

Meeting Minutes - Board of Directors Meeting
South Atlantic States Section - Air & Waste Management Association

Date: August 17, 2022
Duration: Call to Order at 4:05 PM; Adjourned at 5:00 PM
Location: Virtual Meeting

Attendees

Khalil Porter
Brandy Bossle
Dean Kaiser
Flint Webb
Greg Mitchell
Tiffany Dillow
Chris Geraghty
Clara Poffenberger
Kevin Black
Hannah Ashenafi
Bob Hall

1. Agenda Approval [Khalil Porter]
 - Approved (Motion was made, seconded, no opposed)
2. Approval of Outstanding Meeting Minutes (May) [Khalil Porter/StephaniePhillips]
 - Approved (Motion was made, seconded, no opposed)
3. Updates from A&WMA Board of Directors [Flint Webb]
 - No updates, meeting is August 25, 2022
4. Chapter Reports
 - a) Chesapeake Chapter [Hannah Ashenafi] – Update provided by Tiffany Dillow
 - Winery in-person event scheduled for August 28, 2022
 - Sept. in-person event planned as well
 - Oct. NACAA fall joint meeting
 - b) Research Triangle Park Chapter [Stephanie Bolyard]
 - August Lunch Seminar – Why Risk Managers Get It Wrong, and What You Can Do About It.
 - 14 attendees
 - October in-person meeting – PFAS discussion with NCDEQ
 - c) NCSU Student Chapter [Fernando Garcia Menendez]
 - No updates
 - d) JMU Student Chapter [Steven Frysinger]
 - No updates
5. Committee Reports
 - a) Membership [Chris Geraghty]
 - 25 members lost since January
 - Remind local chapters to ask members to renew
 - Send events to Stephanie Phillips to advertises on the SASS website
 - Advertise events on your personal LinkedIn
 - b) Social Media/Website [Stephanie Phillips/Chris Geraghty]
 - No updates

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- c) Education [Stephanie Bolyard] - Flint Webb for Stephanie
 - K-12 Education Committee Meeting working with a Texas A&M group on developing improved lesson plans
 - d) Ad Hoc Committee for Use of ODC Funds [Ricky Tropp]
 - Guidance provided by Ricky via e-mail, see attached
 - e) Finance & Internal Auditing [Clara Poffenberger]
 - \$34,579.99 current bank balance
 - Check for ACE Breakfast \$521.95
 - \$0.58 interest in June and July
 - f) Update on financial records retention [Ricky Tropp]
 - Clarification is needed on if the guidance from HQ is required or just suggested. Is it based on state requirements (PA)?
 - Where should documents be located permanently?
 - Is cloud storage by HQ an option?
 - Ask to be added on the next Sections and Chapters Council meeting so all can get proper guidance. Contact JenniferTullier, jtullier@spirtenv.com
 - g) Nominating Committee [Dean Kaiser]
 - Email sent to the membership August 17, 2022, requesting candidates for the 2023 BOD and nominating committee members. An updated email to advertise Vice-Chair as an open position to be sent out.
 - Dean to reach out to Michael Pjetra as potential Vice Chair for 2023 and Susan Wierman for nominating committee.
 - Vice Chair, Secretary, and 2 Directors open
 - Stephanie Phillips to run again as Secretary
 - Ricky Tropp to run again for Director
 - h) Waste Information Exchange Updates [Robert Hall]
 - Planning needs to begin, Ricky to help with site selection. Stephanie Bolyard on the technical end
 - EPA Waste staff will be contacted soon. ASME to help
 - Volunteers need to help on-site with the registration
 - 60/40 split in revenue will rotate each year with A&WMA and ASME
 - Two Technical Coordinating Council committees will help with the programing
 - Planned for April 2023, in-person
 - Khalil Porter volunteered to help in anyway needed
6. Unfinished Business
7. New Business
- None
8. Adjourn

From: [Richard Tropp](#)
To: [Porter, Khalil](#)
Subject: Fw: Info on Section Record Retention and Electronic Archiving
Date: Wednesday, August 17, 2022 9:04:57 AM

Caution: This is an EXTERNAL email.

Khalil,

I will not be able to attend today's SASS BOD meeting. I have included Stephanie Glyptis' response about retention of financial and other records.

I will have a draft of potential notice, requirements and forms for use of the ODC funds in about two weeks. I plan to send it out for BOD comments with a revised version ready for approval at the next meeting and included with section and chapter notices about next years ACE and potential financial support.

Thanks,
Ricky

----- Forwarded Message -----

From: Stephanie Glyptis <sglyptis@awma.org>
To: Richard Tropp <artropp@yahoo.com>
Sent: Tuesday, July 26, 2022, 08:32:30 AM EDT
Subject: RE: Info on Section Record Retention and Electronic Archiving

Hi, Ricky.

Nice to hear from you. Hope you are well and enjoying retirement. Thank you for your patience as I was on vacation.

Regarding your questions, regarding document retention we suggest the following:

- Tax Records. Tax records include, but may not be limited to, tax returns, as well as documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the association's revenues. Tax records should be retained for at least six (6) years from the date of filing the applicable return or amended return.
- Financial Records. In addition to tax records, associations must also maintain certain other records related to the financial operations of the association. In general, premature destruction of financial information may leave an association without documentations of accounting irregularities. Accounts payable/receivable ledgers, as well as bank statements and

reconciliations, should be retained three years. Monthly/quarterly financial statements should be retained for five years, while year-end financial statements and audits should be retained permanently.

- Board Meeting Minutes. Minutes of association meetings should be retained permanently. A clean copy of all Board meeting minutes should be kept by the Association for no less than six (6) years.
- Board Consent Resolutions. Written resolutions of the Board usually address matters that are likely to come up repeatedly over time, or which the Board deems to be of sufficient importance to warrant being addressed in a document separate from routine meeting minutes. Topics may include, for example, policies regarding ice dam removal or certain exterior improvements. From a practical perspective, having the issues addressed in a document separate from routine meeting minutes makes the resolution easier to find among association records. Because of the ongoing nature of the topics, such resolutions should be maintained in the association's permanent records in order to better ensure that issues addressed by such resolution are handled consistently, regardless of who may be serving on the Board.
- Contracts. Final, executed copies of all contracts entered into by the association should be retained for at least six (6) years beyond the life of the agreement (i.e., the time for performing under the terms of the contract), and longer in the case of publicly-filed contracts.
- Credit Card/Banking Information. Credit card information, ACH payment information and other consumer banking information should be retained only in strict compliance with the Fair and Accurate Credit Transactions Act of 2003 and the corresponding Disposal Rule promulgated in 2005 by the Federal Trade Commission.
- Electronic Mail. Electronic mail is a subject of frequent discussion, particularly since COVID-19 protocols have limited in person meetings of Boards. Many associations are establishing dedicated e-mail accounts for the association that can continue to operate regardless of who is serving on the Board. Establishing a dedicated e-mail account for the association also protects the privacy of personal and business e-mail accounts of board members in the event of litigation. The retention period for emails depends on the subject matter. In any event, e-mail that needs to be saved should be either: printed in hard copy and kept in the appropriate file; or downloaded to a computer file and kept electronically or on disk as a separate file. Bear in mind that files kept electronically must be kept in a format that is accessible over time.

Hope this helps and let me know if you have any additional questions.

Enjoy the rest of the summer.

All my best,

Stephanie

[Stephanie M. Glyptis](#)

[Executive Director](#)

Air & Waste Management Association

436 Seventh Avenue, Suite 2100

Pittsburgh, Pennsylvania 15219 USA

Phone: 412.232.3444 (x6006)

Direct: 412.904.6006

Fax: 412.232.3450

sglyptis@awma.org

www.awma.org

From: Richard Tropp <artropp@yahoo.com>

Sent: Thursday, July 14, 2022 3:45 PM

To: Stephanie Glyptis <SGlyptis@awma.org>

Subject: Info on Section Record Retention and Electronic Archiving

Stephanie,

Hi! This is Ricky Tropp. I've retired from DRI, moved to the DC area and am now on the BOD of SASS. I've been asked by the SASS BOD to see if A&WMA has any guidance to offer on two main items: (1) retention (length of time) and format (hardcopy, electronic, etc.) of certain section-related documents and items (bylaws, minutes, past officers, bank accounts, funds for dedicated purposes, audits, etc.) and (2) how to create electronic archives of any necessary records, etc. (it has been burdensome to transfer certain paper records as officers change). I think such guidance may have been given as part of leadership training or during Sections and Chapters meetings, but I couldn't find anything on the A&WMA website. Do you have any materials you can e-mail me or people you can put me in contact with to get it or who may have experience doing this for other sections and chapters?

Thanks,

Ricky

Richard Tropp

artropp@yahoo.com

202-248-0283