

### January

- Update [dwaterfield@isri.org](mailto:dwaterfield@isri.org) with chapter lobbyist(s) changes
- Send lobbyist(s) contract(s)/MOUs and complete contact info to [randrechak@isri.org](mailto:randrechak@isri.org) for Legal Department filing
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Chapter treasurer reconciles monthly financials
- *Council of Chapter Presidents meeting will align with the **Winter Board and Governance Meetings***
- Submit chapter documentation/forms for annual audit from all **four quarters** from 2021 year-end no later than **January 31**. Contact [merinle@isri.org](mailto:merinle@isri.org) or [ssissay@isri.org](mailto:ssissay@isri.org) with questions or assistance
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)

### February

- Review chapter member roster for non-renewed members and begin making retention calls
- Request a membership state legislative update webinar focused on chapter-specific data, including legislative trends and state legislation, via ISRI's **State Tracking System**. Contact [dwaterfield@isri.org](mailto:dwaterfield@isri.org) for questions and scheduling
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Chapter treasurer reconciles monthly financials
- *Council of Chapter Presidents meeting takes place on the **third Thursday of the month at 1 PM ET***
- Chapter Treasurers to begin the process of transferring signatories to new officers on all account(s) where applicable
- Submit chapter leadership officer and board changes to [lcapps@isri.org](mailto:lcapps@isri.org) by the **28<sup>th</sup>**
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)

## March

- Request a state legislative update webinar focused on chapter-specific data, including legislative trends and legislation, tracked by ISRI's **State Tracking System**. Contact [dwaterfield@isri.org](mailto:dwaterfield@isri.org) for questions and scheduling. *\*Active month for state legislation*
- Submit Lobbyist **Quarter (1)** Report (if applicable) to [dwaterfield@isri.org](mailto:dwaterfield@isri.org) by **month-end**
- Begin onboarding new chapter officers-elect and complete transitions with the leadership team where applicable by **month-end**
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Chapter treasurer reconciles monthly financials
- *Council of Chapter Presidents call will align with ISRI2022 (March 21-24 | Las Vegas, NV)*
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Chapter President quarterly check-in with Director of Chapter Relations

## April

- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- *Council of Chapter Presidents call takes place on the **third Thursday** of the month at **1 PM ET***
- Chapter treasurer reconciles monthly financials and also completes the **Chapter First Quarterly Audit Review**. Deliverable due on or before **April 30**. Contact [merinle@isri.org](mailto:merinle@isri.org) or [ssissay@isri.org](mailto:ssissay@isri.org) with questions
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)

## May

- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit names of chapter-representative(s) to attend NCSL to [dwaterfield@isri.org](mailto:dwaterfield@isri.org) by **May 30**

## June

- ISRI Board Orientation held In-Person/ISRI Offices (**June 2 | Washington, DC**)
- All materials for **Chapter RERF Scholarships** are due to [ecorning@isri.org](mailto:ecorning@isri.org) by **June 10**
- Outline chapter goals and begin budget planning for 2023; contact [lcapps@isri.org](mailto:lcapps@isri.org) with questions/assistance
- Begin conversations with Chapter/Region BOD regarding **2023 Dues and Mandatory Assessments\***

**\*NOTE: Chapters with mandatory assessments must follow the voting procedures outlined in ISRI's bylaws (Article IX, Section 9.02 & 9.03)**  
Determine a plan of action for completing the process. Dues and mandatory assessments for 2023 must be provided to ISRI staff by September 23, 2022. Contact [lcapps@isri.org](mailto:lcapps@isri.org) with questions.

- Chapter Membership chair (and team) to begin proactive touch-base check-in calls with chapter members
- **2022 NCSL Chapter Invoices** to be received from ISRI by the first week of **June**
- Submit Lobbyist **Quarter (2)** Report (if applicable) to [dwaterfield@isri.org](mailto:dwaterfield@isri.org) by **month-end**
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- *Council of Chapter Presidents call takes place on the **third Thursday** of the month at **1 PM ET***
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)

## July

- Chapter Membership chair (and team) to continue efforts to proactively complete member touch-base calls – check-in, answer questions, address needs (no renewal mentions)
- *Council of Chapter Presidents meeting will align with the **Summer Board and Governance Meetings (July 12-14 | Washington, DC)***
- Chapter leaders continue Board conversations regarding **2023 Chapter Dues** and any required voting action
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Chapter President quarterly check-in with Director of Chapter Relations

## August

- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Send chapter representatives to **NCSL Legislative Summit** (Aug 1-3 | Denver, CO)

## September

- **2023 Chapter Dues/Assessment and Budget Estimate Forms due September 23**
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Submit Lobbyist **Quarter (3)** Report (if applicable) to [dwaterfield@isri.org](mailto:dwaterfield@isri.org) by **month-end**
- *Council of Chapter Presidents meeting takes place on the **third Thursday** of the month at **1 PM ET***
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)

## October

- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- *Council of Chapter Presidents meeting will align with the **Fall Board and Governance Meetings (Oct. 25-28 | Laguna Beach, CA)***
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Chapter president quarterly check-in with Director of Chapter Relations

## November

- First notice member renewal invoices delivered the week of November
- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Chapter treasurer reconciles monthly financials
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)

## December

- Chapter Dues Detail payment to be received by the **15<sup>th</sup>** of every month
- Submit Lobbyist **Quarter (4)** Report (if applicable) to [dwaterfield@isri.org](mailto:dwaterfield@isri.org) by **month-end**
- *Monthly Chapter Presidents meeting takes place on the **third Thursday** of the month at **1 PM ET***
- Submit updates and event listings for ISRI calendar inclusion to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Submit chapter activities (i.e., event recaps, chapter community engagement, photos) for inclusion in ISRI's Scrap News outreach efforts to [hzuckerman@isri.org](mailto:hzuckerman@isri.org) (ongoing process)
- Submit meeting minutes for review and filing, preferably no later than 30 days post, to [lcapps@isri.org](mailto:lcapps@isri.org) (ongoing process)
- Chapter president quarterly check-in call with Director of Chapter Relations
- Send 2023 final chapter lobbyist(s) contracts and third-party MOUs to [randrechak@isri.org](mailto:randrechak@isri.org) for Legal Department filing

*The Chapter Operations Calendar is meant to serve as a snapshot of the entire year allowing chapter leaders to note key activities and/or specific deadlines within any given month. Periodic updates may be made to reflect changing needs and/or expectations. For questions, please contact Lacey Capps, Director of Chapter Relations at [lcapps@isri.org](mailto:lcapps@isri.org).*

## ISRI FINANCE DEPARTMENT DEDICATED CHAPTER CALL-IN HOURS

CHAPTER SUPPORT-DAYS	MORNING HOURS	AFTERNOON HOURS
TUESDAY	10:00 a.m.-12:00 p.m.	2:00 p.m.-4:00 p.m.
THURSDAY	10:00 a.m.-12:00 p.m.	2:00 p.m.-4:00 p.m.

### CONTACT INFORMATION

**Margie Erinle, Chief Financial Officer**

Email: [merinle@isri.org](mailto:merinle@isri.org) | Phone: (202) 662-8523

**Solome Sissay, Director of Accounting**

Email: [ssissay@isri.org](mailto:ssissay@isri.org) | Phone: (202) 662-8523

**Eugene Angoue | Staff Accountant**

Email: [eangoue@isri.org](mailto:eangoue@isri.org) | Phone: (202) 662-8521

**Brandon Brooks | Accounts Receivable**

Email: [bbrooks@isri.org](mailto:bbrooks@isri.org) | Phone: (202) 662-8541

### **Chapter Event Promotion (Virtual/In-Person):**

**ISRI Website:** Submit your event information no later than **2 months in advance** (3 months preferred) to [lcapps@isri.org](mailto:lcapps@isri.org). \*Event Listings appear on **Individual Chapter Pages**, under the **full calendar of events** via [ISRI.org](http://ISRI.org), and [Scrap.org](http://Scrap.org).

**Required Information:** Event Title, Location (Venue/City/State), Primary Event Contact, along with any additional information about the event and registration process (ex. registration link, written blurb, flyer, etc.). If an event flyer includes ALL of the required information, this can be inserted as an image with a clickable hyperlink to the event registration page.

#### **Brief submission / Example 1:**

## Ohio Valley Chapter Spring Meeting

- Dates: 12 – 12 Mar, 2020
- Location: Versailles, KY
- Address: Woodford Reserve
- Contact: Jeff Miller
- Email:
- Phone:

#### **Brief submission / Example 2:**



**Michigan Chapter 2018 Auto Show Meeting  
Detroit Marriott at the Renaissance Center  
Monday, January 22, 2018**

#### **Schedule of Events**

**1:30 PM** ISRI Michigan Chapter Board Meeting  
**5:00 PM** Cocktail and Hors d'oeuvre Reception  
**6:00 PM** Welcome Remarks & Guest Speaker  
**6:30 PM** Dinner and Dessert

#### **Meeting & Dinner Registration**

ISRI / CARI Members - \$175 / USF  
Non-members - \$195 / USF

Auto Show Tickets Available at COBO Center or [www.naias.com](http://www.naias.com) - \$14  
Payment Due by **Wednesday, January 17**

**REGISTER**