



# Minutes of Board of Directors Meeting

December 17th, 2015 @ 9:30am

## Call Meeting to Order – Aaron Praus - President

Called to order at 9:34 am

## Roll Call – Chris Kreger - Secretary

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

Directors Absent: Dave Bell and Sheryl Garling

Others Present: Sherryl Koop and Diana Trussel

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

Kevin Magstadt moved to approve the agenda and Josh Kraft seconded: Motion Carried.

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

### Secretary

Kevin Magstadt moved to accept the Secretary’s report for October 22nd and Sherwin Wanner seconded: Motion Carried.

### Treasurer

Sherwin Wanner Reviewed the Association accounts:

ND Solid Waste and Recycling Association Account Summary	
Association Checking Account	\$ 53,287.49
Association Savings Account	\$ 13,122.51
USDA Grant Checking Account	\$ -
Association CD Account	\$ 8,366.81
<b>Total Association Funds</b>	<b>\$ 74,776.81</b>
<b>Total Association Funds excluding USDA Grant Account</b>	<b>\$ 74,776.81</b>
Association Budget Spent	\$ 6,767.27
Association Budget Remaining	\$ 16,367.93
2015 Symposium Budget Spent	\$ 45,885.75
2015 Symposium Budget Unused	\$ 14,981.95



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**Chris Kreger mover to accept the Treasurers Report and Kevin Magstadt seconded: Motion Carried.**

Some discussion ensued regarding usage of funds ensued. No action was taken.

## **Executive Director's Report –Sherryl Koop**

Sherryl reported that she has been attempting to get a meeting scheduled with Marvin Windows and Allison to give them their awards dating back to the Symposium. Marvin Windows has twice cancelled and Allison has not called back.

Sherryl missed the last meeting of the Executive Directors job discussion and apologized. She has however been doing research on the issue.

Sherryl has sent invoices out to the vendors from the Symposium who have not yet paid their fees. The Board seemed to be in consensus that if the fees were not paid ahead of time next year they should not be allowed to exhibit or attend.

Sherryl worked through the Meeting One invoice late payment issue. This is now caught up through November.

Sherryl has been working on the 2016 Symposium with South Dakota and Josh Kraft. This seems to be progressing well but they are still in need of speakers for the event.

Sherryl is also checking on the cost and potential for a booth at the North Dakota State Fair.

The North Dakota Heritage Center contacted Sherryl and reported that they were recycling history. They were inquiring if we had some historical information we could provide for their program. They have an interest in being involved in future programs we may be doing and want to stay in touch. They also asked if we could provide them with any past and present handouts we may have. Sherryl was going to provide them with whatever she had.

## **Old Business**

### **1) By Laws Update**

The Board scheduled a Face to Face meeting for January 14<sup>th</sup> at 11:00 CST in Bismarck at Houston Engineering. The meeting will be limited to the discussion and review of the proposed Bylaws. Sherwin will send the address out.

### **2) Executive Director Contract/Wages**

The progress of the Job Description Draft for the Executive Director was discussed. Josh Kraft said he would kick out the last draft to the next person. Sherryl said she was getting more examples.



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## 3) 2015 Symposium attendee evaluation and survey.

Sherryl reported that 153 Surveys were sent out. 23 individuals responded. She reviewed their answers. 17 of the 23 were attendees, 2 were speakers and 4 were vendors. Sherryl will send out a reminder to see if we can get some further responses. Here is some of the input:

- The overall evaluation of the Symposium was average to just above.
- Truck Rodeo was rated high
- Keynote Peaker was rated high
- Lectures were excellent
- Favorable response to the Joint Symposium next year.
- Attendees would like to see more tech., more interaction with the Board and more out of state speakers.
- Seven said they would not be adverse to a fee's increase and 13 said they would.

Sherryl said she would discuss the timing of the annual meeting at the next Symposium with the South Dakota Director.

## 4) Future Symposium Contracts

Aaron, Jennifer and Sherwin reviewed the status of the future Symposium hosting contracts. After contacting the facilities, it appears the contracts are still in order.

## 5) 2016 Symposium Update

Sherryl has been communicating with Sherlyn from the South Dakota Association regarding the next Symposium. Discussion topics include speakers, tracts and topics. All appear to be coming along nicely. They are checking on the rodeo logistics as well. Since the area is not within one of the potential vendor's area, there may be an issue, but it's being checked into. The Vendor in question is Butler Equipment.

Sherryl said she would send out the information she has on the speakers and tracts, etc.

## 6) 2014/2015 Tax update

Taxes have been completed and sent off.

## 7) 2015 Workshop Update

Diana provided the following summary:

### Workshop #s



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## Inert Landfills & Transfer Stations

- Stanley (July 21<sup>st</sup>)
  - 3 attendees
  - 2 NDSWRA Board Members (Chris and Josh)
  - 2 NDDH staff
- Ft. Yates (July 22<sup>nd</sup>)
  - 11 attendees
  - 1 NDSWRA Board Member (Chris)
  - 1 NDDH staff
- Lisbon (July 29<sup>th</sup>)
  - 8 attendees
  - 1 NDSWRA Board Member (Chris)
  - 1 NDDH staff
- Langdon (July 30<sup>th</sup>)
  - 5 attendees
  - 1 NDSWRA Board Member (Chris)
  - 2 NDDH staff

## MSW Landfills

- Jamestown (August 18<sup>th</sup>)
  - 2 attendees
  - 3 NDDH staff
- Devils Lake (August 19<sup>th</sup>)
  - 2 attendees
  - 1 NDSWRA Board Member (Josh)
  - 2 NDDH staff
- New Town (August 26<sup>th</sup>)
  - 5 attendees
  - 1 NDSWRA Board Member (Chris)
  - 2 NDDH staff
- Dickinson (August 27<sup>th</sup>)
  - 20 attendees
  - 1 NDSWRA Board Member (Aaron)
  - 2 NDDH staff

## 2-Day

- Bismarck (September 29<sup>th</sup> and 30<sup>th</sup>)
  - 18 attendees
  - 3 NDSWRA Board Members (Aaron, Chris and Sherwin)



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- 7 NDDH staff

## Oilfield Special Waste Landfills

- Williston (October 20<sup>th</sup>)
  - 39 attendees
  - 1 NDSWRA Board Member (Chris)
  - 4 NDDH staff
- Dickinson (October 22<sup>nd</sup>)
  - 32 attendees
  - 1 NDSWRA Board Member (Chris)
  - 2 NDDH staff

## New Business

### 1) RFP – Future Symposiums

Kevin presented an example RFP for discussion purposes. The Idea of sending out an RFP to arrange future Symposium Hosts seemed to be appealing to the Board. Kevin, Aaron and Sherryl agreed to work on a draft for the Association and bring to the Board in March.

### 2) Accounts Payable

Sherwin went over payables: they included the Secretary (\$50), Treasurer (\$75) and Executive Director (\$600) invoices. Further the bill from Ecliptic (\$145) for web hosting and an American Family Insurance bill were reviewed. Sherryl was going to check further into the American Family invoice of \$29.00.

Sherwin also reported that a check from Advantix Waste Services out of Houston bounced. Sherryl was going to look into it.

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

### 3) Keep North Dakota Kleen

Diana brought forward an invoice for a sponsorship for the 3<sup>rd</sup> grade Keep North Dakota Clean Poster Contest from Keep North Dakota Clean Inc. The sponsorship was for \$300. The board discussed if this was in keeping with the associations charter to promote environmental education.

Chris Kreger moved to approve payment of said invoice, Kevin Magstadt seconded: Motion Carried.

### 4) Next Meeting

The next board meeting will be January 28, 2016<sup>th</sup> @ 9:30am CT.



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## Other Business

None

**Meeting adjourned 10:42am**

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