

**Professional Recyclers of Pennsylvania (PROP)  
Board of Director's Meeting  
January 10, 2005  
Nittany Lion Inn  
State College, PA**

**Board Members Present**

Julie Burt  
Walt Davenport  
Tanya Caretti  
Mike Crist  
Art Feltes  
Kurt Fenstermacher  
Kris Howdysshell  
Ric Laudenslager

Amy Mazzella di Bosco  
Pete Previte  
Chuck Raudenbush  
David Robinson  
Lori Robson  
Brenda Schmidt  
Nancy Tonkin

**Guests/Proxies**

Jim Garthe  
Steve Tilney

**Executive Director** - John Frederick

**Prop Staff**  
Becky Miller

**I. Administrative**

**A. Roll Call & Introductions**

President Chuck Raudenbush called the meeting to order at 10:00 a.m.

**B. Approval of Minutes**

**Motion**

Lori Robson moved to approve the minutes as presented. Walt Davenport seconded the motion. Motion carried.

**C. Financial Report**

John Frederick reported everything seems to be in line with the budget except that the office supplies line item was way over budget because of the purchase of the PROP car. He noted the accountant requested we put it there.

John gave a brief summary on health insurance. He reported our current carrier's contractual year ends March 1<sup>st</sup>. We switched carriers because our current carrier was not accepted in State College & Lewistown. We bought a package with American Medical Securities. We went with a \$250 deductible & opted out of maternity coverage. We will be able to set aside a reserve fund for maternity from the savings in monthly premiums. John stressed that they covered any and all catastrophic problems that may arise. Tanya asked if the reserve fund would be reflected on the budget and John said yes.

John added that PROP is going to put into place a flex spending account for any staff member who would want to participate in it. You do not need to be on the insurance plan to be eligible to participate. This will be offered at pre-tax dollars. Chuck added it is a very good program. The only downside is if you don't spend the money you contribute, you lose it.

**Motion**

Lori Robson moved to approve the treasurer's report as presented but reaffirm the Executive Committees decision to have the budget reflect the health care changes. Tanya Caretti seconded the motion. Motion carried.

Tanya asked if staff signed off on the formal letter stating they understand all the health care changes and if the letter is in each personnel folder? John replied that staff is aware of the health care changes and agrees to them. The letter hasn't been signed yet because Preferred Health Care is helping with the letter but it will be done before the new health care plan goes in effect on February 1<sup>st</sup>.

#### **D. Correspondence**

John reported he has been approached by several different entities to enter into an arrangement where we encourage people to look at a product and we get a commission. John asked for the Board's guidance. Most recently Resourceful Bag & Tag contacted John offering 10% commission. A discussion followed. The Board consensus was not to enter into these agreements in efforts not to discriminate against one firm over another.

### **II. Reports**

#### **A. President**

Chuck reported he is very happy to see John attend the Executive Leadership program in Minnesota. This is needed to get more professional leadership training. He is also happy to see John going to South Carolina because of the recognition PROP has received because of their standing in NRC. Chuck added he thought 2004 was a very good year for PROP and he looks forward to 2005.

#### **B. Staff Reports**

##### **1. Executive Director**

John thanked everyone that made mention of PROP receiving recognition from NRC in their publications.

John noted that he formatted his report from weekly task lists presented to the Executive Committee. He mentioned that he omitted the PA CleanWays banquet in Blairsville. He discussed outreach to potential municipal members for which the municipal committee is giving feedback.

##### **2. Certification Coordinator**

A written report was included. John added we still haven't gotten the contract renewed for certification with DEP. The contract has to go back to the Dept. of General Services (DGS) for approval. John stressed that approves it but DGS hasn't signed off yet. Fortunately DEP has the ability to continue to give us three (3) month extensions on the existing contract. We received the 2<sup>nd</sup> extension which takes us through February 27, 2005.

##### **3. Technical Assistance Coordinator**

A written report was included.

##### **4. Electronic Education and Outreach Coordinator**

A written report was included.

### **III. Council Reports**

#### **A. Administrative Council**

##### **1. Executive and Personnel Committee**

Chuck reported most of what the Executive Committee discussed was health insurance.

##### **2. Finance and Fundraising Committee**

Nothing additional was reported

**3. By-Laws Committee**

No report was given

**4. Nominations Committee**

No report was given

**B. Communications & Outreach Council**

**1. College and University Recycling Committee**

Ric Laudenslager reported they are working on a survey through Survey Monkey. Sandi Brown & he have identified 50 schools they are going to email asking them to take the survey. They talked about offering a free conference registration for taking the survey. Nothing has been confirmed yet.

**2. Media Committee**

Lori Robson reported the magazine is at the printer and should be in the mail next week. There was discussion about the last issue letter. If you are not a PROP member, you are going to get a letter saying this is your last issue please join. There has also been discussion on cutting back on printing. Lori added the Newsletter will go out in the next couple of weeks.

John added that the largest part of non-members receiving the magazine are municipalities. Lori commented legislators will receive the magazine whether they are members or not.

Tanya commented she had talked about taking the Spending Plan for the Recycling Fund and making it part of this issue of the magazine or as a separate insert. Lori replied that they weren't able to be part of this issue but there was reference made. The committee discussed having in part of the July issue. Tanya recommended putting the Spending Plan and John's business card in with the magazine as a separate mailing to the legislators.

**3. Municipal Recycling Committee**

No report was given.

**4. Rural Recycling Committee**

Jim had nothing to report at this time.

**C. Education Council**

**1. Data Management/Waste Audit**

No report was given

**2. Conference Committee**

No report was given

**3. Education Committee**

Brenda reported the committee completed two (2) Environmental Education Grant pre-applications. Brenda asked the board for formal approval of the grants

**Motion**

Tanya McCoy-Caretti made a motion to authorize the Education Committee's Environmental Education Grant Pre-Applications. Kurt Fenstermacher seconded the motion and the motion carried.

Lori Robson asked if these grants interacted with the certification grant. Brenda replied they are totally separate.

**4. Professional Certification Committee**

No report was given

**D. Government Council**

## 1. **Government Liaison Committee**

John reported that he and Tanya talked about what the next steps were for legislative outreach. They decided to have an organized campaign to get back to some key legislators. He passed out a draft with background information. John said they would like to identify three (3) dozen legislators they believe are the most important to talk to. John stressed this is not to diminish or discourage anyone from talking to every legislator.

Chuck asked how they determined these people were important. John replied they looked back at the people who they thought were supportive of PROP's attempt to get reauthorization passed a few years ago, and then he had a lengthy conversation with John Brosious who gave him some insight into people who PMAA had positive relationships with regarding water & sewage issues. We assumed these people would have interest or be concerned about recycling infrastructure. Chuck asked if they were going to find potential contacts to fill the vacant positions. John replied yes. John shared they hope between local recyclers, and local municipal & county folks, we will be able to go to the legislators and raise awareness about local issues.

A very lengthy discussion followed.

The board then discussed planning legislative day for May 9<sup>th</sup> or 10<sup>th</sup>. Tanya suggested not having legislative day but still have the May board meeting in Harrisburg. She said we could visit the legislature in the morning and have the board meeting in the afternoon. Tanya and John will discuss plans and follow suit.

Tanya commented that legislative issues are too much for the committee and the PROP staff to handle. She added that we are on the cusp on needing to a lobbyist. A brief discussion followed with the Executive Committee being charged with pursuing a lobbyist.

## 2. **SWAC/RFAC**

Tanya reported the November SWAC meeting was cancelled. The next meeting is Thursday, January 13<sup>th</sup>. There is a short agenda for the January meeting because they will have a residual waste reduction subcommittee in the afternoon. Tanya added the biggest thing on the morning agenda is meeting the new Bureau Director, Richard Struble. Tanya added she felt that it would behoove PROP to get Richard on the conference agenda. Tanya will forward the board any information she receives at the meeting.

## E. **Markets Council**

### 1. **Markets Committee**

A report was included in today's packet. Pete Previte reported the committee discussed the Recycling Market Center. Pete and John both agreed that this was a learning experience for PROP. John added the RMC Steering Committee meets on January 31<sup>st</sup> and he will be attending that meeting. The next meeting of the Markets Committee will be March 11<sup>th</sup> at Centre County Solid Waste Authority.

### 2. **Organics Recycling Council**

John handed out a draft of the Organics Committee's newsletter – The Rottin' News. John noted the Education Committee of the Organics Committee will be taking over this project.

Tanya asked that we impress upon the Organics Council that the Rottin News is a newsletter provided by the PROP. She stated we are marketing the organization and not a committee of the organization. She also noted that the PROP logo is missing. John commented that this was just a rough draft template and will make sure to include the logo on the final copy. Tanya added that we need to stress to Dan or Nadine the importance of attending the board meeting when they can so as to be part of the organization.

### 3. **Buy Recycled Committee**

No report was given

**4. Universal Waste/HHW**

Kurt Fenstermacher reported he hopes to continue to work with PROP & SWANA on joint certification classes. The last class went very well. Kurt added that the cd and booklet from that class will be available in the very near future and everyone that attended will receive a copy.

**F. Membership Council**

**1. Membership Committee**

A written report was included. Amy Mazzella di Bosco highlighted that Barb is working with the College & University committee on a mailing to recruit new members, the committee discussed the members need survey, municipality mailing, the magazine, the new dues structure and looking at other organizations dues structure to compare with PROP's.

**2. NRC/ROC**

No report was given

**3. Organizational Alliance Committee**

Tanya asked if a date had been scheduled for Legislative Day. John replied he didn't know what any of our partners from last year were doing. A discussion followed. It was decided that the May board meeting will be in Harrisburg with plans to visit the legislators. John will see if The Hilton has a room available.

**IV. Project Reports**

**A. Markets Center Update**

The next meeting of the Recycling Market Center Board of Directors will be January 31<sup>st</sup>.

**B. Waste Watchers**

John reported things have worked out well not having a recognition luncheon with an award ceremony/presentation. Will spend extra staff time on the project but will be less expensive. John noted PROP is trying to broaden the Waste Watchers partnership between PROP, PWIA & SWANA. Lori Robson added the committee is trying to restructure the awards.

A lengthy discussion followed. John was given the task of making a personal phone call to Jim Warner, SWANA President, to put Waste Watchers into perspective.

**V. Old Business**

**A. Strategic Planning Committee Update**

Chuck thanked Kurt and the committee (Cary Oshins, Sandi Brown, Art Feltes & Kurt Fenstermacher) for putting the report together.

Lori reported that she was very excited about what the board did in November. She said Kurt and his committee took all their dots on the wall and put into a document.

Kurt reported what they put together is a base line document. He and the committee met and pulled out what they thought needed to be done. He added that the committee Task spreadsheet and the newly created plan framework needed to be merged. Kurt said before the committee moves forward, they want an opinion from the board.

Chuck asked if it was the intention of the board to have this committee serve as guardian of this document to keep them on path to do what they said they were going to do. Kurt replied no, it is something that the board or Executive committee should own. Art said he sees the document as more a budget of our goals. A lengthy discussion followed about how to proceed with the Strategic Planning document.

The board recommended dedicating a day contingent on Barb Sherlock being able to attend and continue with the plan. The date chosen was the March 14th board meeting. The meeting will start at 9:30 a.m. and continue to 4:00 p.m.

It was recommended Kurt talk with Barb prior to the meeting. Art also recommended that committees send their goals before the next strategic planning meeting.

The board then suggested having a conference call on March 7<sup>th</sup> at 10:00 a.m. John will email everyone with the call in numbers.

**B. Strategic Planning Evaluation**

The plan evaluation was distributed with comments from attendees on how effective and productive the session was.

**VI. New Business**

**A. Auditors Report**

John reported Young Oakes Brown & Company tells us every year that we have our responsibilities in the office divided up so there are no redundancies. John reminded everyone this was not an out and out audit. It is the next step below. We have asked them about a full audit on several occasions and they have conveyed to us that the nature of our business and the way we are spending and receiving money there is no indication of difficulties, improprieties or anything to lead to those that would give reason for an extensive audit.

Tanya asked how many years Young Oakes Brown & Co has been doing the Auditors Report. John replied 4 years. Tanya suggested changing accounting firms every five (5) years. John is to look into when it would make sense to have a full audit.

**Motion**

Lori Robson moved to approve the Auditors Report as submitted. David Robinson seconded the motion. Motion carried.

**Motion**

With no further business to discuss, Brenda Schmidt moved to adjourn the meeting at 2:23 p.m.. Walt Davenport seconded the motion. Motion carried.

Respectfully Submitted,  
Becky Miller  
Office Manager

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