

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

June 5, 2015

- New Additions to the Agenda
- Approve meeting minutes from May 20, 2015 Board Meeting
- Meeting Facilitator Search
- SURF 29 Webinar Update
- SURF 30 Meeting Update
- Outreach (Government, Academic) Initiatives Evolution
- Consideration of New Initiatives
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI
 - Social Aspects
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)

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	✓
		Kathy Adams	

Meeting called to order at 1:00 pm EDT. Quorum confirmed.

- Review Action Items Status from previous call
- New Additions to the Agenda
- Approve meeting minutes from May 20, 2015 Board Meeting. **Unanimously Approved.**
 - Amanda will post minutes from previous Board meetings to the Drive and coordinate with Kathy to post on the Website
- Meeting Facilitator Search
 - Maile provided the job description. We need to provide an estimate of the level of effort and approximate billing rate for the position. Keith has their invoicing

information and can provide an analysis of this to aid in setting expectations for a time commitment. We should also have an idea of compensation based on Mike's hourly rate and Bureau of labor statistics for a meeting facilitator. Mike's travel costs were reimbursed at cost.

- Keith will provide a summary of Mike's labor spend in the last several years. Maile will review Keith's analysis and provide an estimate to the Board to accompany the job description by June 15.
 - We have discussed posting the description to the SURF website and LinkedIn group.
- SURF 29 Webinar Update
 - Kristin has coordinated with all speakers. Tentatively rescheduled date is July 14, 1:00 – 3:00 pm EDT, but Kristin needs final confirmation from speakers. Speakers include USACE on contracting mechanisms for GS; Jonathon Weire (CH2M) on value of ecosystem services as a remediation consideration; Sheri Knox (Amec) GSR practices during O&M.
 - We used Go to Meeting for the previous webinar. Kristin will contact Mike and Kathy regarding account information.
- SURF 30 & 31 Meeting Update
 - Kristin is scheduling another meeting for the committee for next week. Several people are reaching out to speakers. Kristin will set up a biweekly meeting committee meeting schedule. Location for SURF 30 is booked. Theme is "nexus of water and energy management at remediation sites"
 - Shannon is working to coordinate a date for the February meeting at Parsons HQ in Pasadena.
- Outreach (Government, Academic) Initiatives Evolution
 - Maile spoke with Stephanie at Battelle regarding the Government Outreach Initiative. AOI is functioning well, however we should discuss the evolution of student chapters.
 - GOI has been overtaken by SRI, which should instead be a sub-initiative of the GOI. Stephanie will reach out to Buddy regarding status of SRI.
 - Ideas to jump start the GOI include appointing a regional leaders capable of doing state regulatory outreach. One of the historical challenges of this is that there was not sufficient interaction with the GOI committee for these regional leads. Since SRI is not achieving the objectives that were promised, we need to work these tasks through the GOI.
 - We should develop a proposal to outline potential regional coordinators and a timeline for developing training materials and implementing them. We need to start with the low hanging fruit, where there is already an interest and need for GSR training and resource. States include Wisconsin, Massachusetts, Minnesota, New Jersey, and California. MA and NJ have a need related to the LSP training. Stella Karnis is interested in helping with training for the Provinces. We should check to see who was designated as regional coordinators within SRI previously and re-engage these people on this effort.
 - One suggestion from USEPA is to consider providing support for ASTM Greener Cleanups, which will help within EPA to show success and gain traction with that guide. We can certainly supplement with the addition of sustainable BMPs. This can support our mission through the communication and adoption of green remediation, even though the SURF mission has a broader focus.

- Maile will follow up with Stephanie and Stella and develop a general proposal for the regional outreach effort, timeline, and proposed regions.
- Rick and Olivia will help identify previous regional leads.
- Consideration of New Initiatives
 - Mel spoke with Shannon during Battelle regarding plans for the submission of a new initiatives proposal on the development of LCA modules. The group is planning to prepare a proposal for this initiative before the October meeting so that they can present the kickoff of the initiative at SURF 31.
 - SURF Award – Olivia reached out to SURF ANZ, who has developed an Award program, but has not gotten a response from them yet. It was also suggested to contact and Mathy Stanislaus at USEPA; however she had not done so. Suggested to engage Carlos Pachon in the discussion rather than Mathy. John Simon is also a good resource to connect with Carlos if needed.
 - Amanda will assist Olivia in connecting with Garry Smith, president of SURF ANZ regarding their award program.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith) Keith reached out to CL:AIRE regarding payment of our International Network support.
 - Technical Initiatives
 - CSI. To date, John has collected 14 case studies, and 11 are posted on the SURF website.
 - Social Aspects. Kathy is assisting in addressing and incorporating comments on the draft. Several volunteers are available to support the next draft. Mel will be writing an update on the Paper for the next edition of the Newsletter.
 - SRI.
 - Communications (Jake)
 - Committee had a call on Wednesday. The Newsletter deadline is June 19. Gerlinde has put together a list of planned content for the newsletter, but we will also be sending an email soliciting newsletter contributions.
 - The Board is encouraged to contribute original content to the SURF News feed. Jake has a list of suggested topics, but other suggestions/contributions are welcomed. We would like to generate more discussion about sustainable remediation topics via the website.
 - Multiple IP addresses sending MailChimp messages increases the likelihood that our emails will be marked as spam. To address this issue, Maile will send emails. If anyone has something that should be sent to SURF via MailChimp, please provide to Maile for distribution.
 - Mel will be providing a picture and update on her survey research for the Newsletter.
 - Maile will be drafting a new website interface with an updated SquareSpace template.
 - We have a lot of members on the LinkedIn group, but the dialogue is sparse on that platform. Board members are encouraged to contribute to LinkedIn

via the SURF group and begin/continue conversations. Any news items posted on the SURF website should also be posted to LinkedIn.

- Membership (Amanda). Amanda will provide an update at the next Board meeting on June 19.
- Education & Outreach (Rick). Interest expressed by students at Clemson during the Battelle conference. They already have an Engineering and Environment Club and may associate it with SURF and encourage members to join as student members. Rick is connecting the Clemson students with the Colorado State Chapter for resources.

Action Items:

- Amanda will post minutes from previous Board meetings to the Drive and coordinate with Kathy to post on the Website
- Keith will provide a summary of Mike's labor spend in the last several years. Maile will review Keith's analysis and provide an estimate to the Board to accompany the job description by June 15.
- Kristin will contact Mike and Kathy regarding Go to Meeting account information.
- Maile will follow up with Stephanie and Stella and develop a general proposal for the regional government outreach effort, timeline, and proposed regions. Rick and Olivia will help identify previous regional leads.
- Amanda will assist Olivia in connecting with Garry Smith, president of SURF ANZ regarding their award program.
- Amanda will provide a membership update at the next Board meeting on June 19.

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