

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

September 13, 2013

- Approve previous meeting minutes
- New Additions to Agenda
- SURF 24/SURF 25 look ahead
 - SURF24/TX/November – should we have?
- GW Reuse Initiative – Confirm recognition to heavy lifters
- SURF organizational strategy and Mid-Year Review
 - Membership input/challenges
 - Initiatives and member involvement
 - Student Chapters – role and appropriate number
 - Financial Status
 - 2013 Goal check in
 - Number of meetings per yer
 - Other?
- Status of email to Membership requesting Volunteers
- Student Chapter Funding Proposal – Academic Outreach to provide proposal
- Committee reports – discuss 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 1:02 ET. Quorum not confirmed. Non-voting business progressing.

- New Additions to Agenda – None.
- SURF organizational strategy and Mid-Year Review
 - In brief: SURF appears to be stretched thin and may be impacting our organization. Example: student chapters.
 - Brief look into prelim survey results, which went to about 600-700 people. So far 26 people have responded. Discussion on how many people who are going to attend Houston – many on board are unable to. Noted that at the last meeting, with the exception of students, speakers, and board members, there weren't a lot of additional

attendees. What are the goals of our meetings? What inspires people to attend? Sometimes they are working meetings, workshops, presentations, etc. Some discussion over the suggestion to tie SURF meetings into other meetings to capture geographic efficiencies. A suggestion to sponsor an established conference in exchange for a “SURF Track” or similar that we are responsible for hosting.

- Meeting – SURF24: discussion on cancelling because most of the board may not be able to attend and survey results indicate that other may not be able to attend either.
- Ask meetings and programs committee to discuss the meeting frequencies and content, and format – combine with other meetings or venues, etc. Also, ask them to develop a structure for a webinar, if we replace SURF24 with one.
- Suggestion to have our industry leaders in the membership develop a benchmarking presentation.
- Brief run through on open TIs: Status of international white paper – running late. Site ratings system – may not be an active. Case studies doesn’t have staff.
- What is the next step for SURF? SURF may need to restructure and focus on smaller scopes of work. Also meeting formats – move towards more local meetings to minimize travel time. Discussion of changing the meeting planning process – we often schedule a meeting, then come up with a topic. Also we often spend a lot of time on work products and deliverables – need to make sure that product scope and expectations are in alignment.
- SURF 24/SURF 25 look ahead
 - Board decision to not hold SURF24. Rick will email Stephanie to relay this information. Newsletter included an announcement for SURF24, an announcement of the webinar/cancellation will be required. The cancellation should include the webinar and specifics. Request the meetings committee to prepare this announcement/format of webinar for formal announcement by end of September, and we can take the information off of the website.
 - SURF25 – Mike has notes for SURF25 and will work with Stephanie and team on these.
- Approve previous meeting minutes - motion to approve as submitted and seconded. Unanimously approved.
- GW Reuse Initiative – Confirm recognition to heavy lifters who, in a volunteer organization, stood out for their contributions. Karina spoke to Paul Hadley and relayed the individuals to the Board. Motion for that the board formally recognize the four individuals discussed on this call – seconded and unanimously approved.
- SURF organizational strategy and Mid-Year Review – overview of topics
 - Membership input/challenges – There are 1,400 members on the SURF LinkedIn group – this can be mined to reach out to additional potential members. Easier than mining: frequent posts to LinkedIn page that will encourage people to add themselves to email distribution. Jake will post the survey to the LinkedIn page.
 - Some members haven’t paid yet, yet are active members of the org. and have been attending meetings. The meeting spreadsheet/record tracking is a manual process and a few people fell through the cracks last meeting. Discussion on the process for tracking and reconciling the meeting attendees and payments. There are opportunities for errors to be made in several manual steps. Additional QA/QC could be useful. There’s a question – is there an easier way to do this process – more automated, or a software package? Jake has a friend at an organization similar to PayPal, and will ask if they have a product that provides this level of service. Goal to automate this and also registration/membership process.

- Jake is working with Maile to discuss website and how it is used, membership and meeting frequency, outreach and communications. Karina is working on membership and sponsor welcome packet concept, and described this briefly.
- 2013 Goal check in – action item for next time. Board requested to review and report back out to on your specific goals, and how you are doing.
- Status of email to Membership requesting Volunteers – Angela has been working with board and committee chairs to develop job descriptions for the email to membership. This is drafted, pending one job description. Planning to finish and send out upon conclusion of the survey.
- Student Chapter Funding Proposal – Academic Outreach to provide proposal. Motion: SURF board to provide funding to student chapters starting 2014 in the form of \$500 for each chapter meeting the minimum requirements of student chapters (membership, advisors, etc) with an additional \$100 for each paid student member. Motion tabled until November pending additional evaluation on the cap for funding for each student chapter. Another option is to allocate a certain amount of money to the Academic Initiative to allocate as they see fit, or under proposal to the board. Reporting will be required for AI group, as well as student chapters.
- Committee reports – discuss next meeting
- Other business
 - US: new developments, policies, or conferences –
 - Blacksmith Institute – Leroy recommends reviewing this group, as it has an interesting social hook and may be an opportunity to develop future relationship with them.
 - Rick invited to speak at the southeast regional meeting of SAME in Mobile Alabama and will be presenting GSR, with input from Carol Dona.
 - Buddy will be participating in a panel hosted by the Horinko Group to discuss the future of the remediation industry in Washington DC.
 - International: new developments, policies, or conferences – none 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