

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

April 11, 2014

- New additions to agenda
- Approve past meeting minutes
  - Including documentation of Email voting during the week of 3/31
- Bank of America Signatory Transfer (Keith, Brandt)
- SURF26/27 Update (Mike, Kristin)
- SURF Banner Estimate (Kathy) (Attached)
- Travel Request and Abstract Approval for SURF Italy (Amanda)
- SURF Value Proposition – where to post on the Website
- SRI Executive Forum – participation/planning (Buddy)
- Battelle 2014 Volunteers (Rick)
- Battelle 2015 Sponsorship (pending proposal)
- Committee reports / Initiative charters
  - Meetings
  - Finance
  - Technical Initiatives
  - Communications
  - Membership
  - Education & Outreach
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences

Attendees:

Nick Garson, President		Rick Wice, at-large Trustee	✓
Angela Fisher, Vice-President	✓	Buddy Bealer, at-large Trustee	✓
Amanda McNally, Secretary	✓	Jake Torrens, at-large Trustee	✓
Keith Aragona, Treasurer	✓	Melissa Harclerode, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)	✓	Olivia Scance, at-large Trustee	✓
Mike Rominger		Kathy Adams	✓
Brandt Butler	✓	Kristin Mancini	✓

Meeting called to order at 1:02 pm EDT. Quorum confirmed.

- Approve past meeting minutes
  - Including documentation of Email voting during the week of 3/31
  - Unanimously Approved
- Bank of America Signatory Transfer (Keith, Brandt)
  - Bank of America never completed the signatory transfer from Brandt to Grant last year.

- Buddy Bealer moves to approve Brandt Butler, former SURF Treasurer; Nick Garson, 2014 SURF President; and Keith Aragona, 2014 SURF Treasurer to complete the necessary actions to transfer signatory authority on the Bank of America account from Brandt Butler to Keith Aragona.
  - Unanimously Approved
- SURF26/27 Update (Mike, Kristin)
  - SURF26 – Proposed theme “Implementation of Sustainable Remediation in Action.” May use some of the Battelle presentations/presenters for the webinar. Recommended to work with the communications team and newsletter editor to seek presenters for the SURF26 webinar from the membership. Looking at mid-July. Suggested to provide a few dates and conduct a doodle poll with Board members, organizers, and potential presenters to select date. If webinar is after the first week of June, SRI should be able to provide a brief of the Executive Forum. Last year’s webinar was 90 minutes. Suggested that SURF26 be 2 hours. Suggested to record webinar for future playback.
  - SURF27 – Amanda and Rick volunteered to assist with SURF27 planning in Pittsburgh. Amanda provided costs for room space at Duquesne University. Carnegie Mellon University is unavailable to host a meeting in the fall. Duquesne is located downtown near hotels, restaurants, bus access. Suggested to speak with Mike and Keith regarding costs for past meetings. Kristin and Amanda to coordinate communications with Duquesne and identify potential dates.
  - Suggested to plan a future meeting in Washington, D.C. Depending on outcome of SRI Federal Forum, timing may be appropriate for a fall meeting in D.C. Venues in D.C. (such as the National Academy of Sciences) would require advance reservations. Following meeting would be in January/February 2015. Suggested to engage John Simon for local DC SURF members. We have had a meeting at SURF HQ in the past. Buddy volunteered to take the lead on the DC meeting (SURF28), including coordination with John Simon and identification of potential venues.
  - Need to identify volunteers from the membership for planning. Kristin to coordinate with Maile for email to membership seeking volunteers after dates have been set for SURF26/27/28.
- SURF Banner Estimate (Kathy) (Attached)
  - Kathy sent an estimate for a new SURF Banner, including printing and materials (design excluded). Current bid is for recreation of banner using existing SURF logo/design.
  - Buddy Bealer moves to approve the purchase of a new SURF banner per the bid provided by Kathy and that Kathy write rules for care of banner.
  - Unanimously Approved
  - Kathy will order banner and send to Maile for Battelle.
- Travel Request and Abstract Approval for SURF Italy (Amanda)
  - Amanda submitted a Request for Reimbursement of travel funds to attend the 3rd International Conference on Sustainable Remediation. She is submitting abstracts to present as SURF US representative (pending Board approval and separately as AECOM) and would participate in the CSI session. Participation is in line with SURF's mission of education and outreach and efforts to partner with international SURF organizations. The request is for \$1,500 toward travel expenses.
  - Rick moves to approve the travel funding request for Amanda McNally
  - Unanimously Approved
  - Amanda to coordinate with Keith for authorization of the request form.
- SURF Value Proposition – where to post on the Website

- Value proposition should be on the homepage, along with a description of “Who is SURF” (not currently readily available. The “Who is SURF” presentation is available in the Communications and Outreach Committee files, however, this is meant for members to download and present.
- Value proposition should be added to the “Who is SURF” presentation.
- Should also be under “Why Join?”
- Update SURF Outreach flyer
- Update newsletter
- Jake will manage these updates in coordination with Maile.
- SRI Executive Forum – participation/planning (Buddy)
  - Plan is to have weekly calls until the Forum. Buddy has sent a questionnaire to SRI Board. Feedback will be incorporated into the Forum agenda. Target date is June 3, 2014. May have a pre meeting with SURF attendees, making it a two-day event for some. Advertising/media will be evaluated as the event approaches. Likely approach will be to advertise the outcome of the event afterward. The SRI team is still determining who will be in attendance from SURF.
- Battelle 2014 Volunteers (Rick)
  - Brandt to work offline with Keith to coordinate collection of credit card payments at the Battelle conference.
  - Maile sent out a poll to attendees; responses have been limited so far (potentially pending travel plans). Jake, Barbara Maco, VJ, Rick, Kristin, and Tammy R. have volunteered to support the SURF booth at Battelle.
- Committee reports / Initiative charters
  - Meetings
  - Finance –
    - Keith provided snapshot of SURF accounts. Keith is coordinating with Grant regarding outstanding sponsorships. Some have been paid, but checks were sent to Grant.
      - Checking Account Balance: ~\$82,000 (\$52,000 in uncommitted funds)
      - 2014 Sponsorship revenue: \$24,000, expect to grow to \$39,500 in the coming weeks
      - Balance of funds donated by API (none spent to date): \$30,000; expect will be ~\$7,000 in the coming months
    - Currently forming the Finance Committee and scheduling first meeting. Short term goals are to determine the mission statement and goals; reach out to committees and determine funds; establish budgets; and evaluate other investment options.
    - Discussion of potential uses for funds:
      - Travel to conferences and events for presentations and outreach (suggested to establish a budget for this)
      - Administrative/logistical support for meetings and other SURF activities
      - Scholarship/research grants
      - Public relations, strategy, branding, fundraising
    - Angela volunteered to send an email to committee chairs to identify interest in funding, paid administrative support, etc.
  - Technical Initiatives

- CSI: Solicitation for Case Studies, template, and example are to be sent out and posted to the SURF website this week. CSI team is meeting at Battelle. Publication of case studies will be discussed. These may be a recurring column in Remediation Journal. Selection of case studies, branding, etc. to be discussed by the CSI team.
    - Social Aspects: Group will reconvene week of April 21. Still on schedule to complete Sections 1 and 2 in May.
  - Communications
  - Membership
  - Education & Outreach
    - Academic Outreach – Invitations to participate in TI's will be sent to student chapter leaders. Mike Miller coordinating student paper competition at Battelle.
    - A&WMA – Who was out liaison previously? Stephanie Fiorenza. Rick presented to the Allegheny Mountain chapter and generated some interest in SURF
      - Buddy's abstract accepted for a poster presentation at the A&WMA meeting in Philadelphia, September 10-11.
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences

#### Action Items

- Kathy will send new SURF banner to Maile for use at Battelle when it arrives.
- Jake will manage updates to SURF marketing materials and website with Maile based on discussions of SURF Value Proposition.
- Angela will send an email to committee chairs to identify interest in funding, paid administrative support, etc.
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Motion to adjourn the meeting. Unanimously Approved.

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 D. McNally, Secretary