

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

July 17, 2015

- New Additions to the Agenda
- Approve meeting minutes from July 6, 2015 Board Meeting
- Meeting Facilitator Search
- SURF 29 Webinar Summary
- SURF 30 Meeting Update
- Battelle
- Partnership Approach
- Sustainable Remediation Initiative
- 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 1:06 pm EDT. Quorum confirmed.

- New Additions to the Agenda
- Approve meeting minutes from July 6, 2015 Board Meeting. **Unanimously Approved**
- Meeting Facilitator Search. Maile sent out an updated Job Description for the Facilitator, including level of effort and qualifications. Amanda has sent the description to several people at AECOM. The description was updated with level of effort based on 2014 and 2015 billings. Maile will work with Keith to track down historical billing information for our information and records. Maile will update the point of contact on the job description to

Amanda (secretary@sustainableremediation.org). Amanda will lead the effort of gathering the submitted resumes and the selection committee will include Maile, Kristin, and Amanda. Maile will ask Kathy to participate as well, since she would be working closely with the selected candidate.

- Maile has discussed with Kathy her role in SURF. Kathy is happy with her current role and responsibilities. They discussed how to make her efforts more effective and efficient, including preparation of meeting minutes, authoring original content for SURF website, newsletter, etc. Kristin will be seeking Kathy's help in the short term for meeting planning, logistics, speaker coordination, etc.
- SURF 29 Webinar Summary. Very successful webinar. Close to 90 registrants, and approximately 65 attendees. Kudos to Kristin for all her efforts. The attendee list has been distributed and the presentations are uploaded to the website. Kristin is working on downloading the recording and will have Kathy post that when it is available. The attendees were split about 50-50 between members and non-members. Suggested to develop a plan for contacting attendees who are not members. Perhaps a more directed email to non-member attendees thanking them for participating and inviting them to SURF 30 might be effective. Maile will put together an email and send out within the next week.
- SURF 30 Meeting Update. Kristin held a committee meeting this week and got updates on potential speaker. An updated flyer has been prepared with information about the meeting and a call for abstracts. Abstracts will be requested by the end of the month and speakers will be confirmed in the beginning of August. The room has been booked. Kathy is contacting Stephanie regarding catering costs. Stephanie will also be providing hotel recommendations. Speakers include 6 confirmed and one panel discussion from the GW Reuse paper (Mel and Paul are working on this). We are targeting 11-12 speaker slots. Keynote is confirmed (Chair of C&EE department at Rice). Suggested to clarify the topics of the meeting and the theme on the flyer so that potential speakers have a clearer understanding of the topics being considered.
- SURF31 Meeting Update. Parsons has received internal approval to host SURF 31. The requested dates are March 2-3, 2016. Suggested themes were requested from Parsons team that will be hosting.
- Battelle. Rick has still been attempting to contact Russ Sirabian. Battelle has requested indication of interest in having a booth at Battelle Chlorinated conference. This is not a commitment to a booth, but rather a survey to gauge interest. The cost for a booth is \$3,695. Rick will reply to the survey that SURF is interested. We will have further discussions as the commitment deadline approaches. Payment would be due in November.
- Partnership Approach. This is an ongoing discussion. Maile is working on a document to be shared with the Board. We may need outside input in regard to marketing and engagement with remediation professionals. Estimated that a draft plan will be provided by the end of August.
- Sustainable Remediation Initiative. Buddy has re-initiated calls with the SRI team. The team is looking to target key federal stakeholders, including EPA. Consensus was to organize a SRI meeting in late October 2015. Buddy will be requesting a proposal from The Horinko Group (THG) for facilitation of that meeting. THG has the meeting facilitation resources and the ability to bring EPA stakeholders into a meeting. Goals will include continuing dialogue and creating action items for integrating sustainable remediation into EPA's programs and to follow up on action items from June 2014 meetings (award program, support ASTM standard guides, participate in Federal Roundtable meetings). These action items were

documented in the meeting summary provided by THG following the June 2014 meeting. Maile would like to be included in communications about SRI and the planned meeting.

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- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI
 - Social Aspects. Mel had a meeting with Kathy this week. Kathy is compiling the revisions into a document and will complete this by the end of the month. Mel and her team will be reviewing the next draft in early August and will redistribute to contributors for comment.
 - SRI
 - Communications (Jake). Continuing to gather/create content for social media, website, etc. It may be a good time to send out another reminder about our communication methods (i.e., MailChimp, spam filters, etc.). The team is also anticipating a beta test of a new website design.
 - Membership (Amanda). Current membership is between 75 and 80 members.
 - Education & Outreach (Rick). Suggested to keep in touch with Dick Raymond regarding the NIST grant opportunity for next year.

Action Items:

- Maile will put together an email directed email to non-member attendees of SURF 29 thanking them for participating and inviting them to SURF 30 and send out within the next week.

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