

Professional Recyclers of Pennsylvania  
Board of Directors Meeting Minutes  
Gettysburg Wyndham Hotel  
November 11, 2006

**Board Members Present**

Jan Arnold  
Don Blakesley  
Sandi Brown  
Mike Crist  
Walt Davenport  
Art Feltes  
Kurt Fenstermacher  
Kris Howdysshell  
Tanya McCoy-Caretti  
Pete Previte  
Chuck Raudenbush  
Brenda Schmidt  
Joanne Shafer  
John Yingling

**Board Proxies Present**

Bob Bylone  
Barb Giovagnoli  
Dan Grow

**PROP Staff Present**

John Frederick

1. Administrative

1.1 Roll Call & Introductions—Kurt Fenstermacher

- a. It was decided that there was a quorum.
- b. Kurt Fenstermacher called the meeting to order at 11:21 am.  
Attendees introduced themselves.

1.2 Approval of May Minutes

- a. The September Board Meeting Minutes had been previously e-mailed to all of the Board Members and Board Proxies for review.

**Motion: John Yingling moved to approve the September 2006 Board Minutes. Art Feltes 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 2006 conference revenue was \$47,767.15.

**Motion:** Chuck Raudenbush moved to approve the Financial Report. John Yingling seconded the motion. Motion carried.

### 1.4 Board Reorganization

- a. John Frederick, Executive Director, took control of the meeting at this time.

**Motion:** Dan Grow moved to open the floor for nominations. Tanya McCoy-Caretti seconded the motion. Motion carried.

**Motion:** Dan Grow moved to reappoint each officer to their current position. Don Blakesley seconded the motion. Motion carried.

**Motion:** Tanya McCoy-Caretti moved to close the floor for nominations. John Yingling seconded the motion. Motion carried.

### 1.5 Correspondence

#### 1.5.1 Thank you letter to Julie Burt

- a. As directed by the Board at the September meeting, Amy Mazella di Bosco sent a letter to Julie Burt thanking her for her many years of service to the Board and to the Organization. The letter was included in the Board packet.

## 2. Reports

### 2.1 President's Report

- a. Kurt Fenstermacher reviewed the Board Retreat. Doug Johnson, Lutheran Services of America, lead the Board through a Board Development Session during the previous afternoon. Recommendations of the session are as follows. The Board will be seeing a different format for the January Agenda.

1. Create a Consent Agenda. These are for items that are routinely reviewed by the Board. Any Board Member can ask to remove any item from the Consent Agenda prior to the vote to approve all items on said agenda.
  2. Shorten the Reporting Process. Chairs do not need to talk about what is in their written report. Additions may be verbally added.
  3. Generative Discussion. A portion of each meeting should be reserved for generative discussion on issues that are important to recycling but are not urgent.
  4. "One Board: One Voice." All Board Members should present a unified voice to the general membership and public regarding Board actions. Although Board Members may not have voted in favor of a particular issue, as long as they are Board Members their voice should repeat the decision of the Board. This is also a method of preventing "parking lot discussions" after the meetings which are typically filled with dissenting views or rehashing of the Board's decision in front of non-Board members.
  5. Board Member Expectations. The Executive Committee will draft a document that will contain the duties, expectations and responsibilities of PROP Board Members. Kurt Fenstermacher encouraged fellow Board Members to get their recommendations to the Executive Committee as soon as possible. Art Feltes added that there is a list of expectations included in the Strategic Plan. These Expectations will be distributed to Board Members and to those who are interested in running for a Board seat.
- b. Kurt Fenstermacher reviewed Lehigh County's Pilot Project. The state is working with the county to ensure that recycling is happening at all state owned and state leased properties within the county. The Department of General Services and the Department of Environmental Protection are working with Lehigh County on this project. It is hoped that this project will be enacted in all 67 counties of the Commonwealth.

## 2.2 Staff Reports

### 2.2.1 Executive Director—John Frederick

- a. The Certification Proposal Project that has been submitted to South Carolina, Missouri and Texas has taken a significant amount of John's time.
- b. The '07 and '08 Conference contracts are being finalized.

- c. Legislative related issues have seen excellent results for the time spent on them.

Chuck Raudenbush complimented John and the PROP staff for all of their hard work on the legislative issues.

### 2.2.2 Staff Reports

Education Director—Amy Zuckett

IT Manager—Doug Orner

Program Manager—Marissa Carney

Communications Manager—Jill Reigh

All staff reports were included in the Board Packet. No discussion was held concerning these reports.

## 2.3 Committee Reports & Discussions

### 2.3.1 Administrative Council

Executive/Personnel Committee—Kurt Fenstermacher

- a. Minutes were distributed from the Executive Committee's last meeting.

Finance and Fundraising—Walt Davenport

- a. \$10,000 in sponsorship has been secured from Waste Management. This is a multiple year agreement.
- b. A committee meeting will be held later this month.
- c. Two new members have joined the committee: Dan Grow and Kris Howdysshell. This brings the total number to six—as recommended in the Strategic Plan.
- d. All Board Members are encouraged to help with the fundraising.

By-Laws—Chuck Raudenbush

- a. By-Laws revisions will be sent out by December 1<sup>st</sup>.
- b. Board Members will receive a copy of the draft in two weeks.

Strategic Plan—Art Feltes

- a. The Committee will adjust the plan to include the revisions that were made during the Board Retreat.
- b. Many of our goals have been met within their recommended time frame.
- c. Baseline measurements will be added within the plan.

- d. The Committee will host a Committee Chair Summit. The Board agreed to cover Brenda Schmidt's expenses for attending and assisting with the Summit.

**Motion:** Tanya McCoy-Caretti moved to hire Doug Johnson to assist the Board with the "Program Impact & Sustainability" portion of the plan and other Plan related issues at the January Board meeting. Mr. Johnson would be hired on an "as needed" basis and may be brought back for additional Board meetings and topics. Jan Arnold seconded the motion. Motion carried.

### 2.3.2 Education Council

Certification Committee—Joanne Shafer

- a. The Missouri Recycling Association and Texas' recycling association have voted to pursue a certification program and will enter into discussions with PROP. A formal proposal was also sent to South Carolina. These proposals came one right after the other and Joanne offered a special thanks to John for pulling these together so quickly. A question was asked regarding why PROP would do this? Answer: Financial diversification. All staff time on these proposals fall under business development. Are we able to copyright our product? The committee will pursue this.
- b. At NRC, Joanne offered limited free viewings of our on-line certification classes for NRC affiliated states. Perhaps this will create some leads on selling the on-line classes, as well.

Education Committee—Brenda Schmidt

- a. Education kits have been distributed! It has been discussed that we might want to do this again but we would charge for the second kits. The committee has not made a decision.
- b. The Spring Focus On will be on "Creative Displays."

Joanne Shafer offered kudos to the Education Committee for getting the majority of the items for the Education Kits donated.

College & University Committee—Sandi Brown (filling in for Ric Laudenslager)

- a. A roundtable has been scheduled for the months to come and they are hoping for good attendance.

#### 2007 Conference—Chuck Raudenbush

- a. The next meeting is Wednesday, November 8<sup>th</sup> at 10 AM at the Radisson Valley Forge. The theme is “Recycling, a Revolutionary Idea.”
- b. The Franklin Institute (a science museum) will have the King Tut display available during our visit.
- c. A bus may be contracted to bring attendees in from the Northwest.

#### Municipal Recycling Committee—Vacant

With Julie Burt’s resignation, this committee is in need of a Chair. Suggestions should be provided to Kurt Fenstermacher.

#### Data Management/Waste Audit Committee—Ellen Keefe

Kurt Fenstermacher reported that the Data Management Class was well attended and had excellent content.

### 2.3.3 Membership Council

#### Membership Development Committee—Jan Arnold (filling in for Bruce Brady)

- a. A Project Proposal Form has been submitted to the Executive Committee for a membership drive to be held in January of 2007. PA municipalities, colleges and universities, school districts and hospitals would all receive PROP brochures. Sandi Brown at West Chester University will print the brochures. Art Feltes will deliver the brochures from the University to the PROP office. **Joanne Shafer noted that these in-kind services should be recorded. Amy Zuckett has a form to record these and will distribute them to all of the Board members.**
- b. The Committee recommends that the Soils & PROP conference be combined into one conference with additional classes to focus on organics. The Committee recognizes that this will not be possible until 2008.
- c. The Committee would like to recommend that Lifetime Memberships be awarded to those who meet the following criteria: maintain PROP membership for at least 10 years, active on at least two PROP committees and that they held a seat on the Board of Directors as either a Board Member or Proxy. Now, they don’t get voting rights, but they can get the PROP rate if they do want to attend PROP classes or conferences. And, this could be retroactive.
- d. The Committee is working on their part of the Strategic Plan and has come to realize that a few of the numbers are unrealistic. These

corrections to the Plan were noted at the previous evening's Strategic Plan discussion session.

Discussion on the Manufactured Soils Conference and the Recycling Conference being held at the same time invited questions as to how the organics members would be able to join the recyclers during the summer—a particularly busy time for the organics members. The reciprocal of that was also discussed. A loss of revenue from losing one of the conferences was also discussed. It was also mentioned that our Strategic Plan calls for two conferences to be held each year.

**Motion: Joanne Shafer made a motion to approve the amended Membership Committee's Project Proposal for a Membership Drive. Mike Crist seconded the motion. Motion carried.**

Discussion regarding the Lifetime Membership: who makes the determination of which person gets to be a Lifetime Member? Answer: this is an honorary award, given to members who are no longer affiliated with the organization and is determined by the entire board. A mention of this membership category will be made a part of the by-laws.

\*This is to be placed on the agenda as a future Board action.

NRC/ROC Committee—Joanne Shafer

- a. Michele Nestor and Joanne Shafer attended the ROC meeting. Discussions with fellow attendees provided an impetus for moving the certification proposal forward. However, the certification program was presented to NRC at a national level first but their inability to move forward with the project provided PROP with the opportunity to do so.
- b. NRC has seen a decrease in their membership from 22 affiliates down to 19.
- c. Changes to the affiliation agreement will be voted on by NRC at their next meeting. PROP has the second highest membership among the affiliates—second to California.
- d. NRC will soon be releasing a new branding campaign for recycling.
- e. PROP is held in very high regard on a national level. Kudos!

#### 2.3.4 Government Council

Government Liaison Committee—Tanya McCoy-Caretti

- a. A summary of the progress made by HB1902 was given by Tanya McCoy-Caretti and John Frederick. Lots of hard work by our staff, by John, the membership and our Lobbyist all combined to make this a successful endeavor.
- b. With so many new folks about to come into the PA Legislature, the committee is planning to host a recycling primer/educational session for the new members of the House and Senate.
- c. Lobbyist: You get what you pay for. The end result was accomplished. Overall, it was a positive and rewarding experience.

#### 2.3.5 Communications and Outreach Council

##### Media Committee—Mike Crist

- a. The committee is working hard to create the January issue of the magazine.
- b. Mike has notified President Fenstermacher that he will be stepping down from the committee after this January issue is complete. President Fenstermacher is seeking candidates for this position.

#### 2.3.6 Markets Council

##### Markets Committee—John Yingling

- a. The next meeting will be on November 17<sup>th</sup> in the Hamburg Area.
- b. The committee will be setting the schedule for next year.
- c. FYI: Cabela's has meeting rooms available for \$39.50/24 hour period.

##### Universal Waste/HHW Committee—Art Feltes

- a. Clean Harbors is interested in having a roundtable that would be hosted by the UW/HHW Committee. (Clean Harbors has taken over MSE & Safety Kleen).
- b. The HHW Committee is in need of a re-invigoration meeting. The first meeting may focus on e-waste legislation. The Committee may ask Representative Ross, who sponsored the bill, to address the meeting.
- c. Art has been asked to attend a Commissioner's meeting in a North East County to discuss the organization of a HHW program.

#### 2.3.7 Organics Council

##### Organics Committee—Bob Bylone

- a. The Committee is creating a list of organics' affiliates and associates within and outside of PROP.

- b. The Committee is also assembling a list of tasks that need to be completed.
- c. The Soil Builder's Conference is being planned and progress is being made. The conference will be held at the Ag Progress grounds and will include the entire mid-Atlantic area. The agenda will include a wide variety of topics with hands-on sessions to cover these same topics, as well. An outside vendor, Lancaster Farming, has come forward to offer their assistance at drumming up attendees. Lancaster Farming is a weekly newspaper that reaches over 40,000 households each week. The Committee will submit a Project Proposal Form for this involvement with Lancaster Farming.

#### 2.4 Other Committee Discussions

No other committees were discussed.

#### 2.5 Project Reports

##### 2.5.1 Recycling Markets Center—Joanne Shafer

- a. PROP will assist the RMC with Service Provider Training for the Small Business Development Center. The date and course outline have been set. This is a part of the Certification Program. The Board needs to sign an agreement to provide this training.

**Motion: Chuck Raudenbush moved that the Board sign the agreement with the RMC to provide training. Tanya McCoy-Caretti seconded the motion. Motion carried.**

- b. Mr. Weaver has resigned from the RMC as of August 18<sup>th</sup>. A search committee has been formed to recruit a new Executive Director. Joanne Shafer has information available if anyone is interested in applying for the position.

##### 2.5.2 Waste Watchers—Amy Mazella di Bosco, unable to attend.

No report given.

##### 2.5.3 Keep PA Beautiful

No discussion.

##### 2.5.4 Gannet Fleming Technical Assistance

No discussion.

3. Old Business

3.1 Internet Policy

A copy of the proposed Internet Policy was included in the Board packet.

**Motion: Joanne Shafer moved that the Board adopt the Internet Policy. Sandi Brown seconded the motion. Motion carried.**

3.2 By-Laws Amendment

Chuck Raudenbush, Chair, announced that the amendments will be mailed to the membership by the first week of December.

3.3 Strategic Plan

Art Feltes mentioned that we will ratify the changes in January. Art will revise the "Program Impact & Sustainability" section and distribute to the Board before the January meeting.

4. New Business

4.1 Certification Program Proposals

Joanne Shafer reported that we are waiting for the other recycling organizations to respond.

4.2 Membership Solicitation Project

Jan Arnold presented this information under the Membership Development Committee report.

5. Good of the Order and Adjournment

- 5.1
- a. The next meeting of the PROP Board of Directors will be January 8th in the Harrisburg area.
  - b. Chuck Raudenbush will have Gary Gallo as his new proxy.
  - c. Board members should expect to see a new agenda format for the next meeting.

**Motion: Chuck Raudenbush moved to adjourn. John Yingling seconded the motion. Motion carried.**

- d. President Kurt Fenstermacher adjourned the meeting at 1:50 pm.