

Professional Recyclers of Pennsylvania

Board of Directors Meeting

State College, PA

March 10, 2008

1. ADMINISTRATIVE

- **Roll Call & Introductions**—It was determined that a quorum was present.

Board Members Present

Mike Crist
Art Feltes
Dan Grow
Michael (Chip) Hanuscik
Patti Hinkle
Kris Howdysshell
Amy Mazzella di Bosco
Tanya McCoy-Caretti
Michele Nestor
Pete Previte
Lori Robson
Brenda Schmidt
Joanne Shafer
John Yingling

Board Members Absent

Jill Boozer
Bob Bylone
Walt Davenport
Sue Mancino
Chuck Raudenbush

Board Proxies Present

Tom Adams*
Barbara Giovagnoli

PROP Staff Present

John Frederick
Jan Arnold

*Indicates that the Proxy had voting privileges due to the absence of their Board Member.

- **Approval of the Minutes of the January 14, 2008 Board Meeting**

MOTION: John Yingling moved to approve the minutes with the following corrections: 1. Specify that the Conflict of Interest Policy recommended by the IRS for 501(c)(3) entities was considered approved by the Board--pending solicitor review. The policy will include Board Members, Proxies and Staff. 2. Note that Amy Schirf and Barb Giovagnoli were appointed by the President to Co-Chair the Education Committee. Amy Mazzella di Bosco seconded the motion. Motion carried.

- **Financial Report**

Treasurer Joanne Shafer reported that CD's and investments have been switched to 1st Community Bank to take advantage of higher interest rates. Scholarship funds (plus accrued interest) have been placed into a CD of their own.

Outstanding invoices include:

- DEP, Certification: \$20,422.06
- 07 Conference, Vendor/Meal: \$780.00

The following balances were reported:

- CD #1: \$4,500
- CD #2: \$55,000
- CD #3: \$55,000
- M&T Market Savings, as of 2/29: \$73,347.32
- Checking Account Balance, as of 3/7: \$67,255.85

MOTION: Mike Crist moved to accept the Treasurer's Report. Dan Grow seconded the motion. Motion carried.

2. CONSENT AGENDA

Michele Nestor removed the Membership Committee Report from the Consent Agenda. Joanne Shafer removed the Certification Committee Report from the Consent Agenda. It was noted that John Frederick's Executive Director Report was submitted but was not included in the Board Packet.

MOTION: Chip Hanusick moved to approve the Consent Agenda. John Yingling seconded the motion. Motion carried.

▪ **Certification Committee Report**

The Scholarship sub-committee was not formed since only one application was received.

MOTION: Michele Nestor moved to approve Gordon Marshall as the recipient of a Full Scholarship to the Certification Program. Dan Grow seconded the motion. Motion carried.

▪ **Membership Committee Report**

To be discussed under Old Business

3. OLD BUSINESS

▪ **Ratify Electronic Vote for NRC Congress Agreement**

MOTION: Amy Mazzella di Bosco moved that the Board ratify the electronic vote of the Board on January 29, 2008 authorizing John Frederick, on behalf of PROP, to sign the contract with NRC for the 2008 NRC Congress. Patti Hinkle seconded the motion. Motion carried.

▪ **Legislative and Regulatory Update**

○ County Fees Update

- John Frederick reported that although there has been in contact with the lobbyists and several key legislators there has been little forward momentum with HB 934.
- John asked all Board Members to contact their Democratic Representatives and ask them to speak with their party's leadership to move this worthwhile bill forward. There is bi-partisan support for the bill and once it gets moved into the right direction, it should move forward easily through the house.

○ Disposal Ban Update

- Tanya McCoy-Caretti noted that the proposed regulatory changes are at a "pens down" point: no more changes will be to the document at this time in an attempt to move the proposed changes forward. The proposed changes will be given to the State SWAC to review in April. In July or August (if the SWAC approves the changes) the changes will be sent to the Environmental Quality Board. Once published in the PA Bulletin, informal public comment will be received for at least 90 days.
- Items proposed in the ban include: scrap metal, CRT's, white goods, used oil and oil filters, aluminum cans, steel/bi-metal cans and shredded tires. Later, mattresses and box springs will listed as banned items.

MOTION: John Yingling moved that the PROP Markets Committee work in conjunction with the RMC to review Phase 1 of the proposed regulation changes and report back to the Board at the September meeting. Joanne Shafer seconded the motion. Motion carried.

▪ **NRC Issues—Annual Congress and Exposition Update**

John Frederick reported that the contract has been implemented and the role of the PROP staff has been determined. Preparations for the event are in full-swing.

- A special Fundraising Committee has been established. \$25,000 has already been donated by the Steel Recycling Institute. PROP's Host Event on Tuesday, September 22nd will include an evening on the Gateway Clipper. Numerous volunteers are needed for this single event as all aspects of this are up to PROP. PROP needs to raise \$70,000. Suggestions for fund raising

events included a "playing card raffle" with a solar cell phone charger and mp3 players as prizes.

- PROP will need many volunteers from the membership to make things run smoothly. Volunteers are needed to supervise sessions, help with registration and perform other tasks, as needed. The staff will create a list of tasks that need volunteers. PROP members can then select tasks from that list and will then receive a reduction in their NRC registration fee.

- **2008 PROP Conference—Gettysburg Update**

John Frederick announced that the Abe Lincoln impersonator has been contracted for the event. Joanne Shafer noted that we have budgeted less revenue from this conference due to the NRC conference.

- **Environmental Education Grant—Advance to Finalist**

PROP's Education Committee submitted an application for DEP's Environmental Education Grant Program for a vermi-composting education program to be held at the Centre County SWA for local educators. The grant was accepted and the Committee was notified that their application has been sent on to the final rounds of competition.

- **Municipal Committee—Affirm Appointments**

Lori Robson appointed Jean Long and Phyllis McCain as the Western PA Municipal Committee Co-Chairs and Mike Devaney and Betsy Levin as the Eastern PA Municipal Committee Co-Chairs.

- **Conference Committee Chair—Affirm Appointments**

Lori Robson appointed Kelly Wolff and Bicky Redman as the 2008 Conference Co-Chairs.

- **Certification Contract Update**

Joanne Shafer reported that the Certification Proposal for the current contract year was submitted and accepted. The contract is for \$445,000 and is in effect from March 1, 2008 to February 28, 2009.

- **Membership Committee—Survey, Privacy Policy, Membership & Attendee List Distribution and the New Membership Structure**

Chair Michele Nestor distributed a Membership Committee report at the meeting.

- Survey: At the January 2008 Meeting, the Board directed the staff to conduct a membership survey including the questions from the Membership Committee. The survey has yet to be distributed. The Committee recommends that the survey be conducted ASAP.
- Privacy Policy: As a result of the direction of the Board at the January meeting, the Committee provided an electronic, fill-in-the-blank "Privacy Policy Generator" to the staff. Legal Counsel can review and make a recommendation for the Board. Secretary Brenda Schmidt reported that she did review four years of Board Minutes, as directed, and did not find any reference to a Privacy Policy.
- Membership and Attendee List Distribution Policies and Fee Structure: It is the recommendation of the Committee that the listing of conference attendees include just the name, affiliation and position but no contact information. A draft policy was presented to the Board.

MOTION: Brenda Schmidt moved to approve the new policy for membership and attendee list distribution recommended by the Membership Development Committee at its February 25, 2008 meeting. Amy Mazzella di Bosco seconded the motion. Motion carried with one nay vote.

This policy is attached to, and made part of, these minutes.

MOTION: Amy Mazzella di Bosco moved to approve the fee structure and policy for membership mailing lists recommended by the Membership Committee at its February 25, 2008 meeting with

the following addition: Allow Corporate memberships to receive one set of labels at a 50% discount each year. Brenda Schmidt seconded the motion.

- Membership Structure: A revised Membership Structure was presented to the Board per the Board's direction at the January meeting. The new structure eliminates existing categories of membership. Discussion included removing the lodging elements within the categories and including the words "or the equivalent of" in order to provide the Executive Director flexibility in meeting the needs of the membership. For example: If a member requested that they not need advertisements in the Recycler then they could substitute another item off the "ala carte" menu of an equivalent value.

MOTION: Dan Grow moved to approve the Membership Structure recommended by the Membership Development Committee at its February 25, 2008 meeting with the subtraction of "lodging" within the categories and the addition of the words "or the equivalent of." Chip Hanuscik seconded the motion. Motion carried.

4. NEW BUSINESS

- **Developing Legislative Initiatives**

- Mandatory Collection Requirements—902 Grant Association
Mandatory Trash Collection is a new criterion for those seeking 902 grant funding. It was noted that county-wide and regional programs would be strongly impacted. After much discussion it was determined that Board Members representing each of the 6 DEP regions of the state would attend their regional meetings and report back to the President with findings. The 6 representatives are: Michele Nestor (NW), Lori Robson (NC), Dan Grow/Barbara Giovagnoli (NE), Kris Howdyshell (SW), Amy Mazzella di Bosco (SC) and Art Feltes (SE).

Once the regional reports are submitted, Lori and John will assemble an educational piece that will be distributed to the membership.

- **Resignations**

- Jill Boozer—NW Public Sector Board Member
President Lori Robson reported receipt of correspondence from Jill Boozer announcing that she had accepted a new employment position and would no longer be able to serve on the PROP Board. The Board discussed other members who would be potential candidates to serve the remainder of Jill's term. Lorin Meeder of Cranberry Township and Don Blakesly of Erie County were both named. Lori said that she would contact both candidates.

MOTION: John Yingling moved to accept the resignation of Board Member Jill Boozer, with regrets, and that a letter be sent to her thanking her for her service. Mike Crist seconded the motion. Motion carried.

- Joanne Shafer—NRC Recycling Organization Council Rep
Joanne Shafer announced that she has resigned as the Representative to the ROC Council to the NRC.

MOTION: John Yingling moved that the Board accept the resignation of Joanne Shafer as PROP's representative to the ROC Council of the NRC, with regrets. A letter will be sent to her thanking her for her time. Art Feltes seconded the motion. Motion carried.

President Lori Robson appointed PROP's Executive Director, John Frederick, as PROP's representative to the ROC Council of the NRC. Michele Nestor and Bob Bylone will serve as Alternates.

- **Honorary Board Member**

Joanne Shafer noted that long-time PROP member Dave Varone is again being deployed overseas as part of a military operation. Dave has been a long-standing member of the organization and has demonstrated extraordinary service to PROP.

MOTION: Joanne Shafer moved to name Dave Varone as an Honorary Board Member, as established in the By-Laws. Chip Hanuscik seconded the motion. Motion carried.

- **Board Member Update: Chip Hanuscik**

Chip Hanuscik notified the Board that he is no longer employed with Lackawanna County in the capacity of Recycling Coordinator. However, he is still a member in good standing and wishes to retain his Board Seat. New contact information was distributed.

- **Executive Session**

- An Executive Session was held to discuss personnel issues.

5. ADJOURNMENT

John Yingling moved to adjourn the meeting at 3:19 PM. Art Feltes seconded the motion. Motion carried.

Membership and Attendee Distribution Policy

Adopted March 10, 2008

1. Listings in Conference Booklet

- Full contact information for exhibitors and speakers will be listed
- Attendees will be listed by name, position and affiliation with no contact information
- Exhibitor package will include attendee lists with full contact information

2. Membership Lists

- Labels will be available for a fee of \$350.
- Contract must state that lists can only be used once.
- No faxes, emails or phone numbers will be provided.
- Each request should be issued in writing on a PROP order form and include a copy or draft of the materials to be mailed.
- Pre-payment is mandatory.
- There will be a cancellation penalty of \$100 for administrative costs.
- There will be an additional fee of \$50 for rush order processing.
- Membership lists will be included, at no extra charge, in the following membership categories:
 - Supporting—1 set of labels, annually
 - Sustaining—1 digital membership list, annually
 - Platinum—1 set of labels and 1 digital membership list, annually
 - Corporate—1 set of labels, annually, at a 50% discount

Items Needed to Be Created or Implemented as a Result of This Policy

- Creation of an Order Form for Labels
 - Includes Contact Information for Requester
 - Includes this Statement: Lists can only be used once
 - Must Request a Copy or Draft of Materials to Be Mailed
 - Indicates the Fee for the Labels
 - Indicates the Fee for the Cancellation
 - Indicates the Fee for a Rush Order
- Mailing List of Members
 - Includes Name, Organization and Mailing Address
 - No Phone, Fax or Email

PROP Membership Structure

Adopted March 10, 2008

Members of PROP will select one of the following Membership Packages upon their enrollment into the organization. Additional services may be purchased via PROP's "ala carte" menu. Specific items within the packages may be substituted with "ala carte" items of equivalent dollar value to suit specific member needs provided the sum total paid to PROP still equals the cost of the membership category.

Associate - \$35

- Non-voting
- Non NRC Member
- 1 Copy of Recycler and Newsletter per Issue
- Each Member Receives Emails and Conference, Certification and Other Marketing Materials

Individual - \$125

- 1 Vote
- 1 NRC Membership
- 1 Copy of Recycler and Newsletter per Issue
- Each Member Receives Emails and Conference, Certification and Other Marketing Materials

Office - \$350

- 4 Members
- 4 Votes
- 4 NRC Memberships
- 1 Copy of Recycler and Newsletter per Member per Issue—Unless a Reduction is Specified
- All Members Receive Emails and Conference, Certification and Other Marketing Materials

Corporate - \$1300

- 4 Members
- 4 Votes
- 4 NRC Memberships
- 2 Quarter Page Ads in Recycler
- 1 Quarter Page Ad in Conference or Manufactured Soils Booklet
- 1 Conference Registration
- 1 Conference \$425 Co-Sponsorship
- 1 Copy of Recycler and Newsletter per Member per Issue—Unless a Reduction is Specified
- All Members Receive Emails and Conference, Certification and Other Marketing Materials
- 1 Set of Membership List Mailing Labels, Annually, at a 50% Reduced Rate

Supporting -\$3000

- 5 Members
- 5 Votes
- 5 NRC Memberships
- 2 Half Page Ads in Recycler
- 1 Half Page Ad in Conference or Manufactured Soils Booklet
- 1 Conference Exhibit, Including 1 Attendee
- 1 Conference \$425 Co-Sponsorship
- Web Presence on PROP Site (PROP's Preference of Location)
- 1 Copy of Recycler and Newsletter per Member per Issue—Unless a Reduction is Specified
- All Members Receive Emails and Conference, Certification and Other Marketing Materials
- 1 Set of Membership List Mailing Labels, Annually

Sustaining -\$5500

- 5 Members
- 5 Votes
- 5 NRC Memberships
- 2 Half Page Ads Recycler
- 1 Full Page Ad in Conference or Manufactured Soils Booklet
- 1 Conference Exhibit, Including 2 Attendees
- 1 Conference \$850 Co-Sponsorship
- Recognition on PROP Home Page
- 1 copy of Recycler and Newsletter per Member per Issue—Unless a Reduction is Specified
- All Members Receive Emails and Conference, Certification and Other Marketing Materials
- 1 Digital Membership List, Annually

Platinum \$10,000+

- 6 Members
- 6 Votes
- 6 NRC Memberships
- 2 Full Page Ads in Recycler
- 1 Full Page Ad in Conference Booklet
- 1 Full Page Ad in Manufactured Soils Booklet (may trade for other advertising)
- Full Conference Sponsorship
- 1 Conference Exhibit, Including 3 attendees
- First Choice of Exhibit Location
- VIP Seating at Conference
- Recognition at All PROP Events and Seminars
- Recognition on PROP Home Page
- 2 Copies of Recycler and Newsletter per Issue
- All Members Receive Emails and Conference, Certification and Other Marketing Materials
- 1 Set of Membership List Mailing Labels and 1 Digital List, Annually