

Professional Recyclers of Pennsylvania
Board of Directors Meeting Minutes
Wyndham Gettysburg Hotel
November 14, 2007

Board Members Present

Jill Boozer – partial by phone
Bob Bylone
Mike Crist
Walt Davenport
Art Feltes
Patti Hinkle – partial by phone
Amy Mazzella di Bosco
Tanya McCoy-Caretti
Michele Nestor – partial by phone
Pete Previte
Lori Robson
Brenda Schmidt
Joanne Shafer
John Yingling

Board Proxies Present

Barbara Giovagnoli
Skip Raabe
Greg Grudovich

PROP Staff Present

Jennifer Allison
John Frederick

Board Members Absent

Dan Grow
Chip Hanuscik (Proxy present)
Kris Howdysshell
Sue Mancino
Chuck Raudenbush (Proxy present)

1. Administrative

1.1 Roll Call & Introductions – Amy Mazzella di Bosco

- a. It was determined that there was a quorum.
- b. Amy Mazzella di Bosco called the meeting to order at 9:00 a.m.

1.2 The September Board Meeting Minutes had been previously emailed to all of the Board Members and Board Proxies for review.

Motion: John Yingling moved to approve the September Board Meeting Minutes as presented to the Board. Tanya McCoy-Caretti seconded the motion. Motion carried.

1.3 Financial Report – Joanne Shafer

- a. Joanne reviewed the financial report as presented to the Board in the board packet. She stated that the checking account balance as of November 11, 2007 was \$17,501.43, and the Certificates of Deposit contained \$25,000 and \$2,000. The savings account balance as of November 11, 2007 was \$53,507.08.
- b. Joanne also noted that the previously-restricted scholarship funds would be added to the CDs upon their maturity date. There had also been an additional \$25,000 deposited in checking since the balance reporting date. Those funds would remain reserved for the 2008 NRC Congress Host Reception; however they may be invested elsewhere until the event.
- c. Outstanding invoices at the time of the Board Meeting included the June, July, August, September & October DEP invoices of \$55,292.18, \$51,291.48, \$41,698.73, \$20,150.32 and \$43,124.00 respectively, for a total of \$211,556.71. There were also three outstanding conference invoices totaling \$955.

Motion: Mike Crist moved to approve the Financial Report as presented to the Board. Pete Previte seconded the motion. Motion carried.

2. Consent Agenda

- a. Joanne Shafer asked to remove the NRC/ROC Committee Report from the Consent Agenda.
- b. Joanne also asked to remove the Professional Certification Committee Report from the Consent Agenda.

Motion: Tanya McCoy-Caretti moved to approve the current Consent Agenda. Walt Davenport seconded the motion. Motion carried.

- c. Amy Mazzella di Bosco pointed out that the Board had failed to approve the Consent Agenda at the October Board Meeting.

Motion: Lori Robson moved to approve the October Consent Agenda. Brenda Schmidt seconded the motion. Motion carried.

2.1 NRC/ROC Committee Report

- a. Joanne Shafer provided a copy of this report at the Board Meeting, as it had not been in the packet previously distributed to the Board.

2.2 Professional Certification Committee Report

- a. Joanne presented the Professional Certification Committee's recommendations for a scholarship committee. The committee recommended that the new committee be comprised of the following people: PROP's Education Director, PROP's Board President, a person from Penn State's Academic staff, a person from Penn State's Administrative staff, PROP's Certification Committee Chair, and two Board Members, one from the public sector and one from the private sector.
- b. Several members questioned why the committee's recommendations did not follow the Board's recommendations, which called for no overlap between the members of the Certification and Scholarship Committees. Joanne replied that this was what the Professional Certification Committee thought would be in the best interest of the program.
- c. John Yingling suggested changing "Penn State" to "host institution" to cover the possibility of any potential changes in the future.

Motion: Mike Crist moved to accept the Professional Certification Committee's recommended composition for the new Scholarship Committee. Lori Robson seconded the motion.

- d. John Yingling asked for a description of scope of the new committee. According to Amy Mazzella di Bosco, the new Scholarship Committee would be formed apart from the Professional Certification Committee to oversee the scholarship fund. The members would review scholarship applications, choose the best potential recipients and bring their recommendations before the Board for approval.
- e. Tanya McCoy-Caretti stated that if the recommendations were approved as presented to the Board, this may prohibit the new committee from accepting additional members. Bob Bylone suggested that the motion should state that this is a "recommended composition" so that the format or make-up of the Committee is not restricted.

Motion: Mike Crist moved to amend the previous motion to include "recommended composition for the Board President's appointments." Brenda Schmidt seconded the motion. Motion carried with one opposed.

Motion: Lori Robson moved the previous question. Mike Crist seconded the motion. The motion carried with one opposed.

Motion: The Board will accept the Professional Certification Committee's recommendations as a recommended composition for the Board President's appointments to the new Scholarship Committee.

3. Old Business

3.1 Certification Program Proposals

- a. After the board packet had been distributed, John Frederick had spoken with Ontario regarding the Certification Program and a standard proposal had been submitted. John also said that PROP would like to host courses at the 2008 NRC Congress, and NRC seems to be open to the possibility, but since there was no signed contract, no further details were yet available.
- b. Tanya McCoy-Caretti suggested contacting PROP members who may be influential in the Ontario area.
- c. Tanya also stated that PROP should probably not provide too much information or specific prices when sending proposals. She believed that if it were used to create an RFP, it may preclude PROP from submitting an application, as it may be construed as PROP having an inside track. Bob Bylone also suggested that different states may require different costs and therefore a cost range should be provided to prevent problems if other parties were to discuss the information.

3.2 County Fees Update

John Frederick declared that HB 934 had been passed to the floor, but that leadership has not pushed the bill through as it has not been seen as a priority. But he said Joe Leighton has corresponded with the Majority Leader's office and is optimistic that it may be called to a vote by the end of the year. John also noted that the state was in the middle of a two year session, so getting it passed by the end of the year was not critical at that point. He also mentioned that hazardous waste cleanup funding seems to be moving forward.

- 3.3 2008 PROP Conference – Gettysburg
- a. John Frederick announced that the preliminary conference brochure was available on the PROP website. Tanya McCoy-Caretti pointed out that the Conference Committee had discussed the idea of cocktail rounds being available for sponsorship during the picnic, and that the information was not yet included in the brochure. Bob Bylone questioned why the format of the Silent Auction had been changed. John replied that both concerns would be taken under consideration.
 - b. Art Feltes questioned whether anything had been done regarding the art contest for the conference. John replied that Jan Arnold was handling this, and he was not aware of the details.
- 3.4 2008 NRC Annual Congress and Exposition – Pittsburgh
- a. John Frederick reported that an agreement had not yet been made with the NRC due to an illness in the family of the NRC staff person handling the negotiations. He also noted that he would like to get the NRC Host Negotiations Committee together for discussion during the upcoming week, and possibly put together a visit to Pittsburgh in December.
 - b. Joanne Shafer asked whether John had been able to speak with the Colorado organization regarding their experience. John said they had not been able to get together yet.

- 3.5 Public Education Campaign Project Proposal
- a. John Frederick submitted before the Board a revised version of the IRC project proposal. He had changed the previous proposal to include RFPs that could be sent via email to the members of PROP, so that PROP would act as an intermediary between the IRC and members that may submit proposals.
 - b. Both Art Feltes and Tanya McCoy-Caretti expressed concerns about whether local municipal codes would require an open-bidding process rather than limiting the bidding to PROP members. John Frederick felt sure that PROP would be hired as a project manager, thereby eliminating that concern.
 - c. Bob Bylone asked who would assume the risk of cost overruns. John replied that PROP would take that risk, though some of it may be assumed by the IRC if it were written into the agreement. Pete Previte asked if PROP would be compensated for taking on the risks of the project. John replied that there would be a project manager's cost built into the agreement.
 - d. Tanya McCoy-Caretti asked that the language of the draft be edited to ask applicants for references rather than using the "effectiveness of previous work" criteria, because "effectiveness" is very subjective.

Motion: Art Feltes moved to limit the debate. John Yingling seconded the motion. Motion carried.

Motion: Joanne Shafer moved to approve the public education campaign project proposal incorporating the comments and discussions of the Board. Art Feltes seconded the motion. Motion carried with one abstention.

- 3.6 Moonlighting Policy
- a. A copy of the solicitor's draft of an "Other Employment/Work" policy was previously distributed with the board packet. The policy would be added to PROP's Policy & Procedure Manual if approved.
 - b. John Yingling expressed concern that the way the policy was written may prohibit service or volunteer work. John Frederick said that he had asked that it specifically not be written in such a way as to prohibit volunteer work.
 - c. Discussion ensued regarding whether the Executive Committee or the full Board of Directors should approve the Executive Director's outside work.

Motion: Joanne Shafer moved to approve the new policy as part of PROP's Policy & Procedure Manual, removing all references to "Executive Committee" and replacing them with "Board of Directors". Brenda Schmidt seconded the motion. Motion carried with one opposed.

- d. Due to the course of discussion, the Board Members will also review a sample "Conflict of Interest" policy provided by Walt Davenport and others for discussion at the January meeting.

4. New Business

- 4.1 Actions/ Recommendations from Retreat and Committee Chair Summit
- a. The Committee Chair Summit recommendations were distributed at the Board Meeting.
 - b. The Retreat Recommendations were to be distributed via email at a later date.
- 4.2 Dates/Location of 2008 PROP Board of Director Meetings
- a. The proposed Board Meeting dates for 2008 distributed in the Board packet were: January 14, March 10, May 12, July 29 (in conjunction with the PROP Conference), September 8, and November 10 & 11 (Annual Board Retreat & Meeting).

- b. The January meeting would be held at the Centre County Solid Waste Authority. Locations for the other meetings would be determined in the future.

4.3 2007-2008 Officer Elections for PROP Board of Directors

- a. The floor was opened for nominations for Board President.
 - 1. Joanne Shafer nominated Lori Robson for President.
 - Art Feltes nominated himself for President.

Motion: Joanne Shafer moved to close the floor. Barbara Giovagnoli seconded the motion. Motion carried.

- 2. A ballot vote was taken and counted. Lori Robson was elected as Board President.

- b. The floor was opened for nominations for Vice-President.
 - 1. John Yingling and Barbara Giovagnoli simultaneously nominated Art Feltes for Vice-President.

Motion: Tanya McCoy-Caretti moved to close the floor. Walt Davenport seconded the motion. Motion carried.

- 2. With no further nominations, Art Feltes was elected as Vice-President by general consent.

- c. The floor was opened for nominations for Board Secretary.
 - 1. Barbara Giovagnoli nominated Brenda Schmidt for Board Secretary.

Motion: Joanne Shafer moved to close the floor. Mike Crist seconded the motion. Motion carried.

- 2. With no further nominations, Brenda Schmidt was elected as Board Secretary by general consent.

- d. The floor was opened for nominations for Treasurer.
 - 1. Mike Crist nominated Joanne Shafer for Treasurer.

Motion: John Yingling moved to close the floor. Brenda Schmidt seconded the motion. Motion carried.

- 2. With no further nominations, Joanne Shafer was elected as Treasurer by general consent.

- e. The floor was opened for nominations for the 5th Executive Officer.
 - 1. Walt Davenport nominated Chuck Raudenbush for 5th Executive Officer.

Motion: John Yingling moved to close the floor. Mike Crist seconded the motion. Motion carried.

- 2. With no further nominations, Chuck Raudenbush was elected as 5th Executive Officer by general consent.

4.4 Joe Reed's Resignation

- a. Amy Mazzella di Bosco reviewed Joe Reed's resignation letter saying that he was no longer able to fulfill his duties as a Board Member. His resignation left an At-Large position open that would not be up for election again until 2008.

Motion: John Yingling moved to accept Joe Reed's letter of resignation with deep regrets. Joanne Shafer seconded the motion. Motion carried.

- b. A letter of thanks will be sent to Joe Reed thanking him for his service to the Board.

4.5 Professional Certification Overview Updated

- a. Joanne Shafer highlighted a change made in the Program Overview & Requirements brochure that had previously been distributed with the board packet. The recommended language change included on Page 2, in section "2. Certified Recycling Professional" was as follows:

In order to be eligible to take the Certification Exam, you must be enrolled in PROP's Certification program for at least one year or have been employed in the Recycling, Waste Management, Composting, etc field for at least one year.

- b. Bob Bylone questioned how the new language might affect a student with plenty of educational background but no experience in the appropriate field. Joanne Shafer replied that there have been several people who have rushed through the required courses, just so that they could obtain certification; John Frederick supported Joanne's statement and indicated that test failure rates have increased lately and that the increased rates have been traced back to participants who completed the courses, but lacked experience.

Motion: Lori Robson moved to approve the new language in the Program Overview & Requirements as presented in the board packet. Brenda Schmidt seconded the motion. Motion carried with one abstention.

4.6 Board of Directors Vacancies

- a. Amy Mazella di Bosco reported that she had received no response to her inquiries in the Northwest region. However, Michele Nestor reported that Jill Boozer would be interested in the position if she were able to take it. And Michele said Lorin Meeder may also be interested if Jill couldn't fill the position.

- b. **Motion: Lori Robson moved to open the floor for nominations to fill the Northwest seat. John Yingling seconded the motion. Motion carried.**

Brenda Schmidt nominated Jill Boozer for the vacant Northwest seat.

Motion: John Yingling moved to close the floor. Lori Robson seconded the motion. Motion carried.

With no further nominations, Jill Boozer was elected to the Northwest seat by general consent.

- c. **Motion: Art Feltes moved to open the floor for nominations to fill the At-Large seat. Brenda Schmidt seconded the motion. Motion carried.**

Art Feltes nominated Patti Hinkle for the vacant At-Large seat.

Motion: Brenda Schmidt moved to close the floor. Lori Robson seconded the motion. Motion carried.

With no further nominations, Patti Hinkle was elected to the At-Large seat by general consent.

- d. The new Board Members will be notified, provided a Board Commitment letter and asked for proxy information to be sent within 30 days.

4.7 Grant Application Proposals

- a. EPA Grant Application

John Frederick presented a project proposal form for an EPA grant application that had already been submitted to the EPA. He noted that the form did not have specific dollar amounts because most of the money that came in would go back out to cover project expenses. Only the actual dollar implications for PROP were included in the proposal form. He also noted that there would be some potential to use this as certification income.

Motion: Bob Bylone moved to reaffirm the Board's previous email vote to approve PROP's application for the EPA Grant and upon award of the grant the Board would approve the mechanism of execution. Walt Davenport seconded the motion. Motion carried.

- b. Environmental Education Grant

- A. John Frederick presented a pre-proposal form for a \$15,000 or \$3,000-mini grant with the intention of working with counties, schools, or intermediate units, etc. The goal would be to work the certification program into continuing education credits.
- B. Brenda Schmidt asked whether PROP had considered that past grant applications had been rejected because it appears that DEP already finances the certification program. John replied that DEP does not fund this particular type of program, so the language should be clarified for this purpose. Bob Bylone suggested also including letters of support ratifying the need.

Motion: Brenda Schmidt moved to authorize John Frederick to go forward with the grant, taking into consideration her recommendations, and those of Bob Bylone. Barbara Giovagnoli seconded the motion. Motion carried.

- c. Anheuser-Busch Grant Application
- A. John Frederick presented the Board with a grant application/project proposal that had already been submitted to Anheuser-Busch.
 - B. Joanne Shafer expressed concerns because Centre County had been asked to submit a letter of support for the application, but had not been informed that the County was going to be included in the proposal as a location for a pilot program.
 - C. The Board Members confirmed the need to use the approval policy that had already been put in place to avoid problems.

Motion: Joanne Shafer moved to reaffirm the submission of the Anheuser-Busch grant application proposal, reserving the right to refine details of the contract if approved. Walt Davenport seconded the motion. Motion carried.

- d. Coca-Cola/NRC Recycling Bin Grant Application
- A. John Frederick presented the Board with a grant application/project proposal that had already been submitted to Coca-Cola.
 - B. Joanne Shafer objected to this proposal because of the way that it would appear to NRC. PROP, as the state affiliate, and Centre County Solid Waste Authority both applied for the same grant with overlapping program proposals, perhaps making it appear that the two entities don't communicate.
 - C. Other discussion included:
 - whether or not PROP should be developing a "pilot program" when there are already other successful programs in the state,
 - whether PROP should be the conduit to provide containers to communities,
 - if the containers would be flexible for different stream types, or would be area specific, and
 - the possibility that the applications might both be thrown out because the proposals overlap.

Motion: Brenda Schmidt moved to reaffirm the submission of the Coca-Cola/NRC Recycling Bin grant application proposal, reserving the right to refine details of the contract if approved. Walt Davenport seconded the motion. Motion carried with one abstention.

5. Good of the Order and Adjournment
- a. The next meeting of the PROP Board of Directors will be at 10:00 a.m. January 14, 2008 at the Centre County Solid Waste Authority, Bellefonte, PA.

Motion: Art Feltes moved to adjourn the meeting. Walt Davenport seconded the motion. Motion carried.

- b. President Lori Robson adjourned the meeting at 1:30 p.m.

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 occurred.