

On January 7, 2021 at 10:05 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	Mike Engel	Bob Watts
Tom Lock	Jill Hamill	Denise Wessels
Dayle Anderson	Scott McGrath	Carolyn Witwer
Matthew Foltz	Elizabeth Osbourne	
Sean Sweeney	Chuck Raudenbush	Chanda Martino

Not present: Dan Brown, Jim Lambert

### **SECRETARY'S REPORT**

**Mr. Lock** presented the minutes from the November 7, 2020 Board of Directors Meeting. A motion was made by **Ms. Wessels** to approve the minutes as presented. **Ms. Witwer** seconded. Vote was called; the motion passed unanimously.

The November 7, 2020 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. Raudenbush** to approve the Treasurer's Report and transactions from November 1 through December 31, 2020, as presented. **Ms. Wessels** seconded. Vote was called; the motion passed unanimously.

A motion was requested to approve payment of Admin & Marketing Director invoice for December 2020 in the amount of \$979.12. Motion made by **Mr. Raudenbush** and seconded by **Ms. Nestor**. 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.

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

#### **Articles & Bylaws**

The approved bylaws and opinion letter from the attorney who reviewed them, were submitted to SWANA in November and they have been accepted. No further action is required.

#### **Communications & Newsletter**

The winter edition of the newsletter was distributed in December.

#### **Legislative & Policy**

**Mr. Raudenbush** and **Ms. Nestor** discussed the possible reduction of the recycling fund.

#### **Membership & Marketing**

Emails are being sent each month to expiring members.

**Ms. Nester** suggested that public sector organizations should be called to encourage that to be more active, find out what would entice them to be more active, what can the chapter do to support them.

### **Personnel & Nominating**

**Mr. Lock** suggested sending an email to the chapter members to get nominees to fill the vacant Private Sector Director position. Interested individuals should submit a bio. Nominees will be reviewed, and a Director appointed at the February 4 Board of Directors 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**

### **Road-E-O**

SWANA is holding a conference call early in the year to discuss holding the national road-e-o.

### **Safety**

No report.

### **Scholarships**

A new scholarship is available from SWANA, the Harvey W. Gershman Scholarship. SWANA will post information and applications for the 2021 Gershman Scholarship, Grant H. Flint Scholarships, and the Robert P. Sterns/SCS Engineers Scholarship on February 1, 2021.

### **Young Professionals**

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

**Ms. Nestor** discussed the slot available at the 2021 Fall Conference for a YP event.

### **Strategic Planning**

A Strategic Planning Committee meeting will be held in January.

## **CHAPTER CALENDAR**

### **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**

**Ms. Nestor** informed the Board she will be staying on as President.

#### **NEW BUSINESS**

No new business.

#### **NEXT MEETING**

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on February 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 10:39 am. Motion made by **Mr. Raudenbush** and seconded by **Ms. Osborne**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

## MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

January 7, 2021

SUBJECT: Treasurer's Report

1. Balance Sheet as of December 31, 2020.
2. Transactions from November 1 through December 31, 2020
3. Account Reconciliation Summary (available to date)
  - a. First Citizens November 1 through December 31, 2020
  - b. Edward Jones September 26 through December 31, 2020

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

4. Administrative and Marketing Director Invoice and Timesheet (for the period of December 1 through December 31, 2020) in the amount of \$603.68.

A MOTION is requested to approve the payment of the Administrative and Marketing Invoice in the amount of \$603.68 as presented.

MATTHEW R. FOLTZ,

TREASURER

DAYLE L. ANDERSON,

TREASURER (INTERIM)

**Summary Balance Sheet**As of December 31, 2020

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	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	109,212.50
Accounts Receivable	2,840.00
Other Current Assets	885.01
	<hr/>
<b>Total Current Assets</b>	112,937.51
	<hr/>
<b>TOTAL ASSETS</b>	<b>112,937.51</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>	113,078.64
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>112,937.51</b>
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**PA Keystone Chapter of Solid Waste Association of N.America  
Transactions by Account for 11/1/20 thru 12/31/2020**

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Type	Date	Num	Name	Memo	Amount
<b>1003 · First Citizens</b>					
Bill Pmt -Check	11/04/2020	EFT	Network Sloutions	Email Subscrip...	-51.19
Bill Pmt -Check	11/09/2020	EFT	MICROSOFT CORP	Teams Meeting	-13.25
Bill Pmt -Check	11/25/2020	EFT	Phone.com, Inc	ACH Payment...	-15.43
Bill Pmt -Check	12/02/2020	EFT	LAW PAY	November CC ...	-1.15
Bill Pmt -Check	12/10/2020	EFT	MICROSOFT CORP	Teams Meeting	-13.25
Bill Pmt -Check	12/14/2020	1079	Chanda Martino	October Marke...	-979.12
Bill Pmt -Check	12/14/2020	1080	Chanda Martino	November Mar...	-562.17
Bill Pmt -Check	12/28/2020	EFT	Phone.com, Inc	ACH Payment...	-15.43
Total 1003 · First Citizens					-1,650.99
<b>TOTAL</b>					<b>-1,650.99</b>

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

## Reconciliation Detail

1003 · First Citizens, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,015.00
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	10/15/2020	1078	Chanda Martino	X	-1,109.32	-1,109.32
Bill Pmt -Check	11/04/2020	EFT	Network Sloutions	X	-51.19	-1,160.51
Bill Pmt -Check	11/09/2020	EFT	MICROSOFT CORP	X	-13.25	-1,173.76
Bill Pmt -Check	11/25/2020	EFT	Phone.com, Inc	X	-15.43	-1,189.19
Total Checks and Payments					-1,189.19	-1,189.19
<b>Deposits and Credits - 2 items</b>						
Deposit	11/18/2020			X	30.00	30.00
Deposit	11/18/2020			X	1,191.00	1,221.00
Total Deposits and Credits					1,221.00	1,221.00
Total Cleared Transactions					31.81	31.81
Cleared Balance					31.81	54,046.81
Register Balance as of 11/30/2020					31.81	54,046.81
<b>New Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	12/02/2020	EFT	LAW PAY		-115.00	-115.00
Bill Pmt -Check	12/10/2020	EFT	MICROSOFT CORP		-13.25	-128.25
Bill Pmt -Check	12/14/2020	1079	Chanda Martino		-979.12	-1,107.37
Bill Pmt -Check	12/14/2020	1080	Chanda Martino		-562.17	-1,669.54
Bill Pmt -Check	12/28/2020	EFT	Phone.com, Inc		-15.43	-1,684.97
Total Checks and Payments					-1,684.97	-1,684.97
Total New Transactions					-1,684.97	-1,684.97
<b>Ending Balance</b>					<b>-1,653.16</b>	<b>52,361.84</b>

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
1003 · First Citizens, Period Ending 11/30/2020

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	<u>Nov 30, 20</u>
<b>Beginning Balance</b>	54,015.00
<b>Cleared Transactions</b>	
Checks and Payments - 4 items	-1,189.19
Deposits and Credits - 2 items	1,221.00
<b>Total Cleared Transactions</b>	<u>31.81</u>
<b>Cleared Balance</b>	<b>54,046.81</b>
<b>Register Balance as of 11/30/2020</b>	<u>54,046.81</u>
<b>New Transactions</b>	
Checks and Payments - 5 items	-1,684.97
<b>Total New Transactions</b>	<u>-1,684.97</u>
<b>Ending Balance</b>	<b><u>52,361.84</u></b>



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

## Reconciliation Detail

1003 · First Citizens, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,046.81
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Check	12/02/2020	EFT	LAW PAY	X	-1.15	-1.15
Bill Pmt -Check	12/10/2020	EFT	MICROSOFT CORP	X	-13.25	-14.40
Bill Pmt -Check	12/14/2020	1079	Chanda Martino	X	-979.12	-993.52
Bill Pmt -Check	12/14/2020	1080	Chanda Martino	X	-562.17	-1,555.69
Bill Pmt -Check	12/28/2020	EFT	Phone.com, Inc	X	-15.43	-1,571.12
Total Checks and Payments					-1,571.12	-1,571.12
<b>Deposits and Credits - 1 item</b>						
Deposit	12/15/2020			X	1,363.93	1,363.93
Total Deposits and Credits					1,363.93	1,363.93
Total Cleared Transactions					-207.19	-207.19
Cleared Balance					-207.19	53,839.62
Register Balance as of 12/31/2020					-207.19	53,839.62
<b>Ending Balance</b>					<b>-207.19</b>	<b>53,839.62</b>

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01/06/21

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
1003 · First Citizens, Period Ending 12/31/2020

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	<u>Dec 31, 20</u>
<b>Beginning Balance</b>	54,046.81
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-1,571.12
Deposits and Credits - 1 item	1,363.93
	<u>                    </u>
<b>Total Cleared Transactions</b>	-207.19
	<u>                    </u>
<b>Cleared Balance</b>	<b>53,839.62</b>
	<u>                    </u>
<b>Register Balance as of 12/31/2020</b>	53,839.62
<b>Ending Balance</b>	53,839.62

**Reconciliation Detail**

1005 · Edward Jones, Period Ending 11/27/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,311.35
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	11/27/2020			X	377.89	377.89
Total Deposits and Credits					377.89	377.89
Total Cleared Transactions					377.89	377.89
Cleared Balance					377.89	54,689.24
Register Balance as of 11/27/2020					377.89	54,689.24
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2020				684.39	684.39
Total Deposits and Credits					684.39	684.39
Total New Transactions					684.39	684.39
<b>Ending Balance</b>					<b>1,062.28</b>	<b>55,373.63</b>

**PA Keystone Chapter of Solid Waste Association of N.America**  
**Reconciliation Summary**  
1005 · Edward Jones, Period Ending 11/27/2020

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	<u>Nov 27, 20</u>
<b>Beginning Balance</b>	54,311.35
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	<u>377.89</u>
<b>Total Cleared Transactions</b>	<u>377.89</u>
<b>Cleared Balance</b>	<b><u>54,689.24</u></b>
<b>Register Balance as of 11/27/2020</b>	54,689.24
<b>New Transactions</b>	
Deposits and Credits - 1 item	<u>684.39</u>
<b>Total New Transactions</b>	<u>684.39</u>
<b>Ending Balance</b>	<b><u>55,373.63</u></b>

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1005 · Edward Jones, Period Ending 12/27/2020

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						54,689.24
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2020			X	684.39	684.39
Total Deposits and Credits					684.39	684.39
Total Cleared Transactions					684.39	684.39
Cleared Balance					684.39	55,373.63
Register Balance as of 12/27/2020					684.39	55,373.63
<b>Ending Balance</b>					<b>684.39</b>	<b>55,373.63</b>

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01/06/21

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

**Reconciliation Summary**

**1005 · Edward Jones, Period Ending 12/27/2020**

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	<u>Dec 27, 20</u>
Beginning Balance	54,689.24
Cleared Transactions	
Deposits and Credits - 1 item	<u>684.39</u>
Total Cleared Transactions	<u>684.39</u>
Cleared Balance	<b><u>55,373.63</u></b>
Register Balance as of 12/27/2020	55,373.63
Ending Balance	55,373.63



**Bill To**

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

**Date: 1/5/2021**

Admin & Marketing	Amount
Hours for December 1, 2020 - December 31, 2020	\$501.26
Mileage	\$12.42
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	<b>\$603.68</b>

Expenses	Amount
Total Expenses	

**December Total:** **\$603.68**

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

December 1, 2020 - December 31, 2020

Date	Mileage		General	Fall Conf	Rodeo	MiniTech	Total Hours
2-Dec		timesheet, invoice, email, website mods, updates	1.75				1.75
4-Dec	7.2	GLRA - mail, website mods, annual review	0.75				0.75
8-Dec	7.2	GLRA - mail, newsletter, process mail, website update, add new members, email	3				3
9-Dec		email, web cam set up, newsletter items, minutes, annual review	1.5				1.5
10-Dec		expiring members emails, minutes, email	0.75				0.75
11-Dec		email	0.25				0.25
17-Dec		email	0.25				0.25
22-Dec	7.2	timesheet, email, newsletter review, call w treas., website mods, distribute newsletter	3.5				3.5
31-Dec		email, BOD meeting prep, monthly financial docs, BOD report request email	1.75				1.75
Total December Hours			13.5	0	0	0	13.5
Total Miles	21.6		\$ 501.26	\$ -	\$ -	\$ -	

TIME	\$ 501.26
MILEAGE	\$ 12.42
PHONE	\$ 60.00
INTERNET	\$ 30.00
<b>DECEMBER TOTAL</b>	<b>\$ 603.68</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	34	0.75	0	1.5	<b>36.25</b>
YTD hours	253.5	16.75	8.25	22	<b>300.5</b>



# Advisory Board Report January 7, 2021

## Recent Activity

- The AB supported granting full Chapter Status to Michigan this should be finalized in December 9<sup>th</sup> at the SWANA Board Meeting
- SWANA sent a letter to the CDC urging it to prioritize the waste and recycling sectors for the vaccines.
- SWANA strongly supports the Save Our Seas 2.0 Act that provides five years of \$55 million to states to improve post consumer recycling.
- The MRF Summit made a profit of \$34,263
- WASTECON will have nine Keynote Sessions are scheduled
- Glad has approved an additional \$10,000 to SWANA to support their administration of the workers fund
- Membership seem to have stabilized around 10,700
- The financials are generally below budget except for investments, but have not needed to go into reserve funds again
- Michigan Chapter was voted to become a full Chapter
- SWANA Officers will stay in their positions for FY 2022.
- In 2019 work place fatalities for recycling and waste works decreased and now the industry is ranked the 6<sup>th</sup> most dangerous
- New SWANA Scholarship – Gershman Scholarship – for funding college students seeking a career in solid waste management - \$5,000 per year.

## Calendar of Events:

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) June 14-17, 2021

2021: Orlando – November 1-4

2024: Dallas – October 21-24, 2024

# Pennsylvania Keystone Chapter SWANA

## FY 2020 – 2021 Calendar

### January 2021

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

### February 2021

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