Communications & Newsletter

The next Keystone article deadline is March 15.

Legislative & Policy

No report.

Membership & Marketing

Emails are being sent each month to expiring members.

Personnel & Nominating

Mr. Lock suggested opening an online election for the Private Sector Director position. The Board decided to open the poll and leave it open until EOD Friday, February 5, 2021. The poll is only open to Board members.

Fall Conference

No report.

Mini-Tech Seminars

No report.

Safety

The SWANA Safety Summit is Thursday, February 25, 12:00 pm - 5:30 pm.

Scholarships

Applications for the 2021 Gershman Scholarship, Grant H. Flint Scholarships, and the Robert P. Sterns/SCS Engineers Scholarship will be released in early February.

Young Professionals

No report.

Strategic Planning

Mr. Sweeney discussed the results of the Strategic Planning Committee meeting held in January. There will be a future meeting to include Committee Chairs.

CHAPTER CALENDAR

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, 21th 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

An Executive Meeting was held to discuss the Administrative & Marketing Director contract for 2021. According to **Ms. Wessels**, a motion was made by **Mr. Lambert** to increase the hourly rate by 3%. Motion was seconded by **Mr. Watts**. Vote was called and motion passed unanimously.

A motion was requested to approve payment of Admin & Marketing Director invoice for December 2020, amount to be updated with the 3% increase. Motion made by **Mr. Lock** and seconded by **Mr. Engel**. Vote was called; motion passed unanimously.

Ms. Martino requested Board approval for the purchase of a new printer for the Chapter printing needs. A motion was made by **Mr. Lambert** to approve the purchase of a new printer with a maximum cost of \$600. Motion was seconded by **Ms. Hamill**. Vote was called; motion passed unanimously.

After further discussion, **Mr. Lambert** made a motion to amend the previous motion to remove the maximum cost stipulation. Motion was seconded by **Ms. Witwer**. Vote was called; motion passed unanimously.

There was a brief discussion regarding the webinar credit usage. The Board decided to have an email sent to members to remind of this member benefit and add a statement about availability being limited due to demand.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on March 4, 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 10:46 am. Motion made by **Mr. Lock** and seconded by **Mr. Watts**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

February 4, 2021

SUBJECT: Treasurer's Report

1. Balance Sheet as of January 31, 2021.
2. Transactions from January 1 through January 31, 2021.
3. Account Reconciliation Summary
 - a. First Citizens January 1 through January 31, 2021
 - b. Edward Jones January 1 through January 31, 2021

A **MOTION** is requested to approve the Treasure's Reports and all transactions from January 1 through January 31, 2021.

4. Edward Jones Investment Trade Execution – Purchase of Bond (replacement), on 01/06/21 in the amount of \$5000.00 with principal, interest and fees at a cost of \$5,502.27.

A **MOTION** is requested to approve the Purchase of Bond, Cusip #005824JA6, for \$5502.27 with a maturity date of 02/01/2036 as presented.

MATTHEW R. FOLTZ,

TREASURER

DAYLE L. ANDERSON,

TREASURER (INTERIM)

Summary Balance Sheet

As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	109,305.99
Accounts Receivable	2,625.00
Total Current Assets	<u>111,930.99</u>
TOTAL ASSETS	<u>111,930.99</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-141.13
Total Current Liabilities	<u>-141.13</u>
Total Liabilities	-141.13
Equity	<u>112,072.12</u>
TOTAL LIABILITIES & EQUITY	<u>111,930.99</u>

PA Keystone Chapter of Solid Waste Association of N.America Transactions by Account - Treasurers Report Meetings

Accrual Basis

Type	Date	Num	Name	Memo	Amount
1003 · First Citizens					
Bill Pmt -Check	01/11/2021	EFT	MICROSOFT CORP	Teams Meeting	-13.25
Bill Pmt -Check	01/25/2021	EFT	Phone.com, Inc	ACH Payment...	-15.83
Bill Pmt -Check	01/25/2021	EFT	Amazon.com	AMAZON-Web...	-53.90
Total 1003 · First Citizens					-82.98
1005 · Edward Jones					
Check	01/31/2021			Service Charge	-13.20
Total 1005 · Edward Jones					-13.20
TOTAL					-96.18

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1003 · First Citizens, Period Ending 01/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						53,839.62
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	01/11/2021	EFT	MICROSOFT CORP	X	-13.25	-13.25
Bill Pmt -Check	01/25/2021	EFT	Amazon.com	X	-53.90	-67.15
Bill Pmt -Check	01/25/2021	EFT	Phone.com, Inc	X	-15.83	-82.98
Total Checks and Payments					-82.98	-82.98
Deposits and Credits - 2 items						
Deposit	01/11/2021			X	542.60	542.60
Deposit	01/15/2021			X	250.00	792.60
Total Deposits and Credits					792.60	792.60
Total Cleared Transactions					709.62	709.62
Cleared Balance					709.62	54,549.24
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	12/31/2020	1081	Chanda Martino		-603.68	-603.68
Total Checks and Payments					-603.68	-603.68
Total Uncleared Transactions					-603.68	-603.68
Register Balance as of 01/31/2021					105.94	53,945.56
Ending Balance					105.94	53,945.56

10:37 AM

02/01/21

PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1003 · First Citizens, Period Ending 01/31/2021

	<u>Jan 31, 21</u>
Beginning Balance	53,839.62
Cleared Transactions	
Checks and Payments - 3 items	-82.98
Deposits and Credits - 2 items	792.60
	<u>709.62</u>
Total Cleared Transactions	<u>709.62</u>
Cleared Balance	<u>54,549.24</u>
Uncleared Transactions	
Checks and Payments - 1 item	-603.68
	<u>-603.68</u>
Total Uncleared Transactions	<u>-603.68</u>
Register Balance as of 01/31/2021	<u>53,945.56</u>
Ending Balance	<u>53,945.56</u>

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1005 · Edward Jones, Period Ending 01/29/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,373.63
Cleared Transactions						
Checks and Payments - 1 item						
Check	01/31/2021			X	-13.20	-13.20
Total Checks and Payments					-13.20	-13.20
Total Cleared Transactions					-13.20	-13.20
Cleared Balance					-13.20	55,360.43
Register Balance as of 01/29/2021					-13.20	55,360.43
Ending Balance					-13.20	55,360.43

10:43 AM

02/01/21

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Summary

1005 · Edward Jones, Period Ending 01/29/2021

	<u>Jan 29, 21</u>
Beginning Balance	55,373.63
Cleared Transactions	
Checks and Payments - 1 item	<u>-13.20</u>
Total Cleared Transactions	<u>-13.20</u>
Cleared Balance	<u>55,360.43</u>
Register Balance as of 01/29/2021	55,360.43
Ending Balance	55,360.43

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:

ON TRADE DATE	IN YOUR CASH ACCOUNT	185-21078-1-0	FOR SETTLEMENT DATE	01/08/2021
YOU BOUGHT	5,000		PRICE	108.52902
DESCRIPTION:				
ADAMS COUNTY ILLINOIS				
SCHOOL DISTRICT NO. 172				
GENERAL OBLIGATION BONDS				
ADDL CREDIT BACKING: ASSURED				
GUARANTY MUNI INSURED				
CALLABLE				
MATURES 02/01/36				
INTEREST RATE 3.25%				
DATED 07/06/16				
PAYS SEMIANNUALLY				
ORIGINAL ISSUE DISCOUNT: 99.28				
YIELD TO MATURITY: 2.563%				
LOWEST YIELD: 1.494%				
ON 02/01/26 AT 100.00				
NEXT CALL 02/01/26 AT 100.00				
BOOK ENTRY ONLY				
SOLICITED				
			PRINCIPAL AMOUNT*	\$ 5,426.45
			ACCRUED INTEREST	70.87
			TRANSACTION FEE	4.95
			TOTAL	\$ 5,502.27

*INCLUDES A 2.0000% MARKUP OF \$ 106.40

ORDER 900509327

TRADE TIME

10:22 ET

CUSIP 005824JA6

For more information about this security (e.g. official statement, trade, and price history), visit <http://emma.msrb.org/cusip/005824JA6>
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.

THANK YOU FOR ALLOWING EDWARD JONES THE OPPORTUNITY TO SERVE YOU.

It is agreed between Edward Jones ("Broker") and the client

- That this trade confirmation shall be deemed correct in all aspects unless written notice of any inaccuracy is promptly sent to us. Failure to notify us constitutes your acceptance of this transaction.
- That all orders are received and executed subject to the rules and customs of the market or exchange (and its clearing house, if any) where order is executed.
- All securities purchased or received for the client's account and not paid for in full may be loaned by the Broker or used by it in making deliveries or substitutions, or may be pledged by the Broker either separately or together with other client securities for the sum due hereon without further notice to the client.
- Should payment for purchase or delivery of sold securities be delayed beyond the settlement date or when in the Broker's judgment it appears necessary for its protection, the Broker at its option, without notice to the client may cancel, sell out or buy in the described security and the client shall be held liable for any loss incurred.
- All statements of account rendered to the client from time to time are acknowledged by the client to be correct unless written notice of exception thereto be given Edward Jones within five days after their receipt.
- Unless you indicate your non-acquiescence in writing, this agreement shall also inure to the benefit of the successors of Edward Jones.

Please note the following:

- If the phrase "UNSOLICITED" appears on this trade confirmation, the transaction was not the result of the financial advisor's advice, recommendation or suggestion.
- If it does not appear on this trade confirmation, the time at which this transaction was executed will be furnished upon written request.
- For odd-lot transactions, an odd-lot differential may have been charged and such amount will be furnished upon request.
- For agency transactions, the following information will be provided upon written request: (1) the name of the other broker or party to the transaction and (2) the source and amount of any remuneration received from other sources in connection with the transaction.
- When we execute your bond or CD transaction as principal, you either purchased from or sold to our inventory or the inventory of a third party.
- When Edward Jones is acting in a principal capacity in a fixed income transaction, it will charge you a mark-up on a purchase or a mark-down on a sale. The mark-up or mark-down represents the difference between the price you paid or received and the prevailing market price of the security at the time of your transaction. It is expressed as a total dollar amount and as a percentage of the security's prevailing market price. Edward Jones' mark-up or mark-down percentages are determined by its Secondary Bond Markup/Markdown Guidelines and Term Schedules. The mark-up or mark-down amount is retained by Edward Jones with a percentage paid to your financial advisor. The firm may have earned or lost additional amounts as a result of the market gain or losses in the security prior to your order being placed. Edward Jones' compensation from newly issued securities is incorporated into the public offering and is not expressed as mark-up or mark-down.
- Interest rate and yield (e.g. yield to maturity) percentages displayed for the transaction on this trade confirmation are annualized rates, even on investments that mature or are redeemed in less than a year.
- If the phrase "ADDL CREDIT BACKING" appears on this trade confirmation, the name of the company, entity or program that follows may provide direct or indirect security with respect to debt service. This can include the primary obligor if the issuer is not responsible for debt service, additional obligors besides the issuer, bond insurance companies, and credit enhancement programs of federal or state governments or agencies. If the phrase "MULTIPLE OBLIGORS" appears, more than one such company, entity or program may exist. For additional details see the official statement or contact your financial advisor.
- If the phrase "NOT RATED" appears on this trade confirmation, the security does not have a credit rating issued by one of the nationally recognized statistical rating organizations (NRSRO) from which Edward Jones receives credit ratings. The security may be rated by other NSRSOs.
- For zero-coupon securities, you will not receive periodic interest payments. Additionally, if the security is callable, it may be callable below the maturity value. Such securities, if held in bearer form, may be called by mail without direct notice to the holder unless the holder is registered.
- For asset backed security transactions, the actual yield of the security may vary according to the rate at which the underlying receivables or other financial assets are prepaid. Information concerning the factors that affect yield (including estimated yield, weighted average life and prepayment assumptions underlying yield) will be furnished upon request.
- For asset-backed securities issued by Fannie Mae, Freddie Mac and Ginnie Mae, additional pool information is available from the appropriate issuer:
 - Fannie Mae: 1-800-232-6643 or fanniemae.com/portal/funding-the-market/mbs
 - Freddie Mac: 1-800-336-3672 or freddiemac.com/mbs
 - Ginnie Mae: 1-800-234-4662 or ginniemae.gov/doing_business_with_ginniemae/investor_resources
- Mutual fund breakpoints: You may be eligible for sales charge discounts on mutual funds based on the size of your purchase, current holdings or future purchases. The sales charge you paid may differ slightly from the prospectus disclosed rate due to rounding calculations. Please refer to the prospectus or Statement of Additional Information, or contact your financial advisor for more information.

Advisory Board Report February 4, 2021

Recent Activity

- There will not be a National Road-E-O in 2021.
- The National Road-E-O in 2022 is planned for Texas – where 2020 was planned.
- The next SWANA Board of Directors Meeting is planned for March 1st.
- SWANA said virtual WASTECON was a success
- SWANA said they have added 240 new members in January – the most since the start of the pandemic

Calendar of Events:

2021 Safety Virtual Summit February 25, 2021

Future WASTECONs & SOARs:

2021: Kansas City – SOAR (Sustainability Operations Actions and Resources – replaces SWANApalooza going forward) June 14-17, 2021

2021: Orlando – November 1-4

2024: Dallas – October 21-24, 2024

Pennsylvania Keystone Chapter SWANA

FY 2020 – 2021 Calendar

February 2021

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

March 2021

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May 2021

- 5/1, Chapter Scholarship Application Deadline
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June 2021

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- Nominating Committee presents Slate of Officers and Directors for election

July 2021

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August 2021

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September 2021

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

**SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES
ADMINISTRATIVE AND MARKETING DIRECTOR FOR KEYSTONE SWANA
CALENDER YEAR 2021**

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.
 - 1.** 2021 compensation has been established as \$38.24/hour. (2020 rate was \$37.13)
 - 2.** Compensation will be reevaluated after 2021 Fall Conference.
- 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 Performance Feedback: Keystone SWANA Board and the Administrative and Marketing Director 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.



Chanda Martino
Administrative and Marketing Director
KEYSTONE SWANA

Michele Nestor
President
KEYSTONE SWANA



Bill To

Date: 2/1/2021

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

Admin & Marketing	Amount
Hours for January 1, 2021 - January 31, 2021	\$1,214.12
Mileage	\$18.31
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	\$1,322.43

Expenses	Amount
Total Expenses	

January Total: **\$1,322.43**

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

January 1, 2021 - January 31, 2021

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
1-Jan		invoice, timesheet, email	0.5				0.5
5-Jan	7.2	email, annual review, timesheet, invoice, TR email, monthly docs	2.25				2.25
6-Jan		call w tr, website updates, meeting packet	2.5				2.5
7-Jan		meeting prep, BOD meeting, email	3.25				3.25
11-Jan		email, software updates, TR to bank acct, timesheet	3.25				3.25
12-Jan		monthly docs, annual review, new TR docs, email	3				3
13-Jan		email, chapter officers meeting	1.75				1.75
14-Jan		nominations email, Feb agenda, Quickbooks research, expiring members, minutes, website	4				4
15-Jan	18.3	GLRA - mail, GL Trophies - plaque, FCCB - bank deposit	1				1
18-Jan		strategic planning meeting, email	1.75				1.75
21-Jan		nominations email	0.5				0.5
22-Jan		SWANA event email	0.25				0.25
25-Jan	7.2	GLRA - mail, set up TR, webinar credit email, monthly TR docs, BOD meeting report request	2.75				2.75
26-Jan		printer research, BOD meeting email, member call	1				1
27-Jan		email, printer, webcam, nominations bios, website mods	1				1
28-Jan		progress report, call w Michele, nominations email	2.25				2.25
29-Jan		email, timesheet, invoice	0.75				0.75

Total Miles **32.7**

31.75

Total January Hours

31.75	0	0	0	31.75
\$ 1,214.12	\$ -	\$ -	\$ -	

TIME	\$1,214.12
MILEAGE	\$18.31
PHONE	\$60.00
INTERNET	\$30.00

JANUARY TOTAL \$1,322.43

1st QTD Hours	31.75	0	0	0	31.75
2nd QTD Hours	0	0	0	0	0
3rd QTD Hours	0	0	0	0	0
4th QTD Hours	0	0	0	0	0
YTD hours	31.75	0	0	0	31.75