

November 2, 2023

On November 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	Chris Toevs	Chanda Martino
Scot Sample	Skip Garner	Bob Watts	
Ashley Dobak	Jill Hamill	Carolyn Witwer	
Mike Brubaker	Elisabeth Osborne		
Michele Nestor			

Not present: Brandon Comer, Dan Fellon, Scott McGrath, Chuck Raudenbush

SECRETARY'S REPORT

Ms. Wessels presented the minutes from the September 7, 2023, Board of Directors Meeting.

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

The September 7, 2023, Board of Directors Meeting minutes are attached and hereto made part of the minutes.

TREASURER'S REPORT

Ms. Martino presented the Treasurer's Report. A motion was made to approve the Treasurer's reports and transactions for August 1, 2023 through October 31, 2023 and October Business Manger invoice, as presented. Motion made by **Ms. Hamill** and seconded by **Ms. Witwer**. 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 is working with **Ms. Witwer** to organize a hauler safety outreach for the spring. There was an advisory board meeting at Wastecon and a brief review was given by **Ms. Osborne**.

Articles & Bylaws

No report.

Communications & Newsletter

The newsletter was distributed on October 26. Articles are needed for the next newsletter.

Legislative & Policy

No report.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor gave an update on the Fall Conference planning. The hotel invoice has been received, totaling over \$66,000. The invoice needs to be reviewed and approved by **Ms. Nestor** before it can be paid. The contract with the Hilton for next year's conference has been signed. There is a brand new layout for 2024 to accommodate our growing numbers.

A suggestion was made to have just one bigger mini-tech per year and bundle with the Hilton for a discounted price.

Mini-Tech Seminars

Ms. Wessels discussed the postponement of the Roadmap to an Environmental Sample Mini-Technical Seminar. It is scheduled for December 5.

Road-E-O

Mr. Watts discussed the 2024 Mid-Atlantic Road-E-O will be hosted by Mid-Shore II in Maryland on May 9 and 10. The 2024 National Road-E-O will be in Georgia.

Scholarships

No report.

Young Professionals

The Young Professionals will have a table at the Fall Conference. A banner has been designed and will be printed for the conference.

Strategic Planning

No Report.

CHAPTER CALENDAR

November 2023

- Thursday, 11/2, 10 am - **Board Meeting, Conference Call**
- Audit Committee meeting, immediately following Board Meeting
- Treasurer submits Chapter financial report to the accountant
- Plan to renew Business Manager Contract for next year

December 2023

- **No Board Meeting**
- Submit Chapter annual reports to SWANA International

January 2024

- Thursday, 1/4, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2024

- Thursday, 2/1, 10 am - **Board Meeting Conference Call**
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

March 2024

- Thursday, 3/7, 10 am - **Board Meeting Conference Call**

April 2024

- Thursday, 4/4, 10 am - **Board Meeting Conference Call**
- 4/15, Call for BOD nominees

May 2024

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/2, 10 am - **Board Meeting, In-Person, TBD**
- **2023 Mid-Atlantic Regional Road-E-O**
- 5/31, BOD nominations Deadline

June 2024

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

July 2024

- No Board Meeting

August 2024

- Thursday, 8/1, 10 am - Board Meeting Conference Call

September 2024

- 9/4 & 9/5, Annual Joint Fall Conference, Hilton Harrisburg
- 9/5, Chapter Annual Business Meeting and Election immediately following Fall Conference
- Chapter Fiscal Year Ends

Mr. Garner will meet to go over recommendations for better investment options for the money in Edward Jones.

Mr. Brubaker will setup a meeting with the audit committee to go over the books.

OLD BUSINESS

No Old Business

NEW BUSINESS

Ms. Wessels discussed the SWANA Regional Training Center that SWANA is planning to run this May. There was a brief discussion regarding the expectations of SWANA for the chapter. **Ms. Wessels** will tell SWANA we are ok with the training center as long as we do not carry any financial burden.

Ms. Martino requested approval to pay SEK to file a Pennsylvania State Tax Exemption for the chapter. Going forward, renewal is annual and will be simple enough for us to file ourselves. To pay SEK to file the initial exemption will cost between \$700 and \$1,000. The chapter will save \$4,000 just from this year's Fall Conference Hilton invoice.

A motion was made to approve paying SEK to file the chapter's PA State Tax Exemption. Motion was made by **Mr. Sample**, seconded by **Mr. Brown**. The vote was called; motion passed unanimously.

Congratulations to Wayne Township Landfill and Northern Tier Solid Waste Authority for celebrating their 50th anniversaries.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a virtual meeting on January 4, 2024, at 10:00 am. All members are welcome. There is no December Board meeting.

ADJOURN

With no further business to address, a motion was made by **Mr. Brubaker** to adjourn the meeting. **Ms. Witwer** seconded. A vote was called, and the motion passed unanimously at 10:43 am.

Respectfully Submitted,

Chanda Martino, Business Manager

Keystone SWANA Treasurer's Report
November 2023 BOD Meeting

Reviewed/Presented by Mike Brubaker, Treasurer
Prepared by Chanda Martino, Business Manager

Oct 31, 2023

1. Balance Sheet as of October 31, 2023.
2. Transaction Detail by Account August 1 through October 31, 2023
3. October Business Manager timesheet and invoice

A **MOTION** is requested to approve the Treasurer's Reports, all transactions August 1 through October 31, 2023, and October Business Manager invoice, as presented.

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

Accrual Basis

Date	Num	Name	Memo	Split	Amount
1003 · FCCB					
08/02/2023	EFT	AffiniPay	merchant services fee - July 2023	7028 · Merchant Services Fees	-524.26
08/08/2023	EFT	Jacob Martino & Norwich Unive...	2023 Scholarship Recipient	6011 · Scholarship Award	-700.00
08/09/2023	EFT	Intuit Quickbooks	2023 Quickbooks Desktop subscription	6549 · Software Subscriptions	-553.32
08/10/2023	EFT	Amazon.com	FC - 5x7 cardstock (table signs)	5035 · Fall Conf Operation Expense	-29.67
08/10/2023	EFT	Amazon.com	FC -kisses lables, bag labels	5035 · Fall Conf Operation Expense	-36.41
08/10/2023	EFT	Amazon.com	FC - 5x7 acrylic table signs	5035 · Fall Conf Operation Expense	-109.15
08/11/2023	EFT	PC/Nametag	FC - Badge refills and sleeves	5035 · Fall Conf Operation Expense	-212.23
08/11/2023	EFT	Microsoft Corp	Microsoft 365 Business Annual Renewal	6549 · Software Subscriptions	-159.00
08/18/2023	159	Chanda Martino	July 2023 Business Manager	2000 · Accounts Payable	-2,922.93
08/22/2023	EFT	HP.com	Toners	5035 · Fall Conf Operation Expense	-586.14
08/24/2023	EFT	Sam's Club	FC - Hershey kisses, Life Savers, Survival bags sn...	5035 · Fall Conf Operation Expense	-118.88
08/28/2023	EFT	Amazon.com	FC - exhibitor survival bags	5035 · Fall Conf Operation Expense	-15.09
08/29/2023	EFT	Amazon.com	FC - 2 standing sessions signs	5035 · Fall Conf Operation Expense	-81.82
08/31/2023	EFT	Imprint.com	FC - Cocktail napkins	5035 · Fall Conf Operation Expense	-319.35
09/05/2023	EFT	Brown Signs	FC - banners	5035 · Fall Conf Operation Expense	-1,100.00
09/05/2023	EFT	AffiniPay	merchant services fee - August 2023	7028 · Merchant Services Fees	-1,333.52
09/11/2023	EFT	Hilton Harrisburg	2023 Fall Conference - Bus Mgr room 2 days	5035 · Fall Conf Operation Expense	-330.78
09/18/2023	EFT	Google Storage	Annual File Storage - 1 year of google drive	6340 · Business Expenses	-21.19
09/18/2023	162	Chanda Martino	August 2023 Business Manager	2000 · Accounts Payable	-5,709.51
09/18/2023	EFT	AffiniPay	refunded registration fee - J Zawila	4134 · Fall Conf. Attendee	-238.00
09/25/2023	161	Rochem Americas	refund for canceled attendee	5035 · Fall Conf Operation Expense	-187.00
10/02/2023	EFT	AffiniPay	merchant services fees - Sept	7028 · Merchant Services Fees	-176.07
10/16/2023	EFT	Wild Apricot	fee for out of country	6350 · Website	-23.33
10/16/2023	EFT	Wild Apricot	Annual fee for association membership software/we...	6350 · Website	-2,592.00
10/24/2023	163	(36770110) Michele Nestor	Reimbursements from FC door prizes, etc	5035 · Fall Conf Operation Expense	-476.96
10/24/2023	EFT	SWANA	SWANA annual membership fee - C Martino	6320 · Operation Expenses	-285.00
10/24/2023	164	Chanda Martino	September 2023 Business Manager	2000 · Accounts Payable	-4,617.30
10/27/2023	158	Delaware County Solid Waste ...	Reimbursed for MT lunch	5040 · Mini-Tech Expenses	-288.16
10/27/2023	165	SWANA	Chapter Liability Insurance Annual Payment	6344 · Ins. - Liability, D & O	-1,176.00
Total 1003 · FCCB					-24,923.07
TOTAL					-24,923.07

2:31 PM

11/01/23

Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America
Balance Sheet
As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	122,390.80
1005 · Edward Jones	51,228.64
Total Checking/Savings	<u>173,619.44</u>
Total Current Assets	<u>173,619.44</u>
TOTAL ASSETS	<u>173,619.44</u>
LIABILITIES & EQUITY	0.00



Bill To

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

Date: 11/1/2023

Description	Amount
Hours for October 1 - 31, 2023	\$1,433.79
Mileage	\$23.58
Phone	\$60.00
Internet	\$30.00
Total	\$1,547.37

Expenses	Amount
Total	\$0.00

Total **\$1,547.37**

Pennsylvania Keystone Chapter of SWANA
Business Manager
OCTOBER 2023

Date	Mileage		General	Fall Conf	Roadeo	MiniTech	Total Hours
2-Oct	0	email, website updates, review hotel invoice	0.75	0.75	0	0.25	1.75
3-Oct	7.2	GLRA - mail, finances, fall conf finances	0.75	1.25	0	0	2
6-Oct	0	timesheet, invoice, emails	1.75	0	0	0	1.75
11-Oct	7.2	GLRA - mail, MT email, website updates, finances	1.25	0.75	0	1	3
13-Oct	0	banking calls, email	1	0	0	0	1
16-Oct	0	email, website updates	1.25	0	0	0	1.25
17-Oct	0	prepared and mailed checks, email, website updates, MT updates	1.5	0	0	0.25	1.75
18-Oct	7.2	GLRA - mail, newsletter, MT updates, FC invoice review, minutes	2.25	1	0	0.75	4
20-Oct	0	newsletter updates, minutes	1.25	0	0	0	1.25
23-Oct	0	email, MT emails, website updates, newsletter update, minutes	2.5	0	0	0.5	3
24-Oct	7.2	GLRA - mail, email, BOD meeting prep, minutes, finances, timesheet	3.25	2.25	0	0	5.5
25-Oct	0	FC finances and reports, MT rescheduling, website updates	0.75	1.25	0	0.75	2.75
26-Oct	0	newsletter, email, website updates, FC finances	2.75	0.75	0	0	3.5
30-Oct	7.2	GLRA - mail, email, BOD meeting prep, finances	1.5	0	0	0	1.5

36 Total Miles

Total Hours	22.5	8	0	3.5	34
	\$ 948.83	\$ 337.36	\$ -	\$ 147.60	

TIME	\$ 1,433.79
MILEAGE	\$ 23.58
PHONE	\$ 60.00
INTERNET	\$ 30.00
TOTAL	\$ 1,547.37

1st QTD Hours	76.5	2.75	9.75	2	91
2nd QTD Hours	73.25	50	34.25	7.5	165
3rd QTD Hours	56	234.75	0	6	296.75
4th QTD Hours	22.5	8	0	3.5	34
YTD hours	228.25	295.5	44	19	586.75

Pennsylvania Keystone Chapter SWANA FY 2023 – 2024 Calendar

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SWANA Regional Training Center in Philadelphia

From SWANA:

We are hoping to hold a Regional Training Center somewhere in Pennsylvania next year. Potential dates are May 15-17 or 21-23. Please let us know if either of these dates would pose an issue with your upcoming chapter events.

We hope to offer the following courses at our Training Center:

- * Manager of Landfill Operations (MOLO)
- * Integrated Solid Waste Management (ISWM)
- * Transfer Station Management (TSM)
- * Landfill Gas Systems Operations & Maintenance (LFG O&M)

Regarding the chapter involvement, we can really use the chapter's help cross promoting the event with your contacts or via your newsletter to ensure that those interested in training can participate and benefit from this event.

I'm looking forward to hearing from you and your leadership so we can proceed with the planning.

Best regards,

NATALIA GIRALDO | Training Accounts Manager
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