

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

September 22, 2014

- New additions to agenda
- Approve meeting minutes from last Board call
- SURF27 Update
 - Travel Request from Jennifer Borski (Kathy)
- SURF28
- Board Responsibilities (Nick)
- Proxy for Board Meetings (Nick)
- Battelle – Abstracts, Student Paper, Giveaway
- Process Improvement w/ Bruce Wilkinson
- SURF Award – Barbara Maco
- GSR Awards Program (Buddy, Nick)
- Taipei International Conference – Presentation & Paper Support/Volunteers
- Committee reports / Initiative charters
 - Meetings
 - Finance
 - Technical Initiatives
 - CSI
 - SustRem Presentation
 - Kathy Support (\$500/case study)
 - Social Aspects
 - SRI
 - Communications
 - Membership
 - Education & Outreach
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
 - November 10 Conference Call (11:00 pm EST)
 - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014

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	✓
Mike Rominger	✓	Kathy Adams	✓
Kristin Mancini	✓		

Meeting called to order at 1:05 pm EDT. Quorum confirmed.

- New additions to agenda
- Approve meeting minutes from last Board call. **Unanimously Approved.**
- SURF27 Update
 - Venue and dinner are finalized. Dinner is at the Jolly Pumpkin on November 11. A flyer has been finalized to target potential participants at the University and those who may not be familiar with SURF or remediation. It has been circulated locally. Brad Bradley (USEPA Region 5) and Sharron (PG&E) are confirmed speakers. A local contractor is interested in presenting on brownfields. Doing outreach with other University Departments for participation. Registration email was sent last week to SURF email distribution.
 - Travel Request from Jennifer Borski (Kathy). Not yet received.
 - Student from Colorado emailed about support for the meeting. Amanda will review past minutes to determine funding amount allocated and send to Rick.
 - Angela will bring the SURF 2014 Year in Review Document and the Technical Initiative Flyer to the Society for Environmental Toxicology and Chemistry (SETAC) Conference in November.
- SURF28
 - Venue is confirmed for Boeing in Arlington, VA. Dates are February 24-26, 2014. Agenda needs to be built. Nick will contact Mike and Kristin to start the planning.
- Board Responsibilities (Nick)
 - Board attendance at meetings has been limited. We reduced the number of Board meetings to one per month and it is expected that Board members attend or that members send a proxy to participate in their place. Proxy information must be sent to the Secretary (Amanda) in advance of the call. Board meetings should be rescheduled (via a Doodle poll) if needed.
- Battelle – Abstracts, Student Paper, Giveaway
 - Several session chairs have sent out announcements for technical sessions. A single email will be sent to the SURF membership listing all of the SR sessions and co-chairs. Abstracts are due September 30, but more time may be allotted if needed. Abstracts are sent to Battelle. After they have been submitted, the co-chairs will receive a link to download and review and decide on platform and poster presentations. Rick is participating on the steering committee and can provide support.
 - SURF Members attending: Rick Wice, Keith Aragona, Melissa Harclerode, Amanda McNally, Jake Torrens, Buddy Bealer, Kristin Mancini, Mike Miller, Stephanie Fiorenza, Barbara Maco
 - What should we have at the booth? Perhaps we should consider investing in a professional booth setup. Ask marketing people about setup options and ballpark estimates. Rick and Amanda will follow up with Tetra Tech and AECOM. Use of company's logos would require about 2 months' notice for approvals.
 - Student Paper Competition information has been posted on the SURF website and Battelle website. Deadline is November 15.
 - Giveaways – lip balm, USB car adapters, USB flash drives, key chains, lanyards. Angela will research options and provide feedback before the next Board meeting.
- Process Improvement w/ Bruce Wilkinson

- Last update to this process was from July 11. Main concerns relate to lack of a value proposition for implementing SR (“Why implement SR?”). Suggested to devote a breakout session to process improvement and development of action items. Keith will talk to the planning team and Bruce about this session. Bruce Wilkinson could lead the session if he is attending.
- SURF Award
 - Buddy requested a replacement SURF award for Rebecca Bourdon to replace the one that broke during shipping. Cost is \$71 to buy, paint and ship to new award. **Unanimously Approved.** Amanda will notify Kathy.
 - Nominations for 2014 SURF Awards are due by October 17.
 - Nick nominates Barbara Maco for her efforts on the CSI team.
- GSR Awards Program (Buddy, Nick)
 - SRI team will lead the effort to develop an awards program.
 - USEPA is currently working on a response to the summary of the GSR Roundtable.
 - We should invite all of the GSR Roundtable participants to attend the SURF28 meeting in Arlington, VA (i.e., send a Save the Date). Nick will call Buddy this week and will talk about this. The announcement and follow up should come from SRI.
- Taipei International Conference – Presentation & Paper Support/Volunteers
 - Dora Chiang has formally accepted the invitation from Dr. Chen to participate in the conference on behalf of SURF. Presentation tentatively titled “An Overview of the History, Accomplishments, and On-going Initiatives of the Sustainable Remediation Forum (SURF-USA)”. The final presentation and 10-page paper will be submitted October 31. Volunteers to support development include Amanda McNally, Melissa Harclerode, and Rick Wice.
- Committee reports / Initiative charters
 - Meetings
 - Finance – Keith provided an updated Treasury slide. No updated activity from the Finance Committee. Funds may be available to support travel for regulators at SURF27 meeting. Student chapter travel funds are not currently accounted for.
 - Technical Initiatives
 - CSI
 - SustRem 2014 Workshop included a panel discussion of obstacles to case studies and lessons learned in developing templates with members of international SURF groups. Several case studies were also presented.
 - Kathy Support (\$500/case study). Table the discussion for now. Keith will talk to John Simon about the total anticipated workload for Kathy over the course of the initiative.
 - Social Aspects
 - No updates. Deadline for sections is October 1.
 - SRI
 - Communications
 - Membership
 - Education & Outreach
 - Rick and Keith will discuss student chapter funding offline. Amanda will send the decided upon funding amount to Rick and Keith. Rick will be reaching out to the four active student chapters about participation in the Battelle

Student Paper Competition and letting them know that funds may be available for travel.

- Nominations
 - Open positions include: President, Vice President, Secretary, At Large (3 positions). Every member of the Board should email Angela nominate someone for an open position. Nominations should be limited to paid members. Amanda will send out an updated membership directory by Friday September 26.
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
 - November 10 Conference Call (11:00 pm EST). Amanda will participate from Ann Arbor. Melissa and Keith would like to participate as well.
 - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014

Action Items:

- **Each Board member should decide on proxy members that could participate on their behalf if they are not able to attend.**
- **Amanda will review past minutes to determine funding amount allocated for student chapter travel and send to Rick and Keith.**
- **Nick will contact Mike and Kristin to start the planning for SURF28.**
- **Rick and Amanda will follow up with Tetra Tech and AECOM marketing teams on cost for booth materials.**
- **Angela will research options for Battelle giveaways and provide feedback before the next Board meeting.**
- **Every member of the Board should nominate someone for an open position.**

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