

SUSTAINABLE REMEDIATION FORUM BOARD MEETING MINUTES

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

Attendees:

Date:	5/28/2020
Meeting called to order:	12:02 PM
Meeting adjourned:	12:57 PM

Matt Ambrusch, 2019-2021 President No

Betsy Collins, 2019-2021 Vice-President Yes

Cathy Rockwell, 2019-21 Secretary Yes

Jason McNew, 2020-22 Treasurer Yes

Roy Thun, 2019-20 at-large Trustee No

Kyle Waldron, 2019-20 at-large Trustee Yes

Emerald Erickson, 2020-22 at-large Trustee Yes

Kristen Thornton, 2020-22 at-large Trustee Yes

Gerlinde Wolf, 2020 at-large Trustee No

Kathy Adams No

Quorum:	Yes
Approve meeting minutes from:	05/14/20
Motion to approve made by:	Betsy
Second made by:	Jason
All in favor:	Yes
Opposed:	none
Approved:	Yes

New Items to the Agenda:	Name	Topic	Current Status/ Update/ Notes
Quarterly open board call	Matt / Kathy		Plan for July for next one, start thinking about agenda - future webinars - soliciting ideas and plug those in the queue - quick board update on what highlights are going on - our plans for AEHS and back-up plan - case study - new template, example (Rob) - and Scott (July webinar presenter) - have them talk for 5 minutes too? - ITRC quick update Pick a date next call, start publicizing it
ITRC - GSR team	Barbara / Kathy	Status update	Discuss change order for rest of 2020 - current contract ends in 3 days, change order request through end of year from ITRC, took original cost, minus travel, 62.5 hrs./ month- our PAs - Barbara and Kathy felt low, but we used 950 hrs. first year vs. their 750 hrs., requested 80 hr./ month - don't want to loose any additional funds, request will have to be reviewed by their board, Jason replied we will continue until resolution.
Webinars	Kyle/ Betsy		Next one - Paul V - June 24 SURF UK, marketing emails need to get out soon 3 additional on the books after that from AEHS - Scott S (July), Ben (Trihydro - August), Betsy (Sept) Great attendance on this last one and trihydro platform worked well. Question - how to address webinar Q's? (Cathy); What do we want to do (if anything) with all the email addresses/info we got from folks registering for the webinar (Betsy), Discussed sending direct answer to specific person who asked the question (not full attendee list) - and if not a SURF member, include a link to where to register. Cathy to do from last webinar. Also now have email address from those that registered - discussed adding them to the global SURF email list. Follow up with Matt and Gerlinde to add to distribution list (Betsy).
Updated logo/ PowerPoint template	Cathy		Per Maile's email on May 20, updated logo/PowerPoint slides updated and can be found here: https://drive.google.com/open?id=0B639wWqKJ70ceELbUdtdnBLTmc reminder to update the intro/end slides used during webinars (Betsy/Kyle)

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Website communications	Cathy		<p>Per Maile's email on May 19 -</p> <p>1. newsletter sign-ups via website go goes to the Mailchimp MASTER email list. Submissions from the website are also saved in this Google spreadsheet: https://docs.google.com/spreadsheets/d/1p79BdUxaMcJsSmVWFgeBtwEsnUNSGwL9eqYqVL5VwaE/edit?usp=sharing</p> <p>2. form block for Technical Initiative/Committee sign ups on the website goes to this Google spreadsheet: https://docs.google.com/spreadsheets/d/1lW1m3JyXCvVDxj1GtnKTBR1bllqWI3YBQW62t1sKCGQ/edit?usp=sharing</p> <p>Cathy to add to end of agenda as a reminder for Cathy (as secretary) to check prior to/after board calls</p>
SURF International	Roy		SURF US hosting the next call - scheduled for June 4th - 6 am call, suggested noting our YouTube link for past SURF webinars and if any of our international colleagues are interested in presenting
Tech Initiative - New	Kristen		<p>Technical Initiative funds - regulatory outreach - form/ proposal - anyone can fill out 1 page proposal to utilize SURF resources (people/time/funding), board determines if funding to support it, Jason discussed how via Buddy Bealer - API donated \$40k to support the initiatives in the past so money available, if board member proposes it, then they would step out of that board vote.</p> <p>Kristen - another month likely to submit proposal to determine if state has funding, with goal of rolling out proposal for support (technical/knowledge). One page proposal to fill out next for formal TI request.</p>
Marketing SURF			<p>What can SURF do for you? Quick blurb on it - market ourselves. EcoAdapt support us in this?</p> <p>add to open meeting looking for support?</p>
Recurring Updates:			
Responsible Person	Update (Y/N)	Topic	Current Status
Jason		Treasurer Update	
Mike Smiley/ Kathy Adams	Y	Newsletter	Betsy to check-in with Kathy to see if she needs anything

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Recurring Updates:			
SURF Meeting Planning - Matt		Meeting Planning	<p>FROM LAST CALL: topics: climate change, case studies, tools methods - change to full session of case studies combined with tools/methods, then mini session on climate change, looking for 1 invited speaker as well. No update from AEHS on meeting planning adjustments - is there a plan B? are they making provisions for people not being able to travel?</p> <p>Discussed if AEHS conference is cancelled, hold all day webinar sponsored by SURF, discussed how zoom allows break out rooms</p> <p>Is there a better way to integrate the virtual experience with the in person experience?</p> <p>Kathy will reach out to ITRC PA who used zoom and Jason will share his zoom link for next call for us to try out. Gerlinde to reach out to Brenna.</p> <p>UPDATE: Jason to send out link to zoom call for next board call on June 11 - Cathy to remind folks during agenda</p> <p>requested 1 regular session and 1 mini-session or 3 mini-sessions to AEHS - 9 platforms total</p>
Barbara/ Tom/ Cathy	Y	Climate Change and Resiliency (Tech Initiative)	Kristen request to discuss - see above for discussion
TBD		Case Studies (Tech Initiative)	
Gerlinde		GSR Value	
Cathy/ Jason		Membership	
Jason	Y	Sponsorship	Boeing sponsorship check is pending
Barbara/ Roy		International	
Roy		CLAIRE/ SustREM	<p>Discussed timing for diving more into details for SustREM (2022) - at a minimum, wait till after holidays and/or wait to west coast AEHS in March 2020.</p> <p>CR - Mel Harclerode expressed interest to assist with this</p> <p>Question - When do we need to start talking about SustREM again (Betsy), SUSTREM committee to be developed in the future</p>