

On March 4, 2021 at 10:03 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:

Officers	Board of Directors	Committee Chairs, Members, Visitors	
Michele Nestor	Dan Brown	Elizabeth Osborne	Chanda Martino
Denise Wessels	Mike Engel	Chuck Raudenbush	
Tom Lock	Jill Hamill	Scot Sample	
Matthew Foltz	Don Isabella	Bob Watts	
	Jim Lambert	Denise Wessels	
	Scott McGrath	Carolyn Witwer	

Not present: Sean Sweeney, Brandon Comer

SECRETARY'S REPORT

Mr. Lock presented the minutes from the February 4, 2021 Board of Directors Meeting. A motion was made by **Ms. Witwer** to approve the minutes as presented. **Ms. Wessels** seconded. Vote was called; the motion passed unanimously.

The February 4, 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. Raudenbush** to approve the Treasurer's Report and transactions from February 1 through February 28, 2021, as presented. **Ms. Hamill** seconded. Vote was called; the motion passed unanimously.

A motion was requested to approve the payment of the Administrative and Marketing Director's invoice of \$1301.13 for the period of February 1 through February 28, 2021, as presented. Motion made by **Ms. Witwer** and seconded by **Mr. Engel**. Vote was called; motion passed unanimously.

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.

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

Mr. Raudenbush discussed HB # 590. There are currently no republican sponsors; unlikely to go anywhere. Senator Blake is resigning from the Senate.

House Bill # 590 is attached and hereto made part of the minutes.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor report the venue contract has been signed for the 2021 Fall Conference. There is a time slot available for a Young Professionals event at the upcoming Fall Conference. PSAT is not holding their event this year.

Mini-Tech Seminars

Ms. Wessels is scheduling a virtual MT for the near future.

Safety

No report.

Scholarships

Applications for the 2021 Gershman Scholarship, Grant H. Flint Scholarships, and the Robert P. Sterns/SCS Engineers Scholarship have been released and several announcements sent to the Chapter members.

Young Professionals

No report.

Strategic Planning

Mr. Sweeney discussed the results of the Strategic Planning meeting held on January 18. Invites will be sent for another meeting to include committee chairs.

Strategic Planning Committee meeting notes are attached and hereto made part of the minutes.

CHAPTER CALENDAR

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, Conference Call**

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 at the end of the regular Board meeting.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on April 1, 2021 at 10:00 am. All members are welcome.

ADJOURN

The meeting was adjourned from the Executive meeting at approximately 10:45 am.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

March 4, 2021

SUBJECT: Treasurer's Report

1. Balance Sheet as of February 28, 2021.
2. Transactions from February 1 through February 28, 2021
3. Account Reconciliation Detail
 - a. First Citizens February 1 through February 28, 2021
 - b. Edward Jones February 1 through February 28, 2021

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 February 1 through February 28, 2021).

A MOTION is requested to approve the payment of the Administrative and Marketing Director's Invoice of \$1301.13 as presented.

MATTHEW R. FOLTZ,

TREASURER

DAYLE L. ANDERSON,

TREASURER (INTERIM)

PA Keystone Chapter of Solid Waste Association of N.America

Summary Balance Sheet

As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	110,896.52
Accounts Receivable	2,625.00
Total Current Assets	<u>113,521.52</u>
TOTAL ASSETS	<u>113,521.52</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-141.13
Total Current Liabilities	<u>-141.13</u>
Total Liabilities	-141.13
Equity	<u>113,662.65</u>
TOTAL LIABILITIES & EQUITY	<u>113,521.52</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	02/04/2021	1032	Chanda Martino		-1,357.99
Bill Pmt -Check	02/10/2021	EFT	MICROSOFT CORP	Teams Meeting	-13.25
Bill Pmt -Check	02/25/2021	EFT	Phone.com, Inc	ACH Payment...	-15.83
Total 1003 · First Citizens					-1,387.07
1005 · Edward Jones					
Total 1005 · Edward Jones					-
TOTAL					-1,387.07

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1003 · First Citizens, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						54,549.24
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	12/31/2020	1081	Chanda Martino	X	-603.68	-603.68
Bill Pmt -Check	02/10/2021	EFT	MICROSOFT CORP	X	-13.25	-616.93
Bill Pmt -Check	02/25/2021	EFT	Phone.com, Inc	X	-15.83	-632.76
Total Checks and Payments					-632.76	-632.76
Deposits and Credits - 1 item						
Deposit	02/16/2021			X	2,808.60	2,808.60
Total Deposits and Credits					2,808.60	2,808.60
Total Cleared Transactions					2,175.84	2,175.84
Cleared Balance					2,175.84	56,725.08
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	02/04/2021	1032	Chanda Martino		-1,357.99	-1,357.99
Total Checks and Payments					-1,357.99	-1,357.99
Total Uncleared Transactions					-1,357.99	-1,357.99
Register Balance as of 02/28/2021					817.85	55,367.09
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	03/04/2021	1033	Chanda Martino		-1,265.57	-1,265.57
Total Checks and Payments					-1,265.57	-1,265.57
Total New Transactions					-1,265.57	-1,265.57
Ending Balance					-447.72	54,101.52

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1005 · Edward Jones, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,360.43
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/26/2021			X	169.00	169.00
Total Deposits and Credits					169.00	169.00
Total Cleared Transactions					169.00	169.00
Cleared Balance					169.00	55,529.43
Register Balance as of 02/28/2021					169.00	55,529.43
Ending Balance					169.00	55,529.43



Bill To

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

Date: 3/1/2021

Admin & Marketing	Amount
Hours for February 1, 2021 - February 28, 2021	\$1,195.00
Mileage	\$16.13
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	\$1,301.13

Column1	Amount
Overpayment from January	-\$35.56
Total	-\$35.56

February Total: **\$1,265.57**

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

February 1, 2021 - February 28, 2021

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
1-Feb		timesheet, invoice, monthly docs	1				1
3-Feb		agenda, email, contract, meeting packet, online poll setup	2				2
4-Feb		email, BOD meeting prep, meeting and notes	2.5				2.5
5-Feb	7.2	GLRA - mail, poll email	1.5				1.5
8-Feb		election email, expiring members email, minutes to website, update website, scholarship e	3.75				3.75
9-Feb		adobe issues, email, FB post, setup email alias for website contact	2.25				2.25
11-Feb	7.2	GLRA - mail, email	0.5				0.5
15-Feb		webinar credits, minutes, email	2.5				2.5
17-Feb		FCCB emails for account, webinar credits, email	0.5				0.5
18-Feb	7.2	GLRA - mail, monthly docs, TR accts, website updates, email accounts, member email, prog	4.25				4.25
19-Feb		email, call w Michele	1.5	0.5			2
22-Feb		bank email, website mods, timesheet, banking docs	1.5				1.5
23-Feb		email, meeting docs	0.75				0.75
24-Feb		meeting docs and prep, email	1.5				1.5
26-Feb	7.2	GLRA - mail, email, printer order and call, bank and ed jones docs, timesheet	3.5				3.5
28-Feb		printer setup, email	1.25				1.25

Total Miles **28.8**

Total February Hours	30.75	0.5	0	0	31.25
	\$1,175.88	\$ 19.12	\$ -	\$ -	

TIME	\$ 1,195.00
MILEAGE	\$ 16.13
PHONE	\$ 60.00
INTERNET	\$ 30.00
FEBRUARY TOTAL	\$ 1,301.13

1st QTD Hours	62.5	0.5	0	0	63
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	62.5	0.5	0	0	0

Advisory Board Report March 4, 2021

Recent Activity

- SWANA is promoting the Chapter Officers Site www.chapters.swana.org
- SWANA can host a Chapter Chat – contact Estela Martinez at emartinez@swana.org
- SWANA is offering Self Study courses with Live Debriefing – Bob Watts has completed Live Debriefings for MOLO course
- SWANA continues to lobby state officials to make the waste sector worker a high priority for receiving the COVID vaccine
- SWANA is accepting nominations for Professional Awards
- SWANA launches new Safety Newsletter – *Safety Matters* on Sundays and it replaces *Safety Monday*
- SWANA recently received \$412,411 in PPP load first loan was last year for \$434,767 and SWANA has asked for it to be forgiven – no draws on the Reserve Fund yet
- Total Membership is at 10,669
- YP Membership has declined recently
- SWANA has distributed Glad Fund to more than 350 people – SWANA received \$20,000 for administering this fund
- Made \$246,509 from virtual WASTECON in January 2021
- Made \$44,957 from the MRF Summit
- Safety Summit netted about \$50,000
- Training and education revenues continue to come up short

Future WASTECONs & SOARs:

2021: Kansas City – SOAR (Sustainability Operations Actions and Resources – replaces SWANApalooza going forward) likely will be held virtually or cancelled

2021: WASTECON Orlando – November 1-4

2024: WASTECON Dallas – October 21-24, 2024

THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE BILL

No. 590 Session of
2021

INTRODUCED BY ISAACSON, CIRESI, HILL-EVANS, HOHENSTEIN, LEE,
NEILSON, SANCHEZ, SCHLOSSBERG, SCHWEYER AND SIMS,
FEBRUARY 24, 2021

REFERRED TO COMMITTEE ON ENVIRONMENTAL RESOURCES AND ENERGY,
FEBRUARY 24, 2021

AN ACT

1 Amending the act of July 28, 1988 (P.L.556, No.101), entitled
2 "An act providing for planning for the processing and
3 disposal of municipal waste; requiring counties to submit
4 plans for municipal waste management systems within their
5 boundaries; authorizing grants to counties and municipalities
6 for planning, resource recovery and recycling; imposing and
7 collecting fees; establishing certain rights for host
8 municipalities; requiring municipalities to implement
9 recycling programs; requiring Commonwealth agencies to
10 procure recycled materials; imposing duties; granting powers
11 to counties and municipalities; authorizing the Environmental
12 Quality Board to adopt regulations; authorizing the
13 Department of Environmental Resources to implement this act;
14 providing remedies; prescribing penalties; establishing a
15 fund; and making repeals," in recycling fee, further
16 providing for recycling fee for municipal waste landfills and
17 resource recovery facilities.

18 The General Assembly of the Commonwealth of Pennsylvania
19 hereby enacts as follows:

20 Section 1. Section 701(a) of the act of July 28, 1988
21 (P.L.556, No.101), known as the Municipal Waste Planning,
22 Recycling and Waste Reduction Act, is amended to read:
23 Section 701. Recycling fee for municipal waste landfills and
24 resource recovery facilities.

1 (a) Imposition.--There is imposed a recycling fee of [~~\$2~~] \$5
2 per ton for all solid waste processed at resource recovery
3 facilities and for all solid waste except process residue and
4 nonprocessable waste from a resource recovery facility that is
5 disposed of at municipal waste landfills. Such fee shall be paid
6 by the operator of each municipal waste landfill and resource
7 recovery facility.

8 * * *

9 Section 2. This act shall take effect in 60 days.

SWANA Keystone Chapter

Chapter Branding/Strategic Planning Committee Meeting

1/18/2021

Attendance: Michele Nestor, Sean Sweeney, Chanda Martino

Agenda Items:

- Current Chapter Mission and Perceived Brand
- Impact of Covid
- Committees that use or impact the Chapter Brand/Mission
 - Membership & Marketing
 - Communications
 - Legislative & Policy
 - Programs & Training
 - Road E O
 - Scholarship
 - Safety
 - Young Professionals
- Future Direction of Chapter Member/Industry Services and Brand
 - Ex. Training & Education
 - Industry advocacy
 - Member networking
- What are other Chapters doing
- Next Steps, Logistics, etc

Meeting Notes:

Defining need/issue

- *Age of membership*
- *Getting people involved the Chapter*
- *Attracting new members and providing membership value*
- *Keeping retired members engaged*
- *Surveying organizations/leadership on how the Chapter can provide value to incentivize membership/involvement*

Branding

- *What touches the membership the most*
 - *Newsletter*
 - *Chapter specific items to drive Chapter Mission above*
 - *How does it hook/connect with members?*
 - *Website*
 - *Social Media (Facebook, twitter, etc)*
 - *Content for the above*
- *Logo, font, colors – standardize image of Chapter across platforms*
 - *Hire consultant?*

SWANA Keystone Chapter

Chapter Branding/Strategic Planning Committee Meeting

1/18/2021

Strategic Planning

What do Members Need/Want?

- *YP focus group (~ 42 current YPs)*
 - *What do they need for their career?*
 - *How does the Chapter stay relevant?*
 - *How do they communicate?*
 - *What do they want to get out of the Chapter?*
- *Organizations focus group that have multiple members in the Chapter*
 - *What provides their organizations benefits by having members in Keystone SWANA?*

Using Members Need Above – Define Chapter Mission/Focus

Define and Summarize Committee Roles & Responsibilities

- *Create/police responsibilities*
- *Update Chapter systems to drive membership involvement but also ownership of roles by committee members*

Next Steps

- *Introduce preliminary notes/ideas to committee chairs above at Feb 2021 Board Mtg*
- *Meet with Committee Chairs to review items above within 2wks of Feb Board Mtg*
- *Create responsibilities list*
- *Confirm then develop focus groups to define membership need and desires*

Pennsylvania Keystone Chapter SWANA

FY 2020 – 2021 Calendar

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May 2021

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

June 2021

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