

SDSWMA Governing Board Meeting Minutes
Conference Call Board Meeting
January 4, 2017, 11:00 am central time

Call to Order

President Larry McManus called the meeting to order at 11:03 am. Board members present were Dale Fortin, Melissa Fahy, Valerie Keller, Tim Taggart, Dustin Hansen, Ryan Badten, Michael Cook, Lucas Hoover, Michael Erickson and Dennis McAlpine. Jeff Barber, Fred Snoderly and Jay Johnson were absent. No additions to the agenda.

Administrative Actions and Approvals

Motion by Melissa Fahy, second by Valerie Keller to **approve minutes** from the November 16, 2016 Board meeting, motion carried. Treasurer Michael Erickson provided financial and scholarship reports. Copies were emailed to the Board prior to the meeting. As of 12/29/16 the online checking balance was \$26,201.20 and the investment savings balance was \$53,623.39. Motion by Dale Fortin to approve the financial report as presented, second by Tim Taggart, motion carried. The scholarship fund had a balance of \$50,601.10 on 12/31/16. This balance includes **\$900 still owed to Association for 2015 awards and \$3,800 owed to the Association for 2016 awards**. SDSWMA netted \$3,012.50 on the Annual Conference scholarship fundraisers. The December 31 balance minus \$4,700 owed to SDSWMA for 2015&16 plus \$3,012.50 raised in 2016 leaves an estimated account balance of \$48,913.60. Keeping with the past formula of subtracting our base fund balance of \$40,000.00, this leaves \$8,913.60 available for scholarship awards in 2017. ED Trautman suggested \$8,000-\$8,500 be allotted for 2017 awards. Motion by Melissa Fahy, second by Valerie Keller to approve the scholarship financial report and award up to \$8,000.00 in scholarships, motion carried. This is the largest amount available to date for scholarships in one year. The second highest amount was \$4,900.00.

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 all income and expenses have been realized for the Joint Annual Conference. This income and expenses will continue to skew the bottom line for FY2016, otherwise everything is on track. The books have been sent to the accountant to prepare the 2015 tax return. The official dates for the **2017 Spring Workshop** are March 28-30, 2017 at the Watertown Event Center. ED Trautman provided a draft update to the **SDSWMA Mission Statement** from the website, for discussion. Board comments indicated that the draft addressed all items of concern. Motion by Dale Fortin to take the newly drafted Mission Statement to the membership for approval at the Annual Conference in Mitchell this September, second by Valerie Keller, motion carried. ED will work on adding "more" information to the current mission statement to assist members with their review of the changes. ED will work to get a **new backdrop display** for SDSWMA purchased prior to the Spring Workshop. ED Trautman presented additional information on **upgrading the membership portion of the website**. Previously she presented MemberZone software which is web based and hosted by an outside company. The setup for it was \$700-\$1000 with a subscription cost of \$99/mo + \$20/mo for QB integrations and 2.99% for CC transactions + \$0.35/transaction fee. She has found another solution called Membership Works. Both software packages are compatible with WordPress, our website program. It provides automatic membership renewal reminders, connects membership with event registration, created a directory, sets up an email group for members and registers them when they join. Works functions just about the same as Zone but will cost \$150-\$300 to setup, \$49/mo for the plugin and PayPal and 3.1% for CC plus a \$0.30/transaction fee. MembershipWorks is less than half the cost of MemberZone and would provide a better member experience, while minimizing duplicate and missed member data entry with the current

membership tracking methods. In addition to making these upgrades to the website, ED suggested pairing this with updating the entire site and adding the home page slider at an additional cost of about \$750.00. Motion by Valerie Keller to move forward with Membership Works and the website updates, second by Dale Fortin, motion carried.

New Business

President McManus presented a **conflict of interest policy** for Board discussion. It is based upon a trend statewide to have a policy in place (in addition to an IRS requirement for non-profits) and require Board members to identify and present potential conflicts. Board members were asked to study the example policy provided and be prepared to discuss during the next meeting in March.

Committees:

2017 Spring Workshop discussion included a review of potential speakers including Chris Loiseau on glass recycling, Bruce Weaver with Superior Jetting, EPG companies and a pump maintenance talk. Rapid City volunteered to speak on medical waste and additional topics should include safety. ED Trautman will email members for topic and speaker suggestions, interest and needs.

2016-17 Quarterly Board Meetings: March 28, 2016 with spring workshop and June 14 at 11:00 am CT in Chamberlain.

Motion to adjourn at 11:48 am by Michael Erickson, second by Valerie Keller, motion carried.

Respectfully submitted Carolyn Trautman, Executive Director SDSWMA