

DIRECTOR's Meeting
Chateau Louis Hotel & Conference Centre (in person)
November 22, 2012
MEETING MINUTES

1. Call to Order
Bud Latta, Jim Lapp, John Deagle, Tom Moore, Dick Ellis, Dennis Althouse, Sheri Praski, Lindsay Haag, Sheila Reithmayer, Michel Lefebvre, Donna Chaw
Via telephone: Susan Harty, Paresh Thanawala (briefly), Roland Rusnell
2. Approval of the Agenda
No additions, moved to approve by John Deagle & 2nd by Susan Harty
3. Minutes of Previous Meetings
Oct. 18 - Moved – Jim Lapp, 2nd Tom Moore – accepted.
Sep 13 – Tom Moves, 2nd John Deagle – accepted
 - a. Business arriving From Minutes
4. Financial Information
 - a. Budget Variance Sheet
Bud/Sheri reviewed budget to date. Projected \$89,000 profit by end of 2012. Profit of \$61,000 made on 2012 conference. SHERI TO E-MAIL BUDGET SPREADSHEET TO ALL DIRECTORS. – DONE . Bud moves as presented, 2nd by Dennis Althouse
 - b. 2013 Budget
Sheri reviewed projected 2013 budget. Increased staff time & wages, added in \$ for committee costs. Projected profit of \$14,000 which is conservative. Includes \$50,000 in sponsorship which may be high but could balance out due to lower costs of venue.
5. Reports
 - a. President (Dick Ellis)
Nothing to report at this time
 - b. I B Director (Jim Lapp)
-MAMA SWANA is looking for feedback on a change to the executive committee bylaws. Currently can only have 2 private sector member of the board on the board at a time, proposing to change this so it does not limit how many private sector members can be on the executive. Jim will have to cast a vote on this; Jim believes there is value in selecting the best candidate from all sectors and not limiting it to 2 from private. General consensus in the room is - leave the bylaws as is.

- c. Executive Director
 - Binder created to help everyone keep all the SWANA policies, agenda, minutes in one place. Please bring binder to all SWANA meetings to be updated.
 - 2011: hosted 9 training sessions 2012: hosted 16, projected 16 for 2013
 - LOC Cert Advisory Committee – issues with hours required to write exam, currently need 1 year of experience or 2080 hrs. smaller landfills have a hard time meeting this requirement as they are not open that often. SWANA & CAC are working on this to see how we can deal with these landfills that cannot meet the requirements. SWANA is planning on doing a survey to SWANA members to see what % this effects. SWANA is working on contract to administer the LOC program, we do not have control over making these decisions and we are not a voting member on the board but our opinion is important so please provide feedback to AB Env.
 - Specialty training – AANDC. Looking to have 3 more sessions in SK
 - Sheri has some conference post cards if anyone wants some to send out
- 6. Unfinished Business
 - a. 2013 Conference
 - i. Outline
 - Conference planning well underway, Venue Chateau Louis, the committee had a chance to view rooms – looked good, Technical committee has been provided in draft, working on entertainment, need to make a decision on keynote speaker(s), need to get sponsorship requests out by Dec. 15 - EBA is a potential sponsor, so is EMW Group
 - ii. Budget
 - iii. Sponsorship
 - b. Annual Reports to SWANA
 - We cannot do the requested reports till end of fiscal year...dec.31/12. Reports likely won't be done until March 2013.
 - c. Ag Plastics
 - Talked about sending in a letter of support but not sure at this time what to support so let's help out with what we can, Sheri to make contact to find out how to precede. AB. Env. sent out survey to find out what farmers are doing with the plastics, still waiting on results. AB Env. is not interested in doing a stewardship program.
 - d. SWANA Credit Card
 - If you need something booked directly for SWANA call Sheila or Sheri they both have a credit card that we can use. When the Visa statements come in the charges are to be matched up with receipts, forwarded to Sheri for review, then to bud for review. Dick to send his corporate card policy for us to review.

7. New Business

a. Policy Manual

- i. Review of Policy Manual and Mission Statements(to be distributed)
Deferred till end of meeting
- ii. Board Member Roles and Responsibilities(Dick)
Purpose: so new board understand their roles and their responsibilities.
Reviewed document – should add in Government Liaisons AB, SK, MB & NWT
(attend chapter meetings, keep association up to date on related provincial issues including training). Adopted as presented – Tom Moore, 2nd John Deagle.
carried
- iii. Training Faculty Policy(Jim)
- iv. Conference Planning Policy
- v. Board Structure Policy
- vi. AGM Procedure Policy
All policies to be circulated in advance of meetings. These policies to be reviewed and discussed during the next meeting. Roland motions to move this, Susan 2nd. Add travel expense policy to this list.

b. AANDC Training(Training Committee)

Did 1 session in Winnipeg already, debrief done after the session and we have decided to make a few changes, course material expended on, HHW & TS content to be expanded on too. 3 more AANDC private sessions in SK in the planning. Roland interested in doing more on the training development. Budget around 40 hrs. \$2000 budgeted, rate to be discussed. Need board approval to contract with Roland to work on developing this training. Need approval for up to \$3000 for course development – motion Jim Lapp, 2nd Bud Latta - carried

c. Manitoba Presentation (Jacques Trudeau)

e-mail from Jacques – he is looking for SWANA to come in and make a presentation to MB officials to get some training and certification into those areas. Need approval to have Sheri travel down there and meet with the minister and appropriate personnel to discuss these opportunities. Perhaps get AB env. involved, letter of reference? Sheri to make arrangements to go there.

d. Leachate Management Course(Training Committee-experts)

Working with EWMCE, they have Gov of AB funding, SWANA needs to contribute experts for this contract. Jim Lapp & Michele Lefebvre, Steve Johnston, Tammi Nygaard nominated as contributors to complete a survey to aid in course development. Jim volunteers reviewing course material after it is done.

e. Waste Training (Paresh)

Paresh reviewed his Waste training document. Training committee to review the doc

and bring back recommendations to the board. John Deagle motioned this to send to committee, 2nd by Dennis Althouse - carried

f. SWANA Rodeo

Not possible for Edmonton, can look at for 2014. May need some sponsorship.

Uses Truck & Landfill equipment. Landfill equipment is hard to do, trucks can be done anywhere. Bud Latta to discuss with Trent. Bud checked with Trent, City of Edm rodeo is the week before the conference but date could be changed. Jim to send Trent some info

g. OWMA Partnership

Bill not in present so not discussed.

h. Newsletter

Need to consider having newsletter sent out twice a year and having staff organize and develop it. Need to organize a time schedule. Sheila to bring back proposal on what works best for time line and content outline. Thank you to the marketing committee for resurrecting the newsletter they have done a great job, staff will continue on from this point - motion Bud, 2nd Lindsay

8. Information Items

a. Alberta Landfill Operator Certification

Update from Donna Chaw – Natasha very pleased with program up to this point. More discussion on non-routine files need to be discussed between Sheri & Natasha. Would like us to consider working with Compost Council to see how the 2 programs could work together....compost council does not have many certificates and it makes it difficult for them to manage in a timely manner. We had 6 LOC sittings in 2012.

b. CEU's

All training accepted as valid CEU's is posted on AB. Env. website for LOC. All SWANA courses & SWANA conference are valid CEU's towards LOC. Discussion on how we should prove that an individual has obtained the CEU's....suggested CAC should create a CEU form that operators can enter their training and attach accompanying documentation. Need to receive approval from board to approach CAC to address the issue of what is considered acceptable proof of CEU's – Donna to approach CAC about this issue.

c. Future Training

Sheri reviewed 2013 training plan. 16 courses planned for 2013.

d. Mentoring – program ideas

Is there an interest in becoming mentors? This would be a very informal relationship but need to see if anyone is becoming a mentor and working with others. Call out to all members to find mentors so not just directors are included, once list compiled we could send out a call for potential people who want to be mentored. Suggested to use a chat

room to create peer to peer conversations but would need to have a moderator for the chat room. Would need some type of disclaimer. We should speak with our webmaster to see what the logistics of this are.

e. 2014 Conference

Regina – SWRC is hosting a conference in Regina in the spring, should we consider partnering with them or holding our conference during the same time frame as them? Sheri to approach them and report back. Need to hold a conference in the NWT, perhaps we should make it a sub conference and hold 2 conferences in that year.

f. Display opportunities

If anyone has a tradeshow booth or display at a conference that they are currently attending could they consider letting SWANA have a small amount of their space so SWANA could put up their banner and maybe hand out some cards? Perhaps we could develop a small SWANA card for tradeshow attendees to display on their booth to state that they are a SWANA member/supporter. Perhaps SWANA could give SWAG for handout at tradeshow.

g. Committee Chair Reports and Mission/Goals Comparison

h. Webex

Paresh did a webex presentation in hopes that we would use this system for future director calls.

i. Paresh suggests sending out a thank you letter to employers for the individual members of the board. To go to board development committee.

9. Next Meeting

3rd Thursday of every 2nd month at noon, SK time.

June 18, 2013 – in-person – Chateau Louis – Edmonton, AB

Proposed January, March and May.