

On May 4, 2023, at 10:02 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by **Ms. Wessels**. Meeting was held at Lanchester Landfill. Those in attendance were:

Officers	Board of Directors		Committee Chairs, Members, Visitors
Denise Wessels	Dan Brown	Scott McGrath	Tom Lock
Ashley Dobak	Jill Hamill	Chris Toevs	Chanda Martino
Mike Brubaker	Elizabeth Osborne	Bob Watts	Scott Schoffner
Michele Nestor			

Not present: Scot Sample, Brandon Comer, Skip Garner, Chuck Raudenbush, Carolyn Witwer

SECRETARY'S REPORT

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

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

The March 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 April 1 through April 30, 2023 as presented. Motion made by **Mr. Toevs** and seconded by **Ms. Dobak**. Vote was called and motion passed unanimously.

A motion was made to approve the April Business Manager invoice as presented. Motion was made by **Ms. Hamill**, seconded by **Ms. Dobak**. Vote was called; motion carried.

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. There was a discussion about Safety Day and how it might be conducted.

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

Articles & Bylaws

No report.

Communications & Newsletter

The newsletter was just distributed last week. This should be the last newsletter with this format.

Legislative & Policy

No report.

Membership & Marketing

No report.

Personnel & Nominating

Ms. Dobak will be preparing the call for nominations email for the 2023 Election, for distribution in the next week.

Fall Conference

Ms. Nestor discussed the price increases for the Fall Conference for 2023. These are largely due to the drastic increase in prices from the hotel. The draft agenda was shared on screen. Registration will open in early May.

Mini-Tech Seminars

There are two mini-technical seminars coming up. June 20 at Lanchester Landfill and July 18 at Rolling Hills Landfill. Online registration is open for both events.

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 13, 2023. Volunteers and/or sponsors should contact David Horne, dhorne@ccgov.org.

Scholarships

2023 Scholarship applications are being reviewed by the committee. 6 total applications were received. 4 high school seniors and 2 college sophomores, both previous scholarship recipients. The committee will present it's recommendations at the June meeting.

Young Professionals

No report.

Strategic Planning

No Report.

CHAPTER CALENDAR

May 2023

- **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
- **6/20, 10 am - GPS Technologies at the Landfill Mini-Technical Seminar, Narvon, PA**

July 2023

- **No Board Meeting**
- **7/18, 10 am – Leachate Reduction Using Wind Defender Mini-Technical Seminar, Boyertown, PA**
- 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

A get well gift will be sent to **Mr. Raudenbush** from the Board.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a virtual meeting on June 1, 2023, at 10:00 am. All members are welcome.

ADJOURN

With no further business to address, a motion was made by **Ms. Osborne** to adjourn the meeting. **Ms. Dobak** seconded. A vote was called, and the motion passed unanimously at 10:36 am.

Respectfully Submitted,

Chanda Martino
Business Manager

Keystone SWANA Treasurer's Report

MAY 2023

Reviewed/Presented by Mike Brubaker, Treasurer

Prepared by Chanda Martino, Business Manager

April 28, 2023

1. Balance Sheet as of April 30, 2023.
2. Transaction Detail by Account April 1 through April 30, 2023
3. April Business Manager timesheet and invoice in the amount of \$1,769.87.

A **MOTION** is requested to approve the Treasurer's Reports, all transactions April 1 through April 30, 2023, and March Business Manager invoice, as presented.

Transaction Detail by Account

April 2023

Type	Date	Name	Memo	Amount
1003 - FCCB				
Deposit	04/05/2023		June GPS MT - B Comer	15.00
Deposit	04/18/2023		Member Dues - Mar 2023	1,716.00
Deposit	04/19/2023		Mlni-tech registrations	95.00
Deposit	04/21/2023		June GPS MT - N DiGiorgio ...	30.00
Total 1003 · FCCB				1,856.00
TOTAL				1,856.00

10:52 AM

PA Keystone Chapter of Solid Waste Association of N.America

05/03/23

Balance Sheet

Accrual Basis

As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	44,196.60
1005 · Edward Jones	53,085.65
Total Checking/Savings	<u>97,282.25</u>
Total Current Assets	<u>97,282.25</u>
TOTAL ASSETS	<u>97,282.25</u>
LIABILITIES & EQUITY	0.00

Pennsylvania Keystone Chapter of SWANA

Business Manager

APRIL 2023

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
3-Apr	0	BOD meeting prep, setup mini tech, website updates, Legislative news, social media po	2.75	0	0	1	3.75
5-Apr	0	BOD meeting prep, monthly finances, MT & newsletter items, timesheet & invoice, mee	3.75	0	0	0.25	4
6-Apr	7.2	GLRA - mail, BOD meeting prep	2.5	0.5	0	0	3
11-Apr	0	roadeo registrations, website updates, email	1.5	0	2	0	3.5
12-Apr	0	FC questions, roadeo, email	0.25	0.25	0.75	0	1.25
14-Apr	7.2	GLRA - mail - roadeo registrations, email	0.75	0	0.25	0.5	1.5
17-Apr	0	BOD meeting setup, email, newsletter edits, website updates, info distribution, email, r	2	0	0.5	0	2.5
18-Apr	0	email, minutes, BOD meeting prep, website updates, email server troubleshoot, roadeo	4.25	0	1	0	5.25
24-Apr	0	roadeo registrations MT emails, return calls	0.25	0	1.75	0.5	2.5
25-Apr	0	scholarship applications, roadeo registrations	1	0	1	0	2
26-Apr	0	roadeo call, roadeo registrations, email	0.5	0	3	0	3.5
27-Apr	0	webinar credits, roadeo regs, scholarships, newsletter, update members database	2.5	0	0.5	0	3
28-Apr	7.2	GLRA - mail, website updates, roadeo regs, scholarship email and applications	1.5	0	1.25	0	2.75
29-Apr	0	scholarship emails and applications	0.25	0	0	0	0.25
30-Apr	0	email, scholarships	0.75	0	0	0	0.75

21.6 Total Miles

Total Hours	24.5	0.75	12	2.25	39.5
	\$ 1,033.17	\$ 31.63	\$ 506.04	\$ 94.88	

TIME	\$ 1,665.72
MILEAGE	\$ 14.15
PHONE	\$ 60.00
INTERNET	\$ 30.00
TOTAL	\$ 1,769.87

1st QTD Hours	76.5	2.75	9.75	2	91
2nd QTD Hours	24.5	0.75	12	2.25	39.5
3rd QTD Hours	0	0	0	0	0
4th QTD Hours	0	0	0	0	0
YTD hours	101	3.5	21.75	4.25	130.5



Chanda Martino

Business Manager

5 Heart Lane, Lebanon, PA 17046

717-507-7462

Bill To

Date: 5/3/2023

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

Description	Amount
Hours for April 1 - 30, 2023	\$1,665.72
Mileage	\$14.15
Phone	\$60.00
Internet	\$30.00
Total	\$1,769.87

Expenses	Amount
Total	

Total **\$1,769.87**

Advisory Board



To all members of the Board of Directors and Advisory Board (all included in Bcc):

On behalf of the SWANA Board of Directors, I am pleased to announce acclaimed association leader, Richard Yep, FASAE, as SWANA's Interim Executive Director at SWANA effective April 6, 2023.

With more than 30 years as an association CEO, and as a leader in the association community, Richard is an exceptional choice to serve as SWANA's Interim ED. I look forward to working with him to achieve SWANA's strategic plan goals.

Most recently, Yep founded Ocean Vista Advisors, LLC, where he increases organizational performance and develops collaborations by providing training and advice on communication, leadership, and strategic insight. He does this by leveraging the strengths of diversity, equity, inclusion, and belonging.

Before founding Ocean Vista, Yep spent 30 years as the CEO of the American Counseling Association, the world's largest association for counselors with more than 60,000 members, a budget of \$15M and a staff of 60.

Under his leadership, he transformed ACA into a profitable, industry-leading association with strong board-staff partnerships. Yep led a financial and organizational turnaround reversing financial losses through cost-cutting and product/service enhancements, improving member retention, and rebuilding the brand.

Yep looks forward to using SWANA's new strategic plan as a guide and looks forward to collaborating with our staff and leaders to achieve the plan's goals and continue to support the incredible work our members do each and every day on behalf of their communities.

His volunteer activities include a wide range of key leadership positions with the American Society of Association Executives; member of the United Nations, Global Non-Governmental Organizations Executive Committee; a committee member with the Human Rights Campaign; an advisory council member of Digital Now Advisory Group; and a Board of Trustees member of Excelsior University (Albany, NY).

SWANA retained the services of executive recruitment firm Vetted Solutions. Yep is a client partner at Vetted Solutions.

We look forward to Yep joining us at SOAR April 17-20, 2023 in Atlanta, Georgia. If you have any questions, you can also send them to officers@swana.org.

Tim Flanagan

President

Solid Waste Association of North America (SWANA)

Safety

- Submissions for 2023 Safety Awards due Friday, 26 May
 - New categories: Wellness & Training
- SWANA Strategic Plan Town Hall – Goal #1: Get Off the Top 10 List of Most Dangerous Jobs - 25 May.
- From 17 April Safety Ambassador meeting at SOAR:
 - 12 fatalities so far in 2023 (last year this time was 15)
 - 6 drivers/helpers
 - 2 LF
 - 2 MRF
 - 1 tf/s
 - 19 3rd party fatalities so far in 2023 (last year this time was 28)
 - Details have not been shared

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

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
- **6/20, 10 am - GPS Technologies at the Landfill Mini-Technical Seminar, Narvon, PA**

July 2023

- **No Board Meeting**
- **7/18, 10 am – Leachate Reduction Using Wind Defender Mini-Technical Seminar, Boyertown, PA**
- 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