

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

December 6, 2013

- Approve previous meeting minutes
- New Additions to Agenda
- Secretary Term - confirm in bylaws
- SURF meeting minutes moved to members-only section of website (except SURF 21)
- Website upgrade
- Treasurers Report
- Financial planner & budget plan (TIs, outreach, student chapters, travel funding)
- SURF 25 Planning Update
- Newsletter Content
- SURF International – Secretary Support
- Strategic Plan
- Update on Nominations Process
- Committee reports
- 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.

- Approve previous meeting minutes – approved unanimously.
- New Additions to Agenda – none.
- Secretary Term - confirmed in bylaws – this is a one year term, with eligibility for one consecutive reelection.
- SURF meeting minutes – historically, these were members-only material on the website but in accordance with the National Academy requirements prior to SURF 21, they were made public. Suggestion to move these back to the member's only section (with the exception of SURF 21, which must remain public.

- Website upgrade – Jake presented summary of recent discussions around the website. The website is searchable and well indexed online and is well positioned. However, with respect to members, making the website more attractive will not increase the ability of potential users to find the organization. Rather, the website could be made more useful and underutilized areas could be better highlighted. Jake suggests using the survey results to guide development of objectives for website goals and usage. The focus should be on optimizing the website as a communication tool that helps better support the mission. Specific concerns are requested. Discussion on how to retain current members and attract new members to the organization, and how the website can support this. Development of a presentation of the website or other way to inform members of the websites capabilities and functionality. Suggest incorporating a discussion on the benefits of membership as it relates to website materials into the “membership packet.”
- Treasurers Report - Expectation balance will increase over next 6-8 weeks with membership and sponsorship checks on-going. Battelle sponsorship received. Discussion on proactively discussing with current sponsorships their plans for the next year. Grant is also reaching out to members who may want to stand for treasurer next year, and request any input on nominations for the role. Also, discussion on having a 2nd person have access to bank account and other financial information as a backup to the treasurer. Tax information is due in February and Grant will have this developed for the Board to review.
- Corporate sponsorships. Discussion on preparing invoices with information on how to highlight the benefits of sponsorships. Grant, Amanda, and Karina will put together some information.
- Financial planner & budget plan (TIs, outreach, student chapters, travel funding). Grant will prepare a draft budget for discussion by the Board.
- SURF International – Secretary Support. SURF International meets on a quarterly basis and has requested the participants share administrative costs next year. Request that SURF US supply 500 pounds for next year. Board discussion – this is split equally between member groups and will go towards meeting facilitation and coordination. Suggestion that SURF should post international meeting minutes to the website for SURF US members to access. Motion that SURF contributes the 500 pounds to the international SURF effort for the purpose of quarterly meetings to share information, with a request that the SURF International meeting minutes are shared in timely fashion. Motion seconded and **unanimously approved**. Note that Buddy has abstained to prevent a conflict of interest. Nick will request an invoice.
- SURF 25 Planning Update. Planning meeting to take place this afternoon. Dates are still February 5, 6, and 7. Final board call is 12/20, and SURF planning meeting has a weekly planning call through the end of the year. There are concerns about getting this out to the membership. Right now a “save the date” lists only Early February. Request that the 3:30 planning meeting confirm the theme and dates so they can be distributed to the membership.
- Newsletter Content – some articles have been submitted to Gerlinde for the newsletter. Board reviewed articles that were proposed during the last meeting and will provide promised material today before the deadline.

- Strategic Plan – Board to take action item to be prepared to discuss Strategic Planning at the 12/20 meeting. Board should be prepared to discuss what the focus of SURF and the Board should be moving forward. How can the board facilitate having fewer board meetings during the year, while still accomplishing the mission of SURF? Discussion also on how to maintain the focus of the organization. What is engagement plan for SRI? Where should SURF go in 5 years.
- Update on Student Chapters Action Items: 1. Conference call with SURF Academic Outreach leadership to set up engagement plan with limited staffing and involvement. 2. Meet with student chapters to share ideas and help them network with each other. 3. Reach out to academic advisors and ask how the academic communities can be better engaged.
- Update on Nominations Process – website page to be activated today to permit members to nominate people for membership. Quick overview of the process: December is open nominations, compiled at end of December/beginning of January and SurveyMonkey ballot will be sent to members and results to be announced at the next SURF meeting (SURF25) in person as well as on the website and via email.
- Committee reports
 - New Societal Initiative TI – kick-off call held this week
 - Case Study Initiative TI – hasn't yet been highlighted in the newsletter. Suggest that John Simon prepare content similar to the last initiative newsletter article. Jake will send a note to John. Eventual scope of project will be to develop a template for use during long-term preparation of a library of case studies.
 - SRI – NEMOA presentation with Buddy Bealer and Mike Miller this week. Many of the attendees were state regulators who are responsible for preparing guidance and regulation for their states. Other presentations planned for the conference were initially focused on green remediation, and SURF was able to present a strong case for sustainable remediation. Information from NYS indicates that their DER-31, in its simplicity, has reached good results because of the lack of proscription. MA has a draft guidance document that is exclusively green, and there is an opportunity for SURF to advise the guidance document. Buddy suggested that SURF could recognize regulators who have made strides towards sustainable remediation through a certificate or citation. Buddy can reach out to regulators that he knows well and determine if this type of recognition would be welcomed. Suggest discussing the external focus further at the next meeting during strategic planning.
 - Further discussion on strategic planning. Why are people involved in SURF? Many of us are involved because the health of the planet is deteriorating, and this is a way to affect that within our industry and technical expertise. If we tie this back into the health of the planet and our roots of remediation, we can create a different reason for members to not only join, but also get involved. Angela proposes sending a note to committee chairs with a request to reply prior to the next meeting with their committee mission statement. Nick will send an email to committee chairs requesting updated 6-panel slides.
- Other business – no specific discussion 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