

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

February 18, 2014

- Approve previous meeting minutes
- New Additions to Agenda
- Goals and Strategies for 2014 (with 2013/14 Board Members)
- SURF25 Survey
- SURF26 Update
- Battelle Conference
- Committee reports / Initiative charters
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications
 - Membership
 - Education & Outreach
- 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	✓	Buddy Bealer, at-large Trustee	✓
Amanda McNally, Secretary	✓	Jake Torrens, at-large Trustee	✓
Keith Aragona, Treasurer	✓	Melissa Harclerode, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)	✓	Olivia Scance, at-large Trustee	✓
Karina Tipton, Outgoing Secretary	✓	Grant Geckeler, Outgoing Treasurer	✓
Mike Rominger	✓	Kathy Adams	

Meeting called to order at 10:04 am ET. Quorum confirmed. Thank you from Nick to the 2013 Board for their hard work over the last year.

- New Additions to Agenda – None
- Approve previous meeting minutes – **Approved unanimously**
- Meeting minutes are uploaded to the Google Drive following the meeting before being uploaded to the website. For the next meeting, show the website and Google Drive for the new and current Board members. Meeting minutes are uploaded to the Google Drive following the meeting before being uploaded to the website.
- Goals and Strategies for 2014 (with 2013/14 Board Members) and Transitions

- Amanda and Karina met last week to review Secretary responsibilities and transfer account information.
- Grant and Keith have held a transition call, coordinated at SURF25, and planning to meet again this week. For access to bank accounts, we will need to add Keith as an official signer on the account. Nick suggests having another Officer authorized as a signer on the bank account. This will be voted on by the Board during the next call. Recently processed three sponsorships and have sent out all emails and invoices for sponsors.
- Both Amanda and Keith have received access to the Secretary and Treasurer Email accounts.
- Grant makes a motion to have the Board provide a resolution signed by the president and the secretary to remove Grant Geckeler from the authorized signers list of SURF's Bank of America account and add Keith Aragona as the primary signer with his authority as SURF treasurer. **Approved unanimously**
- Either Nick or Amanda will need to go into the local Bank of America branch to provide signatures after Grant has filed the paperwork.
- Grant will be transferring QuickBooks and tax information to Keith.
- The Board would like to review the treasurer's financial summary slide for each meeting. Keith already has one volunteer for the finance committee.
- SURF25
 - Survey – As of Friday, 10 people had provided input. All responses favorable. Jake will download responses and provide a summary to the Board before the next call to review. Survey was conducted through a Google form and is much preferable to Survey Monkey service.
 - Press release for SURF25 – Parsons provided a draft a press release documenting the SURF 25 meeting and asked Nick to review. Does not include an endorsement from SURF. Randy is the contact at Parsons.
 - SURF25 feedback – good presentations from outside organizations. Less well attended than previous meetings (total attendance was 25 in person and 5 on the phone). Excellent A/V setup and comfortable meeting space/location. Format of meeting included initiative working groups and outside presentations. Need to plan meetings further in advance to allow for attendees to plan ahead. Meeting location and dates should be established a year in advance. Program and Agenda should be established three months in advance. Advance notice helps with long term planning for members, especially when multiple members hope to attend. Can also reach out to local regulators and potential members/attendees.
- SURF26 and SURF27 Update
 - SURF26 will be a webinar this summer
 - SURF27 will be a face-to-face meeting this fall
 - Need new meeting coordinators, as Maile and Stephanie are stepping down from these positions. Board would like the Meetings Committees to propose meeting themes and programs. However, Board can suggest overall themes for the year. Suggestions include

Implementing SR (“Making it Real” – what it looks like in the field, case studies, regulatory acceptance); Going Social.

- Presenters from early movers on SR (i.e. New York and Wisconsin) to provide lessons learned on implementation.
- Meeting location for face-to-face meeting – Central US suggested.
- Pittsburgh was suggested as a possible location – Carnegie Mellon (Rick) or Duquesne (Amanda) are potential venues.
- Need for volunteers for meeting planning – internal recruitment is preferred over an Email distribution. Kristin Mancini volunteered at SURF25. Overall themes, as mentioned above, would be appreciated. Overall theme aligns with technical initiatives for the year.
- Implementing SR – Overall theme, including:
 - Regulatory Acceptance
 - Case Studies
 - Social Aspects
 - Resources/Partnering – products/materials, services, guidance/documentation (e.g. Water Reuse Paper)
 - Incorporating SR into broader sustainability initiatives
 - Long-term climate change impacts to remediation projects? Water impacts, carbon tax, impacts to fuel costs, biofuel demand, etc. Individual companies looking at potential carbon tax impacts associated with decision making process.
- Need to prioritize themes for this year and upcoming years. This also relates to upcoming initiatives and what the SURF organization looks like in the long term.
- Neither the Social Aspects initiative nor the CSI is mature enough to build a meeting theme around. Meetings could include working sessions for these groups. Breakout sessions in the past have been conducted differently – sometimes as smaller group sessions and sometimes involving the entire SURF attendance (open forum). Both types of sessions have value, but need to be considered when planning meetings.
- Melissa volunteered to reach out to Kristin regarding the meeting planning role.
- Melissa suggests Montclair State as a meeting location, however, not conducive to public transportation/walking (potentially Spring 2015). Karin suggested Haley & Aldrich/JHU meeting location – located near restaurants and light rail. Karin has prices available and will provide to Mike. Colorado State is also happy to host meetings.
- Recent survey results have indicated one (or two maximum) face-to-face meetings per year would be preferable. Webinars should be held in between face-to-face meetings. Recurring locations that have been established as good venues are of value – decrease pressure to identify new locations for every meeting.
- Need long term stability (1-2 years) for Meetings and Planning Committee. Also need local support for each meeting.
- Amanda to circulate the Committee summary document to new Board members.
- Battelle Conference
 - We have table space at the conference. Marketing materials, candy, etc. at booth. Need to communicate SURF’s presence to membership. Discuss with Board

sometime in March. Rick and Keith to coordinate with Academic Outreach/Student Paper Competition.

- Convene SURF members attending Battelle and setup a call to establish a strategy to communicate to the Board. Jake to send an email to membership instructing members planning to attend to contact Rick Wice for co-ordination. Jake can also identify members known to be chairing or attending.
- Happy Hour to bring the SURF community together at conference (including international SURF members). Need to identify a point person among attendees.
- Committee reports / Initiative charters
 - Social Aspect TI – Melissa reviewed 6 Panel. First two sections of white paper are being written. Melissa to confirm writers and establish deadlines (2-3 months). Long term goal is to complete the white paper by the end of 2014. Conflicting feedback from the TI Committee/Board and the brainstorming session at SURF25 regarding expectation of metrics for evaluating social aspects. Suggested that the TI stays on track as previously established (i.e. not defining specific metrics at this stage).
 - CSI – Breakout session at SURF25 reviewed the template and the plan for rollout. Group is now working to solicit case studies – members, existing case studies, social media, etc. Other plans include preparing a press release, peer review process, reach out to other SURF groups/partners (including outside groups), publishing regular case studies in Remediation Journal and/or Pollution Engineering. A searchable Excel file will be available on the SURF website with links to documentation/resources.
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications
 - Membership
 - Education & Outreach – Rick held a follow up phone call in January with Student Chapters. Need to update website – Stanford is not a student chapter. Volunteer for student chapters in Southern California – Keith to provide contact information to Rick. We are not currently recruiting new chapters; must be vetted by Rick and have the support and resources available to any new chapters.
 - GW Reuse – Group plans to convene about next steps with the document. Members planning to present the paper at conferences related to water use. Also working on how to publicize the document. Seek a water industry individual to read and review the document and provide a testimonial. Will have a report back to the Board in March.
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next Meeting – 30 minutes for 2014 Strategy. All Board members should come prepared with goals and ideas for SURF's 2014 strategy.

- Next meeting is scheduled for March 14, and would follow every 4 weeks thereafter. Recurring meeting series begins April 11. Time is 1:00pm – 3:00pm Eastern 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,

Amanda D. McNally, Secretary