

Association of West Virginia Solid Waste Authorities

Board Meeting Minutes– Thursday, March 18, 2013

The regular meeting of the Association of West Virginia Solid Waste Authorities met on Thursday, March 21, 2013 at the Panera Bread Restaurant in Clarksburg, WV. Those in attendance were Chairman-Jeff Palmer, Treasurer-Michael Reese, Roger Frame, Shirley Hyre, Karen Williams, Nicole Hunter, and Paul Hayes. Sherrie Hunter 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., and declared a quorum

III. **Minutes:** Roger Frame moved to accept the February 21, 2013 meeting minutes. Michael Reese seconded the motion. The motion passed unanimously

IV. **Treasurer's Report:** Mr. Reese reported that as of March 18, 2013, the balance of the education account is \$9,383.85. The balance of the general account is \$36,949.31. The AWVSWA has submitted invoices to the WV DEP REAP for conference expenses in the amount of \$2,310.00 and \$12,000.00 for the Memorandum of Understanding. Payment is expected soon.

Mr. Reese reported that the AWVSWA has been contacted, but has not yet received a letter requesting that the conference registration fee for the spouse of a registered conference attendee that had not paid prior to the conference be dismissed. Sherrie Hunter has the sealed letter and will fax or scan it to Mr. Palmer and Mr. Reese for review. Mr. Reese suggested that plans be made for any future emergency cases. Roger Frame moved to file the treasurer's report for audit and to postpone any action on this request and any future cases until the next meeting. Shirley Hyre 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, and 1098 were submitted and taken care of. Mr. Reese reported on the
2. **501 C 3 Tax Exempt Status:** Mr. Reese reported that he has received two different letters about the tax exempt status; one stating that the status was revoked and the other that it was approved. He called the IRS about this and spoke with a lady who said she would manually change the status as approved and it would be about four weeks before the AWVSWA would receive the letter, and six to eight weeks for it to show up on the website. Mr. Reese shared concern about the effective date only going back to 2012 instead of 2007.

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3. **Travelers Insurance:** Chair Palmer reported that the \$500.00 insurance premium due in April does cover the conference and travel to and from meetings. Roger Frame moved to pay the \$500.00 fee. Shirley Hyre seconded the motion. The motion passed unanimously.
 4. **Financial Reviews and/or Audits:** Chair Palmer reported that Michael Grunau was contacted and is still willing to serve on the AWVSWA financial review committee. Mr. Grunau will be asked to work with other committee members, and to set a time to conduct the internal financial review. Shirley Hyre moved that the AWVSWA spend \$2,000.00 to \$2,500.00 for a financial review by an outside entity due to the recent change in officers and to determine if good practice policies and procedures are being followed. Roger Frame seconded the motion. The motion passed unanimously.
- B. **Conference Date & Location for 2013:** Not discussed at the board meeting. Please see conference planning notes.
- C. **Scholarship Committee:** Chair Jeff Palmer reported that the AWVSWA would like to move forward with the scholarship draft. Chair Palmer requested that Mrs. Harlan submit the scholarship draft to all AWVSWA members for review and comments for discussion at the April meeting. Paul Hayes asked if there is any information in, or could be added to scholarship requirements indicating how the scholarship and/or applicant does and/or should assist local solid waste authorities. AWVSWA member solid waste authorities without internet access will need to have the scholarship draft mailed to them.
- D. **Legislative Updates:** Paul Hayes reported that it has been mostly quiet this year with the exception of SB 449. It is still with the committee, but would rescind the ban on electronics in landfills. Mr. Reese moved that Mrs. Harlan be contacted and asked to send an email to the solid waste authorities to let them know that this bill is out there for them to review and consider the implications. Shirley Hyre seconded the motion. The motion passed unanimously. Mr. Reese reported on a seconded bill. Mr. Hayes reported that there are some other bills out there that have not gone very far at this time.
- E. **Nominating Committee:** Chair Jeff Palmer reported that he did not contact anyone to serve on the nominating committee but he will work on that.
- F. **Solid Waste Issues from the Floor:** Sherrie Hunter encouraged everyone to participate in WV Make It Shine.
- VI. **New Business:**

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A: **Conference Planning-** Chair Jeff Palmer reported that the conference planning is well under way. He will talk with Carol Throckmorton, Conference Chair to see if it is possible to try to get more people to help on the various sub-committees.

VII. **Member's Forum:**

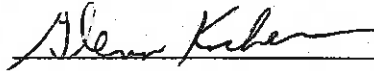
A. **Next Meeting:** The next meeting is tentatively set for April 18, 2013 in Parkersburg, W.V.

B. **Adjourn:** Chair Jeff Palmer adjourned the meeting at 1:40 p.m.

Respectfully submitted,



Jeff Palmer, Chairman



Glenn Kocher, Secretary

