



AIR & WASTE MANAGEMENT
A S S O C I A T I O N

◆
Pacific Northwest
International Section

BOARD OF DIRECTORS' AND OFFICER'S MEETING

Minutes of February 10, 2006 Meeting

The **fourth quarterly meeting** of the 2005/2006 Officers and Board of Directors of the Pacific Northwest International Section (PNWIS) of the Air and Waste Management Association (A&WMA) was held **February 10, 2006** at the SeaTac Airport in Seattle, Washington. Our meeting convened at 9:00 AM, PST.

Present (board positions, chapter affiliation): Dave Dornbush (President, Puget Sound), Denise Newbould (Vice-President, Alaska), Roylene Cunningham (Secretary, Puget Sound), Steve VanSlyke (Treasurer, Puget Sound), Martha Moore (Treasurer Elect, Oregon), Al Trbovich (Director, Alaska Chapter Chair), Gordon Fromm (Director, Oregon), Kim Marcus (Inland NW Acting Chapter Chair), Phil Allen (Oregon Chapter Chair), Dan Mahar (Communications Committee, PNWIS 2005 Co-Conference Chair, Puget Sound), Terry Nyman (Environmental Challenge Board, PNWIS 2005 Technical Committee Chair, Puget Sound), Warren McCormick (Vancouver Island), Melissa McAfee (Awards, Puget Sound), Jay Willenberg (A&WMA S&C Representative, Puget Sound), Laurel Peterson (Oregon), Russ Simonson (Puget Sound), and Steve Rybolt (EC Chair, Huxley). Also attending via teleconference were Mike Williams (PNWIS 2006 Conference Chair, Vancouver Island), Angela Hansen (Awards, Puget Sound), Jim Pfeiffer (A&WMA Board, Alaska), Kathy Futornick (Oregon), Zach Klotovich (Director, Idaho), and Kevin Schilling (Idaho Chapter Chair).

Introduction: Dave welcomed everyone to the meeting. We reviewed the agenda, and proceeded.

Newsletter: Roylene Cunningham passed out a copy of the draft PNWIS Spring newsletter. There was some discussion regarding the number of newsletters issued per year. Dan recommended that we continue to keep to the two newsletters (i.e., Spring and Fall) per year. The Board recommended extending the call for newsletter articles to close of business the following Monday, February 13, 2006 in order to include the following additional articles:

- Boy Scout/Girl Scout Article – Laurel Peterson;
- Blue Sky – Denise Newbould; and
- Chapter News – Chapter Chairs.

ACTION ITEM – Roylene will send out an email reminder.

Approval of Minutes: The minutes from the November PNWIS Quarterly Board Meeting and the Association General Meeting (AGM), conducted on November 8 and 9 in Blaine, Washington were accepted by Gordon Fromm and seconded by Steve VanSlyke; all in favor, none opposed, no further discussion.

Treasurer's Report: Steve reviewed the current status of accounts, which included the following: \$77K in checking, Wells Fargo is \$28 and EC has \$73K. Our current operating budget is \$105K. The detailed report is as follows:

Current Status of Accounts/Money February 8, 2006

Accounts

| | |
|------------------------|------------|
| Prudential (Checking) | \$ 77,041 |
| Wells Fargo (Merchant) | \$ 28,018 |
| Total Operating Funds | \$ 105,059 |

| | |
|----------------------|-----------|
| Envr. Challenge Fund | \$ 72,998 |
|----------------------|-----------|

Loans/Seed Money

Potential Income

| | |
|------|----------|
| ULSD | \$ 7,500 |
|------|----------|

Others Assets Held

None

Liabilities

| | | |
|------------------|----|-------|
| Dues Share | \$ | 1,776 |
| PNWIS 2005 Split | \$ | 7,000 |
| ULSD Share (ANC) | \$ | 3,333 |
| ULSD Share (PS) | \$ | 252 |

Meeting Revenue Processing

| | Income | Expenses | Net |
|------------------|------------------|------------------|------------------|
| PNWIS 2005 | \$ 76,713 | \$ 50,448 | \$ 26,266 |
| ULSD Conferences | \$ 13,895 | \$ 2,742 | \$ 11,153 |
| Subtotal | \$ 90,608 | \$ 53,190 | \$ 37,418 |

Kim Marcus/Warren McCormick move/second to approve the Treasurer's report; all in favor, none opposed, no further discussion.

PNWIS 2005 Conference Report: Dan's report included a recap on numbers, budget, and lessons learned.

The Professional Development Course, "Greenhouse Gas Mitigation – Practices & Prospects," was well attended with approximately 40 attendees. About half of the attendees were signed up for the one-day Professional Development Course only which was priced at \$150. The remaining attendees were signed up for the Annual conference and paid a rate of \$75 for the class along with the full 3-day Annual conference fee.

The industry tours were well attended with ~24 attendees for the Lafarge Cement Plant (Richmond, B.C.) tour and ~20 for the Tenaska Ferndale Cogeneration Station tour. The tours were scheduled for Wednesday morning.

The Conference opened on Wednesday afternoon with the Keynote Speakers/Plenary Session given by Nola-Kate Seymour and Alice Soulek. The Keynote speakers gave us new insights on solving environmental challenges including how long range planning changes our perspectives.

The Fun Run was held Wednesday evening prior to the Exhibitors Reception. There were ~50 individuals that participated in the Fun Run.

There were ~270 total attendees with the daily breakdown as follows: Wednesday, 150 attendees; Thursday, 200 attendees; and Friday 150 attendees.

ACTION ITEM: Denise suggested that Dan Mahar present on the demographics for the May meeting. For example, Canadian/US and Government/Industry/Consultants/Attorneys/etc.

Preliminary Budget Numbers include:

56.4K Registration income (51K budgeted)

12K Exhibitor's income (16K budgeted)

6K Sponsorship income (15K budgeted)

74.4K Total Income (-) 50K Expenses (43K budgeted) = ~24.4K projected profit

Dan had a conference call in December with Mike Williams (PNWIS 2006 Conference Chair) to pass on the planning notebook and lessons learned.

Dan reported that there was a drop in EC participation. He would encourage more Canadian Team involvement.

ACTION ITEM: EC committee needs to coordinate with PNWIS 2006 (Mike Williams) regarding strategy for EC 2006.

AGENDA ITEM: PNWIS sponsored alcohol policy discussion.

PNWIS 2006 Update: Warren McCormick and Mike Williams (by phone) gave the PNWIS 2006 report. The 2006 Conference theme is "Healthy Communities – Using Science Based Solutions for Sustainability." The conference logo is under development. The Plenary Session will focus on "Achieving Healthy Communities – Integrating Science, Health Knowledge and Policy." The Professional Development course is still in the works and will focus on science/engineering. Warren will report back in May on the details of the Professional Development course.

Online Registration: There was a discussion regarding the development and purchase of an online registration system. The projected development cost is \$2600CDN and the maintenance costs are still unknown at this point. Mike asked whether the board would consider sharing the cost with the understanding that it will be useable for future conferences with minor tweaking. Steve VanSlyke suggested that if we consider "online registration" for the organization we would need an official proposal to make our decision. Steve stated that if it's in the Conference budget he's fine with the planning committee making that decision. Warren/Mike will look at options and present the Board the PNWIS 2006 committee's decision for online registration.

EC Challenge: They are looking at a "Transportation" theme. This is a local challenge and would involve health, air pollution issues, vehicle types and their emissions, energy, and sustainability. PNWIS 2006 will work with the EC committee.

Awards: **ACTION ITEM:** Melissa McAfee will forward awards information to Mike.

Call for Papers: The call for papers will go out in March, April, and again in June/July timeframe.

Officers Elections/IOT Training (Pittsburg): Dan on behalf of Kumar presented the Board with the nominations for the 2006-2008 ballot. They included Dan Mahar, President-Elect (2006-2008); Steve VanSlyke, Treasurer-Elect (2006-2008); Laurel Peterson, Secretary (2006-2008); Warren McCormick, Director Position 3 (2006-2008); and Kathi Futornick, Director Position 4 (2006-2008).

The ballot was emailed out and election results will come in and be final next week.

The board decided that both Dan Mahar and Laurel Peterson will attend IOT training in Pittsburgh.

Denise Newbould/Martha Moore move/second to increase funding in order to send two people (Dan Mahar/Laurel Peterson) to IOT Training; all in favor, none opposed, no further discussion.

Specialty Conference Status: Oregon Chapter is partnering with Northwest Environmental Business Council focusing on: sources, air & water issues, & testing/analytical. Maybe including Washington and Idaho – how each state is affected by local issues.

ACTION ITEM: Al Trbovich will follow-up with Phil Allen regarding information on EPA HQ CAMR & Electrical Utilities Workshops.

Blue Sky III Consensus Planning: Jay & Terry recommended a 2-day Blue Sky III retreat with a facilitator. The facilitator will cost ~\$4K (Bert Zethof). They recommended having ~10-15 individuals participate. The focus will be where does PNWIS want to be in 5-10 years? The question is how do we decide who should attend?

Al Trbovich/Jim Pfeiffer move/second the Board to authorize Dave Dornbush, Denise Newbould, & Dan Mahar to organize Blue Sky III prior to the May turnover meeting but timely enough to have results at a cost less than \$10K with a committee selected by Dave/Denise/Dan; all in favor, none opposed, no further discussion.

ACTION ITEM: Dave, Denise, Dan will organize Blue Sky III prior to May Board Meeting.

ACTION ITEM: Denise will send Roylene an email regarding Blue Sky Interest which will include projected dates (i.e., April 7-9 or March 31-April 2) and the Blue Sky II document. Roylene will send out an email to the PNWIS Board request Blue Sky III interest.

Chapter Reports:

Alaska: Al reported that the Chapter is working on member recruitment. The Chapter is primarily made up of industry/consultants. They are trying to focus on government. They held a meeting at ADEC (Anchorage) and got six (6) ADEC employees to sign up. The Chapter sponsored the ADEC's Organizational A&WMA membership for one year.

BC Yukon: No Report.

Huxley (WWU): Steve Rybolt reported that they submitted their Student Chapter application to S&C for recognition. They are in need of new members as they currently have only Seniors and it is a requirement that the VP is a Junior. They are interested in Internships if the Board is aware of any that are available. They are planning a Spring Feast membership drive. In May, they are hosting an Environmental Career Panel of environmental professionals where the focus is *"What type of individual is company looking for?"*

Idaho: Kevin reported that they hosted a January social and had ~20 attendees and signed up two (2) new members. They are gearing up for PNWIS 2007 (see PNWIS 2007 write-up). They are currently focusing on getting more Student involvement.

Inland Northwest: No Report.

Montana/Montana Tech: No Report.

Oregon: Phil reported that they are continuing to have successful monthly luncheons. The Chapter hosted two (2) Web Conferences and held their Annual State of the State dinner meeting on January 24, 2006. Laurel reported on Oregon's Education & Outreach goals. Their short term goal is to focus on Girl Scout recycling presentations for their badges. The long term goal is to host a Teacher Training workshop.

Palouse (WSU): No Report.

Puget Sound: Dave Dornbush reported that Chris Dreshel in Idaho a lot so they might consider doing some joint planning/meeting ideas. They are also working on planning a few Technical sessions such as an Environmental "Boot Camp" which will have a multi-media focus.

University of Montana: No Report.

University of Washington: Dave Dornbush is trying to revive.

Vancouver Island: Warren reported that they are continuing hosting successful monthly luncheons and starting to turn their focus on PNWIS 2006.

Committee Reports:

Awards: Melissa reported that she will be Chairing the Awards Committee with Roylene as a Co-Chair while Angela's focus can be on ACE 2008. Roylene will be focusing on Chapter/Student Awards, and the Excellence in Presentation Awards. Kim Marcus will be part of the committee focusing on the EC Awards. Melissa will be coordinating with Mike Williams to get PNWIS 2006 input.

Communication/Membership: The Nominations Committee (Kumar Ganesan, Terry Nyman, Jay Willenberg, & Melissa McAfee) completed the 2006 Officer Slate. See Officer Elections report. Dan reported that he is looking into listserver and archive capability.

Education & Public Outreach: Bev submitted the following report by email:

1. No formal committee meeting held for this reporting period.
2. SWCleanAir ERG Air Quality Teacher Training was conducted on January 26, 2006. Report of outcome with reimbursement request pending.
3. Spokane County Air Pollution Control Authority (SCAPCA) had Air Quality Workshop in December 2005. This project is not on the PNWIS Education & Outreach Budget. PNWIS provided 8 copies of ERG's K-5 on CD's to provide assistance of those teachers who did not receive ERGs at the training.
4. In preparation of the SCAPCA shipping package, Alaskan Teacher swiped one-ERG K-5 CD. For tracking of ERG K-5 CD - PNWIS has given out 9 copies total to date.
5. Passion for Action Interactive Display has been enhanced with interactive touch screen for the Air Quality Module. Need to request PNWIS Board Approval to increase line item budget to at least \$4500.

Martha Moore/Kim Marcus move/second that we allow the Public Education & Outreach committee to re-allocate un-used funds at their discretion; all in favor, none opposed, no further discussion.

Environmental Challenge Fund: Steve Rybolt will be the new EC Chair.

Newsletter: See earlier Newsletter report.

Technical: See Specialty Conference Status Report.

Excess Operating Funds – Options for Expenditures: Kim Marcus lead the discussion.

Current Status: (1) Keep in Operating Funds the 105K; (2) Environmental Challenge

(73K); and (3) Education (~10K budgeted) or do we spend the money?

Melissa McAfee was concerned with ACE being in Portland in 2008 and the potential drain on our sponsors and attendance at the upcoming PNWIS Annual Conferences. [Victoria - 2006, Idaho - 2007, Alaska -2008 or 2009, and potentially BC Yukon -2008 or 2009] In addition, we allocated to spend 10K on Blue Sky III and 1.5K on IOT (i.e., an extra 11.5K that wasn't budgeted).

AGENDA/ACTION ITEM: -- propose the remaining EC Funds to 100K (i.e., 27K) as a line item in the Budget.

ACTION ITEM: Kim Marcus will compose email requesting ideas/options/wish list for expenditures.

PNWIS 2007 Conference Update: Zach reported that Boise is starting to fill up. The Conference facility downtown has the last week of October (M-W) available and is asking for \$8.3K upfront. Zach will work with Angie on the contract and dates.

Martha Moore/Denise Newbould move/second to approve Idaho's \$5K seed money request; all in favor, none opposed, no further discussion.

May Changeover Meeting: May Changeover Meeting will be in Leavenworth, Washington on May 5/6, 2006 at the Enzian Inn (see Dave's handout).

Other Business:

ACTION ITEM: Dave Dornbush will contact BC Yukon regarding their interest in hosting PNWIS 2008 or 2009.

Adjourn: Meeting adjourned at 4:45PM PST.

Action Items

| What | Who | Due | Complete |
|--|--|---------|----------|
| ACTION ITEM: Kim Marcus will compose email requesting ideas/options/wishlist for expenditures (excess operating funds) | Kim Marcus | 5/5/06 | |
| AGENDA/ACTION ITEM: -- propose the remaining EC Funds to 100K (i.e., 27K) as a line item in the Budget. | Steve VanSlyke | 5/5/06 | |
| Dave Dornbush will contact BC Yukon regarding their interest in hosting PNWIS 2008 or 2009. | Dave Dornbush | | |
| Al Trbovich will follow-up with Phil Allen regarding information on EPA HQ CAMR & Electrical Utilities Workshops. | Al Trbovich | | |
| EC Committee (Steve Rybolt) will coordinate with PNWIS 2006 (Mike Williams) regarding Strategy for EC 2006. | Steve Rybolt | | |
| Dan Mahar to present on demographics (suggested by Denise) for May meeting. For example, Canadian/US and Government/Industry/Consultants/Attorneys/etc. | Dan Mahar | 5/5/06 | |
| Action Item: Roylene will send Al Trbovich CAMR Training contact from EPA HQ's | Roylene | | 2/07/06 |
| Newsletter -- Action Item: Roylene will send an email requesting Newsletter articles to be submitted to Chris Robins by February 1st. Chris will bring a draft copy of the Newsletter to the February 10, 2006 Board Meeting. | Roylene | 2/01/06 | 2/01/06 |
| | Chris Robins | 2/10/06 | |
| <u>Blue Sky III</u> -- Action Item: Jay Willenberg & Terry Nyman will bring some options (location, timing, approach) for Blue Sky III to the February 10th Board Meeting. Chris Robins is working with Bert Zethof to get a facilitator proposal. Denise will take the lead in coordinating the session especially if it is scheduled after May 5. | Jay Willenberg, Terry Nyman, Chris Robins, & Denise Newbould | 2/10/06 | 2/10/06 |
| Action Item: Dave will bring back the bylaws for a vote at the February 10, 2006 Board Meeting. | Dave Dornbush | 2/10/06 | 2/10/06 |
| There was further discussion regarding Student Chapter's and the requirements of A&WMA's recognition of those Student Chapters. Action Item: Jay/Dornbush will bring up the topic at a Sections & Council meeting. | Jay Willenberg & Dave Dornbush | 2/10/06 | |
| Action Item: Both Oregon (Phil Allen, Chapter Chair) & Puget Sound (Agata McIntyre, Chapter Chair) Chapters should work with A&WMA HQ's in drafting these revisions. | Phil Allen and Agata McIntyre | 2/10/06 | |
| Action Item: Kim Marcus, Scott Freeburn, & Steve VanSlyke will draft an "Operating Funds Reserve" policy for the February 10, 2006 Board Meeting. Kim Marcus will take the lead and work with the Finance Committee. | Kim Marcus | 2/10/06 | 2/10/06 |
| Action Item: Dave will bring back the bylaws for a motion at the November Board Meeting. | Dave Dornbush | 11/9 | 11/9 |
| Action Item – Steve will follow-up with Chris Robins re: \$50 Gift | Steve VanSlyke | 11/9 | 11/9 |

Certificate request

| | | | |
|--|---------------------------------|-------|---|
| Action Item – PNWIS 2005 committee should contact A&WMA HQ's regarding the traveling trophy. | Dave Dornbush | | 9/16 |
| Action Item – Steve will send electronic file of PNWIS Investment Policy to Roylene for inclusion in minutes. | Steve VanSlyke | | 9/12 |
| Action Item – Steve will send updated report and budget to Roylene once he has final numbers for end of April 2005. | Steve VanSlyke | | 9/16 |
| Action Item –Terry Nyman and Dave Dornbush will review the bylaws and bring back any proposed changes to the September Board meeting. | Terry Nyman/Dave Dornbush | 9/16 | 8/31- email proposal request for comments 5/10/05 |
| Action Item – send electronic files of IOT Training & Hansen-Willenberg Recognition Program to Roylene for inclusion in minutes | Melissa McAfee | | |
| Action Item – each Chapter Chair should have a representative on the Education & Public Outreach Committee (Contact: Bev Williams) | Chapter Chairs | 9/16 | |
| Treasurer -- Steve will bring a draft PNWIS Investment Policy to May Board Meeting. | Steve VanSlyke | 5/6 | 5/7/05 |
| Action Item – Kim will email the Board a copy of his Investment Policy Example (i.e., school foundation). | Kim Marcus | 3/1 | 2/23/05 |
| Treasurer -- There was a motion to direct the Treasurer to review Accountants comments re: Sarbanes Oxley/Audit Requirements and report back to the Board on findings | Steve VanSlyke | 5/6 | 5/7/05 |
| Education Committee -- Dave will meet with Bev as well as Chapter Chairs and poll them regarding what's working well and what challenges there are in Education & Outreach aspect of A&WMA. Dave will report out at May Changeover Meeting. | Dave Einolf | 5/6 | |
| Education Committee – Kim volunteered to do a write-up of the roles and responsibilities of the Education & Public Outreach committee (i.e., K-12 Education, Professional Development). | Kim Marcus | 5/6 | 5/6/05 |
| Spring Newsletter | Chris Robins | 4/1 | 4/27/05 |
| Education Committee -- Bev will work with Kim Marcus to formulate a subcommittee to come back with the challenges and potential solutions for the future of the Education Committee and it's role. Bev will report out during Education Committee Report at next Board Meeting. | Beverley Williams Kim Marcus | 2/18 | 4/7/05 |
| Education Website – will post a list of the committee members as well as the PNWIS Ed Committee's Goals and Mission | Beverley Williams | 10/31 | |
| Education Funding Criteria Revision Request -- will have a draft request by October 31, 2004. | Beverley Williams | 10/31 | |

| | | | |
|---|--------------------|---------|--------|
| EC Investment/Fiduciary Options and Sponsorship Planning Environmental Challenge fund investment & management options shall be identified by the EC Committee and reported in the September 2004 Board meeting. The Committee shall also develop a plan and seek sponsorship to defray the \$3,500 EC awards budget item (PNWIS 2004/5 Budget). <i>Weyerhaeuser donated specifically to EC Challenge.</i> | Dornbush/Pfeiffer | 9/04 | 5/7/05 |
| Fall Newsletter | Chris Robins | 10/15 | 10/29 |
| 2005 Conference Planning --contact Morris Mennell (BC Yukon) to discuss 2005 conference planning. | Dan Mahar | 11/2 | 11/2 |
| Spring Specialty – contact Martha for Oregon Stack Testing Proceedings & Denise for Alaska Stack Test Proceedings | Maggie Corbin | 11/2 | 11/1 |
| Spring Specialty – send Maggie Seattle Stack Testing Proceedings | Roylene Cunningham | 11/2 | 11/1 |
| The following Action Items are carry over from past years: | | | |
| PNWIS Annual Conference Operations Guide | Dave/Angie | ongoing | |
| Add all PNWIS conferences to A&WMA web listing | Jay | ongoing | |

Events Calendar 2006

January

Update PNWIS/A&WMA membership list
PNWIS/A&WMA Officer on-line voting ballot

January 15
January 31

February

Vote for PNWIS Board positions
1st PNWIS/A&WMA dues notice
PNWIS/A&WMA Board Meeting, Seattle, WA

February 1
February 15
February 10

March

Chapter reports due to Section/Headquarters

March 13

April

Spring Newsletter
Section reports due to Headquarters
2nd/Final PNWIS/A&WMA dues notice

April 1
April 3
April 15

May

PNWIS/A&WMA Board Changeover Meeting
(Leavenworth, WA)

May 5-6

June

A&WMA 99th Annual Conference & Exhibition, New Orleans

June 20-23

July

August

September

Fall PNWIS Newsletter

September 1

October

November

2006 PNWIS Conference, Victoria, BC

November 8-10