SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

February 13, 2015

- New Additions to the Agenda
- Approve meeting minutes from January Board call
- Meeting Updates
    - SURF 27 Survey – Responses (Jake)
    - SURF 28 Update (Kristin)
- Battelle (Rick)
- Banner Displays (Amanda)
- SURF Award Program (Olivia)
- Google Drive Storage & Updates (Amanda & Maile)
- Committee Leadership & Engagement
- Committee Reports/ Initiative Updates
    - Meetings
    - Finance (Keith)
    - Technical Initiatives
        - CSI
        - Social Aspects
        - SRI
    - Communications (Jake)
    - Membership (Amanda)
    - Education & Outreach (Rick)
- Other New Business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
- International Network call: March 9, 8:00 AM Eastern

Attendees:

Maile Smith, President	✓	Paul Hadley, at-large Trustee	✓
Jake Torrens, Vice-President	✓	Melissa Harclerode, at-large Trustee	✓
Amanda McNally, Secretary	✓	Kristin Mancini, at-large Trustee	✓
Keith Aragona, Treasurer	✓	Olivia Skance, at-large Trustee	✓
Nick Garson, Past President	✓	Rick Wice, at-large Trustee	✓
Mike Rominger		Kathy Adams	
Angela Fisher, 2014 Vice-President		Buddy Bealer, 2014 at-large Trustee	
Karin Holland, 2014 Past President			

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

- New Additions to the Agenda

- o 2015 Board Terms are effective February 1.
- o Nick is sending Maile Kathy's 2015 contract to sign.
- Approve meeting minutes from January Board call. Motion passes unanimously.
- Meeting Updates
  - o SURF 27 Survey – Responses (Jake). Received five responses to the survey, all with positive feedback. We need to be clear with roles and responsibilities for the next meeting and be prepared to send the survey and the PDH certificate immediately following the meeting. We will have hard copies available at the SURF meeting. Maile will check the MailChimp survey to see if there is a form option available.
  - o SURF 28 Update (Kristin). Agenda will be finalized today. Carol Dona has not yet confirmed her attendance as a speaker. She has not yet gotten formal approval. Day 1 agenda is very full. It will be posted on the website today. Day 2 questions and themes have been developed by a subcommittee. This should be finalized early next week. We still need to identify facilitators for Day 2 breakout sessions. This will be discussed on the next planning call on Monday. Logistical information is available on the SURF website. A hotel block could not be secured. Current registration is at 39 attendees.
- Battelle (Rick)
  - o Notices have been sent to presenters and session chairs. As a sponsor, we have a prominent booth location. We need to coordinate attendees, booth presence. During past Board calls, we have discussed giveaway options, including lip balms, memory sticks, SURF business cards to direct people to our website, or monetary donation to a sustainability focused organization based on business card drop-offs.
  - o Discussion of where materials from 2014 Battelle conference are located. Kristin has a box of stuff, which could include printed materials, lip balms, and pins. Keith has the banner. Jake did have leftover lip balms; however, due to the vegan ingredients without preservatives, they may have gone bad.
  - o Keith and Rick volunteer to discuss Battelle issues offline and bring a consolidated set of plans for the Board.
- Banner Displays (Amanda): Amanda provided a draft of the banner displays for the booth and will email the files to the Board for review and input. The Board will need to determine where the banners will live following conferences and events, and coordinate shipping to the next most efficient location.
- SURF Award Program (Olivia): Would it be appropriate to have an announcement of this initiative during SURF 28 and ask for volunteers to assist Olivia? This would be a very quick announcement. Suggested to create a single slide to present this topic. Kristin will determine where in the Agenda this will go.
- Google Drive Storage & Updates (Amanda & Maile).
  - o Keith receives notifications when users submit payment through PayPal. Keith also receives notification from the website when people register for the meeting. Keith will continue to track the meeting registrations and add to information to the Google Drive.
  - o The Google Drive permissions are inconsistent in terms of who can see which files. Maile will look at this and determine if the settings can be changed globally.
  - o The meeting registration list is used to augment our email distribution list.
  - o MailChimp is a free service (up to 2,000 contacts) that we will be using for email distribution going forward. It enables easier subscribe and unsubscribe options.

- Committee Leadership & Engagement. In an effort to re-energize and engage the organization, it may be good time to look at the organizational chart and ensure that the people listed are actively leading these initiatives/committees. The complexity of the organizational chart may not reflect the reality of the organization. For example, the Education & Outreach, Academic Outreach, Education, and Student Chapter boxes could be combined into one committee that is operated with Rick, Keith, and Mike Miller (rather than a Committee, an Initiative, and a Working Group). We should also try to get new names on the organizational chart. The leadership of each box should be committed to leading that group and organizing conference calls between SURF meetings.
- The Initiatives and Working Groups were organized to meet the needs at the time, but can be changed as appropriate. Committees are defined in the bylaws, so we should maintain those. The committees are ongoing, while the initiatives and working groups are intended to be temporary.
- Committee Reports/ Initiative Updates
  - Meetings
  - Finance (Keith) – Additional $10,000 in sponsorships has been received in the last month. We are at a total of $26,500 in sponsorships for 2015. We have approximately $35,000 in funds from API, and the SRI team should develop a plan for using those funds. We should continue looking for opportunities to invest funds. The AOI team has discussed ideas for academic partnership opportunities (e.g. research funding). Suggested to re-engage Stew Abrams in this initiative. Tax filing is due May 15, 2015. Keith is planning completion of that filing with SURF's accountant.
  - Paul Hadley reviewed a paper that acknowledged the SURF student group at Stanford. There is an opportunity to engage that group (not a current student chapter) with case studies. Paul volunteered to work with Academic Outreach on this. Suggested that we use the paper (as published) to draft a case study and then provide that to the professors and/or students for input.
  - Technical Initiatives
    - CSI – The ten finalized case studies and the summary sheet have been posted to the SURF website. John is planning a call soon with the CSI team to discuss plans for 2015 for gathering, reviewing, and publishing case studies.
    - Social Aspects – Next milestone is for Melissa to compile the text into a single document. The team should expect a draft version of the paper in March and should plan time to review it at that time.
    - SRI – No Update. Nick received an invitation to present at The Horinko Group meeting in May on Remediation BMPs. There does not appear to be any guidance or direction from API on the use of funding. Maile proposes to reach out to Buddy to get an update on this initiative and a better understanding of the arrangement with SRI (as a partnership between SURF, API, and ITRC). The partnership was originally developed to engage in government outreach. The proposal that Buddy prepared for API to request funding included general language about activities such as travel costs, time, and stakeholder activities. We should also determine what authority the SURF Board of Trustees has in distribution of those funds.
  - Communications (Jake) – The committee needs reinvigorated and alignment with our initiatives. Jake would like to have more meetings and engage new members. A

colleague of Nick has volunteered to work with others on a team to advance SURF's communications, marketing, and branding. Jake has her contact information. He is also working to identify the optimal outcomes for this type of committee. Suggested to reach out to Sue Bruning or Cascade Drilling and another SURF27 attendee (from a lab, but could not remember the name) about engagement in this committee. There should be a broader perspective of how SURF can engage in the sustainability discussion and an outward reaching strategy.
  - o Membership (Amanda) – A membership renewal email will be sent after SURF 28. The updated membership directory has been posted on the SURF website.
  - o Education & Outreach (Rick) – Working on the mentorship program for student chapters. Dick Raymond will be helping at CSU. One CSU student is coming to SURF28. Active student chapters include CSU, UIC, and Clarkson.
- Other New Business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
  - o International Network call: March 9, 2015 8:00 AM Eastern

Action Items:

- Keith, Rick, and Amanda will meet to discuss Battelle issues (giveaways, booth, etc.) and bring a consolidated set of plans for the Board to discuss.
- Amanda will send the Draft Banner Design to the Board for comments (attached to minutes). **Please send comments by COB Thursday February 19, 2015.**
- Maile will contact Buddy to get an update on the Sustainable Remediation Initiative (SRI) and understanding of the organization's framework.

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