

SUSTAINABLE REMEDIATION FORUM BOARD MEETING MINUTES

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

Attendees: Present?

Date:	1/9/2020
Meeting called to order:	12:04 PM
Meeting adjourned:	12:45 PM

Matt Ambrusch, 2019-2021 President Yes

Betsy Collins, 2019-2021 Vice-President Yes

Cathy Rockwell, 2019-21 Secretary Yes

Jason McNew, 2018-19 Treasurer Yes

Lynn Tucker, 2018-19 at-large Trustee Yes

Roy Thun, 2019-20 at-large Trustee No

~~Tom Potter, 2019-20 at-large Trustee~~ retired/ no longer serving on board

Emerald Erickson, 2019 at-large Trustee Yes

Kyle Waldron, 2019-20 at-large Trustee Yes

Kathy Adams Yes

Gerlinde Wolf - past President No

Quorum:	Yes
Approve meeting minutes from:	December 12, 2019
Motion to approve made by:	Matt
Second made by:	Kyle
All in favor:	Yes
Opposed:	none
Approved:	Yes

New Items to the Agenda:	Name	Topic	Current Status/ Update/ Notes
Elections	Kathy		Nominations in. Kathy A received nominee bios; Kathy R setting up ballot. Voting to commence on Jan 13
SuRF UK Annex 1 update	Roy		Discussion of SuRF UK Annex 1 draft document - draft sent to board 11/21 (HOLD TO NEXT MEETING)
CT LEP credits	Kyle		No update; plan to meet this month. CT LEP credit issue noted during fall conference. Discussed reaching out to CT LEEP to discuss credits for next conference. Kyle to set up call with Jason and Cathy to start process. Brenna provided name of Kim Maiorano at CT DEEP for CT LEP approval process.
ITRC - GSR team	Barbara/ Kathy	Status update	Kathy A provided update. Scott O'Dowd stepping in as state regulator co-lead with Tom Potter's retirement. Discussed out of scope items (e.g. member re-registration), first draft of fact sheets due Feb 7.
Webinars	Kyle/ Betsy		Next Webinar solar powered SVE in February, and SURF MassDEP pilot program (Eric M) in April, SURF UK presentation - Annex 2 (Roy confirmed with Roy). Kyle working to get writeup for next webinar and get scheduled/ send out invite. Most recent webinar recording now on YouTube channel. PDH credits done through Mel's contact at CDMSmith; Betsy thinks she can run future ones through Jacobs but similar to the CDM ones will likely have the company logo on it. Certificate of attendance or PDH via Jacobs? Discussed making sure pdh form has SURF name on it but ok with other company logo on it. Plan for upcoming one will be to develop PDH requirement/form via Jacobs - Betsy will look into it internally with Jacobs to make sure doable.
SURF PDHs	Betsy and others?		see above for discussion
AEHS Conference	Matt	Spring 2020	Matt talked to ecoSPEARS on panel discussion (finalizing panelists); booth has been selected; abstracts selected and on preliminary program. Cathy R set up Spring 2020 meeting registration on Club Express. Matt will send out email for registration for meeting and dinner once more details squared away for dinner.

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Case Study	Kyle/ Roy/ Emerald	Case Study	<p>Case study initiative lead is open at this time. Gerlinde interested when she returns from maternity leave but as a backup</p> <p>Kathy talked to Sue Dugis who might be up for leading case study TI; also interested in sponsorship. Matt to reach out to Sue after Thanksgiving holiday and check on interest and provide support. Include Kyle and Gerlinde on call. Gerlinde expressed interest and Kyle will request/ support his team to write case studies.</p>
New initiatives	Roy	Academia outreach/ engagement	<p>HOLD TO NEXT CALL/ From previous calls:</p> <p>Engage/ sponsor grad student to develop tangible product on behalf of SURF. Lot of upside, attract new young talent, stay current/ be out in public. Roy asking for board input on what topics of interest. Keep on next board call agenda. Suggested reaching out to Dr. Reddy for topics.</p>
SURF Fall Meeting Recap	Matt	AEHS/ SURF Meeting	<p>From previous calls:</p> <p>Discuss board review of Kathy Adam's summary of the SURF fall meeting info - meeting attendees, action items, etc. Kathy to send out fall notes and meeting minutes</p> <p>Kyle suggested monthly emails looking for interested folks with links to who to reach out to, including more informal discussions - what we are doing this month and how to join - e.g. kick off meeting for case studies on x date and here's invite, upcoming efforts this month. Looking for lead on this initiative starting 2020</p>
Open member meeting	Matt/ Betsy	Quarterly	<p>Discussed quarterly open meeting for members only. Need to get agenda/ plan and schedule. Consider scheduling after SURF in person meetings - Q2? Kathy suggested Matt/ Betsy reaching out to Mike Smiley for contribution in setting this up. Matt and Betsy to discuss and develop proposed plan.</p>
Recurring Updates:			
Responsible Person	Update (Y/N)	Topic	Current Status
Jason	Y	Treasurer Update	ITRC work: 56% spent through 7 months of billing
Mike Smiley/ Kathy Adams	Y	Newsletter	if newsletter goes out this month, sponsor list says the same for 2019 list. sponsorship goes through end
SURF Meeting Planning - Matt		Meeting Planning	see above
Jason	Y	Sponsorship	Sponsor letters sent out, Boeing and CDM will not be continuing on as sponsors. Several have indicated that will be sponsoring again so far (Terra Systems, Cascade, Woodard & Curran, EA, Langan). Looks like some new sponsors (Trihydro, BSI Group). Discussed contacts for Corteva/Dupont.