

SDSWMA Governing Board Meeting Minutes
Board Meeting June 14, 2017
Upper Crust Pizza, Chamberlain, SD
11:00 am central time

Call to Order

President Larry McManus called the meeting to order at 11:05 am. Board members present were Dale Fortin, Mike Erickson, Valerie Keller, Dennis McAlpine, Melissa Fahy and Lucas Hoover. Ryan Badten, Jeff Barber, Michael Cook and Dustin Hansen attended by conference call. Fred Snoderly, Jay Johnson and Tim Taggart were absent. No conflicts and no additions to the agenda were voiced.

Administrative Actions and Approvals

Motion by Valerie Keller, second by Dale Fortin to **approve minutes** from the March 28, 2017 conference call Board meeting, motion carried. Treasurer Michael Erickson provided financial and scholarship reports. Copies of both statements were emailed to the Board prior to the meeting. As of 6/08/17 the online checking balance was \$11,844.86 and the investment savings balance was \$55,032.48. There is a \$5 service fee currently being charged on the account for a paper/mailed statement. This will be changed to paperless to remove the \$5 monthly fee. Motion by Melissa Fahy to approve the financial report as presented, second by Lucas Hoover, motion carried. The scholarship fund had a balance of \$52,631.45 on 6/12/17 after a withdrawal (\$4,700) and deposit (\$3,012.50). Erickson noted that an additional withdrawal of \$8,000 will be made to cover the payout of the 2017 scholarships in August. Motion by Dale Fortin to approve the scholarship report, second by Dustin Hansen, motion carried.

Old Business

ED reported that the **P&L YTD previous year comparison and budget vs. actual** were emailed to the Board prior to this meeting. ED noted that detail sheets (page 6&7) were provided for the meeting income and meeting expense line items. The detail shows the carryover from the 2016 Joint Annual Conference and helps explain the % of Budget numbers found on pages 9&10. Val asked about **audit requirements** for SD Solid Waste Grants through DENR with the most recent policy changes. ED indicated that to her knowledge our requests and association size are both well below Federal grant audit requirements and likely below state grant requirements. Our books are reviewed annually by the certified accountant that prepares our income taxes. ED indicated that she would get additional information added to the **mission statement** on the website, before the annual conference, for comparison old to new. The MembershipWorks plug in to the **website** and website rebuild are to be complete and ready for conference registration by July 7, 2017. The **Conflict of Interest Policy** final draft was presented for Board approval. Val Keller made a motion to approve this final policy, Dale Fortin second, motion carried. ED will final and email to all current Board members for their signature. Each Board member must sign and return the last two pages by email for the Association's file.

New Business

ED Trautman submitted her letter of resignation. Her last day will be September 30, 2017. Motion made to reluctantly accept this resignation by Melissa Fahy, second by Dale Fortin, motion carried. The Board asked ED to draft a job description/list of applicant skills needed to be successful, to go in the position announcement and email to Exec Board for review. Once final this will go out to members. The position requires strong knowledge of the industry to be successful, so the membership will be the starting point for potential candidates. The application process should include a cover letter explaining their desire and suitability for the position with a complete resume of experience. The announcement should allow 30 days to apply and the executive Board will be tasked with making a selection from applicants or choosing

to interview applicants, and then bringing their recommendation to the full Board for approval. The goal will be to have someone hired by mid-August with a start date of September 1, 2017 so they can work with Carolyn and do some on the job training. ED (Carolyn) did note that she will be available by phone to assist with the transition beyond September 30, 2017.

Committees:

The 2017 Annual Conference will be at the Ramada Inn in Mitchell September 27-29, 2017. It will begin at noon on Wednesday and end at noon on Friday. Still need tour suggestions to visit in addition to the landfill. Need to decide on a golf course. The Scholarship Committee will be planning a putt-putt golf tournament for a fundraiser.

The members will be solicited for award, hall of fame and officer nominees. Resolutions and bylaws will go to their committee for review.

2016-17 Final meeting: September 27 at 9:30 am breakfast Board meeting prior to annual conference in Mitchell.

Motion to adjourn at 1:30 pm by Michael Erickson, second by Lucas Hoover, motion carried.

Respectfully submitted Carolyn Trautman, Executive Director SDSWMA