

January 4, 2024

On January 4, 2024, 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

Denise Wessels
Scot Sample
Ashley Dobak
Mike Brubaker

Board of Directors

Dan Brown
Brandon Comer
Dan Fellon
Skip Garner
Jill Hamill

Committee Chairs, Members, Visitors

Chanda Martino
Scott Schoffner

Not present: Michele Nestor, Elizabeth Osborne, Bob Watts

SECRETARY'S REPORT

Ms. Dobak presented the minutes from the November 2, 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 November 2, 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 November 1, 2023 through December 31, 2023 and December Business Manger invoice, as presented. Motion made by **Mr. Sample** and seconded by **Ms. Dobak**. Vote was called and motion passed unanimously.

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

Mr. Fellon presented some questions regarding the dates and venue of the 2024 Annual Joint Fall Conference. There was a brief discussion. The board added a fall conference venue and dates discussion to the February agenda.

COMMITTEE REPORTS

Advisory Board & Safety

Ms. Osborne and **Ms. Witwer** are organizing a hauler safety outreach for April 25. The event will be held at the Penn Waste MRF facility. They will have snacks and handouts and focus on PPE.

Articles & Bylaws

No report.

Communications & Newsletter

Mr. Brubaker briefly discussed meeting with several banks to possibly transfer the chapter's banking. Recommendations will be presented at the February meeting.

Communications & Newsletter

Ms. Witwer will gather articles for the next newsletter.

Legislative & Policy

Mr. Raudenbush discussed the email SWANA regarding SWANA comments on the US EPA's Draft National Strategy for Reducing Food Loss and Waste and Recycling Organics. Comments are due back to SWANA by January 19.

Both the House and Senate are out; the House won't be back in until March.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

A motion was made by **Mr. Brubaker** and seconded by **Mr. Brown** to approve payment to PWIA for \$21,441.77, for their half of the profits from the 2023 Annual Joint Fall Conference. Vote was called; motion passed unanimously.

Mini-Tech Seminars

Ms. Wessels discussed combining the CEC and Pace mini-techs to a full day mini-tech in the spring. Details to follow.

Mr. Toevs suggested ethical frameworks for artificial intelligence in technical positions as a mini-tech or fall conference topic.

Road-E-O

No report.

Scholarships

2024 Scholarship applications are due to be released early February.

Young Professionals

The YP Committee plans to meet to plan events for 2024.

Strategic Planning

No Report.

CHAPTER CALENDAR

January 2024

- Thursday, 1/4, 10 am, **Board Meeting Conference Call**
- Accountant audits financial report and prepares 990 IRS Tax Filing
- Annual Review with Business Manager
- Renew contract with Business Manager

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

Ms. Dobak requested the bylaws are reviewed as the dates for nominations are different on the chapter calendar than in the bylaws. The bylaws will be sent to the board for review and comment at the next meeting.

OLD BUSINESS

No Old Business

NEW BUSINESS

Mr. Brubaker to provide a high level overview of bank review findings at the next meeting.

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. **Mr. Garner** 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
January 2024 BOD Meeting

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

December 31, 2023

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

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

2:06 PM

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

01/03/24

Accrual Basis

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 · FCCB	52,250.36
1005 · Edward Jones	54,633.09
Total Checking/Savings	<u>106,883.45</u>
Total Current Assets	<u>106,883.45</u>
TOTAL ASSETS	<u>106,883.45</u>
LIABILITIES & EQUITY	<u>0.00</u>

**PA Keystone Chapter of Solid Waste Association of N.America
Transaction Detail by Account
November through December 2023**

01/03/24

Accrual Basis

Date	Num	Name	Memo	Split	Amount
1003 · FCCB					
11/01/2023			Deposit	4500 · Membership Dues	2,894.13
11/02/2023	EFT	AffiniPay	merchant services fees - October 2023	7028 · Merchant Services Fees	-2.95
11/06/2023	EFT	Network Solutions	Professional Email, keystoneswana.org - 1 year	6350 · Website	-54.26
11/07/2023	166	Chanda Martino	October 2023 Business Manager	2000 · Accounts Payable	-1,547.37
11/17/2023			Deposit	4500 · Membership Dues	651.56
11/29/2023	EFT	Whova.com	2024 Fall Conference Event App - per event cost	5035 · Fall Conf Operation Expense	-6,199.00
12/04/2023	EFT	AffiniPay	merchant services fees - November 2023	7028 · Merchant Services Fees	-0.04
12/05/2023			Deposit	4131 · Fall Conference Sponsor Re...	1,250.00
12/12/2023	167	Hilton Harrisburg	2023 Fall Conference venue and food	5030 · Fall Conference Expenses	-66,713.49
12/13/2023	EFT	SWANA	Annual Membership dues - K Dougherty	6610 · Memberships and Dues	-71.75
12/19/2023			Deposit	4500 · Membership Dues	1,469.48
12/22/2023	168	Chanda Martino	November 2023 Business Manager	2000 · Accounts Payable	-1,816.75
Total 1003 · FCCB					-70,140.44
TOTAL					-70,140.44



Bill To

Date: 1/2/2024

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

Description	Amount
Hours for December 1 - 31, 2023	\$811.77
Mileage	\$18.86
Phone	\$60.00
Internet	\$30.00
Total	\$920.63

Expenses	Amount
Total	

Total **\$920.63**

2023 PWIA/Keystone SWANA Annual Fall Conference

Total Revenue \$ 119,087.00

Total Expenses \$ 76,203.46

BALANCE \$ **42,883.54**

PWIA \$ **21,441.77**

Keystone SWANA \$ **21,441.77**

Pennsylvania Keystone Chapter SWANA FY 2023 – 2024 Calendar

January 2024

- Thursday, 1/4, 10 am, **Board Meeting Conference Call**
- Plan to renew Business Manager Contract for next year
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2024

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