

On March 3, 2016 at 10:00 am, the SWANA Keystone Chapter Board of Directors Meeting was held via conference call. Those in attendance were:

**Officers**

Robert Zorbaugh  
Bryan Wehler  
Sean Sweeney  
Larry Taylor  
Timothy Hartman

**Board of Directors**

Jennifer Cristofolletti  
Mike Engel  
Tom Lock  
Michele Nestor  
Scott McGrath  
Charles Raudenbush  
Robert Watts  
Scot Sample

**Committee Chairs, Members & Visitors**

Denise Wessels  
Chanda Martino  
Allison Yeckel

Not in attendance were:

Alison D'Airo, Don Birnesser, Mark Pedersen, Robert Hasemeier, Tessa Antolick

**Approve Minutes of January 6, 2016 – Mr. Sweeney** requested approval for the January 6, 2016 minutes.

**Mr. Raudenbush** moved the minutes be approved. **Mr. Engel** seconded. Vote was called; the motion passed unanimously.

**Treasurer's Report – Mr. Taylor** submitted the Treasurer's reports for review. Date correction to the Transaction by Account report. Date should be January 6, 2016 – March 2, 2016.

On motion by **Mr. Sample**, seconded by **Mr. Sweeney**, the Board unanimously voted to approve the Treasurer's Reports and Transactions.

**COMMITTEE REPORTS**

**Membership/Marketing**

**Ms. Cristofolletti** reported she has started creating the Facebook page and will send information for the Board to view it before going live.

**Chapter Logo**

**Mr. McGrath** presented the current options for the new logo, these included suggestions given at and since the last Board meeting. **Ms. Nestor** requested the logo be in one solid format for ease of use. Discussion followed. **Mr. McGrath** will find out which file options are better for various situations. **Mr. McGrath** suggested a vote for the logo if there are no other suggestions.

**Ms. Nestor** moved to choose logo option #5, seconded by **Mr. Sample**. The Board unanimously voted to approve logo option #5 as the new Chapter logo.

**Mr. Zorbaugh** recognized and thanked **Mr. McGrath** for his work on the logo. **Mr. McGrath** was also recognized for getting approval from his organization, Streets Department, Sanitation Division, City of Philadelphia, for a \$2000 donation to support the Annual Fall Conference.

**Newsletter**

**Ms. Cristofolletti** shared she did not receive the Newsletter to review before it was distributed. **Ms. Martino** will contact **Ms. Cristofolletti** when the next draft is sent to be sure she receives it.

**Mr. Zorbaugh** requested the Newsletter Review list be updated. **Ms. Nestor** volunteered to be a reviewer. Anyone who would like to review the Newsletter before it is distributed, email **Ms. Martino**.

### **Nominating**

**Mr. Sweeney** reported notifications for nominations for the elections this year will be sent in May.

### **Program/Training**

#### **Mini-Tech Seminars**

**Ms. Wessels** reported the April 12<sup>th</sup> Safety Summit agenda is filled aside from who will be on the panel discussion. **Mr. Zorbaugh** offered members of the Board participate in the discussion. To date there are 26 people registered to attend the Safety Summit. Discussion followed about getting the word out to more people.

**Ms. Wessels** shared future mini-tech possibilities she is considering, including the Volvo facility in late June and a drone demonstration in October. **Mr. Zorbaugh** offered to supply information he has about the Volvo facility and contacts.

#### **Road-E-O**

**Mr. Sample** reported the insurance for the Road-E-O has been obtained and **Mr. Taylor** confirmed the check has been issued.

**Mr. Sample** reported the main focus right now is sponsorship. Several people offered to speak to their contacts in an attempt to get more sponsors. Sponsor request letters to 2015 sponsors will be sent next week. **Mr. Zorbaugh** suggested placing special focus on equipment businesses. 2015 Sponsor contact information will be distributed for everyone to help encourage sponsorship.

**Mr. Sample** extended an invitation to everyone to be a Road-E-O judge.

### **Website**

**Mr. Sweeney** restated that the minutes will only be posted once they are approved at the next meeting.

### **International**

No comments or questions.

## **CHAPTER CALENDAR**

### **MARCH 2016**

- Thursday, 3/3, 10 am, **Board Meeting Conference Call**
- Mail exhibitors and sponsorship announcement for 18<sup>th</sup> Fall Conference
- Program Committee completes planning for Fall Conference
- Thursday, 3/31, 10 am, **Board Meeting Conference Call – Fall Conference**

### **APRIL 2016**

- Thursday, 4/12, 9 am **Safety Summit, Best Western Premier Hotel & Conference Center, Harrisburg**

### **MAY 201**

- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/ 5, 10 am, **Board Meeting at TBD**

- Nominating Committee presents Slate of Officers and Directors for election
- Friday, 5/20, **Mid-Atlantic Regional ROAD-E-O Northern Tier Solid Waste Authority, Burlington, PA**

#### **JUNE 2016**

- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- Thursday, 6/2, 10 am, **Board Meeting Conference Call**
- Email registration announcement for 18<sup>th</sup> Fall Conference
- Review annual budget

#### **JULY 2016**

No Activities planned

#### **AUGUST 2016**

- Thursday, 8/4, 10 am, **Board Meeting Conference Call**
- Program Committee prepares program for the Fall Conference
- Submit articles for summer newsletter

#### **SEPTEMBER 2016**

- **9/7 – 9/8, 18<sup>th</sup> Annual Joint Fall Conference, Hilton Hotel, Harrisburg**
- **9/8, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- Distribute summer newsletter via email
- Chapter Fiscal Year Ends

#### **OLD BUSINESS**

**Mr. Taylor** reported the Chapter address has been officially changed to 1610 Russell Road, Lebanon, PA 17046.

#### **NEW BUSINESS**

##### **Allison Yeckel - Keystone Chapter Safety Ambassador**

**Ms. Yeckel** introduced herself and gave a summary of the SWANA Safety Meeting she attended in January. She also reviewed the recommendations from David Biderman, Executive Director, SWANA.

Discussion about how Safety Awards are structured – who nominates, what are the categories? **Ms. Yeckel** will obtain more information and distribute it accordingly.

She will also begin collecting accident data at the Chapter level.

**Ms. Yeckel** described changes/additions to the Chapter website recommended by David Biderman. While some of these recommendations have been met, there several we are currently unable to accomplish due to limitations by our web host. **Ms. Martino** will look into options for the website and present them at the next Board Meeting.

##### **Fall Conference**

**Mr. Zorbaugh** and **Ms. Nestor** received feedback from Mary Weber and DEP regarding the Fall Conference. Due to the lack of budget and lack of staffing, it is unlikely that DEP will be able to participate in the 2016 Fall Conference. PWIA steering committee has decided if DEP isn't attending, then neither is PWIA. There is concern that after 2 very positive years with exhibitors and attendees, we don't want them to have a bad experience due

to lack of good speakers. The recommendation to forego the 2016 Fall Conference was presented and a lengthy discussion of options followed.

Some comments and/or concerns included:

- The ability to cancel or change the Hilton contract.
- Holding additional mini-techs and/or more robust mini-techs
- Due to the high number of regulations in PA, networking is very important. The Fall Conference is a valuable avenue for networking and training.
- Concern about offending DEP by holding the Conference without them.
- Suggestion to make personal pleas for participation to individuals in PWIA.

The overall consensus of the members present was to proceed with the Fall Conference in some form. To do so will require significantly more participation from the members. A meeting has been set for March 31, 2016 to discuss how to proceed and possible restructuring of the Fall Conference committee.

### **Rescheduling April BOD Meeting**

**Mr. Zorbaugh** suggested rescheduling the April BOD Meeting to March 31<sup>st</sup> to avoid scheduling conflicts with SWANApalooza. Everyone attending agreed to this change.

### **Recognition of Keystone SWANA members**

**Mr. Raudenbush** suggested honoring those who have been a long time asset to Keystone SWANA. He will present criteria for these awards/honors at an upcoming meeting.

### **NEXT MEETING**

The April 7<sup>th</sup> scheduled meeting of the Keystone Chapter Board of Directors has been rescheduled to **March 31<sup>st</sup>**, at 10 am. It will be a conference call with call in information emailed prior to the meeting.

### **ADJOURN**

There being no further business to come before the Board on motion by **Mr. Sweeney**, seconded by **Mr. Locke**, and unanimous vote, the meeting adjourned at 11:28am.

Respectfully Submitted,

Chanda Martino