



# Minutes of Board of Directors Meeting

October 22th, 2015 @ 9:30am

## Call Meeting to Order – Aaron Praus - President

Called to order at 9:38 am

## Roll Call – Chris Kreger - Secretary

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

Directors Absent: Kevin Magstadt and Sheryl Garling

Others Present: Sherryl Koop & Diana Trussell

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

Todd Flynn moved to approve the agenda and Sherwin Wanner seconded: Motion Carried.

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

### Secretary

Aaron pointed out a miss spelling of his name.

Josh Kraft moved to accept the Secretary’s report for September 24th and Todd Flynn seconded: Motion Carried.

### Treasurer

Sherwin Wanner discussed the state of the Association accounts, the Association Budget and the Symposium Budget.

ND Solid Waste and Recycling Association Account Summary	
Association Checking Account	\$ 55,807.19
Association Savings Account	\$ 11,159.23
USDA Grant Checking Account	\$ 34.75
Association CD Account	\$ 8,366.81
Total Association Funds	\$ 75,367.98
Total Association Funds excluding USDA Grant Account	\$ 75,333.23
Association Budget Spent	\$ 6,330.32
Association Budget Remaining	\$ 16,804.88
Symposium Budget Spent	\$ 45,885.75
Symposium Budget Remaining	\$ 14,981.95



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The Grant account was reviewed. The bank sent a letter notifying the board that \$6 per month would be debited to the account since the account has been dormant. Since the money in the account was originally from the association main account and was being used just to maintain a checking account, the suggestion was to move the money back to the association main account and close the grant account.

**Chris Kreger moved to transfer the balance in the USDA Grant Account to the Association Checking account (General Fund); and close the Grant account. Jennifer Pickett seconded: motion carried.**

The silent auction funds were discussed. The Auction raise \$1,963 above expenses and was deposited in the General Fund.

**Chris Kreger moved to transfer this amount to the savings account for future use. Todd Flynn seconded: motion carried.**

Sherwin Wanner also presented to the board the Accounts payable for the month:

- Executive Directors invoice of \$600
- Treasurers Invoice of \$75
- Secretary's Invoice of \$50
- Ecliptic \$80 (Web site)

**Josh Kraft moved to approve payment of the accounts payable and Todd Flynn seconded: Motion Carried.**

It was further noted that Creative Courses (Speaker) and Northland Bus Company were paid at the Symposium.

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

Sherryl thanked the board for the card and personal wishes for recent personal tragedies.

Aaron and Sherryl have been discussing the future direction of the Association with an emphasis on how to improve it. Topping the list is an update of the Bylaws. Sherryl has also been discussing this with the Association Accountant to obtain some guidance on these changes and how to avoid a change in our tax status with the IRS. The accountant has suggested that we develop a budget and written plan to address these changes. This plan should include a job description for our proposed full time Executive Director. She noted that the Accountant informed her that the IRS has been focusing on non-profit organizations.

Sherryl mailed out 35 past due notices to delinquent members. Also for those who have renewed their membership, membership cards have been prepared and will be mailed out.



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Sherryl looked into the phone application for the symposium that might replace the folders that have been being used. While it appeared pretty useful, more research is warranted.

## Old Business

### 1) 2015 Workshop update-Diana Trussell

Diana reported that there were approximately 25 to 30 attendees at the two day workshop in Bismarck on the first day and about half that number on day two. She is working on getting the Certificates out for the Stormwater portion of the program.

The first October workshop had about 36 afternoon attendees and 10 evening attendees.

### 2) 2015 Symposium Update

Sherwin reported that there were about \$5,000 in pledged sponsorships that had not yet been paid. Other than that and with this number included we had about \$59,190 in credits and \$45,885.75 in Debits leaving us with \$13,304.25 in income.

Sherryl noted that she was unable to get face to face with the Scholarship Winner Sabrina. So she mailed the check instead.

Holiday Inn Reported that they had one room that remained unpaid. The group believed it was for MVTL and Sherryl was going to contact them.

### 3) By Laws Update

Aaron briefly updated the Board that the By Laws Committee had reviewed and made suggested changes to the document. Aaron will be sending out the document for Board review.

### 4) Executive Director Wages

Aaron informed the Board he had reviewed the contracts for the Executive Director, Treasurer and the Secretary. The Secretary and Treasurer contracts expired this month. He will send these out to the full Board for approval at the next Board Meeting.

**Todd Flynn moved to extend the Secretary and Treasures existing contract for the next month until action can be taken. Josh Kraft Seconded: motion carried.**



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## 5) Membership Dues increase

Jennifer Pickett reported that she had reviewed the Recycling Association of Minnesota structure and activities. This Association is significantly different than ours and does not lend itself to a reasonable comparison to the NDSWRA. Hence the data is not real relevant. Aaron Praus indicated he had not been able to make a connection to the South Dakota Executive Director.

Aaron formed a committee consisting of Josh Kraft, Sherryl Koop and Chris Kreger to come up with the information discussed in the Executive Directors report, regarding a Job description, budget and plan to work through the scenario of a Full time Executive Director and how that intertwine with the ED's wages and dues increase.

## 6) 2015 Symposium attendee evaluation and survey.

The Survey Monkey Questions for the Symposium were reviewed and suggestion were made. Sherryl will send the survey to the board members first.

## 7) Future Symposium Contracts

Aaron Praus and Kevin Magstadt have collected and been going through the contracts for the hosts of the future Symposiums. They will continue to work through these and check with the hosts to make sure they will honor their contracts. Aaron passed along that Kevin was going to get more information on the use of the CVB to identify more future gathering places.

## 8) Newsletter

Sherryl provided a draft of a newsletter that will be sent out soon to the members. Some discussion and suggestions were made. Not everyone got it; so Sherryl was going to resend a PDF version.

## New Business

### 1) 2016 Joint Symposium Committee

Suggestions are needed for speakers, themes and topics. Please put your mind to it.

A suggestion to obtain a raffle permit was made and have a raffle for the Symposium.

### 2) Next Board Meeting

The Board set the next two meetings dates as November 19<sup>th</sup> and December 17<sup>th</sup> at 9:30 central time due to conflicts with the holidays.



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## Other Business

None

**Meeting adjourned 10:53am**

**Chris Kreger moved to adjourn the meeting and Sherwin Wanner seconded: Motion Carried.**