

Association of West Virginia Solid Waste Authorities
Board Meeting Minutes– Thursday, February 21, 2013

The regular meeting of the Association of West Virginia Solid Waste Authorities met on Thursday, February 21, 2013 at the Panera Bread Restaurant in Clarksburg, WV. Those in attendance in person were Chairman-Jeff Palmer, Vice-Chair Sherrie Hunter, Treasurer-Michael Reese, Roger Frame, Shirley Hyre, Carol Throckmorton, and Paul Hayes. Joyce Harris-Thacker attended via conference call.

- I. **Welcome and Introductions:** Chair Jeff Palmer welcome all attending in person and via conference call.
- II. **Opening Comments:** Chair Jeff Palmer called the meeting to order at 1:00 p.m.
- III. **Minutes:** Michael Reese moved to accept the minutes of the January 17, 2013 meeting. Roger Frame seconded the motion. The motion passed unanimously.
- IV. **Treasurer's Report:** Mr. Reese reported that as of February 20, 2013, the balance of the general account is \$37,370.79 and the education account is \$8,916.35. Chair Palmer reported that the AWVSWA did submit an invoice to Sandy Rogers for the DEP conference expenses as part of the Memorandum of Understanding.

Chair Jeff Palmer moved to file the treasurer's reports for audit. Roger Frame seconded the motion. The motion passed unanimously.

V. **Old Business:**

A. **Financial Items:**

1. **1099, 1098, 990 and Other Forms:** Chair Palmer reported that 1099's were completed submitted on time to Rebecca Harlan and Sandy Malcom-McClure. Mr. Reese reported that the 1098 reporting needs to be submitted to the IRS by February 28, 2013. Tetrick and Bartlett are taking care of the 990 forms. The AWVSWA business registration certificate is normally due July 1, 2013 but it has already been taken care of for this year. Chair Palmer reported that the expense sheet created by Michael Reese will be the expense sheet the AWVSWA uses for reimbursements for those who need it, and it will be available on the website.
2. **Permanent Address & Financial Support:** Chair Palmer shared that the AWVSWA records have been moved, and the permanent address changed to the Ripley address. Chair Palmer also reported that a laptop was purchased for the AWVSWA treasurer and treasurer support use to maintain the AWVSWA financial records.
3. **501 C 3 Tax Exempt Status:** Mr. Reese reported that no additional information has been received from the IRS on the tax exempt status. Mr. Reese also reported that a section of the AWVSWA Bylaws that referred to conflict of interest and dissolution had been inadvertently or mistakenly removed from the bylaws has been corrected. The corrections were sent to the officers and directors have been corrected on the AWVSWA website. Old copies should be discarded.

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4. **Treasurer Supplies:** Mr. Reese submitted a list of supplies needed for treasurer duties for a total of \$208.00. Roger Frame moved to allow Michael Reese to purchase the supplies. Sherrie Hunter seconded the motion. The motion passed unanimously.
 5. **Invoices to Pay:** Mr. Reese reported that he does have a few invoices that need to be paid including an invoice from Rebecca Harlan for January 2013 secretarial support.
 6. **Travelers Insurance:** Mr. Reese reported that the AWVSWA has a \$500.00 insurance premium due in April. Mr. Reese will email a copy of the policy for AWVSWA officers and directors to review.
 7. **Financial Reviews and/or Audits:** Mr. Reese reported that the AWVSWA needs to determine what needs to be done as directed by the bylaws and then make sure that this is taken care of. Sherrie Hunter moved that the AWVSWA have a financial audit done since there has never been one done, and since there has been a change in officers and directors. Shirley Hyre seconded the motion. There was discussion that the bylaws be updated to reflect the need to have a financial review or audit done by an outside entity and that bids be obtained and voted on. There was also discussion about policies and procedures to be considered and what is needed for an audit or financial review. Roger Frame moved to table the motion until the next meeting to allow the AWVSWA to obtain information on the difference between a procedures review, audit and financial review. Mrs. Hunter and Ms. Hyre agreed to table the motion. Mr. Reese will obtain the necessary information for the next meeting. Mr. Reese reported that there is still a need for an AWVSWA financial review committee. Roger Frame will contact Michael Grunau to see if he is still able to help with this committee. Shirley Hyre volunteered to help with this committee.
 8. **Bank Cards:** There was discussion about proper use of the AWVSWA bank cards. Michael Reese moved to allow the Chairman to use the bank card associated with the AWVSWA checking account for purchases up to \$500.00. Purchases above \$500.00 to be approved by the AWVSWA board as needed. Sherrie Hunter seconded the motion. The motion passed unanimously.
 9. **SWA members versus non-members:** Mr. Reese reported that there was some discussion at the conference planning meeting about solid waste authorities who are not members of the AWVSWA, and he going to try to get them to join.
- B. **Conference Date & Location for 2013:** Chair Jeff Palmer reported that based on price, availability, and if the meeting rooms are adequate upon a visit of the Canaan Valley Resort; that it is the recommendation of the planning committee to accept the proposal from Canaan Valley to host the 2013 Conference on October 13, 14, & 15, 2013. Shirley Hyre moved to accept the proposal from Canaan Valley. Michael Reese seconded the motion. Mr. Palmer reported that Canaan Valley will be contacted to request a hold on the dates above, to request a tour of the facility, and to inform

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them of the AWVSWA/DEP plans to accept the proposal if meeting room size and availability is adequate for the conference. Carol Throckmorton, Sandy Rogers, Diana Haid, and Shirley Hyre will visit Canaan Valley. The motion passed unanimously. Mrs. Hunter requested that all of the locations be contacted and thanked for bidding. Paul Hayes will email a thank you to all locations that bid. In June 2013, the conference planning committee will begin requesting proposals for the 2014 conference.

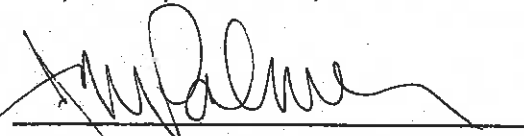
- C. Scholarship Committee: Mrs. Hunter moved that the scholarship draft that has been prepared by the scholarship committee be sent to the solid waste authorities for comments prior to the March 21, 2013 AWVSWA board meeting. Shirley Hyre seconded the motion. There was discussion that the scholarship draft needs to be reviewed and approved as there will need to be changes to the AWVSWA bylaws and funds set aside this year to be able to award a scholarship in 2014. The motion passed unanimously.
- D. Legislative Updates: Chair Jeff Palmer and Mr. Hayes reported on HB2211 regarding electronic recycling take-back and litter control items. As of February 21, 2013 neither item has made it to a committee meeting. Legislative update information available on AWVSWA and SWMB websites.
- E. Nominating Committee: Chair Jeff Palmer reported that he will contact individuals to serve on the nominating committee. Shirley Hyre will serve on the nominating committee.
- F. Solid Waste Issues from the Floor: Chair Jeff Palmer suggested that he would like to send a survey to see what electronic means the solid waste authorities has access to.

VI. New Business:

VII. Member's Forum:

- A. Next Meeting: The next meeting will be at the Panera Bread Restaurant in Clarksburg, WV on March 21, 2013.
- B. Adjourn: Chair Jeff Palmer adjourned the meeting.

Respectfully submitted,



Jeff Palmer, Chairman



Glenn Kocher, Secretary

