

On February 2, 2023, at 10:01 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Ms. Wessels**. Meeting was virtual. Those in attendance were:

Officers	Board of Directors	Committee Chairs, Members, Visitors	
Denise Wessels	Dan Brown	Scott McGrath	Chanda Martino
Scot Sample	Brandon Comer	Chuck Raudenbush	Sean Sweeney
Ashley Dobak	Dan Fellon	Chris Toevs	
Mike Brubaker	Skip Garner	Bob Watts	
Michele Nestor	Jill Hamill	Carolyn Witwer	
	Elizabeth Osborne		

Not present: Bob Watts, Carolyn Witwer

SECRETARY'S REPORT

Ms. Wessels presented the minutes from the January 5, 2023, Board of Directors Meeting.

A motion was made by **Mr. Brubaker** to approve the minutes with the no edits recommended. **Mr. Garner** seconded. Vote was called; the motion passed unanimously.

The January 5, 2023, Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Mr. Brubaker presented the Treasurer's Report.

A motion was made to approve the Treasurer's reports and transactions for January 1 through January 30, 2023, and January Business Manger hours (invoice to reflect pay rate on contract after it is approved). Motion made by **Mr. Sample** and seconded by **Mr. Brubaker**. Vote was called and motion passed unanimously.

The Treasurer's Report and Business Manager hours are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Advisory Board & Safety

Ms. Osborne reviewed the submitted report.

The Advisory Board and Safety report is attached and hereto made part of the minutes.

Articles & Bylaws

No report.

Communications & Newsletter

No report.

Legislative & Policy

Mr. Raudenbush gave a brief update. There are three special elections in the House next Tuesday. Republicans currently hold the Senate with 29 – 21 seats.

Membership & Marketing

The committee will continue to send expiring member emails.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor is evaluating last year's costs to determine this year's prices. Advertising will start in April.

A motion was made to pay the 2022 Fall Conference invoice to the Hilton Harrisburg in the amount of \$50,131.90. The invoice details were discussed in the November Board meeting. Motion made by **Ms. Dobak** and seconded by **Mr. Brubaker**. Vote was called and motion passed unanimously.

The 2022 Fall Conference invoice is attached and hereby made part of the minutes.

Mini-Tech Seminars

Suggestions for future Mini-Techs should be forwarded to **Ms. Wessels**.

Road-E-O

The 2023 Mid-Atlantic Regional Road-E-O will be held in Cecil County, Maryland on May 13, 2023. Volunteers and/or sponsors should contact David Horne, dhorne@ccgov.org.

Scholarships

2023 Scholarship applications were released at the end of January and an email distributed to the members.

Young Professionals

Mr. Comer discussed some ideas the committee is thinking about for 2023 including a table at the Fall Conference, a YP event at the Fall Conference, and an event in the spring that will be open to everyone.

Strategic Planning

No Report.

CHAPTER CALENDAR

February 2023

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

March 2023

- Thursday, 3/2, 10 am - **Board Meeting Conference Call**
- 3/15, Article Deadline for Spring Edition of *The Keystone*

April 2023

- Thursday, 4/6, 10 am - **Board Meeting Conference Call**
- 4/15, Call for BOD nominees
- Distribute Spring Edition of *The Keystone*

May 2023

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/4, 10 am - **Board Meeting, Chester County Solid Waste Authority, Narvon, PA**
- **5/18 & 5/19, 2022 Mid-Atlantic Regional Road-E-O, Elkton, MD**
- 5/31, BOD nominations Deadline

June 2023

- Thursday, 6/1, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- 6/2, Nominating Committee presents Slate of Officers and Directors for election

July 2023

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

August 2023

- Thursday, 8/3, 10 am - **Board Meeting Conference Call**
- Distribute Summer Edition of *The Keystone*

September 2023

- **9/6 & 9/7, Annual Joint Fall Conference, Hilton Harrisburg**
- **9/7, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Chapter Fiscal Year Ends

OLD BUSINESS

Ms. Wessels reviewed new committee chairs and members. A motion was made to approve the new committee chairs and members as presented. Motion was made by **Ms. Nestor** and seconded by **Mr. Sample**. Vote was called; motion passed unanimously.

The Committee list is attached and hereby made part of the minutes.

NEW BUSINESS

Ms. Wessels presented a plaque to **Ms. Nestor** in appreciation for her service as President.

There was a brief discussion regarding how to get a credit card as a non-profit organization.

Ms. Martino left the meeting and recording was turned off to allow Board to discuss Business Manager review and contract for 2023. A motion was made to increase Business Manager pay by 5% for 2023. Motion was made by **Mr. Raudenbush** and seconded by **Mr. Sample**. Vote was called; motion carried.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a video conference meeting on March 2, 2023, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, a motion was made by **Ms. Nestor** to adjourn the meeting. **Mr. Brubaker** seconded. A vote was called, and the motion passed unanimously at 10:39 am.

Respectfully Submitted,

Chanda Martino
Business Manager

Keystone SWANA Treasurer's Report

FEBRUARY 2023

Reviewed/Presented by Mike Brubaker, Treasurer

Prepared by Chanda Martino, Business Manager

January 30, 2023

1. Balance Sheet as of January 30, 2023.
2. Transaction Detail by Account January 1 through January 30, 2023
3. Business Manager January hours. Invoice to reflect pay rate on contract after approved.

A **MOTION** is requested to approve the Treasurer's Reports, all transactions January 1 through January 30, 2023, and Business Manager January invoice (based on approved hours using approved contract rate).

10:55 AM

PA Keystone Chapter of Solid Waste Association of N.America

01/31/23

Balance Sheet

Accrual Basis

As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	92,907.80
1005 · Edward Jones	52,183.11
Total Checking/Savings	<u>145,090.91</u>
Total Current Assets	<u>145,090.91</u>
TOTAL ASSETS	<u>145,090.91</u>
LIABILITIES & EQUITY	0.00

8:21 PM

PA Keystone Chapter of Solid Waste Association of N.America

01/31/23

Transaction Detail by Account

Accrual Basis

January 1 - 30, 2023

Type	Date	Num	Name	Memo	Amount
1003 - FCCB					
Check	01/03/2023	EFT	AffiniPay	merchant services fee - December 2022	-0.84
Check	01/11/2023	EFT	SWANA	2023 SWANA Membership - K Dougherty	-71.40
Check	01/20/2023	143	SEK	SEK - Prep of annual tax forms for 2022	-850.00
Deposit	01/20/2023			Member Dues - Dec 2022	1,455.60
Total 1003 - FCCB					<u>533.36</u>
TOTAL					<u><u>533.36</u></u>

Pennsylvania Keystone Chapter of SWANA

Business Manager

JANUARY 2023

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
3-Jan	0	finances, email, timesheet	1.5	0	0	0	1.5
4-Jan	7.2	GLRA - mail, BOD meeting packet, finances, email, website updates	3.25	0	0	0	3.25
5-Jan	0	BOD meeting prep, meeting, follow up notes, email	2.75	0	0	0	2.75
9-Jan	7.2	GLRA - mail, annual review, finances, newsletter ads, file docs, taxes, documenting task	5	0	0	0	5
11-Jan	0	payments email, newsletter ads emails, email	1.75	0	0	0	1.75
17-Jan	0	process chek, legislative email, FC ads for Newsletter, minutes	2.75	0.75	0	0	3.5
19-Jan	7.2	GLRA - mail, minutes, email, newsletter ads, website updates, progress report	3	0	0	0	3
20-Jan	0	email, SWANA finance report, progress report	2	0	0	0	2
23-Jan	0	email, BOD meeting prep	0.75	0	0	0	0.75
26-Jan	7.2	GLRA - mail, BOD meeting prep, email, scholarship emails, web updates	2.75	0	0	0	2.75
27-Jan	0	annual review, email, timesheet	2	0	0	0	2
30-Jan	0	email, finances, update invoice and timesheet docs, SWANA email	3.25	0	0	0	3.25
31-Jan	0	website updates, finances, meeting packet and email	2	0	0	0	2

28.8 Total Miles

Total Hours	32.75	0.75	0	0	33.5
	\$ -	\$ -	\$ -	\$ -	

TIME	\$ -
MILEAGE	\$ 18.86
PHONE	\$ 60.00
INTERNET	\$ 30.00
TOTAL	\$ 108.86

1st QTD Hours	32.75	0.75	0	0	33.5
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	32.75	0.75	0	0	33.5

EVENTS

Our planning for SOAR and WASTECON 2023 continue to progress smartly. Meri Beth will be leading a staff team to Boston in a few weeks to meet with chapter representatives, the convention center, hotels, and others. I held a call last week with several people in Brazil interested in leading a Brazilian delegation to SOAR in Atlanta. Please remind members in your chapters and Technical Divisions (and of course, the YPs!), to [register for SOAR](#). I also want to remind you that we will be holding a [SWANA Training Center](#) at SOAR and providing MOLO (U.S. edition), Landfill Gas Operations Systems and Maintenance, Transfer Station Management, and ISWM.

SAFETY

The SWANA Safety Committee held a very productive meeting last week. Most of the Safety Award winners from 2022 have joined the Safety Committee. The Committee will likely be adding 1 or more new award categories for 2023. We expect to open applications for the 2023 Safety Awards in late February.

Speaking of safety, on February 1st, we will be changing the name of our weekly safety newsletter to Safety First. We are doing this for several reasons. First, this aligns the name of the newsletter with our Strategic Plan, in which a safety goal is the first of the four goals. Second, it provides an opportunity to highlight the newsletter and hopefully draw attention to it and SWANA's growing portfolio of safety [initiatives](#) and resources. Third, it provides an opportunity to inform the industry that we will be giving away (yes, you read that correctly) Safety First during February for free to anyone who wants it. The expectation is that some people will want to continue receive the leading waste association's weekly safety newsletter, and will sign up as members. We are particularly interested in getting more small haulers to join SWANA, as they have a disproportionate number of the fatal incidents in which a collection worker is killed. Please forward the February issues of Safety First to your customers, vendors, co-workers, and others, and encourage them to consider joining SWANA.

ADVOCACY

On Friday, EPA [announced](#) it would be proposing effluent guidelines for PFAS in leachate at landfills. EPA called SWANA about an hour before the announcement to give us a "heads up." Staff advised a few key members on Friday afternoon and is preparing a summary of the proposal and what it might mean for landfills and the industry that will be distributed to applicable Technical Divisions and others. It provides another active regulatory front for SWANA to be engaged re PFAS, and another reason for members to come to SOAR (there is a lot of PFAS content on the program schedule).

INTERNATIONAL

SWANA has been approached by the Rocky Mountain Institute (RMI), a non-governmental organization (NGO) that has received funding to provide landfill training in India and Nigeria, with a focus on methane monitoring and mitigation. RMI is interested in having SWANA Faculty provide the training. Last week, we sent an email to the SWANA instructors for MOLO and the LFG course soliciting their interest. The majority of respondents are interested in being considered. If we reach an agreement with RMI on scope and budget, the training events would likely take place in the Fall.



PWIA Keystone Swana
ATTN: MICHELE NESTOR
1610 RUSSEL RD
LEBANON, PA 17046

ORIGINAL DATE: 9/14/2022

INVOICE NUMBER:
CUSTOMER ID: KEYS22

SERVICES RENDERED IN CONNECTION WITH YOUR MEETING HELD AT THE HILTON HARRISBURG.

GUEST ROOM CHARGES	321.90
FOOD AND BEVERAGE CHARGES	49,810.00
MISCELLANEOUS	0.00
SUBTOTAL	50,131.90
PAYMENTS, DEPOSITS & ADJUSTMENTS	0.00

TOTAL:	50,131.90
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IT HAS BEEN OUR PLEASURE SERVING YOU. WE LOOK FORWARD TO YOUR NEXT VISIT TO HILTON HARRISBURG. "PLEASE REMIT TO": ONE NORTH SECOND STREET HARRISBURG PA 17101 TEL 717-233-6000
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ORIGINAL

**Pennsylvania Keystone Chapter SWANA
FY 2022 – 2023 Calendar**

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