

SUSTAINABLE REMEDIATION FORUM BOARD MEETING MINUTES

Meeting Reminder: SURF meetings are not a time for marketing and/or conducting business

Date:	6/27/19
Meeting called to order:	12:03 PM
Meeting adjourned:	

Quorum:	Yes
Approve meeting minutes from:	6/13/19
Motion to approve made by:	Matt
Second made by:	Cathy
All in favor:	Yes
Opposed:	none
Approved:	Yes

Attendees: Present?

Matt Ambrusch, 2019-20 President Yes

Betsy Collins, 2019-20 Vice-President No

Cathy Rockwell, 2019-20 Secretary Yes

Jason McNew, 2018-19 Treasurer Yes

Lynn Tucker, 2018-19 at-large Trustee No - vacation

Roy Thun, 2019-20 at-large Trustee Yes

Tom Potter, 2019-20 at-large Trustee No

Emerald Erickson, 2019 at-large Trustee Yes

Kyle Waldron, 2019-20 at-large Trustee Yes

Kathy Adams No - vacation

Gerlinde Wolf - past President Yes

New Items to the Agenda:	Name	Topic	Current Status/ Update/ Notes
Board update - July 11 mtg	Cathy	Vulnerability Assessment Screening Tool and MA pilot results	Next Board Call - Eric Mielbrecht from EcoAdapt and Barbara Maco to join call for first 1/2 hr to present vulnerability assessment tool TI and draft summary report and deep dive into one particular site - look for gotomeeting invite shortly. Discussed hearing about a NGWA workgroup developing a white paper on "Planning for Catastrophic Events at Groundwater Remediation Sites" - Cathy will seek out more info and let Barbara and group here know more.
ITRC	Cathy	joining group, contracts/bank	Cathy spoke with Patricia at ITRC on 6/25 about SURF members joining the new ITRC group. Basically for industry members, the company needs to be an ITRC member for them to join. Govt is free and can join. Discussed option of bringing case by case basis to board if someone outside this spectrum. https://itrcweb.org/Documents/iap/iap-member-app-11-21-17.pdf Jason has messages into attorney regarding need for second bank account, may not be necessary and taking time to update bank info. First invoice to ITRC is due 7 July, draft to be prepared early next week. Contracts for Kathy and Barbara in progress, waiting on attorney for review/direction. Roy suggesting that we limit the amount of overhead items Barbara/ Kathy purchase - let ITRC purchase those items; Matt to share insight with Barbara/ Kathy.
New website	Cathy/ Gerlinde	Public vs. member only information	Maile working on finalizing new website (https://maile-smith-effz.squarespace.com/), transferring some documents to Club Express page - see "Member Resources". Per Gerlinde: she's sending an email today via MailChimp and Maile said migration may happen tomorrow. Question on board - documents for members only vs. on public website: Case studies? Historically members only, consider posting a couple/few and then a teaser to see the rest, become a member? Perhaps for new ones, post on Club Express and have teaser on website to click for new ones Looking for someone to coordinate case studies (with Amanda?). Kyle to get a couple/few more case studies written for his site. Emerald to reach out to Amanda and see where she stands and to support her. Roy - Solicit international community? Roy will follow-up on this with SURF affiliates on case studies 2017 board meeting minutes - status on those? Kathy's' email today said she'll have them to us by Monday (June 17) once website is published, some tweaks to make - consider keeping list: why join SURF, etc. To do - action item (keep on future agenda): Look into using email solely through Club Express and not Mail Chimp

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Ongoing	Kathy	Action items from Spring Meeting	<p>FROM LAST CALL: Matt/Emerald: Call with ecoSPEARS (president and EVP of marketing/business development) on May 17th, Matt summarizes that they are a company that are heavily involved in sustainability and promoting environmentally friendly practices. Goal of partnership would simply be to partner with similar minded organizations and help spread the word on sustainable practices, in particular sustainable remediation and the SURF organization. Roy sees this as an opportunity to spread the word on SURF's international presence. Think about SURF development/refinement of a vision. Consider SURF facebook presence? EcoSPEARS offered to help develop/package relevant information to help SURF increase social media presence. Follow up email from ecoSPEARS included a short survey, Matt will send to the Board for review to make sure we are comfortable with this, Board to reply with questions or comments on email by 6/7/19. Next step - Matt to meet with Emerald and Roy on next steps and will send out to Group for discussion.</p> <p>Membership - Cathy looking for lead to get some momentum, if anyone can help please contact Cathy.</p>
Webinars	Kyle		Email signup to be sent out shortly and then reminder day before. Practice that IT end works out beforehand. Betsy working to get Paul Favara to present 2nd one.
SURF International	Roy	Conversation with Nicola	Roy had a conversation with Nicola, hoping to try to get international recognition of SURF as a brand or global entity, not necessarily as individual countries. SURF-UK has made a video, Roy has asked if she can remove the "UK" reference in the video which we can use on our website or newsletter, but give credit to SURF-UK for making the video. SURF international together - Notice of understanding that they are all working to same aspirations related to sustainability. Summation of email addresses to get # of SURFers globally - and add online.
Recurring Updates:			
Responsible Person	Update (Y/N)	Topic	Current Status
Jason	Y	Treasurer Update	Paid Fall AEHS partner fee, made \$500 donation to M. Miller scholarship, Renewed our insurance for the year, Paid EcoAdapt invoice
SURF Meeting Planning - Matt	Y	Meeting Planning	<p>Request for abstracts for Spring 2020 conference/meetings due. Discussed how our AEHS partnership has helped with recognition, membership, ease of planning meetings and we are voting twice a year to continue each subsequent one.</p> <p>Matt made a motion to continue SURF's partnership with AEHS moving forward until/if the board votes to discontinue the partnership in the future, Roy seconded the motion. All in favor, no opposed. Motion approved.</p>
Gerlinde/ Maile	Y	Website	<p>FUTURE UPDATES:</p> <ol style="list-style-type: none"> 1. Add member types - descriptions to membership page 2. reorganize online resource subheadings 3. Add a why join SURF for membership 4. Case study relocation - have a few available but as a teaser to see