

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

August 30, 2013

- Approve previous meeting minutes
- New Additions to Agenda
- SURF 24/SURF 25 look ahead
- Email to Membership requesting Volunteers
- Student Paper Competition at Battelle – SURF Sponsorship?
- Student Chapter Funding Proposal
- UT Austin – approval to use “SURF” in name
- GW Reuse Initiative – Recognition to heavy lifters
- Committee reports – review 6-panels
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Nominations
- 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 11:06 ET. Quorum not confirmed. Non-voting business progressing.

- Approve previous meeting minutes – no quorum at this time, hold for vote for next meeting pending revisions and board review. Next meeting.
- New Additions to Agenda – as shown above.
- SURF 24/SURF 25 look ahead –
 - SURF24 Venue reserved at Rice University. Some themes and topics have been sent to Nick for discussion with the board. Possible discussion could include: mission, unfinished tasks, reach internationally, funding, staffing, venues – along the lines of a 3 year assessment of where we want to go. Will this be a working meeting? Can bring in other organizations to broaden the discussion and make it less of a working meeting.

- SURF24 later conversation: there is a room available but it doesn't have a telephone. SURF will require minimum requirements of A/V be met, including a telephone. Also, meeting planner raised a question re: if the meeting should even be held. Discussion on the purpose and cost benefit of meetings, and travel restrictions. If we go to fewer meetings, we need to get more done between meetings "on-line." Also should we evaluate other organizations and pursue a regional meeting system with one or two big annual meeting? There are other questions related to how to bring in others from the remediation and sustainability community to SURF. Many different types of meetings discussed. There is a quorum on the board, but this issue should be handled transparently to ensure that there is buy in from our stakeholders. Two issues – do we cancel the November meeting; and do we totally restructure SURF meetings? What is the timeframe for the November meeting – we don't know when the decisions needs to be made. Difficulty with pushing a major planning meeting to January because of board transition in many positions. Suggestion to have a surveymonkey poll requesting when and why people have or have not attended meetings. Also request a quick headcount for the November meeting. Send out ASAP so we can get responses by week after labor day. Email sent requesting
- If the November meeting is cancelled, hold a status update to go through TIs and other discussion points.
- SURF25 – January 2014 in Atlanta area. Mike has been in contact with local contacts for venues and presentation opportunities in the Atlanta area.
- Mike needs volunteers at this time to help plan. Houston and Atlanta volunteers especially. This can go out on the general announcement email to members as well.
- Email to Membership requesting Volunteers – At this point there are a number of open positions. Angela summarized in an email to the board. Some discussion about case studies – this is an entirely unstaffed initiative, so may be difficult to easily start – but this is important to the organization. The initiative itself hasn't been approved – no scope/mission – so this could be a reason to start up at this time. Email would include what the job is, what it entails, what time commitment, and responsibilities. Request existing co-chairs to write a description of the positions that are open. Angela will send those co-chairs not on the call a request to create a description.
- UT Austin – approval to use "SURF" in name – Karina can prepare the letter approving use of the name. Once the membership list is finalized (need to reconcile applications with payments) and confirmation that student chapter is meeting all requirements this letter will be sent.
- GW Reuse Initiative
 - Status – extension from John Simon to go into the next issue, not the original planned issue. Kathy is working on the brochure. The brochure will require a 2 week review period from the membership, and there will be an email to the membership with a link that they visit to download and review. Co-author review will start next week. The brochure will be posted to the website and will include case studies. A pared down version of the brochure (manuscript) will be sent to Remediation Journal for publication. The brochure will be finalized by end of October (October 25), according to schedule circulated by Paul Hadley on 8/29/13. Membership is still being verified for the group. Recognition suggested for some heavy lifters. Board will request that Paul send formal request for vote at an upcoming board meeting. Membership request: flexibility being requested for a participant on a case study. Not clear if this person was brought on to participate as a full member of SURF, or if it was just an opportunity to participate on a published paper. Some discussion on if a case study contributor is a co-author or an

acknowledgement. The authors section of the document is quite large, Jake can work with Paul to simplify and understand how to publish. There are many reasons to be members of SURF.

- Student Paper Competition at Battelle – SURF Sponsorship. Student poster competition has been supported by SURF in the past. This is for May 2014 and will cost \$2,000. Battelle needs to know ASAP if we want to fund. All sponsoring organizations can review the papers and SURF in the past had a sustainable remediation award in addition to the paper reviews. Move to sponsor the paper competition with Rick Wise as administrative contact person. Approved unanimously. Rick will request funds from Grant.
- Website Update – Jake spoke with web designer who said that there is a lot of content with an intimidated interface, and recommended some easy changes to revise the website ourselves to make it visually more engaging. Review of University of Nebraska at Omaha (unomaha.edu) as an example of a different way to structure the website. All functionality is at the top with a large image with “headline” stories scrolling through photos. We are currently using squarespace as our platform. We need to have someone access squarespace diagnostics to determine what parts of the website are most accessed so we can highlight them as we move forward. This discussion should key into the organizational 5-10 year planning. We have a lot of duplicate options on the website – this creates too many places for people to visit. This can be mapped out. We also need to understand what should be publically available and what should be only available to SURF members. Big questions are: 1. What can we do as a quick fix (Jake and Maile evaluate diagnostics, look at existing content and how to restructure it in to a more modular form) and 2. Organizational decision on what we want the website to do, what we want to be as an organization, and how these two match up. Jake is going to reach out to Maile first before bringing in the larger discussion.
- Committee reports – review 6-panels – this is to be shelved to next meeting. Only a few were received.
- Other business – none discussed.

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