



Board Meeting Minutes APPROVED

November 7, 2018 ISOSWO Board of Directors meeting was held at Waste Commission of Scott County, 11555 110th Ave, Davenport, IA 528045.

Call to Order: President Rowland called the meeting to order at 10:00 AM.

Roll Call: Rowland called roll.

Present: Lori Dicks, Dan Bacehowski, Wade Hamm, John Foster, Lauren Norland, Mary Wittry, Bill Rowland, Yuta Naganuma and Jennifer Frampton.

Absent and excused: Brian Seals.

Also present: Julie Ketchum, Chuck Goddard, Hal Morton, Le Nga, Huey Yoong, Angie Ullman, and Kathy Morris.

Approve/Amend Agenda: Hamm requested to move approval of the audit before the treasurer's report and Wittry to include the 2019 spring conference as a discussion item. Bacehowski moved to approve the agenda with changes as suggested. Second by Wittry. All ayes, motion carried.

Approval of September 7, 2018 meeting minutes: Hamm made the motion to approve the September 7, 2018 meeting minutes. Second by Foster. All ayes, motion carried.

Approval of Annual Audit: Hamm presented results of the ISOSWO 2018 FYE audit. During the audit there was no receipt for one check randomly selected which was produced later. According to Quickbooks the beginning balance of the scholarship fund did not match the previous year. Dicks provided information to balance that account, there will be transactions necessary between it and the checking account to bring the account current. As of July 2, 2018 the balance is \$22,696.82. Hamm also reported finding the signatories are to be updated for both bank accounts to allow access by the treasurer. Discussion about a credit card being made available to at least the treasurer for purchases. Motion by Wittry to approve the audit report and recommendations from audit committee, second by Bacehowski. Motion carries.

Approval of Treasurer's Report: Ullman presented the treasurer's report, discussion that the scholarship balance will change due to results of the audit. Discussion regarding the scholarship account requirements and future evaluation of services with Wells Fargo bank. Foster requested that we see a monthly expense report with the treasurer's report. Foster made the motion to approve the Treasurer's Report. Second by Hamm. All ayes, motion carried.

New Business: Rowland presented suggested committee chairs for the next year, these will be finalized at the December meeting.

Rowland presented information to the board on appointment of the Treasurer to replace Mike Classen. Angela Ullman of HDR and Lori Dicks have volunteered to act as Treasurer for the current two year term. Discussion regarding changes to the position due to conference planning contract updates, the possibility of contracting an outside accountant, and implementation of best practices and procedures for accounting. Motion by Foster to elect a Treasurer for the remainder of the two year term by written ballot of the board. Seconded by Naganuma. Aye: Bacehowski, Naganuma, Hamm, Foster, Norland, Rowland, Frampton. Nay: Wittry. Abstained: Dicks. Motion carries. By written ballot, Lori Dicks is unanimously appointed as ISOSWO treasurer for the remainder of the two year term to end in 2020 with Dicks abstaining. Motion by Foster to set up an ad-hoc committee to evaluate treasurer succession, management of bank accounts and accounting procedures with Wittry and Foster as co-chairs to include Morris and additional volunteers. Seconded by Wittry. All ayes, motion carries.

Foster reported on the open conference planning position, the Programs/Arrangements and Membership committees held a conference call to move forward. The committee recommended Shannon Meister, the sub-contractor for 2018 services, present a proposal to the board as an agenda item for the December meeting. In addition, the web site management coordinator position is also open and a request for proposals has been prepared for board consideration. Motion by Wittry to approve the Request for Proposals for maintenance of website, creation of e-newsletters and related tasks as presented to the board. Second by Hamm. All ayes, motion carries.

Rowland: there will be a board meeting on December 7 at 10:00 am at the Ola Babcock library. Foster: we will hold a legislative committee meeting at 9:00 am before the board meeting.

Chapter Director Report: Wittry reported on activities of the region ten chapter and presented a final draft Memorandum of Understanding for SWANA Regional Director. Discussion reviewing the MOU and continued chapter communication with SWANA. Motion by Hamm to accept the SWANA Region 10 Memorandum of Understanding as presented. Second by Foster. All ayes, motion carries. Wittry: I am encouraging the regional director and deputy be selected before the budgeting round for next year to reflect any financial changes in the 2019/2020 fiscal year.

COMMITTEE REPORTS:

Legislative: Foster reported the finalized legislative positions should be ready for the December board meeting.

Technical: Bacehowski reported that the closure/post-closure document being reviewed with DNR is moving forward.

Programs and Arrangements:

Fall Conference: Foster reported on the 2018 fall conference. The conference audit will be scheduled at the end of the month and will be ready for review at the December meeting. A proposal for the 2021 fall conference has been received from Sioux City and will be reviewed by the committee.

Spring Conference: Wittry reported on committee activities for the 2019 Spring Conference in Burlington to be held April 4 and 5. The committee includes four local members and is looking for topics. Rowland: agreements have been reached for Spring 2020 to be held April 1-3, at King's Pointe in Storm Lake and presented to the board. Motion by Foster to authorize the chairperson to sign the contract and forward deposit payments as required. Second by Hamm. All ayes, motion carries.

Awards: Rowland will be working with the contractor to get the video award started.

Scholarship: Frampton reported receipts from the fall conference auctions.

Young Professional: Norland reported on the YP luncheon at the conference and possible future events.

Safety: Rowland: Brian Seals will be the new ISOSWO Safety Ambassador as Laura Routh has stepped down. Morris and Seals updated the board on the operator training event underway on site, we are still expecting a second operator training to be held in spring of 2020.

Other: Rowland will put together the ISOSWO board meeting schedule for 2019, Great River Regional Waste Authority and Metro Waste Authority have volunteered as traveling meeting sites. Morton: as a non-board member, please amplify communications about board meeting changes to the membership. Discussion among the board about filling Lori Dicks' vacated one year board member term. Motion by Hamm to invite Garrett Prestegard, runner-up in the 2018 board elections, to serve as board member through 2019. Second by Bacehowski. All ayes, motion carries.

Adjourned: Wittry made a motion to adjourn at 12:03. All ayes, motion carried.

Respectfully Submitted, Jennifer Frampton