

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

October 11, 2013

- Approve previous meeting minutes
- New Additions to Agenda
- SURF 24 / November Webinar planning status
- SURF Copyright Protocol
- SURF22 Travel Request Reimbursement – Raymond/Goldblum
- Case Studies TI Proposal
- Treasurer's Report
- Committee reports – next meeting
- 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 1:06 ET. Quorum confirmed during discussion of first bullet.

- Initial discussion on term limits – Nick requested Karyllan review the term limits in the bylaws. The response indicated that sections of the bylaws are inconsistent but Section 5.2 clarifies that an officer is permitted to hold two consecutive terms. Grant will confirm a meeting with Brandt and kick off the nominations process.
- Sponsorships will be expiring, and we have not historically sent out a reminder to renew. Jake will work with membership committee and Grant to develop a thank you letter describing how funds were put to use.
- Discussion on who may be asked to run for various board positions.
- Secretary role – some discussion around tasks that could be shared with others. Bylaws require that the secretary confirm that a member-applicant is working in a technical field that is complementary to SURF, which requires the manual process of verification and approval of application. This may be tied to the NJ non-exempt status of SURF. Board referred to the bylaws to check who is eligible for membership to SURF and certificate of incorporation to confirm the requirements for academic and professional credentials. The Membership Requirements sets forth academic requirements, with a waiver for those working in the field of sustainable remediation. Suggestion to automate the membership process

- Membership renewals – a reminder will be developed for the membership. Jake will update the membership page to read that “new memberships” are eligible after October 1 to receive calendar year 2014.
- Meeting minutes – motion to approve and seconded – unanimously approved.
- Water reuse initiative – Motion to allow up to \$600 in fees for Kathy Adams to edit the remediation journal version of the water reuse document. Motion is seconded and unanimously approved. Treasurer confirmed this amount is appropriate. Angela will communicate this to Kathy and Paul Hadley.
- Water reuse initiative – document sent September 26th. Board approval of document is required. Motion to approve the Water Reuse document versions for publication on the website and in Remediation Journal. Rick, Angela, Amanda, and Jake have reviewed the document at this time. The TI guidelines require two people to review the document from the board. Motion is seconded and unanimously approved. Angela will communicate this to Paul.
- Case Study TI proposal – submitted by John Simon to lead a team to compile case study examples of sustainable remediation implementation from our membership. Proposal was submitted and meets the requirements of the organization and reviewed by the TI leadership. Motion to accept the case study proposal seconded and unanimously approved.
- Request for AGU conference from Maile Smith to attend the conference in the form of conference fees in the amount of \$205. This is for the primary purpose to presentation that was co-authored by Rick, Maile, and Jake. The board requests that Maile submit the Travel and Meeting Expense Reimbursement form and will vote on it electronically (via email).
- Request from Grant to approve tax returns. He will email these to the board for review. SURF owes no state or federal taxes. These are due in approximately one month. The taxes have been prepared in concert with and reviewed by our outside accounting firm Frank Brulensky at Smart Devine, and is approved personally by the Treasurer. Motion to approve submittal of tax forms as prepared and reviewed by Grant Geckler seconded and unanimously approved.

Nick Garson has left the meeting. No quorum. General discussion continues as follows.

- Communication to membership – currently our email software restricts our ability to communicate to the membership. Jake and Karina are going to develop cost lists for various bulk email options that are more robust. Until we transfer to a more user friendly email platform we need to streamline communication requests by designating the accountable board member who will relay requests to Maile for broad distribution.
- Communications discussion in brief – opportunities to leverage social media to communicate out board decisions such as new TI (case studies), Planning for New Virtual Meeting, etc.
- Meeting minutes – once they are approved, they are to be uploaded to the website. Also new protocol – send an email to the committee leads with a link to review them. There will be a 2 week window between meetings and approval of minutes so we can not neglect direct communication of action items or new items to the leads.
- SURF 24 – planning. Stephanie proposed a format for the meeting to be held November 12, 2013. A case study agenda was developed. Stephanie has proposed using her webinar software (Lync) pending determination that SURF has a go-to-meeting account. Membership requirements – Case Studies are a very popular, and will be a good draw, but there are limitations to the webinar software that may need to be managed by some restriction of format. It’s important to make this meeting member focused, so it stays on topic, but also find a way to draw in new members. Determine what the cost is of a webinar service, and use that

information to find an off-set for conference fees. Discussion on various webinar software/providers and costs. We are committed to cost-neutral meetings. A sell for a paid webinar is to issue professional development hours. Angela will provide feedback and agenda draft to Stephanie.

- Technical initiatives – leadership is revisiting the initiatives to focus effort and progress work products.
- Jake to communicate to Maile webinar information for transmittal to membership.

Motion to adjourn the meeting not necessary, as no quorum.

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