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MINNESOTA LAND OF LAKES SWANA CHAPTER BOARD MEETING MINUTES

February 12, 2009

Meeting was held at CB Richard Ellis Building.
President Jason Haus called the meeting to order at 10:30 noon.

PRESENT: Jason Haus, Gary Bruns, John Lloyd, Steve Steuber, Kathy Osborne, Michael Reed, Brad Hanzel, Curt Hoffman, Dan Costello, Doug Morris, Don Chapdelaine, and Tom Halbach.

EXCUSED: Dave Lucas, Ryan O'Gara, Ryan Tritz, and Troy Schuette.

MINUTES: Jason asked if there was any discussion of the minutes. Dan moved to approve the minutes from the December 17, 2008 meeting with a second from Michael. Motion carried.

Executive Director (ED) position discussion/presentation:

As discussed during the December 17, 2008 Board meeting, it was suggested that each committee make out a list of their goals for the ED and the time needed to accomplish these goals.

Ryan, Michael and Brad with the membership committee had a conference call and here are some of the ideas they came up with:

Website: Updates as needed – 5-10 hrs up front & 2 hrs per quarter as an update.

Newsletter: Clipping service – Newsletter to SWANA members 2-4 times per month. 2-4 hrs per month (Michael talked to Ellen and Rebecca Haug about this service and here are their responses)

RAM subscribes to a weekly clipping service for \$85/month and they get all on line articles in MN that contain key words such as recycle, compost, waste, landfill. Ellen Telander stated that SWANA access to the clipping service would be included in us employing Maggie part time.

RAM puts out a weekly e-mail which contains links to many of these articles provided by the clipping service. I talked to Rebecca Haug, City of Elk River, about how much time it takes her to put together a weekly e-newsletter for RAM. She stated it is about 1 hour per week on average. I like the idea of having Maggie take the lead in putting out an e-

newsletter to MN SWANA members 1, 2 or 4 times per month. We could also look into sponsorships for the newsletters.

Phone Calls to New/Existing Members: Phone calls to people who attended the seminars that are not members . Call members with memberships that are about to expire and remind them to renew.

Call members who didn't renew their membership and ask why? 2-4 hrs per quarter

Survey our members utilizing Survey Monkey: What are people looking for as we shape our group, economic times, etc. 2-4 hrs?

The programs and arrangements committee held a conference call on 12/22/08 to discuss the use of Maggie as an assistant for SWANA. They decided that our goal for 2009 is to host 5 seminars during the 12 month period, with 1 event being co-sponsored with RAM.

The dates of the first 3 seminars:

- January 29, 2009
- March 26, 2009
- May 21, 2009

Our current committee expected hourly usage is as follows:

4 Hrs – One Time Fee to gain familiarity

30 Hrs – Annual time based on 5 events

4 Hrs – One Time Fee

- Allows Maggie to obtain from Rick Person our email master listing
- Set up distribution list for seminars
- Developing running master list of topics for seminars and update as needed
- Update website with all 5 dates
- Time to get to know committee and function

6 Hrs – For Each Seminar:

- Planning seminars including:
 - Securing venue
 - Meal selection
 - Submit CEU request to MPCA
 - Sending out invite and reminder emails
 - Confirm final counts with venue
 - Working with Dan Costello, who will continue to accept RSVPs
 - Prepare Nametags for attendees
 - Follow up with attendees both members and non-members to discuss the quality of the seminar

- Update master list that will include all events and a full listing of those that did or did not attend each event

NOTE:

- Membership committee and treasurer will continue to register attendees
- Dan Costello will continue to take RSVPs and coordinate with Maggie on final counts
- Attendance at board meeting is mandatory
- Seminar attendance is not covered under hourly contract
- Discuss breakdown of hours related to RAM/SWANA Conference

Jason initiated further discussion by asking whether we should require quarterly or monthly reports from Maggie. John mentioned that if we acquire new members, this would be a benefit of paying for an ED. Gary suggested we set goals for Maggie. Gary made a motion and with a second from Doug to form a committee consisting of Don, Dan, and Jason to monitor entering into a contract with RAM to pay Maggie \$40/hour for 200 hours up to \$8,000 annually. Motion carried.

COMMITTEE UPDATES:

- Membership: Brad was told by Ryan that the website was recently updated.
- Programs and Arrangements: Curt said the next seminar is scheduled for March 26, 2009. As always, we are in need of some ideas for seminars.
- Scholarship: Tom said the scholarship notice went out over the University of Minnesota (U of M) campus and was sent out to all past and present Land of Lakes Chapter SWANA members.
- Conference: Jason said we are looking at a few venues that include U of M McNamara Alumni Center, Earle Brown Heritage Center, and the U of M Continuing Education and Conference Center. We are moving forward on the program content and are looking for topics. As for a date, we are looking at the later part of October.

INTERNATIONAL BOARD UPDATE: Gary said National will have a new membership coordinator in the near future. There was an online vote on March 4, 2009 by the Board regarding our IB member attending the mid-year meeting. Gary is seeking approval to cover expenses, not to exceed \$1000.00, for him to attend the SWANA National mid-year meeting to be held May 30-31 in Savannah, GA. He has researched flights and reserved a hotel room at the reduced SWANA rate. The flights are averaging in the \$400 range and hotel is \$161+ taxes and fees/ night.

Don made a motion that we approve Gary's cost of attending the May 30-31 IB Board meeting up to a maximum of \$1,000.00 and there was a second by Doug. Motion carried.

FINANCIAL REPORT: Don reported that there is approximately \$57,000 total in all of our accounts.

ADJORNMENT: Gary motioned to adjourn the meeting with a second from Tom. Motion carried. Meeting adjourned at 12:00.

Respectively submitted,

Steve Steuber
Chapter Secretary