

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

September 27, 2013

- Approve previous meeting minutes
- New Additions to Agenda
- SURF 24 look ahead
- November Webinar planning status
- SURF 24 – February 2014?
- 2013 Goal Check-In
- Update - email to Membership requesting Volunteers and current Org Chart status
- Student Chapter / Academic Outreach Status?
- Committee reports – no 6-panels received.
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences

Attendees:

Nick Garson, President	✓	Rick Wice, at-large Trustee	
Angela Fisher, Vice-President	✓	Stewart Abrams, at-large Trustee	
Karina Tipton, Secretary	✓	Buddy Bealer, at-large Trustee	✓
Grant Geckeler, Treasurer	✓	Jake Torrens, at-large Trustee	
Karin Holland, Past President (non-voting attendee)	✓	Amanda McNally, at-large Trustee	
Mike Rominger		Kathy Adams	

Meeting called to order at 1:02 ET. Quorum confirmed.

- New Additions to Agenda- add timeline for discussion of GW initiative review and approval.
- Meeting minutes – motion to approve, seconded and **approved unanimously**.
- SURF 24 look ahead
 - November Webinar planning status –discussion on calling it SURF24 or a webinar?
Board discussion to emphasize importance to the webinar and call it SURF24. Discussion last week with a smaller group included a conversation on the SURF24 framework and agenda. Stephanie Fiorenza has been tasked by Nick to develop the agenda. The date has been scheduled for November 12. Buddy has volunteered to be the liaison between the meetings committee and the board. Tentatively schedule meeting for 12-3 eastern. Also, important to note that this is a members only call. The member list will be cross checked with the webex registration.
 - SURF 25 – February 2014? Assume planning will continue to proceed for Atlanta meeting. This meeting is required by the bylaws to introduce the board. A plan to have a meeting in the winter/early spring, a meeting in the fall, and a webinar in late spring/summer.

- Nominations process: The required schedule indicates that the nomination process must start soon. Brandt is still the chair of nomination committee. The Board discussed reaching out to nominate individuals. Grant is going to contact Brandt and reboot the nominating committee. Karina will be timed out as Secretary, and others (at-large members) will also be timed out. The bylaws were reviewed and discussion around term limits. The nominating committee should also determine which positions are going to be open. Nick is going to clarify terms of office for the officers with Karlyann (legal council).
- Treasurers update: Grant will have a P&L summary from last SURF conference for next board meeting. Status of audit: books are closing this year to be completed mid-October. This will require signature of two members – President and Treasurer.
- 2013 Goal Check-In
 - Nick: increase transparency and communication within the membership. Methods for this has been refining the org chart and implementing the 6-panels for reporting back from committees. The 6-panels have not been effective for the last several months. This may result to confusion over the purpose of these 6-panels and to whom they are being submitted. Suggestion to have a special attention call with all committee leads to discuss how they are communicating and how the tools are useful, and to establish best communication between the board and the committee chairs. Also, a suggestion to have a regular meeting (1 hour) to meet with committee chairs. A monthly or a quarterly call was discussed. Including the committee chairs is important to ensure they are engaged in this process.
 - Angela: formally define SURF – complete. Establish more relationships with other organizations – Buddy is doing this right now. Continuing education credits have been offered. General material preparation to go on the website – Angela would like to continue to develop short generic materials to put up for people to use.
 - Karina: new member packet and new sponsor packets – not much progress on this yet. This remains something that Karina sees as important, however.
 - Grant: ensure long-term financial health – balance budget has been maintained and basic P&L structure of the organization has been well established transfer record keeping to more automatic format – transferred to QuickBook, so, check. Grant would like to involve Board and Membership more in managing financial information.
 - Buddy: better define sustainable remediation, develop standard presentation package, US regulatory acceptance of sustainable remediation, and evaluate next steps for SURF as SR becomes more accepted. Definition done. Standard package of presentation materials to be finalized with SRI next week. Regulatory acceptance is in progress and we all continue to look forward to SURF planning.
 - Amanda: Blog – lower priority at this time than staffing open positions. Communications for status updates – would like to get more feedback from members on how effective the newsletter is.
 - Karin: Continue last years work towards integration of various committees and clarify their mission statements – committees are becoming more integrated into the main group. More active participation and more international surf engagement. Feels that SURF and the group could push more strongly forward on the international white paper.
 - General discussion. The Board may have been overly ambitious this year, and fielded too many TIs and committees. This has hindered our ability to focus on day to day operations, including memberships. The TIs currently may need a jump start.

- Update - email to Membership requesting Volunteers and current Org Chart status. Several positions have been filled in response to most recent call for volunteers. Nick shared the updated org chart with these new volunteers. Additional discussion was held to evaluate how to staff initiatives and committees and maintain momentum. We also discussed moving the SRI group from outreach to technical initiative.
- Student Chapter / Academic Outreach Status. Members do not seem to be interested in participating with student chapters. Reworking guidelines for the chapters in progress.
- Committee Reports:
 - Treasurers report given earlier. Also, would like to prepare a budget for 2014.
 - Value proposition document for sponsors to be developed. This could include discussions of the TI as well as an overview of the funding sources. Amanda is going to draft a skeleton document for board review and comment next week.
- AWMA – webinar – very poor attendance recently. Not a lot of advance advertising and also the fee is a deterrent.
- A member perk – consider reducing the renewal fee slightly to encourage renewal. Refer this evaluation to the membership committee. Also, consider a special class of membership – participating or scholarship – with no voting rights, but can attend meetings and join calls at a lower rate. Currently students pay \$25 and regulators pay \$100, but students are not voting. Participating members may not be able to do everything – refer this to membership committee as well, and suggest ask members in a survey to rate the value of the various perks of the membership and use this information to develop conditions for the new membership categories.
- Other business – not discussed at this time.

Motion to adjourn the meeting – unanimously approved.

The preceding represents the author's interpretation of the items discussed at the meeting.

Please contact me with any discrepancies, changes, or clarifications in writing for inclusion in the record.

Respectfully submitted by,

Karina J. Tipton, Secretary