**Minutes**

**SWANA Florida Sunshine Chapter**

**Board of Directors Meeting**

**Rosen Plaza Hotel – Orlando, FL**

**February 21, 2016**

**3:00 p.m. – 5:00 p.m.**

**Call to order and Roll Call:** Tammy Hayes, President, called the meeting to order. Deb Bush, Secretary, called roll:

**In Attendance**

Tammy Hayes, President Keith Howard, Vice President

Sam Levin, Treasurer Deb Bush, Secretary

Mitch Kessler Gene Ginn

Jason Timmons Chad Grecsek

Michael Gordon Kim Byer

Monica Bramble Jim Becker

**Visitors in Attendance**

Karam Singh Devon McKnight

Debbie Almon Rebecca Rodriguez

Marc Rogoff Wei Liu

Weizhi Cheng

**Absent**

Randy Rudd

**Approval of Minutes**

1. Sam Levin moved to approve the Board of Directors Meeting minutes dated

August 26, 2015. Motion seconded by Monica Bramble. **Motion Approved.**

1. Sam Levin moved to approve the Chapter Business Meeting minutes dated

August 26, 2015. Motion seconded by Chad Grecsek. **Motion Approved.**

**Review and Approval of Consent Agenda**

1. Keith Howard moved to approve Consent Agenda Items dated February 21, 2016. Motion seconded by Michael Gordon. **Agenda Approved.**

**Committee Updates**

1. **Finance and Budget Committee (Sam Levin)**

Sam reported that the fund balance is $195,000. He also shared that the annual expense is approximately $60,000 and that currently the organization is spending $25,000 over revenue annually.

1. **Nominations and Awards Committee (Mitch Kessler)**

Crystal informed that it is time to start the nomination process for Directors. Mitch proposed a schedule for nominations. Kim Byer moved to approve the schedule for nominations. Motion seconded. **Motion Approved.**

1. **Conference Committee (Tammy Hayes)**

* Tammy advised that she would prefer to continue as chair and pull together a true committee to assist with tasks. If anyone has any interest in the position, please let her know.
* Crystal reported there are 197 pre-registered participants (43% public, 50% private, 8% non-profit or institutional), and 20 exhibitors.
* Tammy advised that they have booked Saddlebrook Resort in the Tampa Bay area for the 2016 summer conference and the Sanibel Marriott for the 2017 summer conference.
* Tammy reported that the attendance numbers are up, but exhibitors and sponsorships are down.

1. **Scholarship Committee (Lenny Marion – absent)**

* Karam requested additional funding in support of a Student Design Competition at Wastecon International, to encourage participation by Florida schools. It was discussed and suggested that the Young Professionals program form a sub-committee to submit a plan for the next budget year as there isn’t ample time or funds to do it this year. It was proposed to host a student poster competition at this summer’s conference.
* There was discussion clarifying the scholarship application qualifications and suggested that the scholarships only be available to relatives of SWANA members with emphasis on applicants with interest in entering the Environmental field. Tammy would like the Scholarship Committee to take ownership of all advertisement of the scholarship program.
* Mitch Kessler made a motion to amend the current budget to add $1,500 to fund a student poster competition at this year’s summer conference. Prizes to be awarded as determined by the Nominations and Awards Committee. Motion seconded by Chad Grecsek. **Motion Approved.**

**New Business**

1. **Joint Summit**
2. It was discussed that the Chapter look to expand their opportunities and partner with other organizations on the Joint Summit. It was suggested that any continuance with Recycle Florida Today be limited to every other year. The Chapter will commit for the 2018 Joint Summit with mutually beneficial terms.
3. Tammy advised that SWANA International is looking for chapters to host the Senior Executive Conference and proposed making it part of the 2017 winter conference. The conference would benefit from an additional 50-80 participants and possibly pull in more exhibitors and sponsors. It was suggested that the Senior Executives form a committee to handle all of the planning and the Florida Chapter will handle logistics and registration. Earl Gloster will head up a committee to further discuss.
4. **Proposed website verbiage**

Tammy presented a revision to Chapter website page 39. Proposed revision was reviewed and approved.

1. **Committees**
2. Tammy discussed the new and reassigned chairs. She would like there to be a vice chair assigned for every committee. It was proposed that the Health and Safety and Training committees be combined to form one committee. The committee was renamed the Training, Health and Safety Committee.
3. Tammy proposed renaming the Waste Reduction and Pollution Prevention (WRAPP) Committee to Recycling and Special Waste Division to align with SWANA international.
4. **Chapter Administrator contract renewal**

Tammy announced that they have renewed Crystal’s contract for another two-year term.

1. **Board meetings**
2. Proposed that meetings be scheduled more frequently, quarterly. Could be a teleconference. Agreed on more frequent conference calls to address any issues. Meeting in Palm Beach following safety course? Open to conference call if they are not participating in NAWTEC.
3. NAWTEC is being held in West Palm Beach, May 22nd – 25th. A safety course is being offered on May 24th, 8:30 – 11:30 a.m. Tammy proposed scheduling a board meeting since there will be members in attendance. It was agreed to schedule the meeting for that time, with a teleconference available for those members not in attendance.

The Chapter has been approached on possibly hosting a golf tournament during NAWTEC. It was discussed that the short notice may make it difficult to advertise and that it would only be feasible if it the PGA Resort course is available. Tammy will get with Ray Romano, the Golf Chair to determine the feasibility.

1. **SWANA Strategic Plan**

Tammy presented the SWANA Strategic Plan.

1. **Updating bylaws and policy manual**

Tammy suggested the formation of a committee to review and update the current bylaws and policy manual. Keith Howard will act as Chair. Wei Liu will act as Vice-Chair.

**Old Business**

*No discussion*

**Comments from Chapter Officers and Directors**

1. **Chad Grecsek –** Chad has been appointed as the Florida representative of the SWANA Safety Ambassador Program. They are currently gathering data, specifically from the Public Sector regarding accidents. The collected information will be evaluated to establish what can be done to improve safety. Anyone interested in participating was asked to please contact Chad.
2. **Gene Ginn –** Seminole County is hosting the 2016 Road-e-o. First time participants will receive a $100 discount off their registration. Tammy advised that anyone interested in hosting the 2017 Rodeo should submit a letter of interest to SWANA.
3. **Sam Levin –** Offered gratitude to Mitch Kessler for his excellent service as Chapter President and to Tammy Hayes for her continued service as President.
4. **Monica Bramble** – The Training Committee is looking for facilities throughout the state (Hillsborough, Northern East Coast, Orlando, Panhandle) to schedule training hubs. The committee will handle the planning and agenda, they are just in need of the locations. Pinellas County Solid Waste volunteered their facilities.
5. **Jason Timmons –** The Young Professionals group was unsuccessful in getting an event together for this meeting but they will be gathering those in attendance for a dinner tomorrow evening. He welcomed anyone interested in joining them as a mentor.

**Scheduling of Next Board Meeting and Adjournment**

Crystal will contact Board Members to schedule the next meeting.

**Adjourn**

Keith moved to adjourn. Seconded by Monica. Meeting adjourned at 5:03 am.

Respectfully Submitted

Deb Bush, Secretary