

On January 6, 2022, 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	Mike Brubaker	Chuck Raudenbush	Chanda Martino
Denise Wessels	Brandon Comer	Scot Sample	
Tom Lock	DanFellon	Chris Toevs	
Bernie Rieder	Jill Hamill	Bob Watts	
	Scott McGrath	Carolyn Witwer	
	Elizabeth Osborne		

Not present: Dan Brown, Sean Sweeney

SECRETARY'S REPORT

Mr. Lock presented the minutes from the November 5, 2021 Board of Directors Meeting.

Motion was made by **Mr. Raudenbush** to approve the minutes with recommended edits. **Mr. Sample** seconded. Vote was called; the motion passed unanimously.

The November 5, 2021 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Mr. Rieder presented the Treasurer's Report.

A motion was made to approve the Treasurer's reports and transaction for November 1 through December 31, 2021, as presented. Motion made by **Mr. Brubaker** and seconded by **Mr. Sample**. Vote was called and motion passed unanimously.

A motion was requested to approve payment of the December Administrative and Marketing invoice in the amount of \$1,5599.01. Motion made by **Mr. Brubaker** and seconded **Ms. Nestor**. Vote was called; the motion passed unanimously.

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

COMMITTEE REPORTS

Advisory Board & Road-E-O

Ms. Osborne reviewed SWANA's strategic plan, Forward Together.

The National Road-E-O will be held in El Paso, Texas. The date is to be determined.

The Mid-Atlantic Regional Road-E-O registration will open in the next few weeks.

Articles & Bylaws

No report.

Communications & Newsletter

No report.

Legislative & Policy

Mr. Raudenbush discussed the President's plan for a portion of money to go to recycling and infrastructure.

Ms. Nestor discussed DEPs release of ACT 101. Proposals include increasing fees, convenience centers, and counties developing mini-merfs.

The Recycling Summit will be based around the ACT 101 Whitepaper.

Membership & Marketing

Ms. Nestor discussed the results of the November planning meeting.

Personnel & Nominating

No report.

Fall Conference

Exhibitor and Sponsor registrations will be opening in the next few weeks. There will be new exhibitor packages to include the Recycling and Safety Summits.

Mini-Tech Seminars

Ms. Wessels discussed upcoming mini-technical seminars including the December 15th mini-tech at Lanchester Landfill on Leachate Treatment.

Safety

Ms. Osborne discussed the 2020 National Census of Fatal Occupational Injuries Report from the US Department of Labor Bureau of Labor Statistics. The waste industry was 6th most dangerous occupations. Part of SWANA's strategic plan is to get the waste industry out of the top 10. The report will be circulated to the Board.

Scholarships

No report.

Young Professionals

No report.

Strategic Planning

No report.

CHAPTER CALENDAR

February 2022

- Thursday, 2/3, 10 am - **Board Meeting Conference Call**
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

March 2022

- Thursday, 3/3, 10 am - **Board Meeting Conference Call**
- 3/14 & 3/15, **Recycling Summit, Hilton Harrisburg**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

April 2022

- Thursday, 4/7, 10 am - **Board Meeting Conference Call**
- Distribute Spring Edition of *The Keystone*

May 2022

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/5, 10 am - **Board Meeting, TBD**
- 5/12 & 5/13, **2022 Mid-Atlantic Regional Road-E-O, Elkton, MD**
- 5/17 & 5/18, **Safety Summit, Hilton Harrisburg**

June 2022

- Thursday, 6/2, 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 2022

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

August 2022

- Thursday, 8/4, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

September 2022

- 9/7 & 9/8, **Annual Joint Fall Conference, Hilton Harrisburg**
- 9/8, **Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends

OLD BUSINESS

Quickbooks will no longer be offered as a desktop version. After the Fall Conference, we will look at moving to the subscription version.

NEW BUSINESS

Discussion regarding the SWANA questionnaire and who has submitted it.

Mr. Raudenbush thanked the Board for sympathy gift.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on February 3, 2022, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, the Board went into Executive Session and adjourned the meeting from there.

Respectfully Submitted,

Chanda Martino
Business Manager

Treasurer's Report

January 5, 2022

1. Balance Sheet as of Dec 31
2. Transaction Detail by Account Nov 1 through Dec 31

A **MOTION** is requested to approve the Treasurer's Reports and all transactions November 1 through December 31, 2021.

3. Administrative and Marketing Director October invoice for \$1,599.01.

A **MOTION** is requested to approve the Admin & Marketing invoice as presented.

Chanda Martino

Administrative & Marketing Director

PA Keystone Chapter of Solid Waste Association of N.America

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · First Citizens	42,986.64
1005 · Edward Jones	55,367.26
Total Checking/Savings	<u>98,353.90</u>
Total Current Assets	<u>98,353.90</u>
TOTAL ASSETS	<u>98,353.90</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	30,928.95
3030 · Unrestricted Net Assets	70,267.52
Net Income	<u>-2,842.57</u>
Total Equity	<u>98,353.90</u>
TOTAL LIABILITIES & EQUITY	<u>98,353.90</u>

PA Keystone Chapter of Solid Waste Association of N.America

01/05/22

Transaction Detail by Account

Accrual Basis

November through December 2021

Type	Date	Name	Memo	Amount
1003 · First Citizens				
Check	11/04/2021	Network Solutions	Professional Email for 1 year - expires...	-54.26
Deposit	11/04/2021		Deposit - October 2021 dues	1,361.00
Bill Pmt -Check	11/15/2021	Chanda Martino	October 2021 Admin & Marketing	-1,579.94
Deposit	11/17/2021		Deposit	55.00
Deposit	11/18/2021		Deposit	15.00
Deposit	11/19/2021		Deposit	30.00
Check	12/02/2021	AffiniPay	merchant services fee	-4.35
Deposit	12/03/2021		Deposit	25.00
Check	12/06/2021	Spoonfull of Comfort	...	-96.98
Deposit	12/07/2021		Deposit	40.00
Bill Pmt -Check	12/08/2021	Chanda Martino	November 2021 Admin & Marketing	-2,212.96
Deposit	12/08/2021		Deposit	95.00
Deposit	12/09/2021		Deposit	30.00
Deposit	12/14/2021		Deposit	25.00
Deposit	12/16/2021		Deposit - November 2021 dues	1,368.60
Check	12/17/2021	SWANA	SWANA membership for K Dougherty	-71.40
Total 1003 · First Citizens				-975.29
TOTAL				-975.29



Chanda Martino
Administrative & Marketing Director
5 Heart Lane, Lebanon, PA 17046
717-507-7462

Bill To

Date: 1/3/2022

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

Admin & Marketing	Amount
Hours for December 1, 2021 - December 31, 2021	\$1,453.12
Mileage	\$55.89
Phone	\$60.00
Internet	\$30.00
Total Admin & Marketing	\$1,599.01

Column1	Amount
Total	

November Total **\$1,599.01**

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

December 1, 2021 - December 31, 2021

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
1-Dec		mini-tech events to swana calender, website mods	0.75			0.75	1.5
3-Dec	7.2	GLRA - mail, sympathy gift, email, newsletter items, BOD meeting prep	3				3
6-Dec		annual review, email, timesheet, invoice	5.25				5.25
7-Dec		Call w Tanya for roadeo, scholarships for newsletter, roadeo registration, website updates	2.5		1.25		3.75
8-Dec		email, MT email	1.25			0.25	1.5
10-Dec		check signed, email	1				1
13-Dec		email, membership call, QB, auditor docs, monthly docs, roadeo registrations, MT prep	2		1.25	1	4.25
14-Dec		print nametags, email	1			1	2
15-Dec	78.2	Lanchester Landfill Mini-tech, email, call from CO chapter	6.5				6.5
16-Dec	7.2	GLRA - mail, email, QB admin	1.75				1.75
17-Dec		email, QB admin, timesheet	1.75				1.75
21-Dec	7.2	GLRA - mail, BOD meeting prep, roadeo reg, timesheet, MT invoices & CEUs	1.5		0.5	1	3
27-Dec		email	0.5				0.5
29-Dec		newsletter items, email, BOD meeting prep, review prep	2.25				2.25
Total December Hours			31	0	3	4	38
Total Miles	99.8		\$ 1,185.44	\$ -	\$ 114.72	\$ 152.96	

TIME	\$ 1,453.12
MILEAGE	\$ 55.89
PHONE	\$ 60.00
INTERNET	\$ 30.00
DECEMBER TOTAL	\$ 1,599.01

1st QTD Hours	81.5	0.5	0	0	82
2nd QTD Hours	55.75	0.25	0	1.75	57.75
3rd QTD Hours	87	0.25	0	14.25	101.5
4th QTD Hours	108.25	2	3	6	119.25
YTD hours	332.5	3	3	22	360.5

**Mini-tech Committee Report
January 2022**

Past Mini-techs

- December 15 - Rochem Reverse Osmosis Plant at Lanchester LF – 18 attendees

Scheduled Mini-techs

- March 29 – Penn Waste – Recycling plant
- Spring TBD - LCSWMA – removal of metal fines from incinerator ash

Planning Stages

- TBD – webinar – EFS Plastics – Hazleton, PA – recycling plant for #3-7 plastics, HDPE as well as grocery bags and transparent film – would speak about plastics that we source from various MRFs and what we recycle them into
- TBD – York County recycling plant upgrades

Other ideas

Radiation Monitoring

E-waste facility tour (GLRA facility after constructed)

Anaerobic Digester: Brubaker Farm Tour (Lancaster County), Reinhold Farm Tour (Juniata County) or City of Philadelphia digester, or Milton Sewer Authority?

Wind Defender (Elliot Pugh)

SWANA 3-day Managing Composting Programs Certification Course

- SWANA charges Chapter \$425/manual
- National rate is \$859 for members and \$1,059 for non-members, plus exam (\$250 members, \$400 non-members). Chapter can charge less.
- SWANA now offers as an online course – sent email to those interested in course to gauge interest in in-person vs. online.

Survey sent to all members – 20 responses to date (11 interested in course, 9 are not)

Interested and # of attendees (potential # of Attendees = 15-19)

- | | |
|--|------------------------------|
| • City of Pittsburgh (2 individuals responded) (2-4) | • Chestnut Hill Township (1) |
| • LCSWMA (1) | • Chrin (1) |
| • Centre County Recycling & Refuse Authority (3) | • City of Harrisburg (1-2) |
| • Allegheny County Health Dept. (1) | • Millcreek Township (1-3) |
| | • City of Lancaster (1) |
| | • CCSWA (3) |

Preferred Month: **October (12 responses)**

Potential Instructor: Jessica Moore, University of MD, Manager of Recycling and Administration – email sent to gauge interest

Pennsylvania Keystone Chapter SWANA FY 2021 – 2022 Calendar

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- Thursday, 1/6, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

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