

On May 6, 2021 at 10:02 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	Scott McGrath	Chanda Martino
Denise Wessels	Brandon Comer	Elizabeth Osborne	Kyle Larkin
Tom Lock	Jill Hamill	Chuck Raudenbush	
Matthew Foltz	Don Isabella	Scot Sample	
Sean Sweeney	Jim Lambert	Bob Watts	

Not present: Mike Engel, Carolyn Witwer

SECRETARY'S REPORT

Mr. Lock presented the minutes from the April 1, 2021 Board of Directors Meeting. A motion was made by **Ms. Hamill** to approve the minutes as presented. **Mr. Sweeney** seconded. Vote was called; the motion passed unanimously.

The April 1, 2021 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Mr. Foltz reviewed the Treasurer's Report.

Motion to approve the Treasurer's Reports and transactions as presented from April 2, 2021 through April 20, 2021 was made by **Mr. Lock**. Seconded by **Mr. Sweeney**. Vote was called; motion passed unanimously.

A motion was requested to approve payment of the Administrative and Marketing Director invoice for April 2021 in the amount of \$723.93. Motion made by **Mr. Foltz** and seconded by **Ms. Wessels**. Vote was called; the motion passed unanimously.

Motion was made to allow the Treasurer to reinvest current available cash with Edward Jones as soon as opportunities are recommended by Steve Goodhue of Edward Jones. Motion was made by **Mr. Lock** and seconded by **Mr. Sample**. Vote was called; the motion passed unanimously.

The April Treasurer's Report and Administrative and Marketing Director invoice are attached and hereto made part of the minutes.

Ms. Nestor welcomed **Mr. Kyle Larkin** from GFL Environmental to the call. **Mr. Larkin** gave a brief introduction.

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 July 15.

Legislative & Policy

No report.

Membership & Marketing

Emails are being sent each month to expiring members.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor led a discussion regarding the options for a 2021 Fall Conference. PWIA voted to pull out of the Fall Conference for 2021. The Hilton has agreed to allow us to hold two smaller events in the spring of 2022. One of these events will be the 2022 Safety Summit.

Mini-Tech Seminars

No report.

Safety

Ms. Osborne shared the SWANA Safety Awards are accepting nominations. An email will be sent to the Chapter members to announce this.

Ms. Osborne and **Mr. Brown** will be collaborating on the 2022 Safety Summit.

Scholarships

Four applications were received for the Grant H. Flint Scholarship. The Scholarship Committee will review them and submit a recommendation at the June meeting.

Young Professionals

Mr. Comer is planning an event with New Jersey and Maryland for summer 2021. They will possible add a YP event into the Safety Summit.

Strategic Planning

No report.

CHAPTER CALENDAR

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 Directors for election

July 2021

- **No Board Meeting**
- Wednesday 7/15, Article Deadline for Summer Edition of The Keystone
- **Tuesday, July 27, 10 am – Unique Project Tour at Lanchester Landfill, Narvon, PA**

August 2021

- Thursday, 8/5, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

September 2021

- **9/9, Chapter Annual Business Meeting and Election**
- Chapter Fiscal Year Ends

OLD BUSINESS

No Old Business.

NEW BUSINESS

Ms. Nestor observed that the PA Chapter dues are much higher than other Chapters and the prices of each chapter are listed on the membership renewal.

A was requested to approve signing the Federal Tax from 8879 with a change to the phone number. Motion made by **Mr. Raudenbush**, seconded by **Ms. Nestor**. Vote was called; motion passed unanimously.

Mr. Foltz informed the Board that he will need to purchase the annual upgrade of Quickbooks for the Chapter laptop for a cost of \$199.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on June 3, 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 10:53 am. Motion made by **Ms. Wessels** and seconded by **Mr. Lock**. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino

Administrative and Marketing Director

MEMORANDUM

TO: KEYSTONE SWANA Board of Directors

May 6, 2021

SUBJECT: Treasurer's Report

1. Balance Sheet as of April 30, 2021.
2. Transactions from April 1 through April 30, 2021
3. Account Reconciliation Detail
 - a. First Citizens Period Ending April 30, 2021
 - b. Edward Jones Period Ending April 30, 2021

A **MOTION** is requested to approve the Treasure's Reports and all transactions from April 1 through April 20, 2021.

4. Administrative and Marketing Director Invoice and Timesheet (for the period of April 1 through April 30, 2021).

A **MOTION** is requested to approve the payment of the Administrative and Marketing Director's Invoice of \$723.93 as presented.

5. A **MOTION** is requested to allow the Treasurer to reinvest the current available cash with Edward Jones as soon as opportunities are recommended by Steve Goodhue at Edward Jones.

MATTHEW R. FOLTZ,

TREASURER

Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	108,795.69
Accounts Receivable	<u>2,625.00</u>
Total Current Assets	<u>111,420.69</u>
TOTAL ASSETS	<u><u>111,420.69</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>-141.13</u>
Total Accounts Payable	<u>-141.13</u>
Total Current Liabilities	<u>-141.13</u>
Total Liabilities	-141.13
Equity	<u>111,561.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>111,420.69</u></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	04/21/2021	1034	Chanda Martino	March Marketin...	-835.26
Total 1003 · First Citizens					-835.26
1005 · Edward Jones					
Total 1005 · Edward Jones					
TOTAL					-835.26

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1003 · First Citizens, Period Ending 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						56,725.08
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	02/04/2021	1032	Chanda Martino	X	-1,357.99	-1,357.99
Bill Pmt -Check	03/04/2021	1033	Chanda Martino	X	-1,265.57	-2,623.56
Bill Pmt -Check	04/21/2021	1034	Chanda Martino	X	-835.26	-3,458.82
Total Checks and Payments					-3,458.82	-3,458.82
Total Cleared Transactions					-3,458.82	-3,458.82
Cleared Balance					-3,458.82	53,266.26
Register Balance as of 04/30/2021					-3,458.82	53,266.26
Ending Balance					-3,458.82	53,266.26

10:56 AM

05/04/21

PA Keystone Chapter of Solid Waste Association of N.America

Reconciliation Detail

1005 · Edward Jones, Period Ending 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55,529.43
Cleared Balance						55,529.43
Register Balance as of 04/30/2021						55,529.43
Ending Balance						55,529.43



Bill To

Date: 5/3/2021

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

Admin & Marketing	Amount
Hours for April 1, 2021 - April 30, 2021	\$621.40
Mileage	\$12.53
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	\$723.93

Column1	Amount
Total	

April Total: **\$723.93**

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

March 31, 2021 - April 30, 2021

Date	Mileage		General	Fall Conf	Roaddeo	MiniTech	Total Hours
31-Mar		email, BOD invites, meeting packet and prep	1.25				1.25
1-Apr		BOD meeting and prep	1.5				1.5
9-Apr	7.2	GLRA - mail, tax docs to preparer, reinvestment doc, minutes	2				2
10-Apr		monthly doc, email	0.5				0.5
13-Apr		minutes questions, call w Ed jones regarding investment, email	1.5				1.5
15-Apr		email, meeting invites for teams, scholarship email, website mods	1.75				1.75
20-Apr		newsletter edit, newsletter email, timesheet, TR call, email	1.25				1.25
22-Apr	7.2	GLRA - mail, monthly docs, website updates, newsletter, financial docs to be signed	2.25				2.25
23-Apr		email, financial docs to auditor, call w PR	1				1
26-Apr		timesheet, invoice, email, scholarship sponsor verification	1				1
29-Apr		email, scholarships, BOD email, website mods	1.5				1.5
30-Apr	7.2	GLRA - mail, scholarships, email	0.75				0.75
Total April Hours			16.25	0	0	0	16.25
Total Miles 21.6			\$ 621.40	\$ -	\$ -	\$ -	

TIME	\$ 621.40
MILEAGE	\$ 12.53
PHONE	\$ 60.00
INTERNET	\$ 30.00
APRIL TOTAL	\$ 723.93

1st QTD Hours	81.5	0.5	0	0	82
2nd QTD Hours	15.25	0	0	0	15.25
3rd QTD Hours	0	0	0	0	0
4th QTD Hours	0	0	0	0	0
YTD hours	98	0.5	0	0	98.5

Advisory Board Report May 6, 2021

Recent Activity

- SWANA has hired Theresa Rademacher as their new Technical Divisions Manager

Future WASTECONs & SOARs:

2021: SOAR (Sustainability Operations Actions and Resources – replaces SWANApalooza going forward) will be held virtually :

- June 15, 2021 – Virtual Sustainable Materials Management Summit
- June 17, 2021 – Virtual Landfill Challenges Summit

Cost will be \$99.00 each

In May there will be virtual courses:

- Managing MSW Collection Systems
- Managing Composting Programs
- Managing Integrated Solid Waste Management Programs

2021: WASTECON Orlando – November 1-4

2022: SOAR Kansas City – March 21-24, 2022

2024: WASTECON Dallas – October 21-24, 2024

Pennsylvania Keystone Chapter SWANA FY 2020 – 2021 Calendar

May 2021

- 5/1, Chapter Scholarship Application Deadline
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June 2021

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- 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

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- 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