

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

November 6, 2015

- New Additions to the Agenda
- Approve meeting minutes from October 23, 2015 Board Meeting
- Meeting Facilitator Update
- SURF 31 Meeting Update
- Nominations
- Strategic Plan & Focus Group/Charrette
- 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	X	Melissa Harclerode, at-large Trustee	X
Amanda McNally, Secretary	X	Kristin Mancini, at-large Trustee	X
Keith Aragona, Treasurer	X	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 October 23, 2015 Board Meeting. **Unanimously Approved.**
- Meeting Facilitator Update.
  - Kristen Thomas was scheduled to interview with Rick and Amanda on Monday November 9; however, she has been tasked with organizing a meeting that conflicts with SURF 31, so she has formally withdrawn her candidacy for the SURF Facilitator position. The Facilitator selection committee has discussed making an offer with a contract inclusive of SURF 31 planning, facilitation, and follow up as a trial period. Continuing services or an extended contract would be evaluated as needed in 2016.

- If we partner with another organization for a national conference, the facilitator role may change or be reduced. However, since this is still a work in progress, it probably does not impact immediate needs for SURF 31. However, the typical schedule for SURF meetings under a new organizational paradigm is still uncertain. There still be a need for the remainder of 2016, but that will be worked out as we go. Amanda suggested that we move forward with a contract to get Philip working on SURF 31.
- Amanda, Maile, Kristin, and Keith will prepare a draft contract for K&L Gates review and approval by the Board. Amanda, Maile, and Kristin will also develop a written offer letter to provide to Philip.
- SURF 31 Meeting Update
  - Kristin is sending out a Doodle poll to organize a meeting for next week. Sonya and Shannon will be sending Kristin a detailed description of the proposed theme as well as suggestions of 3-5 speakers. The speakers will be submitted to Kristin and the committee for review. The Parsons facility is officially booked for the meeting. A local support person will be identified for the SURF dinner. The theme for the meeting is “Climate Change, Resilience, and Remediation”.
  - Discussion of whether the theme will attract a broad spectrum of remediation professionals. The theme will need to be very well described with specific reference to remediation.
- Nominations
  - Amanda will prepare a membership renewal email that Maile will send out via Mail Chimp. Amanda has updated the membership directory with all current Board-eligible members. The directory was emailed to the Board and posted on the SURF website. Maile will lead the nominations effort with support from Amanda.
- Strategic Plan & Focus Group/Charrette
  - Paul has drafted an invitation to the charrette and Maile is currently editing the draft. Mel has provided suggestions for social and economic resources. Board members may still send suggestions to Maile for invitees.
  - Maile, Rick, Mel, and Buddy had a conversation about SRI. It may be possible to combine efforts with SRI and the charrette. Buddy had planned to send an updated proposal, but it has not been received. Maile will have a follow up phone call with Buddy about the plan for the charrette.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events).
  - Waste Management Symposia 2016. Amanda’s abstract was selected and she is working on the proceedings paper for submission next week. The draft will be provided for input from those SURF members who contributed to the abstract concurrently with submission to the session chair. Ample time for review is provided before the final submission deadline.
  - Short Course at AEHS (Rick Wice and Dick Raymond) – Board would like a briefing on the next call.
  - Reminder to provide SURF-related conference content to the Board for review prior to presentation.
  - No Battelle short course updates (Jake).
  - Mel presented the social paper at UMass Amherst. The presentation was very well attended and received. The paper will be published in next month’s Remediation Journal. Abstracts were submitted at Battelle and SustRem. A workshop on stakeholder engagement was also submitted for SustRem.

- Jake will send an abstract for the GW Reuse work to Mel for submission to SustRem.
- Committee/Initiative Updates
  - Meetings (Kristin)
  - Finance (Keith). Keith will be sending out 2016 sponsorship requests in the next couple of weeks. Funds are available for use on the charrette.
  - Technical Initiatives
    - CSI
    - Social Aspects (Mel)
    - SRI
  - Communications (Jake)
  - Membership (Amanda)
  - Education & Outreach (Rick)

#### Action Items

- Amanda, Maile, Kristin, and Keith will prepare a draft contract for K&L Gates review and approval by the Board. Amanda, Maile, and Kristin will also develop a written offer letter to provide to Philip.
- Amanda will prepare a membership renewal email that Maile will send out via Mail Chimp.
- Maile will have a follow up phone call with Buddy about the plan for the charrette.
- Short Course at AEHS (Rick Wice and Dick Raymond) – Board would like a briefing on the next call.

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