

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

September 11, 2015

- New Additions to the Agenda
- Approve meeting minutes from August 28, 2015 Board Meeting
- Meeting Facilitator Search (Amanda)
- SURF 30 Meeting Update (Kristin)
- SURF 31 Meeting Update (Kristin)
- 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 (Mel)
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)

Attendees:

Maile Smith, President	X	Paul Hadley, at-large Trustee	X
Jake Torrens, Vice-President		Melissa Harclerode, at-large Trustee	X
Amanda McNally, Secretary	X	Kristin Mancini, at-large Trustee	X
Keith Aragona, Treasurer		Olivia Skance, at-large Trustee	X
Nick Garson, Past President	X	Rick Wice, at-large Trustee	
		Kathy Adams	

Meeting called to order at 1:03 pm EDT. **Quorum confirmed.**

- New Additions to the Agenda
- Approve meeting minutes from August 28, 2015 Board Meeting. **Unanimously Approved.**
- Meeting Facilitator Search (Amanda). Maile, Kristin, and Amanda have reviewed the input received from Board members and selected three candidates for telephone interviews. Interviews are scheduled for Wednesday, September 16. Below are suggested interview questions:
 - Why do you want to work with SURF?
 - What are some examples of your favorite facilitator or coordinator roles?

- What are some challenges you have come across as a facilitator/coordinator (*particularly in situations with varying points of view at play*)? How to did you solve them?
- What support will you expect from SURF and Kathy? (Explain Kathy's role.)
- This role will likely require travel two times per year for up to three days, typically in February and October. Are you available for this travel?
- What hourly rate/salary range are you looking for to serve as facilitator/coordinator?
- Do you have any questions for us?
- *Tell us about your experience in moderating discussions amongst stakeholders with varying perspectives?*

Maile, Kristin, and Amanda will review and refine the questions prior to the interviews and consider the following questions discussed by the Board:

- Location of candidates? In-person interview feasibility?
- Length of contract? One year with option to extend?
- SURF 30 Meeting Update (Kristin)
 - All speakers on agenda are confirmed. Need to coordinate logistics with each of the speakers, including submitting presentations for review. Agenda will be adjusted for a few shorter presentations (<45 min).
 - Food – Stephanie has submitted lunch and breakfast costs. Options include hot and cold options, and have a wide range of prices. Board agrees to limit options to boxed lunches and bagels for breakfast. A contract will need to be signed for catering. Kristin will coordinate with Stephanie and Maile or Keith.
 - Dinner – Prego. We do not have a private room, but we have a designated section. Dinner cost is \$45 per person and is within walking distance of the suggested hotels.
 - Emcee for meeting – We need to identify individuals for transitioning between speakers, keeping us on schedule according to the agenda, and loading presentations for each speaker.
 - Sponsor registrations – Enter sponsor code (“Company 2015”) on registration page.
- SURF 31 Meeting Update (Kristin).
 - Kristin will connect with SURF 31 leads (Parsons) to propose a theme for the meeting.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Battelle – Session co-chairs have received notifications from Battelle and several have sent out a call for abstracts for their sessions. Maile will send an email identifying each of the GSR track sessions to the entire SURF email distribution. Mel, Jake, and others have discussed submitting an abstract for a workshop at Battelle.
 - SustRem 2016 – Maile, Nick, Amanda, Mel, and Kristin are planning/hoping to attend. Mel and her Canadian contact (Raeanne) for the social paper are working on an abstract for a workshop. The International SURF network is planning a meeting/gathering at the conference. Maile will notify Nicola that SURF will have a handful of members in attendance.
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI. Nick submitted the first case study of the ASTM Standard Guide for a TSCA cleanup, and it has been posted on the ASTM website/portal. Nick has

submitted one to the CSI team and another one is anticipated in the fall.
Suggested to include this in the SURF Newsletter.

- Social Aspects (Mel). Draft paper is currently out with the larger group for review. European groups are submitting consolidated comments. The paper is anticipated to be published in the next issue of Remediation Journal.
- SRI. Buddy hosted a call and the team discussed meeting again in October.
 - Communications (Jake)
 - Membership (Amanda)
- Education & Outreach (Rick)

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 McNally, Secretary