



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 November 8 and 9, 2005 Meeting

The *third 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 **November 8 and 9, 2005** at the Semiahmoo Resort in Blaine, Washington. Our meeting convened at 4:30 PM, PST.

November 8 Board Meeting

Present (board positions, chapter affiliation): Dave Dornbush (President, Puget Sound), Denise Newbould (Vice-President, Alaska), Roylene Cunningham (Secretary, Puget Sound), Al Trbovich (Director, Alaska Chapter Chair), Gordon Fromm (Director, Oregon), Bob Humphries (BC/Yukon Chapter Chair), Zach Klotovich (Idaho Acting Chapter Chair & Director), Kim Marcus (Inland NW Acting Chapter Chair), Phil Allen (Oregon Chapter Chair), Agata McIntyre (Puget Sound Chapter Chair), Chris Robins (Vancouver Island Chapter Chair), Angela Hansen (Awards, Puget Sound), 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), Sandra Brozusky (Huxley Student Chapter Chair), and Jessica Rinnaker (Huxley).

Introduction: Dave welcomed everyone to the meeting. We reviewed the agenda, and proceeded with Denise/Al move/second; all in favor, none opposed, no further discussion.

Board Action: Dave will purchase a ~\$100 plant for Cindy Williamson. Roylene/Gordon move/second; all in favor, none opposed, no further discussion.

PNWIS 2005 Conference Report: Dan expressed some concerns with capacity because the numbers are so good. The President's luncheon and the Banquet may be a little tight.

Projected Budget ~82K Income minus 52K expenses, leaving ~30K net proceeds. Registration breakdown includes 174 registrants on Wednesday, 207 registrants on Thursday, and 174 registrants on Friday. There were ~38 attendees at the Professional Development Training on Tuesday.

Puget Sound/BC Yukon Profit Sharing ~\$30K Net Proceeds are expected. The first 12K goes to PNWIS leaving 18K to be split between PNWIS and the Host Chapter(s) 50/50. Thus, 9K will go to PNWIS and the remaining 9K will be split based on % of attendees between BC Yukon and Puget Sound Chapters.

There was a board discussion regarding the Delegates List and the appropriateness of handing it out at Registration since the list contained registrants' email addresses. The Board decided it was okay to distribute.

Dan requested the need for volunteers at the Fun Run. This years Fun Run will be on Wednesday night beginning at 5pm. The first 40 participants will receive a water bottle filled with goodies.

PNWIS EC (2005): Kim gave us an update on the EC competition and passed out "the tweak". Kim reported that we are expecting 7 to 10 teams this year. The EC Judging Committee will be reviewing the proposals, as well as the competition on Friday. Cash awards will be presented on Friday at the Awards Luncheon.

BY-LAWS: Kim Marcus/Bob Humpries move/second to take vote at February Board Meeting. **Action Item:** Dave will bring back the bylaws for a vote at the February 10, 2006 Board Meeting.

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.

The Board highlighted the following Newsletter Articles to be included:

Chapter Activities/News -- Chapter Chairs, please submit articles regarding your respective Chapter Highlights/News/Events

Chapter Chairs

Alaska -- Al Trbovich
BC/Yukon -- Bob Humphries
Idaho -- Kevin Schilling (Zach Klotovich)
Inland -- Kim Marcus
Montana Chapter -- Hal Robbins (Kumar Ganesan)
Oregon Chapter -- Phil Allen
Puget Sound -- Agata McIntyre
Vancouver -- Chris Robins

Student Chapter Chairs

Huxley Student Chapter -- Sandra Brozusky
Montana Tech Chapter -- Kumar Ganesan
UM Student Chapter -- Tony Ward
UW Student Chapter -- Michelle Newman

PNWIS 2005 -- Dan Mahar

Awards -- Angie/Melissa

Pres Report -- Dave Dornbush

EC Competition -- Kim Marcus

PNWIS 2006 -- Warren McCormick

Student Perspective (PNWIS 2005) Annual Meeting -- Kim Marcus to interview Top Team

Ballot -- Kumar

Spring Specialty -- Al Trbovich

ACE -- Dave/Angie

AWARDS COMMITTEE REPORT: Angie presented the following 2005 Awards Ordering Report:

PNWIS 2005 Awards Ordering Sheet

Maggie Corbin, Port of Seattle

Robert Stockman Distinguished Achievement Award

This award is presented annually in recognition of an outstanding contribution to air quality management in the PNWIS region and for a long-standing contribution to PNWIS.

**Alan Butler, Puget Sound Clean Air Agency
PNWIS/A&WMA Executive Committee Award**

This award is presented to recognize persons who have gone beyond the call of duty in their volunteer work for PNWIS.

**Bob Uhrich, Northwest Clean Air Agency
“Hawkeye” Award**

This award is presented to an inspector or internal auditor who diligently enforces regulations in the PNWIS region.

**Axel Franzmann, Northwest Clean Air Agency
Hard Hat Award**

This award is presented to a source tester or engineer who provides air pollution control or waste management through innovative techniques.

**Surjit Nizzar, Ambient Air Technician , GVRD Policy and Planning
Department
Lab Coat Award**

This award is presented to a person demonstrating accomplishment toward pollution control through ambient air testing or waste analysis.

**BP West Coast Products
Environmental Achievement Award**

This award is presented to organizations that have used innovative techniques to reduce or prevent air pollution or waste.

**RE Sources, Bellingham, Washington
Media Award**

This award is presented to a representative from the media who consistently presents accurate, balanced and in-depth information on the environment.

Engraved pens:

Dan Mahar, PNWIS 2005

Steve Rybolt, PNWIS 2005

Al/Warren move/second the approval of the PNWIS 2005 Awards; all in favor, none opposed, no further discussion.

Other Business: Board will meet after dinner (~9:00pm) to stuff Registration Packets.

The board adjourned for dinner at 6:15pm.

November 9 Annual General Meeting

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), Al Trbovich (Director, Alaska Chapter Chair), Zach Klotovich (Idaho Acting Chapter Chair & Director), Kim Marcus (Inland NW Acting Chapter Chair), Phil Allen (Oregon Chapter Chair), Agata McIntyre (Puget Sound 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), Jay Willenberg (A&WMA S&C Representative, Puget Sound), Peter Hess (A&WMA Vice President), Laurie Bates (BC Yukon), Stephen Nelson (Puget Sound), Rod James (Montana Tech Student Chapter), Kumar Ganesan (Past President/Environmental Challenge Board Chair, Montana Tech Student Chapter) and Edith Ardiente (A&WMA President).

Introduction: Dave welcomed everyone to the meeting. We reviewed the agenda, and proceeded with Warren/Al move/second to accept the agenda; all in favor, none opposed, no further discussion.

Approval of Minutes: The minutes from the September PNWIS Quarterly Board Meeting conducted on September 16, 2005 in Bellingham, Washington were accepted by Agata and seconded by Denise; all in favor, none opposed, no further discussion.

Treasurer's Report: Steve reviewed the current status of accounts, which included the following: \$78.7K in checking, Wells Fargo is \$55.1K, and EC has \$71.8K. Our current operating budget is \$133.8K. The detailed report is as follows:

Current Status of Accounts/Money November 7, 2005

Accounts

Prudential (Checking)	\$83,229
Wells Fargo (Merchant)	\$55,079
Total Operating Funds	\$138,308

Envr. Challenge Fund \$71,867

Loans/Seed Money

Potential Income

ULSD

Others Assets Held

None

Liabilities

Dues Share \$1,731

Meeting Revenue Processing

	Income	Expenses	Net
PNWIS 2005	\$56,565	\$4,925	\$51,640
ULSD Conferences	\$13,895	\$2,631	\$11,264
Subtotal	\$70,460	\$7,556	\$62,904

Roylene/Agata move/second to approve the Treasurer's report; all in favor, none opposed, no further discussion.

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. Potential options for expenditures may include, but are not limited to, Education and Outreach needs and EC fund.

Kumar mentioned that Tony Ward (University of Montana) is interested in Education/Outreach.

Agenda Item: Excess Operating Funds -- Options for Expenditures (February 10, 2006 Board Meeting)

Blue Sky III -- 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.

A&WMA Update: Peter Hess (A&WMA Vice-President) reported that A&WMA will be coming up with more Specialty Conferences and Web-casts for the next

year. The Annual Meeting is going to be held in New Orleans and they have already confirmed three big sponsors (i.e., Shell Oil, Synergy & 3M). They are trying to get Steve Page (EPA-OAQPS) to be one of the Keynote speakers. A&WMA has also approached car dealers to exhibit their Hybrid/Alt. Fuels Vehicles. A&WMA went from 350K to over 550K of support to scholarship funds. They also raised 15K at the ACE 2005 Golf Tournament. Peter also reported that A&WMA currently has 1.3million in reserves.

PNWIS 2005 Update: See the November 8, 2005 Update.

PNWIS 2006 Update: Warren reported that PNWIS 2006 will be held on November 7-10, 2006 at the Victoria Conference Centre (Fairmont Empress Hotel). They have their core planning committee set as follows: Mike Williams, Conference Chair; Chris Robins, Technical Chair; and Warren McCormick, Registration Chair. For the Banquet venue, they are looking into the BC Museum. They have already confirmed a 30K sponsor, Ministry of BC.

PNWIS 2007 Update: Zach Klotovich is working on securing a meeting location, which will more than likely be at the Grove Conference Center. Zach will set up a Site Selection Meeting with Angie Hansen to go over a proposal for Venue/Room Rate.

PNWIS 2008 Update: PNWIS 2008 will be held at a location in Alaska in September.

Specialty Conference Status: Al led the discussion regarding potential upcoming specialty conferences. They are as follows:

1. Mercury – Air/Waste Issues

Action Item: *Roylene will send Al Trbovich CAMR Training contact from EPA HQ's*

2. Montana Stack Testing – Al will follow-up with Kumar.

Chapter Reports:

Alaska: Al reported that the Chapter is continuing their monthly brown bag luncheons. In November, they hosted a joint AK Association of Environmental Professionals/AK Chapter brown bag. The Chapter is trying to pull in more volunteers for A&WMA membership.

BC Yukon: Laurie Bates reported that the Chapter has been getting good attendance at their monthly luncheon meetings. Laurie also reported that Steve Hart is helping out with the A&WMA Specialty Marine Conference scheduled for May 23-25, 2006.

Huxley (WWU): Sandra reported that the Student Chapter held officer elections. Huxley will have two teams this year participating in the Environmental Challenge. She also reported that they are working on their application for A&WMA recognition of the Student Chapter.

Idaho: Zach reported that ERM gave a presentation on Environmental Management Systems at their October meeting.

Inland Northwest: No Report.

Montana/Montana Tech: Kumar & Rodney James reported that they have twelve (12) Montana Tech Students in attendance and will have two (2) teams participating in the Environmental Challenge. They are currently focusing their efforts at getting more Freshman involved with the Student Chapter.

Oregon: Phil reported that they had Bob Bachman come to one of their monthly luncheon meetings to speak on the impacts to Columbia River Gorge. Their first web cast was very well attended. They plan on hosting the December web cast on NSR Enforcement. They are still working on getting more active Student representation.

Palouse (WSU): No Report.

Puget Sound: Agata reported that they are recovering from the ULSD workshop. Many Chapter members are involved in the planning committee for PNWIS 2005. The Chapter is continuing to have their monthly Board Meetings. They plan to host the December web cast on NSR enforcement at CH2M Hill in Bellevue. They are currently working on an Environmental Managers Boot Camp (multi-media) in Spring of 2006.

University of Montana: Kumar reported that Tony Ward is now the Faculty Advisor for the Student Chapter.

University of Washington: No Report.

Vancouver Island: Warren reported that they are hosting monthly luncheons. They also are planning a December Social.

Committee Reports:

Awards: See Awards Committee Report.

Communication/Membership: The Nominations Committee (Kumar Ganesan, Terry Nyman, Jay Willenberg, & Melissa McAfee) will be working on the 2006 Officer Slate. Vice Chair, Secretary, Treasurer Elect, and Director Positions #3 & #4 need to be filled.

Follow-up: The ballot was presented to the Board for an Email Vote and it was approved to be put forth before the PNWIS membership for a vote as follows:

President-Elect (2006-2008): Dan Mahar

Treasurer-Elect (2006-2008): Steve Van Slyke

Secretary (2006-2008): Laurel Peterson

Director Position 3 (2006-2008): Warren McCormick

Director Position 4 (2006-2008): Kathi Futornick

Approve 2006 Revisions to the PNWIS By-Laws

Reject 2006 Revisions to the PNWIS By-Laws

Comments on the By-Laws

Write In Candidate(s)

Education & Public Outreach: No Report.

Environmental Challenge Fund: See PNWIS EC 2005 Report.

Technical: See Specialty Conference Status Report.

A&WMA Update: Edith Ardiente, A&WMA President, passed out an Executive Summary regarding A&WMA's new "MentorNet" (i.e., Industry & Academic E-Mentoring Program).

Gordon/Denise move/second PNWIS putting \$500 towards supporting the "MentorNet"; all in favor, none opposed, no further discussion.

Other Business:

May Changeover Meeting will be in Leavenworth, Washington either the last weekend in April or the first weekend in May.

Next Board Meeting will be sometime in February (probably the 10th) in Seattle, Washington at the Airport. Roylene will work with Maggie to secure a date and time for the meeting.

Adjourn: Meeting adjourned at 11:50AM PST

Action Items

What	Who	Due	Complete
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 Chris Robins	2/01/06 2/10/06	2/01/06
Blue Sky III -- 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	
Action Item: Dave will bring back the bylaws for a vote at the February 10, 2006 Board Meeting.	Dave Dornbush	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	
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 Certificate request	Steve VanSlyke	11/9	11/9
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 2005

January

Update PNWIS/A&WMA membership list January 15
PNWIS/A&WMA Officer on-line voting ballot January 31

February

Vote for PNWIS Board positions February 1
1st PNWIS/A&WMA dues notice February 15
PNWIS/A&WMA Board Meeting, Seattle, WA February 18

March

Chapter reports due to Section/Headquarters March 15

April

Spring Newsletter April 1
Section reports due to Headquarters April 4
2nd/Final PNWIS/A&WMA dues notice April 15

May

PNWIS/A&WMA Board Changeover Meeting May 6-7
(*Whitefish, MT*)
PNWIS/Idaho Chapter Spring Specialty May 17

June

A&WMA 98th Annual Conference & Exhibition, Minneapolis, MN June 20-24

July

August

September

Fall PNWIS Newsletter September 1
PNWIS/Puget Sound Chapter ULSD Workshop September 15
PNWIS/Alaska Chapter ULSD Workshop September 16
PNWIS/A&WMA Board Meeting (Semiahmoo) September 16

October

November

2005 PNWIS Conference, Blaine, WA November 8-11