

**SWANA PENNSYLVANIA KEYSTONE CHAPTER
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 6, 2014**

On November 6, 2014 at 10:00 am, the SWANA Keystone Chapter Board of Directors Meeting was held at the Chester County Solid Waste Authority, Narvon, PA. Those in attendance were:

Officers	Board of Directors	Committee Chairs, Members & Visitors
Bob Zorbaugh	Michele Nestor	Kay Dougherty
Bryan Wehler	Scott Mc Grath	Robert Hasemeier
Larry Taylor	Chuck Raudenbush	Denise Wessels
Sean Sweeney	Bob Watts	

Approve Minutes of September 14, 2014 - **Mr. Sweeney** asked about additions or corrections to the minutes of the September 14, 2014 Annual meeting. **Mr. Raudenbush** moved the minutes be approved. **Mr. Watts** seconded. After discussion, **Mr. Zorbaugh** called for the vote; the motion passed unanimously.

Treasurer's Report – **Mr. Taylor** presented the following reports for review:

- Reconciliation Summary Period Ending October 31, 2014
- Reconciliation Detail Period Ending October 31, 2014
- Vendor Balance Summary Period Ending October 31, 2014
- Transactions By Account As of November 5, 2014
- Fall Conference 2014 Summary Report – Final November 28, 2013 through November 4, 2014
- FY 2014 Chapter Balance Sheet and Financial Statement (SWANA Annual Report)
- FY 2012 Income Statement (Chapter's FY from October 1 2013 to September 30, 2014)
- Balance Sheet as of September 30, 2014
- Profit & Loss October 2013 through September 2014

After review, motion by **Mr. Watts**, second by **Ms. Nestor** and unanimous vote, the Board approved the transactions as of November 6, 2014 and the Fall Conference Summary Report which includes payment to PWIA in the amount of \$14,448.81.

On motion by **Mr. Raudenbush**, second by **Mr. Sweeney** and unanimous vote, the Board approved the hiring of Garcia Garman and Shea as the Chapter's accountant.

COMMITTEE REPORTS

Legislative Committee - **Mr. Raudenbush** reviewed the Pennsylvania Legislative Update which included the Bill number, description and current status of the Bill for both the House and Senate as provided by **Mr. Hartman**. **Mr. Raudenbush** noted that all these bills are considered "dead" and some will be reintroduced in the new legislature in January.

Mr. Watts gave an update on the City of Reading Class Action Suit regarding the recycling fees they charge to pick up recyclables in the City. There may be some action on this item within a week or two.

Mr. Watts said that Clearfield County had updated their Solid Waste Plan and when it went out for capacity one of the things they offered was a voluntary fee be paid. The way it reads, it did not figure in who they selected as a disposal vendor. Waste Management took it to the Environmental Hearing Board who found in favor of Clearfield County. Waste Management is appealing the decision.

Mr. Hasemeier said that he is on the Board of Directors of the PA State Association of Boroughs. At the October meeting, the Reading recycling case was discussed and the legal counsel has been retained for the Board. The Association will be reaching out next year

Membership/Marketing Strategy Committee Report – Mr. Zorbaugh said he would like to reach out to some younger people to help with marketing strategy.

Newsletter Committee - Mr. Hasemeier reported that the fall edition of the newsletter was sent out to the membership the end of October. He is already receiving articles for the next edition. A discussion was held relative to the recipients of the newsletter. **Mr. Zorbaugh** thanked Mr. Hasemeier and Alison D’Ario for the wonderful job on the newsletter.

Fall Conference Program Report - Ms. Nestor reported on the Fall Conference. She said Mr. Pedersen suggested an “early bird” for sponsors and exhibitors. This request will be going out in January 2015.

The 17th Fall Conference will be held on Wednesday and Thursday, September 9 and 10, 2015 at the Harrisburg Hilton. The hotel has been booked with the same layout as last year.

Mini Technical Seminars Report – Mr. Zorbaugh led a lengthy discussion on topics for future mini technical seminars. **Mr. Taylor** led a discussion on a Safety Mini Tech. It was agreed that this would be a worthwhile seminar.

Mr. Zorbaugh will be contacting **Mr. Wood** to see if he is interested in continuing the chair this committee.

The mini technical seminar with PADEP was postponed until March and the tour of the Waste Management Refuse Derived Fuel Facility in Northeast Philadelphia until May.

Mr. Watts said that the Leachate Disposal and Litter Control Mini-Technical Seminar will be held following today’s Board meeting.

ROAD-E-O Committee - Mr. Watts reported that the 2015 Mid-Atlantic Regional Road-E-O will be held on June 4 and 5, 2015 at the Northern Tier Solid Waste Authority – Tioga County Construction Demolition Landfill, Blossburg, PA. The hotel and banquet location has been confirmed.

Website - Mr. Watts asked that anything that needs to be posted or if members have any ideas for the website to please let him know.

International Director Report – Mr. Watts provided the following written report:

Recent Activity

- Reviewed MA-38 – Election of Young Professionals to the International Board Policy first and second drafts – voted yes on final draft to approve.

- I also have been attending Conference Calls associated with the Strategic Planning Committee that I am a member of.

Calendar of Events:

2015 Mid-Atlantic Regional Road-E-O – June 4&5, 2015 – Northern Tier Solid Waste Authority – Tioga County Construction Demolition Landfill, Blossburg, PA
2015 International Road-E-O, Arizona, October 1-4

Future WASTECONs:

2015: Orlando – August 25-29, 2015
2016: Indianapolis - August 23-25, 2016
2017: Baltimore – Washington with ISWA World Congress September 26-28
2018: Nashville – August 22-26, 2018
2019: TBD
2020: Dallas – August 25-27, 2020
2021: Orlando – August 17-19, 2021

Calendar Update - The calendar was reviewed and changes will be made. **Mr. Zorbaugh** said he will meet with Miss Dougherty to review and make changes to the calendar.

OLD BUSINESS

Young Professional Dues - **Mr. Watts** said that SWANA International has approved a reduced membership rate of \$100 for Young Professionals for the first year and years two and three a reduction of 20 and 30 percent respectively. A discussion was held on ways to improve membership and in particular Young Professional membership. One idea was to give the Chapter scholarship recipient a four-year membership in SWANA free of charge. Also noted was that the membership must also have value to the employer. **Mr. Taylor** suggested that the Chapter scholarship recipients receive a four-year SWANA membership as part of their award. This item was tabled for further discussion at the next meeting of the Keystone Chapter Board of Directors.

PAHMI - **Mr. Taylor** led a discussion regarding the payment of money from the fall conference to PAHMI. Mr. Taylor spoke to Steve Socash, PADEP to let him know that PAHMI has lost legal standing and has not filed tax returns. Mr. Taylor prepared a draft letter to PAHMI for Mr. Zorbaugh's signature to advise them of the separation from SWANA.

NEW BUSINESS

Audit Committee – The decision was made to hold the Audit Committee meeting as part of the Board Meeting. Those minutes prepared by **Mr. Taylor** are attached as part of the Board minutes.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call meeting scheduled for Thursday, January 8, 2015 at 10 am. Bob Zorbaugh,

LCSWMA will be the host of the call.

ADJOURN

There being no further business to come before the Board and on motion by **Mr. Wehler**, second by **Mr. Sweeney** and unanimous vote the meeting adjourned at 11:30 am.

Respectfully submitted,

Sean Sweeney
Keystone Chapter Secretary

MEMORANDUM

TO: Keystone SWANA Board of Directors

10-Nov-14

SUBJECT: *Internal Audit Minutes*

1. Audit Review was accomplished during a continuation of the SWANA Board of Directors meeting held on 6 November 2014. Larry Taylor, as Treasurer, led the review and provided the backup documentation noted below for record purposes.
2. Currently the Resolutions on file with PNC Bank, in accordance with last year's review of procedures, allow the Treasurer and Secretary to have Signature Authority over the accounts. Revisions to the Signature Cards were required with the changing of the Officers in September. Copies of those cards are attached for record purposes.
3. As proposed and approval by the officers of the Board for all checks over \$500 is still required. Minor checks (under \$500) and expenses going directly through the VISA debit card or Automatic Clearing House (ACH) are handled by a single signature without any approval. A transaction list of payments and credits occurring between meetings is presented by the Treasurer for approval at the Board meeting for record purposes.
4. Review income deposit routes and procedures
 - a. SWANA deposits (Dues): Currently dues are received from SWANA monthly and entered as a lump sum for the month.
 - b. Credit Card Deposits: Credit card deposits occur on an as needed basis through Civic Plus. They seem to have a pretty good system to reconcile all transactions. All transactions are entered with "splits" for individual entries to allow later reconciliation with attendance rosters from the events.
 - c. Check Deposits: Checks are sent to Kay who deposits them and sends the deposit slip and a photocopy of the check to Larry. She annotates on the check the purpose (registration, sponsor, etc.)
5. Quickbooks backup; Currently Quickbooks resides on a computer at the GLRA, backed up to USB key as needed, and restored to a remote computer at the Treasurer's house.
6. The Reconciliation Reports, Bank Statements, and Year End reports all agree on the amount of funds available.
7. Annual Report to SWANA: A draft of the end of year report was reviewed for informational purposes. It was noted by the Treasurer that as book keeping has come in line with accrual accounting that expenses relating to the SWANA 2013 conference and the 2014 conference were posted to the 2014 accounting year. This has inflated the expenses shown and depressed the balance at the end of the year.

8. Backup Documents

SWANA ANNUAL REPORT

Signature Cards

Account Resolutions

Bank Statement; End of Year Sep 13

Bank Statement: End of Year Sep 14

Reconciliation 30 Sep 13

General Ledger Deposits

Transactions

Year End Report

Profit & Loss

Respectfully Submitted

Lawrence D. Taylor P.E.

Treasurer