# Call Meeting to Order – Jennifer Pickett - President

Called to order at 9:37am

# Roll Call – Chris Kreger - Secretary

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

Directors Absent: Dave Bell

Others Present: Diana Trussell and Kris Magstadt

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

No changes were suggested.

**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 meetings of December 22nd, 2016. Aaron Praus noted some corrections. Chris Kreger to modify and reissue as corrected.

**Aaron Praus moved to accept the Secretary’s report and minutes as corrected and Kevin Magstadt seconded: Motion Carried.**

## Treasurer

Sherwin Wanner reviewed the following summary of the Treasurers report:

|  |
| --- |
| ND Solid Waste and Recycling Association Account Summary |
|  |  |
| Association Checking Account |  $ 57,287.79  |
| Association Savings Account |  $ 14,239.65  |
| Association CD Account |  $ 8,391.91  |
|  |  |
| Total Association Funds |  $ 79,919.35  |
|  |  |
| 2016 Association Budget Spent |  $ 16,588.14  |
| 2016 Association Budget Remaining |  $ 12,090.12  |

**Chris Kreger moved to accept the Treasurers Report and Josh Kraft seconded: Motion Carried.**

## Executive Director’s Report –Kris Magstadt

Kris Magstadt introduced herself as the new Executive Director of the Association. Kris reported that since beginning her job, she had met with Jennifer and received the Association records to keep in her possession. She also met with Diana to pass along Association giveaways for upcoming events.

Kris reported that she had set up the Association phone number to forward to her personal phone to avoid carrying two phones. After a review of the data usage on the Association phone, she discussed the usage with Jennifer and they chose a less expensive plan with less data. The Verizon bill should drop to $65.00 per month.

She also invited board members to contact her and get to know her.

# Old Business

# ****Workshop Update–Diana Trussel****

Diana reported the oilfield workshops were completed. The Williston workshop had 41 attendees and the Dickinson workshop had 27. Diana requested the attending Board Members opinion of the workshop and responses were primarily positive.

# Facebook Update-Diana Trussel

Diana will continue to add relevant articles as they become available. She commented that relevant articles for landfill were scarce and recycling articles are easier to find.

# Ecliptic Membership Portal-Jennifer Pickett

Jennifer reported that Ecliptic had been working on the payment portal, but it was not complete yet.

# By-Laws-Jennifer Pickett

This item is complete and the By-Laws are posted on the web site.

# New Business

## Accounts Payable - Sherwin Wanner

Sherwin went over payables: they included the

* Secretary ($50),
* Treasurer ($75),
* Executive Director invoice $1,000
* Meeting One payment of $99.17
* Artco Promotional Products payment of 54.18
* McKenna and Associates payment of 250.00
* Ecliptic Technologies payment of 250.00
* Williston ARC payment of 100.00
* Jennifer Pickett Mileage payment of 294.80
* Verizon Wireless of 134

 All these were reviewed and presented for payment.

**Aaron Praus moved to approve payables and Todd Flynn seconded: Motion Carried.**

## Bank account addition of name-Sherwin Wanner

Sherwin reported that he had met with the bank to update the signature authorizations. He had the bank remove Kevin’s name from the account and sent Jennifer and Kris signature forms to complete and return. At that time, Sherwin also updated the password for the online account.

## 501C3 Status - Sherwin Wanner

Discussion ensued regarding the authorized agent for the Association. Steve Tillotson was the Registered Agent and had been taking care of filings, however that was changed to Sherryl Koop last year without notifying Steve. Kris will discuss with Steve and make an appropriate change to either herself or back to Steve and ensure the proper paperwork is handled.

## 2016 Taxes – Sherwin Wanner

The taxes are complete and a copy has been placed in the Association files. Kris requested approval to look for an accountant in Bismarck. She will report back to the Board on her findings.

## Strategic Planning \_ Kevin Magstadt

The concept of a strategic planning session for the Board was discussed. Consensus of the Board was to have the session at the next Board meeting as a face to face meeting.

## North Dakota Newspaper Association - Kris Magstadt

Kris discussed the benefits of becoming a member of the North Dakota Newspaper Association. Membership entitles the member to receive a media guide and a monthly press release that would be broadcast to all the members of the newspaper association. The cost for membership is $150.

Kris also discussed the benefits of using a clipping service. This cost is around $500 annually. Kris committed to doing some more research on the clipping service.

**Joe Ruby Moved to expend the funds to join the North Dakota Newspaper Association. Aaron Praus Seconded: Motion Carried.**

## Website – Kris Magstadt

1. Training: Kris reported that she had obtained 3 hours of training on the website from Ecliptic. After the training, she corrected a couple errors on the web site and changed up some other items. She is expecting to receive an invoice from Ecliptic for the training session.
2. Blog/Newsletter: Kris reported she found the Association Newsletter hard to find on the website. She recommended the Association consider the use of a blog as opposed to a newsletter. Discussion ensued. Kris will look further into options and leave the item on the agenda for further discussion.
3. Facebook: Kris reminded the Board Members to like and share the articles to obtain better exposure.

## Membership – Kris Magstadt

1. Past Due Members: Kris noted we still had some past due members. She will follow up with them and try to collect.
2. Membership Cards and Certificates: Kris requested the Boards opinion on the usefulness of the membership cards and certificates. She suggested perhaps discontinuing them. Some Board Members said they found the certificates useful. Various options were discussed. Kris will further research and bring a recommendation back to the Board.
3. Survey Monkey: Tabled to next meeting.
4. Accurate Listing: Skipped

## National Organizations – Kris Magstadt

The subject of joining SWANA and NRC was discussed. A potential conflict was pointed out since the Association By-Laws prohibit lobbying. Kris to consider further and report back.

## Symposium Planning

Getting Symposium planning underway was discussed. The group agreed to kick that process off at the next Face to Face Board meeting.

## Next meetings

The next board meeting will be February 23rd, 2017 at 9:00am Central Time. This meeting will be a Face to Face Meeting at: Wenck Associates, 301 1st Street Northeast, Mandan, ND, United States Suite 202.

# Other Business

* Earth day: Diana brought up the Earthday Celebration in Bismarck. It is April 22nd. She asked if the Board was going to sponsor the event and obtain a booth again.
**Aaron Praus moved to authorize a $600 expenditure for a booth and sponsorship at the Bismarck Earthday Festival, Kevin Magstadt seconded the motion: motion carried.**
* Workshops: Diana discussed potential workshops for the Association to support. Suggestions included Coal Ash, Debris Management and Stormwater. Discussion ensued. This is potentially 9 more workshops prior to the Symposium. Kevin suggested contacting the Lignite Energy Council to determine if they may have some funds available to sponsor the Coal Ash Workshops. A committee to help organize the workshops was formed: Aaron, Joe, Josh and Kris volunteered to make up the committee.

### Meeting adjourned 10:59am

**Jennifer Pickett adjourned the meeting.**