



# Minutes of Board of Directors Meeting

October 27th, 2016 @ 9:30am Central

## Call Meeting to Order – Jennifer Pickett - President

Called to order at 9:33am

## Roll Call – Chris Kreger - Secretary

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

Directors Absent: Dave Bell

Others Present: Diana Trussell and Sherryl Koop

## Approval of Agenda (Additions or Changes): Jennifer Pickett – President

Discussion on Ecliptic proposal was added to the agenda.

**Kevin Magstadt moved to approve the agenda and Aaron Praus seconded: Motion Carried.**

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

### Secretary

Chris Kreger requested approval of the meeting minutes for the regular Board meetings of September 22nd, 2016. Changes were made to the Treasurers Report.

**Kevin Magstadt moved to accept the Secretary’s report and minutes with the changes and Todd Flynn seconded: Motion Carried.**

### Treasurer

Sherwin Wanner reviewed the Treasurers report and provided the following summary:

#### ND Solid Waste and Recycling Association Account Summary

Association Checking Account	\$	41,673.94
Association Savings Account	\$	13,126.37
Association CD Account	\$	8,391.91
Total Association Funds	\$	63,192.22
2016 Association Budget Spent	\$	8,860.52
2016 Association Budget Remaining	\$	19,817.74



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Sherwin noted that the speaker's fees paid last month pushed the workshop budget outside of that planned. Sherwin also provided an updated membership list for the Board to review that covered the membership dues payments to date.

**Aaron Praus moved to accept the Treasurers Report and Josh Kraft seconded: Motion Carried.**

## Executive Director's Report -Sherryl Koop

Sherryl and Jennifer met with the Hotel in Grand Forks regarding planning for the next Symposium. She also participated in a conference call with Ecliptic. Jennifer and Sherryl met with Ecliptic to discuss the web site, shopping cart and received additional training on its use and updating.

Sherryl spoke with an attorney who advised the board pro bono regarding the format of the Bylaws. It appears there is no legal requirement for the format of the bylaws for our type of organization. The use of line numbers is OK.

Sherryl sent out past due notices to members who have not yet paid their membership fees. Sherryl also arranged and attended a committee conference call on the full time Executive Director proposed position.

Discussion ensued regarding the membership list and updating.

## Old Business

### 1) Executive Director Contract/Wages (full time)

Sherryl will send out this year's Secretary & Treasurer contract to Sherwin and Chris.

The Board discussed duties that would be included in the job description of a full-time director and how the wages of the position would be funded. Suggestions included raffle items, membership fees and grants or combination thereof. Sherryl intends to research the availability of grants and report back to the committee. Once additional information is obtained she will schedule another committee meeting.

Kevin suggested advertising in an upgraded association newsletter as an additional source of revenue. He also suggested that contact be made with SWANA and adjacent state associations to find out how they fund their expenses. A potential salary was also discussed. Sherryl said she would follow up with the accountant regarding issues related to employee vs contract labor.

### 2) Workshop Update - Diana Trussel

Diana reported that 17 individuals attended the Killdeer Inert Waste Management Workshop and 16 attended the Tioga version of the workshop.



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The Department of Health is planning two workshops in November (29<sup>th</sup> in Dickinson and 30<sup>th</sup> in Williston) for Oilfield Special Waste facilities. The workshops are a discussion of the new permit modifications for these facilities recently enacted. Diana requested participation from the association in the form of financial assistance for workshop refreshments in the amount of approximately \$200. *The Board addressed the request later in the meeting.*

## 3) Facebook Update

Diana suggested this did not need to remain on the agenda. The Facebook site is again being updated with Board Member spotlights.

## 4) 2016/2020 Symposium

Sherryl talked to the Grand Forks Central Visitors Bureau regarding the Symposiums in Grand Forks and is awaiting further information.

## 5) By-Laws

The bylaws are making the rounds for signature. Chris, Aaron and Dave have signed them and they are on their way to Kevin.

## New Business

### 1) Accounts Payable - Sherwin Wanner

Sherwin went over payables: they included the Secretary (\$50), Treasurer (\$75), Executive Director of \$1,344.80 (includes membership renewals bonus and expenses for travel to workshops) invoices, Ecliptic \$65 for web hosting; and the autopay for Verizon (\$134.05). All these were reviewed and presented for payment.

**Chris Kreger moved to approve payables and Kevin Magstadt seconded: Motion Carried.**

### 2) Future Workshops - Sherryl Koop

Sherryl complimented Diana and Sky with the Department of Health on their work with the Inert Waste Workshops. Discussion ensued on potential subjects and dates for future workshops and how that may relate to the budget. Debris management appeared to be a favorite potential subject.

**Sherwin Wanner moved to use \$200 of the postage budget to provide funds for the refreshments at the oilfield special waste workshops in November. Kevin Magstadt seconded: motion carried.**

**Aaron Praus moved to have Sherryl, Diana, Josh and himself come up with a plan for future workshop subjects and dates and present to the Board for discussion. Kevin Magstadt seconded: motion carried.**



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### 3) Newsletter-Sherryl Koop

Discussed previously, Sherryl is working on it.

### 4) Secretary, Treasurer and Executive Director Contracts-Sherryl Koop

Sherryl will send the Treasurer/Secretary contract to Chris and Sherwin. The ED contract remains in effect until January 1, 2017.

### 5) Ecliptic Proposal for Web Site Payment Portal-Sherryl Koop

A brief discussion revolved around a proposal by Ecliptic to add payment capabilities for the website. This would presumably allow members to pay their dues and other fees on the web site.

**Sherwin Wanner moved to table this discussion until the next meeting. Aaron Praus Seconded: motion carried.**

### 6) Next meetings

The next board meetings will be December 1<sup>st</sup>, 2016 at 9:30am Central Time.

## Other Business

None Presented

### Meeting adjourned 10:53am

**Kevin Magstadt moved to adjourn the meeting and Joe Ruby seconded: Motion Carried.**