

Professional Recyclers of Pennsylvania  
Board of Directors Meeting Minutes  
Ramada Inn, State College  
May 14, 2007

**Board Members Present**

Amy Mazzella di Bosco  
Kris Howdyshell  
Mike Crist  
Joanne Shafer  
Chuck Raudenbush  
Michele Nestor  
John Yingling  
Brenda Schmidt  
Tanya McCoy-Caretti  
Art Feltes  
Jan Arnold  
Dan Grow  
Pete Previte  
Sue Mancino

**Board Proxies Present**

Pattie Hinkle  
Bob Bylone

**PROP Staff Present**

John Frederick  
Jennifer Allison

1. Administrative

1.1 Roll Call & Introductions— Amy Mazzella di Bosco

- a. It was decided that there was a quorum.
- b. Amy Mazzella di Bosco called the meeting to order at 10:25 am. Attendees introduced themselves.

1.2 Approval of March Minutes

- a. The March Board Meeting Minutes had been previously e-mailed to all of the Board Members and Board Proxies for review.
- b. Art Feltes noted that in there was a misspelling of SWAC in section 3.4.

**Motion: Chuck Raudenbush moved to approve the March 2007 Board Minutes with corrections. John Yingling seconded the motion. Motion carried.**

1.3 Financial Report

- a. Joanne Shafer reviewed the financial report as presented to the Board in the board packet. Joanne noted that the checking account balance as of May 11, 2007 was \$175,079.16. There are two CDs, with the first containing \$25,000, and the second \$2,000 designated for restricted scholarships. The savings account balance as of April 30, 2007 was \$51,863.70.

- b. Outstanding invoices included the January, February and March 2007 invoices to DEP for the Certification program in the amounts of \$14,698.09, \$9,591.59 and \$51,893.27 respectively.
- c. Joanne also noted that the restricted scholarship total with interest was \$3,220.00.

**Motion: John Yingling moved to approve the Financial Report. Jan Arnold seconded the motion. Motion carried.**

- d. Joanne Shafer commended Becky Miller for getting in the Annual Financial Report out on time this year. Discussion included financial planning and concerns about whether the checking account balance exceeds the amount insurable by the FDIC. Both topics will be further investigated.

**Motion: Dan Grow moved to approve the Annual Financial Report with the exclusion of Note 3 on Page 6. Mike Crist seconded the motion. Motion carried.**

#### 1.3.1 Approval of FY 07-08 Budget

- a. John Frederick quickly reviewed the draft budget.
  - The depreciation line item was removed as recommended by the accountant because depreciations are included in the liabilities line item.
  - Sole source revenue went from zero to positive due to course sponsorships and courses sold to other organizations.
  - The promotional educational items line was increased in hopes that these types of items will come into play this year in conjunction with Curbside Value Partnership.
- b. Patti Hinkle questioned the solidity of the sole source contract as related to the budget. John Frederick responded that the contract is solid through Feb 2008 and noted that if funding were lost, the related expenses would also go away. Joanne noted that the Certification committee has and will continue to discuss the viability of the program if the contract were lost.

**Motion: Dan Grow moved to accept the proposed 2007-2008 Budget. John Yingling seconded the motion. Motion carried.**

#### 1.3.1 Change in Health Insurance Benefits

Amy Mazzella di Bosco observed that there was going to be a change in the insurance benefit provided to PROP staff. John Frederick explained that PROP was changing coverage to UPMC, effective June 1, because of better pricing. A prior problem with UPMC regarding the lack coverage in State College is not a concern since PROP currently has no staff residing in the area. John also noted that PROP can change the coverage with 30 days notice if necessary. This will save PROP about \$6,000. Joann Shafer mentioned that while short one employee at the time, PROP only had 3 out of

6 employees taking advantage of coverage and she commented on the difficulty in locating coverage for so few employees.

## 1.4 Correspondence

### 1.4.1 Marissa Carney's Resignation

- a. John Frederick noted Marissa left PROP for a better position. John also commented that the turnover rate at PROP has been high lately, but that everyone has left for the same reason: to better themselves.

### 1.4.2 Sandy Brown "Thank You" Letter

- a. There was no further discussion.

## 2. Consent Agenda

- a. Joanne Shafer moved to remove the Professional Certification Committee report from the consent agenda.
- b. John Yingling moved to remove the Markets Committee report from the consent agenda.
- c. Chuck Raudenbush moved to remove the 2007 Conference Committee report from the consent agenda.

**Motion: Joanne Shafer moved to approve the consent agenda. Michele Nestor seconded the motion. Motion carried.**

### 2.1 Professional Certification Committee Report

- a. Joanne Shafer explained that changes were made to the Professional Certification Program during the last Certification Committee Meeting. And that the new certification requirements had not yet been ratified by the board. Additions and deletions were made in an attempt to fit specializations and core requirements neatly together and remove courses that were not appropriate to the specializations. John Frederick also commented that they had attempted to balance credit requirements for each specialization. Further discussion included:
  - The new requirements had already been included in certification packets and on the website. Apologies were made for not having gotten prior approval from the board.
  - The new requirements appeared to be unequal: some requiring only one elective for specialization. It was further explained that specialization requires core courses; some are very heavy, and therefore require fewer electives. But overall credits earned for each specialization are similar.
  - The feasibility of changing course CEUs was questioned and Joanne Shafer explained that Penn State Altoona must approve all changes due to the University's guidelines regarding what a course should include.

**Motion: Dan Grow moved to approve the changes to the certification program requirements. Patti Hinkle seconded the motion. Motion carried.**

- b. Joanne Shafer also explained she and Amy Zuckett had met with the anonymous scholarship donor. Together they came up with ideas to allow those who have no funds to apply to take courses under scholarship.
- An application with parameters was drafted because of the increasing demand due to the loss of administrative fees. Jan Arnold questioned who would determine the scholarship recipient. Joanne Shafer responded that the concept is still in the works, but there will probably be a subcommittee, an essay requirement, etc.
  - Sue Mancino suggested a mentoring program to ensure certainty of the recipient completing the program. Joanne commented that there is currently a requirement of completion and a required time-frame.
  - Joann also asked for the board's thoughts on opening the program and announcing that it will be available for donations and requests for scholarship. The idea presented was to build the program's funding to where one person's costs could be covered for the duration of their time in the program, possibly including some travel costs, etc. The donor is amenable to using the money as seed fund money to build the scholarship fund. The subcommittee would like to advertise at the conference and other places.
  - Dan Grow commented that the program should be advertised, given a name for marketing purposes, and that it should be noted that donations to the program will be tax deductible.
  - The Scholarship Sub-Committee will present the concept to the Certification Committee for approval.
  - After some discussion, it was noted that the board also needed to vote to approve the changes because they affect the organization's budget.

**Motion: John Yingling moved to approve the concept of the scholarship fund with the recommendation that the scholarship committed develop clear guidelines for the program and develop a name for the program as well. Art Feltes seconded the motion. Motion carried.**

## 2.2 Markets Committee Report

- a. John Yingling noted that the committee was at the time comprised of 15 people and that one-third of them were from DEP. He stated that the committee is actively seeking members.
- b. John Yingling also noted that he and the Markets Committee would be actively working with the PROP staff regarding the website and recycling commodities.

## 2.3 2007 Conference Committee Report

- a. Chuck Raudenbush noted that some committee members have not been notified of all conference calls. He stated that the next meeting was to be a live meeting at 11

a.m. on May 31st at the Radisson Hotel Valley Forge to revisit the conference location one more time before the conference.

- b. Joanne Shafer also asked John Frederick how fund raising was coming. John explained that he believed the sponsorship and attendance numbers were a little bit low, but that the conference exhibit hall was filling up nicely due to the efforts of Doug Orner and others in the office. John had previously hoped for attendance numbers approaching 300 this year because of the number of mandated communities in that area of the state, and asked the board to talk to municipalities and encourage them to attend. Dan Grow commented that rates seemed high, but John replied that they provide only a very small margin.
- c. John Frederick also noted that the conference brochure has been updated. Typos were noted and John requested that the board members review the brochure and notify staff of any further comments.
- d. Jan Arnold noted that the membership committee has asked to do a membership meeting on Wednesday evening of the conference.
- e. John Frederick also observed that the 2008 Gettysburg committee would soon be starting up. Please contact the PROP office if you wish to be a part of this committee.

### 3. Old Business

#### 3.1 Certification Program Proposals

- a. John Frederick updated the board regarding the proposals with Missouri & Texas. The Texas organization had finally talked the state into funding their program, a good sign.
- b. A proposal had also been sent to South Carolina to work on a manual, but that contract went to RW Beck. Joann Shafer commented that there may be potential for subcontract work.
- c. The California organization has seriously discussed the idea and more discussions had taken place.
- d. Now NYSAR has also taken action at its board meeting, discussing the idea of sending NY members to participate in PA classes. Amy Zuckett was credited with having done some footwork on this at the Mass conference.
- e. John Frederick noted that the NRC is not enthusiastic about the idea because it was hoping to take an active role in making a more national program. John wanted to note that the NRC is welcome to develop that type of program, but that PROP should take the opportunities as they come so as to have some standard requirements between states, with perhaps some state-specific training as well. Michele Nestor

stated that NRC may be approaching SWANA for partnership, and that it may have missed the opportunity because SWANA seems to already be moving ahead with expanding their program. John noted that the PROP and SWANA programs are similar, but not close enough to the same to be interchangeable because SWANA classes are fairly generic, and not state-specific enough.

### 3.2 Waste Watchers

- a. Amy Mazzella di Bosco noted that the Waste Watchers Application deadline had been extended, for those who notified staff of the application's pending arrival date. The new Program Manager will take this over when hired.

### 3.3 Administrative Fees Update

Dan Grow updated the board on the course of events regarding HB 934:

- a. Grover Norquist rated HB 934 as a tax; therefore Eichelberger can not sponsor it.
- b. Senator Rhodes was to be approached to sponsor the bill in the Senate. Dan commented that he and Chuck Raudenbush had sat down with Senator Rhodes and the Senator was excited about the prospect because he saw it as a way to provide funding for continuing educational programs. He was to take the bill to Mary Jo White as well. John Frederick thanked Dan Grow for his legislative efforts.
- c. PROP members should still approach their representatives regarding the support of HB 934.
- e. Many in the House and Senate were rejecting the 275 fee, and therefore feel they couldn't simultaneously support HB 934.
- f. Michele Nestor asked if John Frederick had heard from CCAP about the governor trying to wrap his fee up in with the county fees. John responded that someone in the local government stated their opinion that the governor is trying to attempt to hook his failing 275 bill to something else that will be supported.

### 3.4 Legislative Day Update

John Frederick stated his thanks to everyone who helped out on the follow-up in their home districts after Legislative Day.

## 4. New Business

### 4.1 Annual Review of Executive Director and Staff Evaluations

- a. The board went into Executive Session at 1:30 p.m.

**Motion: Art Feltes moved to approve the 2007-2008 proposed staff pay increases. Chuck Raudenbush seconded the motion. Motion carried.**

At 1:55 p.m. the board closed the Executive Session.

#### 4.2 Program Manager Position

- a. John Frederick explained that he has interviewed several people for the position and that there were 2-3 people who would be brought back in for follow-up interviews with the staff.

#### 4.3 Curbside Value Partnership Contribution

- a. John Frederick stated that the Curbside Value Partnership kicked off in York & Lancaster the week prior to the meeting. PROP was asked to help financially support the program. Both counties made donations and CVP asked PROP for \$3,000 in additional funding. John stated the the benefits of the graphics and electronic files the PROP will receive in return far outweigh the costs to PROP. Due to an inquiry from Joanne Shafer, John further explained that the graphics and electronic files were to be used freely, distributed to membership and others if needed.

**Motion: Tanya McCoy-Caretti moved to approve the \$3,000 Curbside Value Partnership contribution. Brenda Schmidt seconded the motion. Motion carried.**

- b. John Frederick also noted the Hill & Knowlton approached PROP to handle the funds for the Curbside Value Partnership. York & Lancaster will send their contributions to PROP, and Hill & Knowlton will send the \$17,000 invoice to PROP as well.

**Motion: Art Feltes moved to approve PROP's handling of the Curbside Value Partnership funds & invoice, with the condition that all funds be received before the bill is paid. Brenda Schmidt seconded the motion. Motion carried.**

#### 4.4 NRC Congress

- a. John Frederick reported that the 2008 NRC Congress finalist was Pittsburgh, and that Kate Krebs, of the NRC, called to ask how it would affect the PROP conference. John explained that the locations are far enough apart geographically and in regards to timing that they should not negatively impact each other.
- b. John also said that he and Kate discussed the idea that, as PROP will be the host state organization, PROP and NRC could perhaps offer package discounts for the conferences. Chuck Raudenbush commented that the SWANA conference will be held at a similar time and questioned whether it could also team up and offer a three-way package for exhibitors. Chuck and Dan Grow will bring this up at the next SWANA meeting.
- c. John explained that as the host organization, this will require a bit of work for the staff, but that would be alleviated by excitement and participation among the board and other committees.
- d. Joanne Shafer expressed concerns from past experience with the NRC and recommends having a good negotiating committee to deal with the NRC along side

John Frederick, because money can easily be lost in a situation such as this. John also noted that Joanne had previously recommended speaking with other states that have dealt with this in the recent past. Chuck Raudenbush, Michele Nestor, Dan Grow, Joanne Shafer, Tanya McCoy-Caretti & John Frederick have volunteered to serve on the host negotiating (steering) committee.

- e. The host agreement was still in process, and was to be watched for items of concern. The next NRC-ROC meeting was to be June 22-23 in Pittsburgh, and the recommendation was that PROP should have had representation present.
- d. Tanya McCoy-Caretti also pointed out that the Secretary McGinty should be notified that the NRC Congress will be in Pennsylvania next year. In past years the Department of Environmental Protection participated greatly, but with finances what they are, they need to be notified soon to get a commitment.
- f. Chuck Raudenbush also noted that the PROP exhibit should be at the Denver congress this year to promote the Congress next year.

5. Good of the Order and Adjournment

- a. The next meeting of the PROP Board of Directors will be at 5:00 p.m. July 31<sup>st</sup> at the Radisson Hotel in Valley Forge, PA.
- b. The September meeting will have a generative discussion.

**Motion: Chuck Raudenbush moved to adjourn. Art Feltes seconded the motion. Motion carried.**

- d. President Amy Mazzella di Bosco adjourned the meeting at 2:14 pm.

Respectfully Submitted,  
Jennifer Allison  
PROP Administrative Assistant

*These minutes are reflective of the happenings of this meeting; however, they may not reflect the order in which they occur.*