

Association of West Virginia Solid Waste Authorities

April 18, 2013 - Corrected - Meeting Minutes

The regular meeting of the Association of West Virginia Solid Waste Authorities met on Thursday, April 18, 2013 at the Parkersburg Old Courthouse in Parkersburg, WV. Those in attendance were Chairman-Jeff Palmer, Treasurer-Michael Reese, Glenn Kocher, and Michael Grunau. Howard Coffield, Roger Frame, and 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., and declared a quorum.
- III. **Minutes:** Roger Frame moved to accept the March 18, 2013 AWVSWA meeting minutes as corrected. Michael Reese seconded the motion. The motion passed unanimously.
- IV. **Treasurer's Report:** Mr. Reese reported that as of April 15, 2013, the balance of the education account is \$23,642.52. The balance of the general account is \$36,589.60. Roger Frame moved to file the treasurer's report for audit. Howard Coffield seconded the motion. The motion passed unanimously.

V. **Old Business:**

A. **Financial Items:**

1. **501 C 3 Tax Exempt Status:** Mr. Reese reported that he received two letters from the IRS on April 1, 2013; one stating that the tax-exempt status had been approved, and one stating that it had been revoked because the filing fee had not been paid. Mr. Reese contacted Tetrick and Bartlett who advised him to contact the IRS. Mr. Reese then contacted the IRS. He was told that revoked letter was a computer generated letter sent in error, that the tax exempt status is in effect, and that the IRS website should be updated soon to reflect the AWVSWA as a tax-exempt organization.
2. **2012 Conference: Outstanding conference registrations and unpaid invoices:** Mr. Reese reported that there are two unpaid registrations from Monongalia County SWA, and one from Raleigh County SWA. Carol Throckmorton will talk with the Monongalia County SWA attendees in an upcoming meeting she has with them. The AWVSWA has verbally been informed by Sherrie Hunter that the unpaid Raleigh County registration is due to an emergency situation that happened just as the conference was beginning and the conference attendee had checked in. The AWVSWA is still waiting for the letter requesting that this conference registration be dismissed.

Mr. Reese also reported that he had received an email from Tammy Bonar regarding an email she had received from the OVRTA bus company who provided the bus-light tour indicating that the bus company had not been paid. Mrs. Bonar's email stated that she had sent the invoice to Bob Wines for payment. Mr. Reese reviewed the financial records and found no invoice or payment, but had prepared a check to pay the invoice.

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3. **2013 Conference Deposit:** Mr. Reese reported that he had prepared a \$2,000.00 check to Canaan Valley for security deposit for the 2013 Conference.
4. **Travelers Insurance:** Mr. Reese reported that he had prepared a \$500.00 check to Bond Insurance to renew the traveler's insurance premium that is due in May.
5. **Financial Reviews and/or Audits:** Mr. Reese reported that he had contacted and requested proposals from three accounting firms to conduct a financial review and/or audit, of the AWVSWA FY 2012 financial records. Mr. Reese received an estimate of \$2,000.00 to \$2,500.00 from Tetrick and Bartlett to conduct the audit, and file the 990 form that will be due in September 2013. He is still waiting for a reply from two other companies.

Mr. Grunau reported that an in-house review of the FY 2012 and FY 2013 finance records will be conducted and approved by himself, Shirley Hyre and Michael Reese, and be presented at the AWVSWA Board Meeting at Canaan Valley.

- B. **2013 Conference Planning:** Chair Jeff Palmer reported that conference planning is off to a good start, and that a list of session ideas for use in obtaining speakers was distributed at the April 18, 2013 conference planning meeting.
- C. **Scholarship Committee:** Committee Chair Sherrie Hunter was not at the meeting. Chair Jeff Palmer and Michael Reese reported that the scholarship information was submitted to the solid waste authorities notifying them of the intent to create the scholarship, and requesting that any comments, questions, or suggestions be submitted by the April 18, 2013 board meeting for consideration. Chair Palmer reported that he has not received any comments about the scholarship information. Sherrie Hunter will be contacted to see if she has received any comments. If Mrs. Hunter has not received any comments, then the board will proceed with scholarship plans and will need to amend the bylaws to allow for a fund to be created to house scholarship monies.
- D. **Legislative Updates:** Chair Jeff Palmer asked for comments about any legislative updates. Mr. Reese and Mr. Grunau reported that SB 449, to rescind the ban on electronics in landfills especially televisions did not pass. Mr. Grunau reported that he is only aware of two bills that passed that affect solid waste authorities; HB 2747 that deals with open meeting notifications, and SB 243 promulgating rules for dealing with covered electronic devices. Mr. Reese reported that there is going to be criteria for those that accept and collect covered electronic devices.
- E. **Nominating Committee:** There was no report.
- F. **Solid Waste Issues from the Floor:** Chair Jeff Palmer reported that Mr. Kocher had shared with him that ERS (Electronic Recycling Services) in Bellaire is not going to be accepting televisions anymore.

VI. New Business:

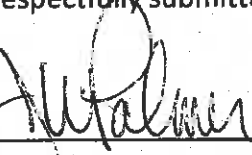
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VII. Member's Forum:

- A. **Next Meeting:** The next meeting is scheduled for May 16, 2013 in at the DEP offices in Charleston, W.V.
- B. **Adjourn:** Glenn Kocher moved to adjourn the meeting. Howard Coffield seconded the motion. The motion passed unanimously.

Respectfully submitted,



Jeff Palmer, Chairman



Glenn Kocher, Secretary

