

Who We Are

PROP is Pennsylvania's association of recycling and solid waste professionals and the state's affiliate to the National Recycling Coalition (NRC). The organization was incorporated in 1991 as a non-profit organization under Section 501 (c) (3) of the Internal Revenue Tax Code.

PROP is dedicated to the promotion and enhancement of recycling and recycling programs in Pennsylvania through education, information exchange, technical support, applied research and coordination of recycling industry and market development initiatives.

Policy is set by a 19 member Board of Directors from both the public and the private sector.. The public sector representatives consist of three at-large members and two from each of the Department of Environmental Protection's six regions. The private sector board members are all elected on an at-large basis.

The Board meets six times a year, most frequently on the second Monday of the odd-numbered months. The general membership's annual meeting is held at the August conference of the organization.



From the President...

Sounds funny wearing that title!

Who would have thought 13 years ago that PROP would have a non-government President? Well it's true and it's illustrative of the changes and growth PROP has experienced.

The public and private sectors working together along with our staff have made PROP the preeminent state recycling organization it is today.

As we continue forward facing new and often daunting challenges we can be confident that, as in the past, we will meet them head on and prevail.

Our membership and prestige statewide continues to grow because you and your fellow recycling professionals, be they public or private in nature, have invested considerable time and immense talent in PROP.

The following Annual Report details the many endeavors and projects of the membership and staff. If by reading this document you are inspired to participate in PROP's activities, we would be delighted to have you.

In closing let me thank you for allowing me to serve as your President this last year and promise only better next year!

Yours Truly,



Chuck Raudenbush,
President



From the Executive Director...

Trash is complicated. Yet it seems that the public and many local officials think it magically takes care of itself. To many, the services that our businesses, agencies, authorities, and municipalities provide are like divine mysteries. Folks set out everything in the morning and it's gone when they get home.

Yet we all know it's much more. Among other things, it takes planning, hard work, wise fiscal management, and cooperative partnerships. Just as importantly, it takes on-going efforts and persistence to maintain excellent programs.

Comprehensive and integrated waste management is not an unnecessary luxury. PROP's membership helps provide those crucial services that contribute the tangible economic, environmental, and aesthetic benefits that make Pennsylvania a better place to live.

PROP's success is reflected in a number of accomplishments and on-going activities.

- Our steadily growing membership now numbers over 450.
- PROP committees continue their exceptional work and advocacy.
- The new Organics Council has helped enhance the efforts and address the needs of composters and other organics recyclers throughout Pennsylvania.
- Our staff now includes three talented program managers, a couple of hard working support staff, and an occasionally crazed executive director.
- The successful professional certification program now boasts nearly 500 participants.
- Our partnerships with several state agencies and other organizations continue to enhance our individual messages.



Several exciting efforts loom on the horizon.

- A membership needs assessment and job and salary survey will be undertaken in the next year.
- Members continue work on the Commonwealth's Solid Waste and Recycling plans.
- Our redesigned website will soon be introduced, allowing easier navigation and adding even more resources.
- The first web-based certification classes will be introduced sometime after the New Year, bringing new opportunities to many professionals unable to travel extensively.
- Our Organics Council is organizing our first Manufactured Soils Conference in November.

Though it makes for a hectic schedule and a lot of travel, it remains a pleasure to work for so many dedicated professionals. We are grateful for your impassioned commitment to recycling and composting. For our part, we'll keep trying to give you some of the tools you need to make it all a little less complicated.

Gratefully,

Handwritten signature of John Frederick

John Frederick
Executive Director

Major Organizational Initiatives

Merger with Pennsylvania Composting Association

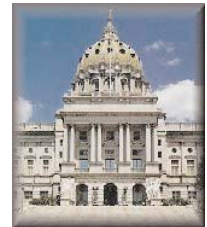


The Board of Directors approved a merger with the Pennsylvania Composting Association (PACA) last fall. The move followed lengthy discussions with the leadership of PACA who, despite considerable success in promoting composting in the Commonwealth, were faced with challenges in meeting its members needs. The organization saw a marriage with PROP as a logical way to continue advancing composting in Pennsylvania.

PROP's Organics Council has assumed much of the work that PACA has been doing. The Council, which contains many former members of PACA, has been organized into four subcommittees - government, technology, markets and education. The group meets regularly to discuss composting-related issues. In addition to the work of the Council, the Professional Certification program added several composting courses to its offerings and a separate composting track was offered at the 2003 Conference. A Manufactured Soils Conference is being planned for November 2003.

Recycling Fee Reauthorization

Through the hard work of PROP members and other recycling advocates, legislators became convinced that recycling was indeed worth funding. The Recycling Fee was reauthorized in December, when former Governor Mark Schweiker signed Act 175 into law. The legislation, which levies a \$2 per ton fee on every ton of waste disposed of in Pennsylvania, provides grant funding for recycling and composting through the end of 2008. The act includes several new provisions, including allowing Councils of Governments (COGs) to apply for Section 902 and 904 grant funding, and a section requiring a state plan to help make local recycling programs self-sufficient.



Forest Lands Beautification Program



As the Forest Lands Beautification Program entered Phase III, PROP extended its free technical assistance program to include both municipalities and state parks. Technical Assistance Coordinator Amy Farkas examined the solid waste issues confronting the participating municipalities and state parks, reviewed ordinances and contract specifications, and subsequently identified areas where PROP might be able to provide assistance. The actual assistance offered ranged from providing

sample ordinances to developing educational pieces.

In addition to this technical assistance, PROP participated with project partners PA CleanWays and the Pennsylvania Environmental Council (PEC) in local advisory team (LAT) meetings in Schuylkill, Lycoming, Centre and Clearfield counties. At these meetings, PROP presented the keys to a successful recycling program using stories from across the state as a guide.

NAPCOR School Recycling Project

PROP obtained a grant from the National Association for PET Container Resources (NAPCOR) to develop a pilot recycling program within the Altoona Central Catholic school system that could be used as a model for other schools in Pennsylvania. Giant plastic bottle containers were purchased with assistance from the American Plastics Council and placed throughout the two elementary schools, the middle school and the high school facilities. With assistance from the Blair County Department of Solid Waste and Recycling, paper recycling receptacles were also placed inside the elementary and middle schools. Students, faculty and staff embraced the program and saw gains in their recycling programs. A toolkit is now being developed to help interested coordinators bolster school recycling programs in their local communities.



PROP Staff



Pictured from left: Doug Orner, Electronic Education and Outreach Coordinator; Amy Farkas, Technical Assistance Coordinator; Amy Cicchillo, Certification Coordinator; Becky Miller, Office Manager; Barb Koehle, Administrative Assistant; and John Frederick, Executive Director

Office Information



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2003 Annual Meeting Agenda



Business Meeting

- | | | |
|-------|---------------------------------------|-------------------------------------|
| I. | Welcome and Call to Order | Chuck Raudenbush, President |
| II. | Determination of Quorum | Amy Mazzella di Bosco, Secretary |
| III. | Approval of 2002 Minutes | Chuck Raudenbush, President |
| IV. | The State of PROP Address | |
| | A. Introduction of Board of Directors | Chuck Raudenbush, President |
| | B. Introduction of Staff | Chuck Raudenbush, President |
| | C. Activities and Accomplishments | John Frederick, Executive Director |
| V. | Nominations to Board of Directors | Ed Latinski, Nomination Comm. Chair |
| VI. | Old Business | Chuck Raudenbush, President |
| VII. | New Business | Chuck Raudenbush, President |
| | A. By-Laws Amendment Ratification | |
| VIII. | Adjournment of Business Meeting | Chuck Raudenbush, President |

Keynote Speaker

Invited: Department of Environmental Protection Secretary, Kathleen McGinty

Presentation of Certificates

- | | |
|---|--------------------------------|
| Presentation to Graduates of Certified Recycling Professional Program | Joanne Shafer, Committee Chair |
| Announcement of Certification Specializations | Joanne Shafer, Committee Chair |
| Recognition of Senior Recycling Professionals | Joanne Shafer, Committee Chair |

2002 Minutes for Approval
Annual Membership Meeting
July 31, 2002, 8:00 PM
The Desmond, Malvern, PA

I. Call to Order

President Tanya McCoy-Caretti called the Annual Meeting for the Professional Recyclers of Pennsylvania (PROP) to order.

II. Determination of a Quorum

Secretary Amy Mazzella di Bosco determined that a quorum was present.

III. Approval of Minutes

Minutes for the 2001 Annual Meeting were presented for review. Duane Dellecker moved that the minutes be approved as distributed. The motion was seconded by Ed Latinski and carried unanimously.

IV. State of the Organization

Tanya McCoy-Caretti, President, delivered the State of the Organization address. She recognized the current Board of Directors and staff. She also reported on many of the accomplishments of PROP over the last year. These included completing the waste composition study with the Pennsylvania Department of Environmental Protection and graduating the first class of certified recycling professionals. Other accomplishments presented included the addition of PROP staff and participation in many legislative issues concerning waste and recycling.

Tanya also made special recognition of the many members of this year's Conference Committee for their dedicated hard work.

V. Committee Reports

A written report of Committee activities was distributed to the attendees in the Annual Report. Any members interested in joining a Committee were encouraged to contact the Chair.

VI. Nomination Committee

Ed Latinski, Chair, reported on the upcoming election process. The Committee mailed a nomination form to 337 members in good standing as of May 1, 2002. The following have been nominated through this process:

Public Sector

NE Region	Robert Bylone Joyce Hatala
NC Region	Carol Mas Jodi McCluskey
NW Region	Don Blakesley
SW Region	Pete Previte
SC Region	Gene Hejmanowski Tim Maro Amy Mazzella di Bosco

Private Sector

Rick Schlauder

At this time, Ed Latinski called for nominations from the floor for Board of Director positions:

Tim Breneisen nominated Greg Pearson to fill a position from the southcentral region and Sandi Brown to fill a position from the southeast region. Mr. Pearson was not present to accept or decline his nomination. Ms. Brown accepted her nomi-

nation.

With no additional nominations from the floor, Joanne Shafer moved to close the floor to nominations for the Board of Directors. Joyce Hatala seconded the motion and it passed unanimously. Ed Latinski indicated that the ballots would be mailed in the near future with results of the election process to be accepted by the Board of Directors at their September meeting.

VII. Old Business

None was brought forth by the membership at this time.

VIII. New Business

Department of Environmental Protection Secretary David Hess addressed the group and introduced the Recycle Team, Pennsylvania's new recycling mascots. The Secretary joined Certification Committee Chair Joanne Shafer in presenting certificates to the first graduating class of Certified Pennsylvania Recycling Professionals. Each graduate received a recycled plastic brief case and wall plaque.

The graduates included: Donna Albright, Jan Arnold, Charlotte Bartlett, Don Blakesley, Bruce Brady, Tim Breneisen, Julie Burt, Robert Bylone, Amy Cicchillo, Donna Cooper, Sue Cordes, Mike Crist, Steve Deasy, Evelyn D'Elia, Duane Dellecker, Elizabeth DeNardi, Robert Emmert, Kurt Fenstermacher, John Frederick, Nancy Fromnick, Nancy Gelien, Dan Grow, Greg Harder, Joyce Hatala, Kristofer Howdyshell, Carl Hursh, Kathy Keller-Jones, Sheryl Kelly, W. Edward Latinski, Carol Mas, Amy Mazzella di Bosco, Jodi McCluskey, Tanya McCoy-Caretti, Thomas McDowell, Kristen Panek, Pete Previte, Bicky Redman, Lori Robson, Steve Sales, Brenda Schmidt, Joanne Shafer, Sharon Svitek, Bekki Titchner, and John Yingling.

IX. Conference Committee Recognition

Recognition was made to the 2002 Conference Committee for their outstanding work and successful conference. Members included: Committee Chair Nancy Fromnick, Tim Breneisen, Sandi Brown, Lale Byers, Susan Cordes, Duane Dellecker, Kathleen Geist, Richard Laudenslager, Keith Lauver, Chuck Raudenbush, Richard Schlauder and David Varone. PROP staff and other committee members were also recognized at this time.

X. Announcement of 2003 Conference Venue

The 2003 Conference has been set for the beautiful Ambassador Conference Center in Erie. The conference will be held July 30th through August 1st.

XI. Announcements

There were no additional announcements.

XIII. Adjournment

Duane Dellecker moved to adjourn the Annual Meeting. Dave Varone seconded the motion and it passed unanimously.

Respectfully Submitted,
Amy Farkas, Technical Assistance Coordinator

These minutes reflect the happenings of the meeting, however, they may not be in the order in which they occurred.

Professional Recyclers of Pennsylvania
FY 02/03 Financial Statements
As of June 30, 2003
(preliminary -unaudited)

Current Assets:

Cash - Checking	\$173,350.58
Inventory	1,157.62
Accounts Receivable	13,792.61
Petty Cash	200.00
Prepaid Insurance	3,066.00
Office Equipment	30,665.27
Accumulated Depreciation - Office Equipment	<u>6,090.92</u>

Total Assets \$228,323.00

Liabilities:

Payroll Taxes Payable	\$ 603.20
Accrued Payroll	0.00
Accounts Payable	1,001.14
Deferred Revenue	71,875.00

Equity:

Retained Earnings	\$126,780.75
Current Equity	<u>28,062.91</u>

Total Liabilities & Equity \$228,323.00

Revenue:

Interest	840.78
2002 Conference	100,943.00
Memberships	27,747.50
Projects/Certification	415,657.01
Other Income	<u>2,034.65</u>

Total Revenue \$547,222.94

Expenses:

2002 Conference	\$74,848.18
2003 Conference	2,503.85
Projects/Certification	206,786.19
Office Expenses	32,730.82
Wages/Benefits	147,780.31
Other Expenses	<u>57,142.97</u>

Total Expenses \$521,792.32

NET INCOME \$ 25,430.62

Recycling Professional Certification Program



The past year was a busy one for the Professional Certification Program. Aside from graduating Pennsylvania's first class of certified recycling professionals at the 2002 PROP conference, the program also received national recognition from several associations.

At the PROP Conference in Malvern, former DEP Secretary David Hess presented certificates to the program's first graduating class. Receiving their certificates were: Donna Albright, Jan Arnold, Charlotte Bartlett, Don Blakesley, Bruce Brady, Tim Breneisen, Julie Burt, Robert Bylone, Amy Cicchillo, Donna Cooper, Sue Cordes, Mike Crist, Steve Deasy, Evelyn D'Elia, Duane Dellecker, Elizabeth DeNardi, Robert Emmert, Kurt Fenstermacher, John Frederick, Nancy Fromnick, Nancy Gelien, Dan Grow, Greg Harder, Joyce Hatala, Kristofer Howdysshell, Carl Hursh, Kathy Keller-Jones, Sheryl Kelly, W. Edward Latinski, Carol Mas, Amy Mazzella di Bosco, Jodi McCluskey, Tanya McCoy-Caretti, Thomas McDowell, Kristen Panek, Pete Previte, Bicky Redman, Lori Robson, Steve Sales, Brenda Schmidt, Joanne Shafer, Sharon Svitek, Bekki Titchner, and John Yingling.

In October, the University Continuing Education Association honored PROP and Penn State Altoona for their unique partnership at its conference in Atlantic City, New Jersey. In addition to her trip to New Jersey, Certification Coordinator Amy Cicchillo also traveled to the United States Composting Council's conference in Las Vegas, Nevada, in January, and the Northeast Resource Recovery Association's conference in New Hampshire in June to discuss the program.

Never content to rest on its laurels, the Certification program welcomed Electronic Education and Outreach Coordinator Doug Orner in June. He has been tasked with coordinating the web-based certification program. The web-based classes are intended to reach prospective students who are unable to travel to a certification course. The committee hopes to have its first class online by the spring of 2004.



In addition to the web-based courses, the program also has a dynamic 2004 schedule planned. The schedule features a few returning favorites, including the public policy course, as well as several composting classes.

2002-2003 Committee Accomplishments

By-Laws Committee

The By-Laws were reviewed by PROP's legal counsel for the first time in several years. The proposed updates were reviewed at the November 2002 Board Meeting and Retreat. The Board voted on the proposed changes at the May 2003 meeting and forwarded them to the full membership for final approval at the July General Meeting.

2003 Conference Committee

Chaired by Don Blakesley, the 2003 Conference Committee organized another exceptional event at the Ambassador Conference Center in Erie. The program again features a host of renown speakers, including Resource Recycling's Jerry Powell. A special thank you is extended to all of the committee members for their tireless efforts in planning our 13th Annual Conference.

Data Management Committee

The Data Management Committee organized two classes this year - the Waste Auditing and Commercial Recycling course and the Data Management Workshop. In addition to the course offerings, the committee is trying to reach more municipal officials by attending their local meetings. Presentations were made to the Allegheny County League of Municipalities at their fall and spring conference and the committee is currently working with the Association of PA Municipal Managers to present information at their annual workshops. The committee also hopes to reach haulers and processors in order to obtain additional tonnage and more accurate recycling data.

Education Committee

The Education Committee was reorganized this year and has slated several projects for completion within the next two years. Beginning with this year's conference, the committee hopes to provide informative sessions on education-related topics. An Education Roundtable featuring sessions on youth and adult education approaches is being planned for next year's conference. The committee is also putting together an Education Kit. The kit, which will be distributed to certification participants, will include information specific to each of the items listed in Act 101.

Finance and Fundraising Committee

As with any other year, fiscal year 2002-2003 has been a very busy one for fundraising. PROP has experienced fiscal challenges typical for non-profits, yet the financial news is overwhelmingly positive. Projects and workshops continue to be PROP's largest revenue generator. A steady increase in membership and program support from DEP, DCNR, NAPCOR and others have translated into a healthy fiscal state for the organization. The committee will continue to look at ways to diversify the organization's funding sources over the next year.

Government Liaison Committee

The Government Liaison Committee focused its efforts on the reauthorization of Act 101. The committee also helped plan the Environmental Infrastructure Legislative Day, an event that drew 200 attendees representing water, sewer, public works and recycling officials from across the state. Committee members continue to provide valuable input to DEP on the state waste plan, the state recycling plan, and concerns over long-term funding.

Markets Committee

Markets Committee members have been actively involved in the planning process for the Markets Center, participating in a Market Summit in Harrisburg in July. The Buy Recycled Committee, a sub-

committee chaired by Joyce Hatala, coordinated the last roundtable on Barriers to Buying and Using Recycled in May 2003. They have explored a variety of issues including new markets for waste glass and websites where one can find sources for recycled content materials and building products. The committee will meet with trade organizations and industries in the future to help promote the increased use of recycled content feedstocks.

Membership Committee

The focus of the committee this year was targeting specific groups for membership. Former PACA members, county recycling coordinators, and newly-mandated municipalities were acquainted with the benefits and welcomed to become part of the PROP family. Personalized letters and packets were sent to these target groups. Staff membership coordinator Barb Koehle has capably coordinated these efforts to compliment the committee's outreach.

Media Committee

The Media Committee has been very active in the past year. One particularly successful project was the 2002 Annual Report, which was expanded to include many of the year's activities and accomplishments. This document has been used as a membership recruitment tool throughout the year. The committee is currently hard at work on the first PROP Magazine. This exciting new project will supplement the PROPonent newsletter with more in-depth articles and professional development tools. The *Pennsylvania Recycler* will include regular columns focusing on special wastes, composting, municipal recycling projects, schools and institutions, and markets, among other topics, and should be mailed by the end of the year.

Municipal Committee

Created by the board of directors in November, the Municipal Committee was established as a way of addressing the needs of municipal recycling coordinators across the state. The committee has focused its efforts on providing outreach through the Recycling Ambassador Program (or R.A.P.). The group published its first newsletter specifically for municipal coordinators in June. The R.A.P. Sheet featured a program spotlight, information on grants and a list of statewide resources and was mailed to every curbside recycling community in Pennsylvania.

NRC Recycling Organization Council (ROC)

Joanne Shafer continues to serve as PROP's representative to the ROC and was recently elected chair. The NRC Congress will be held in September in Baltimore. It promises to be a dynamic conference, featuring many renown speakers and sessions on cutting edge topics. For more information on the Congress, visit www.nrc-recycle.org.

Organics Council

The Organics Council is off to a great start. The PROP Board voted to form a separate council with government, technology, markets, and education subcommittees. These committees will work with existing PROP committees when possible. The Organics Council meets quarterly with speakers planned for most meetings and is organizing a Manufactured Soils Conference for November.

Universal Waste/HHW Committee

The Universal Waste and HHW Committee was reorganized and re-activated in the past year. The members undertook a review and survey to assess the clarity and effectiveness of DEP's rules and regulations governing the management and collection of HHW & E-Waste. The committee worked in cooperation with the Government Liaison Committee to prepare recommendations to the Solid Waste Advisory Committee. An HHW & E-waste summit in conjunction with DEP is being planned for late winter or early spring 2004.

Committee Chairs

Buy Recycled

Chair: Joyce Hatala
(570) 963-6868
hatalaj@lackawannacounty.org

By-Laws

Chair: Ann Saurman
(610) 437-7582
saurman@allentowncity.org

College and University (CURC)

Chair: Sandi Brown
(610) 436-2512
sbrown@wcupa.edu

Conference Committee - 2003

Chair: Don Blakesley
(724) 981-2412
dblakesley@mcrpc.com

Data Management/Waste Audit

Chair: Sharon Svitek
(412) 442-4130
ssvitek@state.pa.us

Education

Chair: Brenda Schmidt
(814) 333-7366
recycle@toolcity.net

Executive/Personnel

Chair: Chuck Raudenbush
(215) 428-3207
craudenbush@wm.com

Finance and Fundraising

Chair: Joanne Shafer
(814) 238-7005
jshafer1@uplink.net

Government Liaison

Chair: Tanya McCoy-Caretti
(814) 472-2109
ccswatmc@uplink.net

Markets

Chair: Peter Previte
(412) 578-8390
pprevite@ACHD.net

Membership

Chair: Amy Mazzella di Bosco
(717) 867-5790 ext. 307
amdb@gogla.org

Media

Chair: Lori Robson
(570) 297-4177
ntswa@epix.net

Municipal

Chair: Gene Hejmanowski
(717) 637-1561
recycle@supernet.com

NRC Recycling Organization Council

Rep: Joanne Shafer
(814) 238-7005
jshafer1@uplink.net

Nomination

Chair: W. Edward Latinski
(570) 820-6300
Ed.Latinski@Luzernecounty.org

Organics Council

Chair: Joyce Hatala
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hatalaj@lackawannacounty.org

Professional Certification

Chair: Joanne Shafer
(814) 238-7005
jshafer1@uplink.net

Universal Waste/Household Hazardous Waste

Chair: Julia Marano
(610) 381-8200
juliamarano@onemain.com

**Interested in becoming
involved with a committee?
Contact any
committee chair for more
information.**

Board of Directors



Board of Directors Fall 2003

Officers:

<i>Name</i>		<i>Office (Term)</i>	<i>Phone</i>
Chuck Raudenbush	Waste Management	President (2003)	(215) 428-3207
Lori Robson	Northern Tier SWA	Vice-President (2003)	(570) 297-4177
Joanne Shafer	Centre County SWA	Treasurer (2004)	(814) 238-7005
Amy Mazzella di Bosco	Greater Lebanon RA	Secretary (2004)	(717) 867-5790 ext. 307
Tanya McCoy-Caretti	Cambria County SWA	Committee (2003)	(814) 472-2109

Board Members:

<i>Name</i>		<i>Region (Term)</i>	<i>Phone</i>
Don Blakesley	Mercer County	Northwest (2004)	(724) 981-2412
Sandi Brown	West Chester University	Southeast (2004)	(610) 436-2512
Walt Davenport	R.W. Beck	Private Sector (2004)	(301) 607-6428
Dean DeLong	Monroe County	Northeast (2003)	(570) 643-6100
Joyce Hatala	Lackawanna County	Northeast (2004)	(570) 963-6868
Gene Hejmanowski	Penn Township	At-Large (2004)	(717) 637-1561
Kris Howdyshell	Blair County	Southcentral (2003)	(814) 696-4620
Kathy Keller-Mielke	Erie County	Northwest (2003)	(814) 451-6009
Julia Marano	Earthwise Recycling	Private Sector (2003)	(610) 381-8200
Jodi McCluskey	Clearfield County	At-Large (2004)	(814) 765-2641 ext. 1509
Peter Previte	Allegheny County	Southwest (2004)	(412) 578-8390
David Robinson	City of Philadelphia	Southeast (2003)	(215) 686-5504
Ann Saurman	City of Allentown	At-Large (2003)	(610) 437-7582
Rick Schlauder	V-Quip USA, Inc.	Private Sector (2004)	(866) 878-4763