

Association of West Virginia Solid Waste Authorities

August 20, 2015 - Board Meeting Minutes

The regular meeting of the Association of West Virginia Solid Waste Authorities was held on Thursday, August 20, 2015, at the Old Parkersburg Courthouse, Parkersburg, WV. Those present were Chair Jeff Palmer, Secretary Charity Fellure, Treasurer Mike Reese, and Mike Grunau. Board of Director Tammy Bonar, Roger Frame and Vice Chair Sherrie Hunter attended by phone.

I. Welcome and Introductions: Chair Jeff Palmer welcomed all attending.

II. Opening Comments: Mr. Palmer called the meeting to order at 1:00 p.m., and declared a quorum.

III. Minutes: The April 2015 meeting minutes were emailed and available at the meeting. Mike Reese moved to accept the April 2015 AWVSWA meeting minutes. Roger Frame seconded the motion. The motion passed unanimously. The June 2015 meeting minutes were emailed and available at the meeting. Sherrie Hunter moved to accept the June 2015 AWVSWA meeting minutes. Tammy Bonar seconded the motion. The motion passed unanimously.

IV. Treasurer's Report: The treasurer's report was emailed and available at the meeting. Mr. Reese reported that as of July 31, 2015, the balance of the general account was \$40,495.02, the balance of the scholarship account was \$2,000.00 and the balance of the education account was \$45,847.76. Charity Fellure moved to file the treasurer's report for audit. Roger Frame seconded the motion.

V. Old Business:

None.

VI. New Business:

1. **Financial Questions:** Mike Reese stated that if someone is interested in the treasurer position, the AWVSWA should start getting everything ready for the transfer. Mr. Palmer asked Mr. Reese to make a list of all items that will need a change of address as well as a list of due dates.
2. **Scholarship Committee Report:** Mr. Palmer drafted a letter for the scholarship applicants. Sherrie Hunter asked if the application instructions could be updated. She said that several people did not know who to mail the applications to. Ms. Hunter also asked if the Bylaws could be amended so that the applications would be due at an earlier date so that the recipients could have the money before school started. Tammy Bonar suggested having the applications due on March 1; the scholarship committee's recommendation to the Board will be by April 1; and the announcement of scholarship recipients will be on May 1. It was also suggested that scholarship applications be put in the conference packets. Mr. Palmer stated that he will call the 2015 scholarship recipients. Mr. Reese suggested that the AWVSWA create a mechanism to use when reviewing the applications.
3. **Legislative Updates:** None
4. **Nominating Committee:** Three people are willing to serve on the Board of Directors and as Treasurer. Ms. Fellure will send those names to Mr. Frame.

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5. **Website Updates:** Mr. Palmer is trying to get the website updated.

6. **Conference -**

- a. Mr. Palmer stated that the 2015 budget needs revised for lunches for conference planning meetings. He suggested taking \$1,000.00 from the resort fee and adding a line item for conference planning meals. Mike Reese moved to accept Mr. Palmer's proposal. Tammy Bonar seconded the motion. The motion passed unanimously. Mr. Palmer also stated that he contacted Waterfront Place regarding the meals being based on 200 people. He was able to negotiate the contract to 157 people for meals. We will still need to use 120 rooms on Sunday and Monday nights, and 8 rooms on Saturday. Mr. Palmer will send in the contract.

7. **Miscellaneous Items:**

- a. Status of Bylaw Revision – Mr. Palmer will add the Bylaws to the website.
- b. Liability Insurance – Mr. Palmer is still working on the liability insurance.

VII. Solid Waste Issues from the Floor:

- A. **Next Meeting:** The next meeting is scheduled for September 17, 2015 at 1:00 p.m. at the Old Parkersburg Courthouse, Parkersburg, WV.
- B. **Adjourn:** Mike Reese moved to adjourn the meeting at 2:27 p.m. Roger Frame seconded the motion. The motion passed unanimously.

VIII. 2015 Proposed Meeting Schedule:

August 20, 2015 @ Parkersburg Old Courthouse, Parkersburg

September 17, 2015 @ Parkersburg Old Courthouse, Parkersburg

October 24-27, 2015 @ Canaan Valley Resort

November 19, 2015 @ Parkersburg Old Courthouse, Parkersburg

Respectfully submitted,

Jeff Palmer, Chairman

Charity Fellure, Secretary