

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

December 4, 2015

- New Additions to the Agenda
- Approve meeting minutes from November 20, 2015 Board Meeting
- SURF 31 Meeting Update (Kristin)
- Nominations (Maile)
- Sponsorship Policy (Amanda)
- Meeting with AEHS (Paul)
- Travel Reimbursement Request (Amanda)
- Strategic Plan & Focus Group/Charrette (Maile)
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - SustRem Abstract/Short Course Notifications (Amanda, Mel)
- 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	
Amanda McNally, Secretary	X	Kristin Mancini, at-large Trustee	X
Keith Aragona, Treasurer	X	Olivia Skance, at-large Trustee	X
Nick Garson, Past President	X	Rick Wice, at-large Trustee	X
		Kathy Adams	X

Meeting called to order at 1:04 pm EDT. **Quorum confirmed.**

- New Additions to the Agenda
- Approve meeting minutes from November 20, 2015 Board Meeting. **Unanimously Approved.**
- SURF 31 Meeting Update (Kristin)
 - Preliminary list of speakers has been created. The theme has been further developed, including definitions of resiliency. A call for abstracts will be prepared

next week, including website updates. Potential speakers will be contacted before the holidays. Kristin and Philip have been working together. Philip has the meeting planning schedule, and he will be driving the action items and meetings. Kristin and Kathy have a 30 minute check-in call with Philip each week to keep track until he is fully integrated.

- Philip suggested having a separate webpage specific to the SURF conference for registration/maintenance. If the Board is open to this idea, he will prepare a proposal for that service. The content would still need to be generated for such a site. If the site would be used for advertising, it would need to be generated sooner than we have had it available in the past, adding pressure to the meetings team to accelerate the schedule. Kristin will work with Philip to get a fixed cost proposal for this service for the Board to review. The scope needs to be clear in terms of iterations, revisions, etc. We need to know what level of control SURF will have in updating/adding content. The cost and benefit needs to be evaluated – does the website serve to increase attendance and promotion of the event or does it just give a more professional appearance for the meeting? Or both?
- Registration cost. Suggested having tiered registration costs based on date of registration. This would add burden to the Treasurer, i.e., to generate the PayPal codes and update the website at each incremental deadline, but earlier registrations would help the Treasurer and planning team to have attendance numbers in advance. We could also have two separate tiers – one base registration fee and a higher fee for registrations made within a week of the event. A premium of \$25 was suggested.
- Nominations (Maile)
 - Amendment No. 1 of the By Laws clarifies the term lengths and specifies that “upon the completion of two (2) consecutive terms, such person is not eligible for reelection to any Trustee position for a period of one (1) year.” Jake, Amanda, and Rick have each served two consecutive terms on the Board of Trustees. The intent of this clarification is to encourage turnover on the Board of Trustees among the SURF membership.
 - In the case of a vacancy on the Board of Trustees, the Board has the authority to appoint a replacement.
 - The Board discussed reaching out to individuals regarding interest in a Board position.
- Sponsorship Policy (Amanda)
 - Amanda and Keith prepared a draft policy for processing and recognition of sponsors.
 - A review of sponsorship amounts or adding a new level (for 2017) may be warranted, but will be tabled until a future call.
 - Suggested adding the timeline in table format at the end of the Policy.
 - Motion to approve the Sponsorship Policy, pending the addition of a table summarizing the schedule. **Unanimously Approved.**
- Meeting with AEHS (Paul)
 - Paul Hadley, Rick Wice, and Mike Miller met with (Rick & Brenna last names?) of AEHS. SURF has a good reputation going into the meeting. The AEHS East Coast conference attracts a large regulatory audience. There is a concern that SURF does not add a burden to AEHS’s work. AEHS recognized that there could be a mutually beneficial relationship between the organizations. There will be a follow up call in

January. Paul will prepare a spreadsheet summarizing the plans for a prospective partnership. The spreadsheet will be reviewed by Maile and Jake (Communications) for potential use with other organizations (i.e., RemTech). The call in January will likely include more detailed discussions of a potential partnership (i.e., funding, identification of roles and responsibilities).

- Travel Reimbursement Request (Amanda). Amanda requested funding from SURF for the Waste Management Symposia Conference in Phoenix, AZ in March 2016, including \$1,090 for conference registration. Other costs are to be covered by AECOM. **Motion to approve funding request was seconded and unanimously approved.**
- Strategic Plan & Focus Group/Charrette (Maile)
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - SustRem Abstract/Short Course Notifications (Amanda, Mel)
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 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick) Battelle student paper competition - student papers were received and reviewed by Rick and Keith.

Action Items

- Amanda will finalize the sponsorship policy with a table summarizing the schedule.
- Paul will prepare a spreadsheet summarizing the plans for a prospective partnership with AEHS.

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