



Minutes of Board of Directors Meeting

August 29th, 2016 @ 2:00pm

Call Meeting to Order – Aaron Praus - President

Called to order at 2:02pm

Roll Call – Chris Kreger - Secretary

Directors Present: Aaron Praus, Chris Kreger, Dave Bell, Josh Kraft, Kevin Magstadt, Sherwin Wanner, Jennifer Pickett and Todd Flynn.

Directors Absent: Sheryl Garling

Others Present: Diana Trussel and Sherryl Koop

Approval of Agenda (Additions or Changes): Aaron Praus – President

Meeting dates was added to the agenda under New Business.

Kevin Magstadt moved to approve the agenda and Todd Flynn seconded: Motion Carried.

Secretary/Treasurer’s Report -Chris Kreger/Sherwin Wanner

Secretary

Chris Kreger requested approval of the meeting minutes for the regular Board meeting of August 2nd, 2016 that were recorded and prepared by Josh Kraft.

Todd Flynn moved to accept the Secretary’s report and Dave Bell seconded: Motion Carried.

Treasurer

Sherwin Wanner reviewed the Treasurers report. The following table summarized the association accounts and budget:

ND Solid Waste and Recycling Association Account Summary

Association Checking Account	\$	48,114.80
Association Savings Account	\$	13,125.76
Association CD Account	\$	8,391.91
Total Association Funds	\$	69,632.47
2016 Association Budget Spent	\$	22,233.31
2016 Association Budget Remaining	\$	901.89

Sherwin noted that since the last meeting the primary activity was membership deposits.



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Sherwin also reviewed the past fiscal year's budget. The following table is the summary.

	Budgeted	Total Received		
Membership Dues (Renewals)	\$ 12,330.00	\$ 11,725.00		
New Members	\$ 1,800.00	\$ 1,390.00		
Interest from CD, Checking & Savings Accounts	\$ 50.00	\$ 8.98		
Income brought over from 2015 Symposium	\$ 10,000.00	\$ 10,000.00		
Total Income	\$ 24,180.00	\$ 23,123.98		
Association Expenses				
	Budgeted	Total Spent	Budget Remaining	Contingency Used
Salaries (Contract Service for Ex. Director & Sec./Treasurer)	\$ 8,160.00	\$ 9,279.56	\$ -	\$ 1,119.56
Membership Bonuses (\$3/renewal, \$8/new)	\$ 622.00	\$ 256.00	\$ 366.00	\$ -
Cell Phone Bill	\$ 1,603.20	\$ 1,608.54	\$ -	\$ 5.34
PO Box	\$ 106.00	\$ 130.00	\$ -	\$ 24.00
Postage	\$ 500.00	\$ 903.21	\$ -	\$ 403.21
Supplies (Paper, printer ink, etc. for workshop printing)	\$ 1,000.00	\$ 2,044.42	\$ -	\$ 1,044.42
Workshops/Meetings (NDSWRA) Travel Expenses (Hotel, meals, mileage, etc.)	\$ 3,000.00	\$ 4,225.39	\$ -	\$ 1,225.39
Website Hosting Fee	\$ 480.00	\$ 545.00	\$ -	\$ 65.00
Meeting One Conference Lines	\$ 600.00	\$ 393.54	\$ 206.46	\$ -
Promotional/ Marketing Items	\$ 2,000.00	\$ 665.95	\$ 1,334.05	\$ -
Insurance Policies	\$ 1,547.00	\$ 1,067.00	\$ 480.00	\$ -
Tax Preparation/ Accountant Services	\$ 500.00	\$ 305.00	\$ 195.00	\$ -
Bank & square Charges		\$ 809.70	\$ -	\$ 809.70
Sub-Total Expenses	\$ 20,118.20	\$ 22,233.31	\$ 2,581.51	\$ 4,696.62
15% Contingency (Unexpected Costs)	\$ 3,017.00		\$ (1,679.62)	
Total Expenses	\$ 23,135.20	\$ 901.89	\$ 901.89	



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Sherwin noted that the total budget was under budget by 901.89. The President thanked the Treasurer for his work. Sherryl Koop said she would be comparing this to Quickbooks to verify it all tracks. This should allow the Association to switch completely to Quickbooks for the next year.

Kevin Magstadt moved to accept the Treasurers Report and Josh Kraft seconded: Motion Carried.

Executive Director's Report –Sherryl Koop

Sherry reported that she attended the Bismarck two day Stormwater Workshop, which included the Meet and Greet with the members. Approximately 60 People showed up for the Meet and Greet: there was plenty of food and it went very well.

She further reported that she both mailed and emailed the new Bylaws to the members for their review prior to the Annual Meeting and in accordance with the current Bylaws. Diana passed along the Inert Workshop flyers to her and she mailed them. She also received 97 paid memberships from the membership renewal process. The Executive Director Contract and Compensation Committee was supposed to have met, however confusion on the date and time erupted and the attempt failed.

Sherryl has been working on the formatting of the Bylaws and the preparation of the PowerPoint for the Bylaws discussion at the Annual Meeting. She further finished up 83 additional renewal cards and will be sending them out.

Old Business

1) 2016 Joint Symposium Update

Sherryl reported that Carolyn from the SD Association sent out the revised agenda which she will distribute to the Board. 35 of the 43 premium exhibitor locations have been spoken for. Several Grants have been received that are earmarked for speaker costs. It appears the Truck Rodeo arrangements are all complete. The raffle license is being obtained for the gun raffle and the golf and tour details are in good shape. The speaker introductions remain to be gathered and we are waiting on a task list for duty assignment. Diana reported that Carolyn also requested a couple easels and a laptop and projector for the Symposium from our association.

2) Executive Director Contract/Wages

Tabled and will be rescheduled for after the Symposium.

3) Workshop Update – Diana Trussel

Diana reported that the Stormwater Workshop was well attended. Positive feedback from attendees was received regarding the presenter Alex Zimmerman and the field exercise went well.



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The October Flyers for the Workshops on the 25th in Killdeer and the 26th in Tioga will be mailed and emailed soon.

4) Facebook Update

Diana reported she has been trying to post once per day. Board member Bios will begin again after the Symposium.

New Business

1) Accounts Payable - Sherwin Wanner

Sherwin went over payables: they included the Secretary (\$50), Treasurer (\$75), Executive Director (\$600 normal and \$213 for expenses and membership renewals) invoices and Ecliptic (\$65 with added annual website registration) for web hosting; and the autopay for Verizon (\$134.05). Additional items this month include an expense report from Diana for \$11.45, A refund to the South Dakota Association for a registration error of \$255 and speaker fees for the Stormwater Workshop of \$921.21 for airfare and \$1,200 for speaking. All these were reviewed and presented for payment.

Houston Engineering's free booth from last Symposium was discussed. Since this was a joint conference, it was determined the best course of action was the NDSWRA pay for the exhibit registration so the SD association received their portion of the exhibit fees. Sherryl is to write the check to avoid any appearance of impropriety.

Kevin Magstadt moved to approve payables and Todd Flynn seconded: Motion Carried.

2) Awards - Sherryl Koop

The Awards Committee reviewed the applications it received and recommends Kyle Ambrosie receive the Scholarship Award and the City of Cando's Nick Brehm receive the Greener North Dakota Award.

The committee was tied between Minnkota Recycling and Will Chamley for the Leadership award. Discussion ensued. It was determined that Sherryl would send out both applications to the entire Board for their opinion. The Board would respond quickly with their votes to allow time for the plaques to be made.

Chris Kreger moved to approve Kyle and Nicks awards. Sherwin Seconded: motion carried.

3) Information for Flash Drives - Diana Trussel

The Board has requested from Diana copies of electronic documents used as templates for workshops and meetings that she has been using over the past few years. Discussion ensued on what exactly the Board was looking for and included items such as the workshop flyers, letterhead and similar items.



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4) NDDH Duties/Non-Duties – Dianan Trussel.

As the Department of Health wants to have a clear understanding of what is expected of them, Diana presented the following list to the Board regarding the distribution of duties:

The Department is willing to perform the following tasks:

- *Listen in on board meetings that are conducted by conference call if given a minimum of 2 weeks' notice*
- *Attend in-person board meetings if given a minimum of 1 month's notice*
- *Listen in on workshop planning conference calls if given a minimum of 2 weeks' notice*
- *Provide topic ideas and/or speaker contact information for workshops and symposiums*
- *Provide speaker(s) for workshops on regulatory items including rules and landfill operation topics, with a minimum of 45 days notice*
- *Provide a mailing list for the workshops and symposium in Excel format with a minimum of 45 days notice*
- *On a case by case basis, evaluate assisting the Association in applying for grants*
- *Submit an article for the Regulator Corner for the Association's Newsletter if given a minimum of 45 days notice*
- *Attend KNDC meetings on behalf of the Association*
- *Maintain the Association's Facebook page*
- *Other tasks as mutually agreed on by the Department and NDSWRA Board of Directors*

The Department will no longer perform the following tasks:



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- *Set-up workshops including, but not limited to:*
 - *Arranging host facilities*
 - *Contacting speakers*
 - *Put together mailings*
 - *Registration*
 - *Supply equipment including laptops, projectors, screens and clickers*
- *Set-up the Symposium including, but not limited to:*
 - *Arranging/coordinating with the host facility*
 - *Budget*
 - *Put together mailings*
 - *Contacting sponsors*
 - *Contacting speakers*
 - *Contacting exhibitors*
 - *Being one of the main contacts for:*
 - *Attendees*
 - *Exhibitors*
 - *Speakers*
 - *Sponsors*
 - *Supply equipment including laptops, projectors and clickers*
- *Other tasks as mutually agreed on by the Department and NDSWRA Board of Directors*

The Board agreed this list looked appropriate.

Todd Flynn moved to move forward with this draft and Todd Flynn Seconded: Motion Carried.

5) **Bylaws/Bylaws Presentation – Aaron Prauss**

Aaron discussed the Annual Meeting Agenda and how to present and vote on the Bylaws. It was generally concluded that going through them section by section was the best option.



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Also discussed that new board member nominations for those we are aware of, should be placed on the meeting agenda.

6) Next meetings

The next board meetings will be as follows at the Joint Symposium in Deadwood SD:

- Tuesday September 13th at 8:00am Mountain Time: Breakfast Meeting
- Wednesday September 14th at Noon Mountain Time: Annual Meeting
- Thursday September 15th Immediately after the Symposium about 5:00pm Mountain Time: Election of Officers

Other Business

None

Meeting adjourned 10:49am

Kevin Magstadt moved to adjourn the meeting and Jennifer Picket seconded: Motion Carried.