On January 2, 2020 at 10:03 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by Mr. Sweeney. Meeting was a conference call. Those in attendance were:

**Officers** | **Board of Directors** | **Committee Chairs, Members, & Visitors**
---|---|---
Sean Sweeney | Dan Brown | Chanda Martino
Tom Lock | Jill Hamill | Larry Taylor
Dayle Anderson | Jim Lambert |
Bryan Wehler | Scott McGrath |
| | Chuck Raudenbush |

Not present: Michele Nestor, Mike Engel, Scott McGrath, Scot Sample

**SECRETARY’S REPORT**

Mr. Lock presented the minutes from the November 7, 2019 Board of Directors Meeting. A motion was made by Mr. Lambert to approve the minutes as presented. Mr. Lock seconded. Vote was called; the motion passed unanimously.

The November 7, 2019 Board of Directors Meeting minutes are attached and hereto made part of the minutes.

**TREASURER’S REPORT**

No report.

A motion was made to approve the Administrative and Marketing Director invoice as presented. Made by Ms. Witwer and seconded by Mr. Lambert. Vote was called; motion passed unanimously.

The Administrative and Marketing Director invoice is attached and hereto made part of the minutes.

**COMMITTEE REPORTS**

**Advisory Board**

Mr. Watts reviewed Advisory Board report.

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

**Articles & Bylaws**

Mr. Taylor updated the Board on the status of the Bylaws review. A copy has been sent the local attorney to be reviewed for state compliance.

Mr. Taylor discussed the need to have the Treasurer bonded but has been unable to find out how to do so. AB member will submit a request to SWANA International to provide bonding to its Chapters.

SWANA International has requested all Chapters mirror their fiscal year. This needs to be discussed further as it will interfere with the timing of our Annual Business Meeting.

A brief discussion was had regarding the need for a three-person audit committee.

**Communications & Newsletter**

Ms. Witwer shared that Penn Waste has been acquired by Waste Connections as of December 17, 2019.

The next article deadline is March 16, 2020.

**Legislative & Policy**

No report.
Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

No report. Mr. Wehler will reach out to some possible options for 2020 Pre-conference training speaker.

Mini-Tech Seminars

Ms. Wessels reported she is working with LCSWMA to schedule a date for a mini-tech at their facility. Any ideas for future mini-techs, contact Ms. Wessels.

Road-E-O

Delaware Waste Management is hosting the 2020 Road-E-O on June 4 & 5 in the Wilmington Delaware area. Volunteers are needed to judge at the competition. Contact Bob Watts, if interested.

Safety

No report. The Chapter continues to look for a Safety Ambassador. Mr. Sweeney will provide a brief description of the Safety Ambassador position to be distributed.

Scholarships

Scholarship applications are due to be released early February.

Young Professionals

No report.

Strategic Planning

No report.

CHAPTER CALENDAR

January 2020

- Thursday, 1/2, 10 am, Board Meeting Conference Call
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2020

- Thursday, 2/6, 10 am - Board Meeting Conference Call
- Scholarship applications released from SWANA International
- Send Scholarship announcement to members

March 2020

- Thursday, 3/5, 10 am - Board Meeting Conference Call
- 3/15, Article Deadline for Spring Edition of The Keystone

April 2020

- Thursday, 4/2, 10 am - Board Meeting Conference Call
- Distribute Spring Edition of The Keystone
May 2020
- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - Board Meeting, TBD
- Nominating Committee presents Slate of Officers and Directors for election

June 2020
- Thursday, 6/4, 10 am - Board Meeting Conference Call
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- 6/4 & 6/5 - 2020 Mid-Atlantic Regional Road-E-O, Wilmington, DE
- Review annual budget

July 2020
- No Board Meeting
- Wednesday 7/15, Article Deadline for Summer Edition of The Keystone

August 2020
- Thursday, 8/6, 10 am - Board Meeting Conference Call
- Distribute Summer Edition of The Keystone

September 2020
- 9/17 – 9/18, 21th Annual Joint Fall Conference, Hilton Harrisburg
- 9/18, Chapter Annual Business Meeting and Election immediately following Fall Conference
- Chapter Fiscal Year Ends

OLD BUSINESS
No Old Business.

NEW BUSINESS
Discussion regarding Administrative and Marketing Director contract for 2020. The finalized contract will be in the February meeting packet.

NEXT MEETING
The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on February 6, 2020 at 10:00 am. All members are welcome.

ADJOURN
There being no further business, motion was made to adjourn the meeting at 10:45 am by Mr. Lambert. Motion was seconded by Ms. Witwer. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino
On November 7, 2019 at 10:03 am, the Keystone Chapter of SWANA Board of Directors Meeting was called to order by Mr. Sweeney. Meeting was a conference call. Those in attendance were:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Board of Directors</th>
<th>Committee Chairs, Members, &amp; Visitors</th>
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</thead>
<tbody>
<tr>
<td>Sean Sweeney</td>
<td>Jill Hamill</td>
<td>Chanda Martino</td>
</tr>
<tr>
<td>Michele Nestor</td>
<td>Robert Watts</td>
<td>Larry Taylor</td>
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<td></td>
<td>Jim Lambert</td>
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<td></td>
<td>Denise Wessels</td>
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<td></td>
<td>Scott McGrath</td>
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<tr>
<td></td>
<td>Carolyn Witwer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chuck Raudenbush</td>
<td></td>
</tr>
</tbody>
</table>

Not present: Tom Lock, Bryan Wehler, Dan Brown, Mike Engel, Scot Sample

**SECRETARY’S REPORT**

Mr. Sweeney presented the minutes from the September 5, 2019 Annual Board Meeting. A motion was made by Mr. Lambert to approve the minutes as presented. Ms. Nestor seconded. Vote was called; the motion passed unanimously.

The September 5, 2019 Annual Board Meeting minutes are attached and hereto made part of the minutes.

**Treasurer’s Report**

No report.

There was a discussion regarding appointing Ms. Dayle Anderson of Chester County Solid Waste Authority to the position of Treasurer for the remainder of the term, ending September 2020. Mr. Watts will take care of her SWANA membership.

A motion to appoint Ms. Dayle Anderson as Interim Chapter Treasurer was made by Mr. Watts and seconded by Mr. Lambert. Vote was called; motion passed unanimously.

A motion to approve payment of the Administrative and Marketing Director invoice was made by Ms. Nestor and seconded by Mr. Lambert. Vote was called; motion passed unanimously.

The Administrative and Marketing Director invoice is attached and hereto made part of the minutes.

**Committee Reports**

**Advisory Board**

Mr. Watts reviewed Advisory Board report, including the Chapter’s need to find a Safety Ambassador and SWANApalooza will have a new name, SOAR.

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

**Articles & Bylaws**

A motion was made to obtain local counsel, as required by SWANA, to review the Chapter Bylaws for state law adherence at a maximum cost of $500. Made by Mr. Raudenbush, seconded by Mr. Lambert. The Board voted; the motion passed unanimously.

**Communications & Newsletter**

Ms. Witwer discussed her report on Wastecon planning. The report will be submitted for the Chapter’s records for future reference.
Legislative & Policy

Mr. Raudenbush reviewed the Advocacy Alerts that have been sent over the past month. There will be many new faces after the November election, also E Waste is becoming an issue again.

Membership & Marketing

No report.

Personnel & Nominating

No report.

Fall Conference

Ms. Nestor shared the dates for the 2020 Fall Conference, September 17 & 18, 2020. She reviewed her submitted Conference Committee report.

The Conference Committee report is attached and hereto made part of the minutes.

Mini-Tech Seminars

Ms. Wessels reviewed the Mini-Tech report.

The Mini-tech report is attached and hereto made part of the minutes.

Road-E-O & Advisory Board

Delaware Waste Management is scheduled to host the 2020 Road-E-O.

Mr. Watts reviewed the Advisory Board report.

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

Safety

No report. The Chapter continues to look for a Safety Ambassador.

Scholarships

No report.

Young Professionals

No report.

Strategic Planning

No report.

CHAPTER CALENDAR

November 2019

• Thursday, 11/7, 10 am - Board Meeting, Conference Call
• Audit Committee meeting, immediately following Board Meeting
• Treasurer submits Chapter financial report to the accountant
• Plan to renew Administrative & Marketing Director Contract for next year

December 2019

• No Board Meeting
• Submit Chapter annual reports to SWANA International
January 2020
- Thursday, 1/2, 10 am, **Board Meeting Conference Call**
- 1/15, Article Deadline for winter edition of *The Keystone*
- Accountant audits financial report and prepares 990 IRS Tax Filing

February 2020
- Thursday, 2/6, 10 am - **Board Meeting Conference Call**
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members
- Distribute winter edition of *The Keystone*

March 2020
- Thursday, 3/5, 10 am - **Board Meeting Conference Call**

April 2020
- Thursday, 4/2, 10 am - **Board Meeting Conference Call**

May 2020
- 5/1, Chapter Scholarship Application Deadline
- Thursday, 5/7, 10 am - **Board Meeting, TBD**
- 5/15, Article deadline for summer edition of *The Keystone*
- Nominating Committee presents Slate of Officers and Directors for election

June 2020
- Thursday, 6/4, 10 am - **Board Meeting Conference Call**
- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
- 5/4 & 5/5 - **2020 Mid-Atlantic Regional Road-E-O, DE**
- Review annual budget
- Distribute summer edition of *The Keystone*

July 2020
- No Board Meeting

August 2020
- Thursday, 8/6, 10 am - **Board Meeting Conference Call**

September 2020
- 9/17 – 9/18, 21st Annual Joint Fall Conference, Hilton Harrisburg
- 9/18, Chapter Annual Business Meeting and Election immediately following Fall Conference
- 9/14, deadline to submit articles for fall edition of *The Keystone*
- Chapter Fiscal Year Ends

The Newsletter distribution and article deadline dates will be shifted to accommodate a mid-August distribution date.

**OLD BUSINESS**

Discussion regarding obtaining local counsel to verify Chapter bylaws adhere to state laws. Motion was passed as described in Articles and Bylaws section.

**NEW BUSINESS**

No New Business.

**NEXT MEETING**

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be a conference call on January 2, 2020 at 10:00 am. All members are welcome.
ADJOURN

There being no further business, motion was made to adjourn the meeting at 10:54 am by Mr. Lambert. Motion was seconded by Ms. Hamill. Vote was called; motion passed unanimously.

Respectfully Submitted,

Chanda Martino
<table>
<thead>
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<th>DESCRIPTION</th>
<th>HOURS/MILES</th>
<th>RATE</th>
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<td>60.00</td>
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</tr>
<tr>
<td>Internet</td>
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<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
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<td><strong>1,379.94</strong></td>
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<table>
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<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
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**TOTAL DUE:**

$1,379.94
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<tr>
<th>Date</th>
<th>Mileage</th>
<th>General</th>
<th>Fall Conf</th>
<th>Roadeo</th>
<th>MiniTech</th>
<th>Total Hours</th>
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<tr>
<td>3-Dec</td>
<td>7.2</td>
<td>GLRA - mail, email, newsletter, treas docs, legis alert, website mods, timesheet, invoice, new memb</td>
<td></td>
<td></td>
<td></td>
<td>7.5</td>
</tr>
<tr>
<td>5-Dec</td>
<td></td>
<td>website mods, email, newsletter</td>
<td>1.25</td>
<td></td>
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<td>1.25</td>
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<tr>
<td>9-Dec</td>
<td>7.2</td>
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<tr>
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<td>19</td>
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<tr>
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<tr>
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<td>1</td>
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<tr>
<td>31-Dec</td>
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<td></td>
<td></td>
<td>4.25</td>
</tr>
</tbody>
</table>

Total November Hours 35 0 0 0 35

Total Miles 48.6

1st QTD Hours 77.75 24 9.75 38.5 150
2nd QTD Hours 98.5 25 32.5 34.25 190.25
3rd QTD Hours 87.25 177 0.5 4.25 269
4th QTD Hours 68 3.5 0 16.75 88.25

YTD hours 331.5 229.5 42.75 93.75 697.5
SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES
ADMINISTRATIVE AND MARKETING DIRECTOR FOR KEYSTONE SWANA
CALENDER YEAR 2019

The Keystone Chapter of the Solid Waste Association of North America (SWANA) has a requirement for an Administrative and Marketing Director functioning in an administrative and marketing support role for the organization as a contractor receiving a 1099. This role is currently fulfilled by Chanda Martino. The Scope of Services for this position, along with the corresponding duties and responsibilities, include, but are not necessarily limited to, the following:

SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES:

I. TELEPHONIC COMMUNICATIONS
   A. Maintain 800 number
   B. Administration of Conference Call System

II. MARKETING COORDINATION & CUSTOMER SERVICE
   A. Website Management & IT Coordination
      1. Maintain domain name
      2. Maintain website functionality
      3. Enhance website functionality and user experience
      4. Email distribution list maintenance and growth
      5. Credit card processing
      6. Provide IT report/update at Board Meetings
   B. Marketing
      1. Promote organization and help grow membership
      2. Update website and refresh content (review monthly)
      3. Distribute newsletters and help grow advertising revenue
      4. Promote Young Professional events/initiatives
      5. Promote scholarship opportunities
      6. Promote and grow revenue for mini-techs and the annual fall conference
   C. Customer Service
      1. Assist with and resolve membership issues & concerns
      2. Assist with event registration and event communication
      3. Develop relationship with members and solicit feedback
      4. Identify opportunities for enhancing the value to members and the overall member experience
III. ADMINISTRATIVE
A. Dissemination of all announcements
B. Compilation, production, and distribution of all agendas and meeting minutes
C. SWANA Chapter Central Filing; Maintain history file for submission to SWANA as Annual Report
D. Chapter Annual Progress Report
   1. Prepare and Submit annually in first quarter of the Fiscal Year
E. Chapter Database
   1. Maintain along with Membership Committee as required
   2. Generate Mailing List and labels as required

IV. EVENT COORDINATION
A. General Events
   1. Assist with coordination of Mini-Tech Seminars & Training Events (~4-6/year)
   2. Assist with planning and execution of Annual Fall Conference (September time frame)
      a) Event may require overnight travel
   3. Assist with coordination of Regional Road-E-O (June time frame)
      a) Event will require overnight travel
B. Assist with administration of annual scholarships
   1. Distribute scholarship notifications and applications
   2. Receive applications and check for completeness
   3. Distribute applications to Committee for review
C. Manage registration for all events
D. Help manage sponsorships, exhibitors and attendees
E. Respond to inquiries
F. Prepare name tags and attendee list as appropriate
G. Manage registration table at events
H. Manage and administer continuing education credit documentation and tracking
I. Manage/coordinate incoming funds, deposit, with Treasurer and Event Planner oversight
J. Fall Conference
   1. See Exhibit A for roles and responsibilities
V. BOARD MEETINGS
   A. Develop and distribute meeting agenda
   B. Distribute meeting calendar, meeting invitations and conference call information
   C. Verify attendance
   D. Minutes preparation
   E. Calendar updates as needed

VI. BUDGET ESTIMATE (HOURS)
   A. Quarterly; 160 hrs
   B. Mini Tech Seminars: 85 hrs
   C. ROAD-E-O: 55 hrs
   D. Fall Conference: 200 hrs

VII. BILLING & FINANCIAL
   A. Monthly
   B. Submit invoice indicating hours worked, work description/service provided, supplies, and mileage
   C. Provide notification to Treasurer if budgeted hours will be exceeded by quarter
   D. Compensation rate; to be determined as part of Annual Performance Review (October/November of each year); Compensation rate to take effect January 1st following Review. 2019 compensation has been established as $36.05-37.13/hour.
   E. Travel Rate: Federal Mileage Rate in effect at time of billing
   F. Expenses:
      1. Reimbursed at cost if personal funds utilized
      2. Phone (Existing Hardware and Service Agreement)
         Billed as a monthly expense at $60/month
      3. Internet Service Provider (Existing)
         Billed as a monthly expense at $30/month
      4. Keystone SWANA Credit/Debit card
         a) Utilize as needed (seek Treasurer approval for expenditures exceeding $100)
         b) Submit receipts on a monthly basis
      5. Travel expenses (meals, lodging, other accommodations): Reimbursable by Keystone SWANA
      6. SWANA Membership: Covered by Keystone SWANA
G. Keystone SWANA Checking Account
   1. Deposit authority only

H. Income Taxes
   1. 1099 supplied by Keystone SWANA
   2. Calendar Year Basis

VIII. POSITION ADMINISTRATION

A. Reports to:
   1. Chapter Officers
   2. Board of Directors

B. Initial Point of Contact for Support
   1. Treasurer, Keystone SWANA

C. Primary Point of Contact: Human Resource
   1. Chair of Administrative and Marketing Director Committee

IX. PERFORMANCE EVALUATION & REVIEWS

A. Administrative and Marketing Director to complete Annual Employee Review Form by **October 31st**.

B. Keystone SWANA Board to review the submitted Annual Employee Review Form; Keystone SWANA Board to complete Annual Employer Review Form by **November 30th** to provide input on past year’s performance and to define expectations for coming year.

C. At least one Keystone SWANA Board member will meet with Administrative and Marketing Director to conduct in-person Annual Review and to discuss Employee and Employer Review Forms.

D. Administrative and Marketing Director compensation for subsequent year to be established by Keystone SWANA Board by **December 15th**.

E. Mid-Year Performance Feedback: Keystone SWANA Board member(s) will meet (or have conference call) with Administrative and Marketing Director in May or June to provide mid-year feedback--and the Administrative and Marketing Director to generate minutes from Mid-Year Review and submit to President within 30 days of Review for input and concurrence should have open lines of communications to facilitate timely discussion and correction of any performance concerns. It is encouraged to discuss any concerns in early stages so they may be corrected with little delay. The Chapter President and Treasurer will be points of continuous contact for both parties to identify and address concerns during the year.

Chanda Martino
Sean C. Sweeney
Advisory Board Report January 2, 2020

Recent Activity

- SWANA supports Recover and Recycle Act that have been introduced in the US Congress
- David Biderman participated in the US EPA’s first America Recycles Innovation Fair on November 14, 2019
- David Biderman also attended the US EPA’s 2nd Annual Recycling Summit where the EPA said they will work to establish national recycling goals in 2020.
- Industry publication Waste Dive has recognized SWANA as it 2019 “Organization of the Year”.
- Voted to approve T-9.4 Long-term landfill management

Calendar of Events:

2020 Mid-Atlantic Regional Road-E-O will be held at Waste Management’s DRPI Landfill in the Wilmington, DE area June 4 & 5, 2020
2020 October El Paso, TX - International Road-E-O

Future WASTECONs & SWANApalooza:

2020: Atlanta – SWANApalooza March 23-26
2020: Dallas – WASTECON December 7-10
2021: Kansas City – SOAR (Sustainability Operations Actions and Resources) April 12-15
2021: Orlando – November 1-4
2024: Orlando – TBD
Pennsylvania Keystone Chapter SWANA
FY 2019 – 2020 Calendar

January 2020
• Thursday, 1/2, 10 am, Board Meeting Conference Call
• Accountant audits financial report and prepares 990 IRS Tax Filing

February 2020
• Thursday, 2/6, 10 am - Board Meeting Conference Call
• Scholarship applications released from SWANA International
• Send Scholarship announcement to members

March 2020
• Thursday, 3/5, 10 am - Board Meeting Conference Call
• 3/15, Article Deadline for Spring Edition of The Keystone

April 2020
• Thursday, 4/2, 10 am - Board Meeting Conference Call
• Distribute Spring Edition of The Keystone

May 2020
• 5/1, Chapter Scholarship Application Deadline
• Thursday, 5/7, 10 am - Board Meeting, TBD
• Nominating Committee presents Slate of Officers and Directors for election

June 2020
• Thursday, 6/4, 10 am - Board Meeting Conference Call
• 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA
• 6/4 & 6/5 - 2020 Mid-Atlantic Regional Road-E-O, Wilmington, DE
• Review annual budget

July 2020
• No Board Meeting
• Wednesday 7/15, Article Deadline for Summer Edition of The Keystone

August 2020
• Thursday, 8/6, 10 am - Board Meeting Conference Call
• Distribute Summer Edition of The Keystone

September 2020
• 9/17 – 9/18, 21st Annual Joint Fall Conference, Hilton Harrisburg
• 9/18, Chapter Annual Business Meeting and Election immediately following Fall Conference
• Chapter Fiscal Year Ends