

MINUTES OF WORKSHOP
HORRY COUNTY SOLID WASTE AUTHORITY, INC.
July 10, 2014

The Horry County Solid Waste Authority, Inc. held a Workshop on Thursday, July 10, 2014, at 2:00 P.M., at the Authority's Administrative Office, 1886 Highway 90, Conway, South Carolina. In accordance with the Freedom of Information Act, notices setting forth the date, time, and place of the meeting were mailed to the news media.

Present were the following Board Members: James H. Cokley, Chairman; M. Lance Thompson, Vice Chairman; J. Michael Campbell, Secretary; W. Norfleet Jones, Treasurer; and Board Members Pam J. Creech, Dan P. Gray and John R. Long, II.

The following individuals were also in attendance: Danny Knight, Executive Director; Esther Murphy, Director; Jan Bitting, Director; Bill Hilling, Director; Emma Ruth Brittain, SWA Staff Attorney and Administrative Assistant Cecil Terry. There were no members of the media in attendance.

CALL TO ORDER

Chairman Cokley called the workshop to order and asked Mr. Thompson to render the invocation. Following the invocation, the group said the Pledge of Allegiance. Chairman Cokley thanked everyone for attending and indicated the purpose of the workshop was to review Board guidelines and the recently updated "*The Board Team Handbook*" published by Nonprofit Leadership Solutions. Chairman Cokley indicated he contacted the publisher of the handbook who forwarded him a PDF copy of the most recent update, for use at this workshop. He advised the Board they would receive an original handbook once it is received from the publisher. Chairman Cokley indicated he and Mrs. Brittain would facilitate the workshop and asked all Board Members to participate. He also asked all Board Members to complete a Board Membership form and share some information about themselves with the group. Chairman Cokley then asked Mrs. Brittain to proceed with the presentation.

BOARD TEAMWORK

Mrs. Brittain offered an overview of "*The Board Team Handbook*", and generally presented information on the following topics:

- Mission Statement
- The Board Works as a Team
- The Role of the Board Member
- Financial Monitoring
- The Authority's Paper Trail: Governing Documents
- Board Policy
- The Executive's Role on the Team
- The Board's Relation to Staff
- Board Officers – Who's in Charge
- Board Committees and Task Teams – Make Them Work
- Managing Risk – Just Good Business

- Board Meetings – Where the Action Is
- The Board Must Get to the Bottom Line
- The Board Faces Itself – Self-Evaluation
- Dealing with Problem Board Members
- Recruiting, Orientation, In-Service
- Managing Conflict on the Board Team

Significant discussion was held on the above items. The Board requested that Mrs. Brittain research and provide additional information to the Board on the following items:

- Scheduling/Advertising of Meetings
- Clarification of Meetings and Quorums of the Board

Chairman Cokley indicated these items would be discussed at the workshop to discuss revisions to the bylaws, which has been scheduled for 2:00 P.M. on July 31, 2014.

In addition, the Board requested that staff provide the Board with a copy of the current SWA Board/Policy Manuals.

The Board thanked Mrs. Brittain and Chairman Cokley for facilitating the workshop and commented it was very informative. Regarding the July 31, 2014, Board Workshop, Chairman Cokley indicated staff would forward the Board a copy of the most recent proposed revisions to the bylaws. He asked the Board to submit any comments, issues or recommendations for the workshop to staff no later than July 17, 2014.

Chairman Cokley indicated there was a need to change the meeting dates for the July and August Board Meetings due to conflicts. The group concurred to move the July 22, 2014, Board Meeting to July 29, 2014 and to move the August 26, 2014, Board Meeting to August 18, 2014.

Mr. Gray asked how the information the Board provided on the Board Membership form would be used. Chairman Cokley indicated it would be used to formulate a booklet to share with other Board Members. Mr. Gray indicated that was great and he looked forward to reading about the other Board Members. Chairman Cokley stated he hoped to have them at the July 29th regular Board Meeting.

Mr. Bessant informed the Board that the Technical Advisory Council (TAC) would be meeting at 9:00AM on August 6, 2014. He indicated the meeting would include a presentation from HDR Engineering on alternative disposal options. In addition, Mr. Bessant stated, there would be a meeting to discuss the Disaster Debris Plan following the TAC meeting. He indicated all elected officials and municipalities would be invited to attend these meetings.

Chairman Cokley reminded the Board about the Environmental Awards Luncheon at 12:00 Noon on August 5, 2014. He indicated that Dr. Cindy Elsberry, Horry County Schools Superintendent would be the guest speaker.

MOTION TO ADJOURN

There being no further business to come before the Board, **Mr. Thompson moved, seconded by Mr. Campbell to adjourn the meeting. The Motion was carried** and the Workshop was adjourned at 5:10 P.M.

Minutes approved on July 29, 2013.

HORRY COUNTY SOLID WASTE AUTHORITY, INC.

BY: _____(L. S.)
James H. Cokley, Chairman

ATTEST:

_____(L. S.)
J. Michael Campbell, Secretary

_____(L. S.)
Pam J. Creech

_____(L. S.)
Dan P. Gray

_____(L. S.)
W. Norfleet Jones

_____(L. S.)
John R. Long II

_____(L. S.)
M. Lance Thompson