

**Professional Recyclers of Pennsylvania (PROP)
Board of Director's Meeting
July 26, 2005
The Penn Stater Hotel & Conference Center**

Board Members Participating

Jan Arnold
Don Blakesley
Sandi Brown
Julie Burt
Mike Crist
Walt Davenport
Steve Deasy
Dean DeLong
Kurt Fenstermacher

Kris Howdysshell
Amy Mazzella di Bosco
Tanya McCoy-Caretti
Pete Previte
Chuck Raudenbush
Lori Robson
Joanne Shafer
Nancy Tonkin

Guests/Proxies Participating

Jill Boozer
Nancy Fromnick
Dan Grow
W. Ed Latinski
Michelle Nestor
Warren Weaver

Executive Director -
John Frederick

Prop Staff
Becky Miller
Doug Orner

I. Administrative

A. Roll Call & Introductions

President Chuck Raudenbush called the meeting to order at 4:17 p.m. Chuck noted when the board starts discussing personnel issues the staff will be asked to leave the meeting but asked all attending proxies to remain in the meeting if they are not the representing their board member.

Chuck reported that Warren Weaver, Executive Director of the Recycling Market Center would be tonight's dinner guest.

B. Approval of Minutes

The May 2005 Board minutes were emailed to Board members and Proxies for review.

Motion

Kurt Fenstermacher moved to approve the minutes as prepared. Julie Burt seconded the motion. Motion carried.

C. Financial Report

Joanne reported the current bank balance was \$126,288.69, the two savings accounts each had a balance of \$25,195.12 giving us a total cash on hand of \$176,678.93. Joanne reported there are two outstanding certification invoices from DEP. Joanne added we are still watching bank rates and discussing the option of rolling our money back and forth as rates fluctuate. John reminded everyone that we will have a huge invoice to pay from the Penn Stater but even after that we will still have a healthy bank balance.

Motion

Dean DeLong made a motion to approve the Treasurer's report. Sandi Brown seconded the motion. Motion carried.

D. Conference Summary Discussion

Joanne reported there has been tremendous support for this conference on both a statewide and national level. Our largest supporter this year is Waste Management. She pointed out that several other fairly large contributions were not included in the conference comparison. Joanne asked everyone to look at the conference book to see all the local support and counties and authorities that supported this year's conference. Joanne encouraged everyone to make an effort to thank the sponsors every time you see them.

E. 2004 Conference Financial Update

Prior to the July board meeting, Ed Latinski determined that the 2004 conference comparison report did not match the 2004 conference program book. The financial records were researched and it was determined that \$5,715.00 of exhibitor, sponsorship, advertiser and miscellaneous conference expenses were never invoiced. Since then, all outstanding 2004 conference invoices were mailed with an explanation. Barb and Becky have spoken with everyone except CP Manufacturing. To date, \$2,147.50 was collected. John

spoke with Rainbow Environmental Products and his amount outstanding is smaller than originally thought because he didn't attend the conference. John said he has been communicating with Jeff through email.

Ed commented to eliminate this problem in the future everyone should be paid before the conference. Ed added he is upset because no one reviewed it and there was no follow up for 11 months. Chuck reported that the Executive Committee met at length and will share with the board their discussion later in the meeting. Dean DeLong commented they should not have been able to set up if they weren't paid. John and Joanne added sometimes you have to be flexible. Joanne reported steps have been taken to remedy the situation so it doesn't happen again. She noted specific to this year's conference, she, Barb and Becky will meet to review everything. Chuck added he is comfortable we will not be in the same situation this year.

John gave a brief history on the bookkeeping procedures prior to the 2005-2006 fiscal year. Joanne reported one change that will begin with the 2005-2006 fiscal year is that all invoices will be integrated through the QuickBooks accounting software program.

F. Correspondence

1. Representative Hutchinson Letter

John reported the reason he included the letter in the packet is because it has several implications. He said Julia Marano testified before the Joint Legislative Conservation Committee and he said he thinks there is some connection between what Julia talked about as far as litter issues were concerned and the whole idea of there being more important issues connected to comprehensive waste management in the Commonwealth. John added since we have our foot in the door on mandatory waste collection it just seemed these things were all associated with each other. The letter is just to serve as an update to show that we seem to have been successful collectively in raising awareness about some of these issues.

2. Amy Farkas Resignation Letter

Chuck reported as of August 13th, Amy Farkas will be resigning from PROP. She has taken the position of Township Manager for Harris Township. Chuck noted Amy has done a great job and will be missed.

3. Tanya McCoy-Caretti Resignation Letter

Chuck reported Tanya has taken a position with L. Robert Kimball & Associates. Her efforts and what she brought forward to the board will be missed.

4. Kris Howdyshell Resignation Letter

Chuck reported Kris Howdyshell resigned as the Blair County Solid Waste Director to take the position as the Solid Waste Director for Cambria County.

Chuck thanked both Tanya and Kris for their efforts and added he hopes they will continue to contribute to the organization.

Motion

Dean DeLong made a motion to accept both board letters of resignation with regret. Lori Robson seconded the motion asking that the letters express the board appreciated all their efforts. Motion carried.

II. Reports

A. President

Chuck thanked board members, their proxies, visitors and staff for the effort and time that went into stopping the raiding of the Recycling Fund for the Growing Greener II program. He added that at the last board meeting he talked about a hiring an outside lobbyist. The firm of Pugliese Associates was hired. Chuck said they did a great job in conjunction with John, staff, the entire board and membership. Chuck noted we don't know if we stopped it permanently but we did stop it temporarily. Kurt Fenstermacher asked John if he was able to generate a figure on the number of letters that was sent out through CapWiz? Joanne said she thought it was 387 letters which did not include phone calls that were made. John added that we invested a few thousand dollars on the CapWiz service but at times like this it is well invested money.

B. Staff Reports

1. Executive Director

John reported he has a very long report and added that a lot of time was spent on legislative issues and the conference. He added that he is very optimistic that reauthorization legislation is slowly moving forward. He commented that Carol Rubley, Chester County, is our prime sponsor on this legislation and she was able to introduce it in early June and didn't expect it to go anywhere before the legislature recessed. Chuck commented that when he called one senator and legislator to talk about Growing Greener, they told him that they were on board for Carol Rubley's legislation so he feels certain that she is out there enlisting support in the House.

John updated the board that Carol Rubley also had lengthy discussions with PROP and others about additional legislation which would require Section 904 grants to be spent on recycling and waste management. Representative Godshall is an ally on the issue because he thinks Section 904 money should be spent on recycling programs.

- 2. Professional Certification Coordinator**
A written report was included.
- 3. Technical Assistance Coordinator**
A written report was included
- 4. Electronic Education and Outreach Coordinator**
A written report was included

III. Committee Reports & Discussions

A. Organizational Alliance Committee

A written report was included

B. Communications & Outreach Council

1. Municipal Recycling Committee

Julie reported they are working on the Enforcement Class in October along with the Litter Summit in Harrisburg. John added that the Municipal Committee was also helpful with a few sessions at this year's conference. A written report was also included.

2. Media Committee

Lori reported the 2004/2005 Annual Report was mailed with the magazine. Copies will be available at the conference. Lori noted they are talking about integrating the Annual Report into the magazine in the issue that comes out just before the conference. She added that the committee is going to miss Amy Farkas because she did a great job with the magazine. A written report was also included.

John thanked the Media Committee for their hard work on this issue of the magazine.

C. Education Council

1. Education Committee

A written report was included

2. Professional Certification Committee

A written report was included

3. Web Based Sub Committee

A written report was included

4. Data Management Committee

A written report was included

5. Conference Committee

Joanne reported on behalf of the 2005 conference committee, she would like to welcome everyone to Centre County. The committee has done a tremendous amount of work. The exhibit hall is full. Joanne asked the board to please take a minute to visit the exhibitors and sponsors and thank them. She also asked the board to take a minute and look at name badges and welcome those they don't know. Chuck commented the exhibitors are a large part of our revenue.

Joanne asked everyone to support the silent auction. There has been a lot of local support this year. Joanne asked the board to thank her staff for their hard work and sacrifices helping with this conference.

Chucked thanked Joanne, Ted Onufrak and the Centre County Solid Waste Authority and their staff for all their hard work. Lori Robson asked if steps were taken to secure the silent auction items at night so we don't have a repeat of last year. Joanne reassured everyone that the room would be locked when it could be. Ed commented that his personal opinion was that it is a member of the organization or someone attending the conference.

John thanked Joanne for fundraising efforts. A conference program was passed around for everyone to look at.

D. Organics Council

A written report was included

E. Markets Council

1. Markets Committee

A written report was included

F. Organizational Alliance Committee

A written report was included

G. Other Committee Discussions

Chuck asked W. Edward Latinski if he would Chair the Nominations Committee and asked if Beth DeNardi and Debbie Politz would assist him on the committee? Ed. Accepted the Chair position.

A list of nominees mailed in prior to the nominations deadline was handed out for board review. Additional nominations will be taken from the floor at the Annual Meeting.

IV. Project Reports

A. Recycling Markets Center

Joanne reported the Recycling Markets Center Board hired Warren Weaver as Executive Director. She noted that he is not as familiar with the recycling community as most people, but asked everyone to welcome him.

V. Old Business

A. Strategic Planning Process

No report was available at this time.

B. Subcontract & Project Discussions

John reported the board should have received this under separate cover via email.

1. Manufactured Soils Conference

John reported that the proposal and analysis for the 2006 Manufactured Soils Conference was included in the board packet. John noted a full analysis of the 2004 conference was done. The bottom line was we were over budget by \$4,000.00. So, both staff and a committee looked at how to address this and decided to cut expenses and raise revenue by holding the event at a less expensive facility in February when composters are not as busy. If the board decides to approve the project, the Ramada will give us a rebate on the rooms because of the time of year. We believe in the end we can make several thousand dollars rather than lose money.

A lengthy discussion followed on the 2004 Manufactured Soils Conference Analysis and the 2006 Manufactured Soils Conference Proposal. The board also discussed if the conference should be held in conjunction with another event and how to increase attendance and exhibitor participation.

Motion

Dean DeLong, moved to support having a February 2006 Manufactures Soils Conference. Mike Crist seconded the motion. Motion carried.

2. Recycling Market Center

Chuck introduced and welcomed Warren Weaver to the PROP Board of Directors meeting and to the Recycling Markets Center.

Warren thanked Chuck for his introduction. Warren commented that the Recycling Markets Center has been a long time in the coming. He has been on board for three weeks. The main message today is that the Center is now open for business. He said they currently have three open positions and will have job descriptions at their exhibit booth. He encouraged everyone to let people know of the openings and ask them to apply. Warren stated he is very interested in working with PROP. Warren said they see PROP as being out in the forefront of recycling for a long time.

Chuck commented he is extremely pleased to have the Recycling Markets Center and appreciates Warren's development and participation. He thanked him for coming and speaking.

VI. New Business

A. Resignations and Appointments

Chuck reported there are 3 Board of Director vacancies that need to be filled.

1. Municipal Committee Chair

John reported that Barb Baker had to step down as committee chair. Julie Burt volunteered to chair the Municipal Committee. President Raudenbush appointed Julie as committee chair.

2. North West Regional Board Representative

Steve Deasy nominated Brenda Schmidt to fill the northwest seat.

3. South Central Board Representation

Steve Deasy nominated Jan Arnold to fulfill the southcentral seat.

4. South West Board Representative

Steve Deasy nominated Kris Howdysshell to fill the southwest seat.

Dean asked if the nominees understood they were only filling the seat until the term expired. Chuck replied yes.

Motion

Dean DeLong moved to accept the nominations to fill the board vacancies. Amy Mazzella di Bosco seconded the motion. Motion carried.

At 6:35 p.m., the Board moved into an executive session and recessed at 9:00 p.m. The board reconvened on Wednesday, July 27th at 8:30 p.m. and was adjourned at 9:10 p.m.

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.