

On March 2, 2023, at 10:02 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	Elizabeth Osborne	Chanda Martino
Scot Sample	Dan Fellon	Scott McGrath	
Ashley Dobak	Skip Garner	Chuck Raudenbush	
Mike Brubaker	Jill Hamill	Carolyn Witwer	

Not present: Michele Nestor, Brandon Comer, Chris Toevs, Bob Watts

SECRETARY'S REPORT

Ms. Dobak presented the minutes from the February 2, 2023, Board of Directors Meeting.

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

The February 2, 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 February 1 through February 28, 2023, and February Business Manger invoice as presented. Motion made by **Mr. Garner** and seconded by **Mr. Brown**. Vote was called and motion passed unanimously.

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

COMMITTEE REPORTS

Advisory Board & Safety

Ms. Osborne reviewed the submitted reports.

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

Articles & Bylaws

Mr. McGrath reported SWANA has no record of another chapter using credit cards. More research will be done to determine if any are using credit cards.

Communications & Newsletter

Next newsletter article deadline is March 15.

Legislative & Policy

Mr. Raudenbush gave a brief update. PA House has named a speaker, Joanna McClinton. No activity in the Senate.

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.

Mini-Tech Seminars

Mr. Toevs is putting together a mini-tech planned for June. Suggestions for future Mini-Techs should be forwarded to **Ms. Wessels**.

Road-E-O

Registration for the 2023 Mid-Atlantic Regional Road-E-O is open. It will be held in Cecil County, Maryland on May 18 & 19, 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. Applications are due May 1.

Young Professionals

No report.

Strategic Planning

No Report.

CHAPTER CALENDAR

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

No Old Business

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 April 6, 2023, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, a motion was made by **Mr. Brown** to adjourn the meeting. **Mr. Brubaker** seconded. A vote was called, and the motion passed unanimously at 10:24 am.

Respectfully Submitted,

Chanda Martino
Business Manager

Keystone SWANA Treasurer's Report

MARCH 2023

Reviewed/Presented by Mike Brubaker, Treasurer

Prepared by Chanda Martino, Business Manager

February 28, 2023

1. Balance Sheet as of February 28, 2023.
2. Transaction Detail by Account February 1 through February 28, 2023
3. February Business Manager timesheet and invoice

A **MOTION** is requested to approve the Treasurer's Reports, all transactions February 1 through February 28, 2023, and February Business Manager invoice, as presented.

7:06 PM

PA Keystone Chapter of Solid Waste Association of N.America

03/01/23

Balance Sheet

Accrual Basis

As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	42,001.71
1005 · Edward Jones	52,349.77
Total Checking/Savings	<u>94,351.48</u>
Total Current Assets	<u>94,351.48</u>
TOTAL ASSETS	<u>94,351.48</u>
LIABILITIES & EQUITY	0.00

PA Keystone Chapter of Solid Waste Association of N.America Transactions by Account - Treasurers Report Meetings

Accrual Basis

Date	Name	Memo	Amount
1003 · FCCB			
02/06/2023	Chanda Martino	January 2022 Business Manager	-1,521.56
02/07/2023	MAIL DOCK business center	sent President plaque	-17.61
02/09/2023	Network Solutions	Professional Email, pawasteconference.com domain name - 5 years	-483.05
02/24/2023	Hilton Harrisburg	2022 Fall Conference invoice	-50,131.90
Total 1003 · FCCB			-52,154.12
TOTAL			-52,154.12

Pennsylvania Keystone Chapter of SWANA

Business Manager

FEBRUARY 2023

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
1-Feb	0	BOD packet prep	1	0	0	0	1
2-Feb	7.2	GLRA - mail, BOD meeting prep, finances	2.5	0	0	0	2.5
3-Feb	0	email, timesheet, update website, update files, bonding info	2.5	0	0	0	2.5
6-Feb	16.2	GLRA, Maildock - mail, send plaque, email, files	2.25	0	0	0	2.25
8-Feb	0	email, webinar credits, file backups	1.5	0	0	0	1.5
14-Feb	0	file clean up, email, minutes, job posting - website	2.25	0	0	0	2.25
15-Feb	7.2	GLRA - mail, email, roadeo online registration, update waivers and website	1.5	0	2	0	3.5
16-Feb	0	email, minutes, FC registration online updates	2	0.75	0	0	2.75
21-Feb	0	roadeo online registration, email, newsletter ads, website updates	1.5	0	1.75	0	3.25
22-Feb	7.2	GLRA - mail, roadeo questions, website updates, Association software research, minute	2	0.25	1.5	0	3.75
23-Feb	0	roadeo meeting, prep, and follow ups	0	0	1.5	0	1.5
26-Feb	0	BOD meeting prep	1	0	0	0	1
27-Feb	0	CEUs for fall conference, BOD meeting document prep	2	0.25	0	0	2.25
28-Feb	0	roadeo, finances, website updates, timesheet	2.5	0	0.5	0	3

37.8 Total Miles

Total Hours	24.5	1.25	7.25	0	33
	\$ 1,033.17	\$ 52.71	\$ 305.73	\$ -	

TIME	\$ 1,391.61
MILEAGE	\$ 24.76
PHONE	\$ 60.00
INTERNET	\$ 30.00
TOTAL	\$ 1,506.37

1st QTD Hours	57.25	2	7.25	0	66.5
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	57.25	2	7.25	0	66.5



Bill To

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

Date: 3/1/2023

Description	Amount
Hours for February 1 - 28, 2023	\$1,391.61
Mileage	\$24.76
Phone	\$60.00
Internet	\$30.00
Total	\$1,506.37

Expenses	Amount
Total	

Total **\$1,506.37**

E Osborne: SWANA Keystone Board of Directors March Report

Safety

2022 Fatality Report (Draft Data)

- 48 Workers
 - Increase from 2021 of 28
- 73 Third party
 - Decrease from 2021 of 90

2023 Fatalities as of 16 February

- 3 Workers
 - 1 landfill spotter, 1 MRF worker, 1 TF/S struck by waste
- 10 Third Party
 - 5 were same incident on AZ highway

Virtual Town Hall addressing Goal # 1 of Strategic Plan: Get off the Top 10 List of Most Dangerous Jobs

- 23 March 2p
 - <https://store.swana.org/store/events/registration.aspx?event=WEB230323>
- Speakers: D Biderman, S Sturgeon, M Hughes, J Maxwell
- Opportunity for questions and suggestions about achieving Goal #1

2023 Safety Awards

- https://swana.org/community/awards-scholarships/safety-awards?utm_campaign=Safety%20Awards&utm_medium=email&_hsmi=247273295&_hsenc=p2ANqtz--TsB7_3lMpNX_1M11BthFJajrlojefJL_8uM5YTuENfORlkKsjzQOkBwOYm8fXMYOEIQH5bNshzHfoVdOB3Lx8hGR9cQ&utm_content=247273295&utm_source=hs_email

- Applications accepted beginning 27 February
- Due 26 May
- Winners announced 29 June
- Awards Ceremony at WASTECON
- Categories:
 - Best Safety Innovation
 - Biggest Safety Improvement
 - NEW: Best Safety Training Program
 - NEW: Workplace Wellness Award

Advisory Board

- 8 slots to be filled on DEI steering committee
- New category of membership being discussed for frontline operations workers. What would they get as a member?
- Chapter Connect subcommittee will begin again soon. Chapter Connects will occur at WASTECON in Boston
- Membership – 67% say they don't renew because they are no longer with employer. 13% because they retired.
- Discussion concerning reviewing T-0 (Definitions of Terms Used in SWANA Technical Policies in Solid Waste Management) in order to match terminology and definitions with all other T policies.
- MA38 (Election of YPs) to be updated to include steering committee members for YPs
- EKO to be originator working with two others for new MA policy on hybrid events.

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

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