

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

May 9, 2014

- New additions to agenda
- Meeting minutes from last Board call were approved via email vote.
- SURF26/27 Update (Mike)
- Imagine H2O Partnership (Nick)
- SRI National Forum (Buddy) – Travel Funding
- BNA Bloomberg Webinar (Buddy)
- Administrative Support Results (Angela)
- Battelle 2014 Presentation/Booth/Gathering
- 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	

Meeting called to order at 1:05 pm EDT. Quorum confirmed.

New additions to agenda – None

Meeting minutes from last Board call were approved via email vote.

SURF26/27 Update (Mike)

- Kristin has some dates for the SURF 26 Webinar and sent a Doodle poll. Is waiting on the feedback from the Board for dates. No update on Fall SURF27 Meeting. SRI Meeting is June 3. Collaboration opportunity for SURF27 – outcomes of discussion at SRI Meeting. Kristin has venue options for Duquesne University. More volunteers are needed for the Meetings

committee. Each Board member should recruit a volunteer to work on our working committees.

- Is there interest in identifying additional support for meeting facilitation, including technical planning (theme, speakers, venues, etc.)? Since volunteer hours from SURF members are so limited, it might be helpful to outsource these activities. Role of Meetings Committee is to establish themes, identify speakers, and present them to the Board for approval. Mike has the capability to coordinate venue, catering, inviting speakers, etc. Need to review his contract to see if these tasks are within his scope of work. Kristin needs support for the Meetings committee. Suggested to discuss with members at Battelle.

Battelle 2014 Presentation/Booth/Gathering

- We still have openings in the SURF Booth staffing schedule. Melissa and Jake to coordinate to make sure all our members are included in the distribution for networking event and booth volunteers. An email/survey will be resent to remind people to sign up for booth times.
- Melissa sent out revised flyer for the TIs and received some feedback.
- Suggested to have a separate Battelle-focused call to discuss the logistics (materials, delivery, booth, etc.).
- Mike Miller inquired about SURF 2015 sponsorship. It was discussed on the previous Board call and it was decided to pass on the opportunity at this time. Suggested to revisit sponsorship for 2016 Battelle Conference.

Imagine H2O Partnership (Nick) – Notes provided via email.

- Imagine H2O is a non-profit that works to solve water problems, focused on conservation and reuse. Nick and Paul met with the organization to identify opportunities for a strategic partnership. Imagine H2O has not moved into the remediation field, but there is an opportunity for significant water reuse. There is a lot of overlap and synergy between our two organizations. One idea for a competition focused on groundwater conservation and reuse.
- Imagine H2O is interested in speaking on the SURF26 Webinar.
- Need to be careful of conflicts of interest with SURF members and sponsoring organizations. Nick indicated that the competitions are open-sourced.
- We should evaluate this opportunity relative to other potential strategic partners, but the competition is a great idea. Jake is local to the organization and could continue to meet with them.
- What is the nature of the potential partnership? Would we be committing funds or volunteering resources to collaborate on the competition or other similar events (e.g. as judges).
- Next step is for the GW Reuse team to decide what direction they would like to go with this organization. Jake and Paul to follow up with team and Imagine H2O.
- Imagine H2O had never heard of SURF. It may be beneficial to utilize more external communication (e.g. press release, PR/branding, etc.). Current use of social media and word of mouth is not advancing the organization significantly.

SRI National Forum (Buddy) – Travel Funding

- Board members have all received invitation via email to attend the Forum in DC on June 3. Attendance looks good for invited EPA attendees. Team is meeting biweekly. Monday June 2 is a pre-meeting with the SRI Team at THG office.
- Board members planning to attend include Nick, Buddy, and Rick. A call-in number (listen-only mode) will be provided for invited attendees that are unable to attend in person (Angela and Amanda will likely participate on phone). Dave Ellis may attend. Jake is not attending.
- John Simon will be added to the invitee list as chair of the CSI and there is likely going to be discussion/interest in case studies from this group. Stephanie Fiorenza is also invited as an outreach chair.
- Rebecca Bourdon may be able to attend but funding may be a limitation. Can we offer to provide funding for her attendance? Tom O’Neil is also invited and may also need funding. Would this funding come from SRI or SURF? Buddy will suggest that they follow the standard travel reimbursement policy and submit the form to the Board for approval. Money would come from funds earmarked for SRI. Buddy will report back via email with the completed forms and make a motion to approve funding at that time.
- Rick to take some of the lip balms from Battelle for use at the SRI Forum.

BNA Bloomberg Webinar (Buddy)

- BNA had asked Marianne to do a webinar on SR. She came to Buddy and asked who could do this quickly and he suggested that the ITRC team participate and use the ITRC materials. Will be a SRI presentation, but will be promoting SURF. Opportunity to introduce SURF to a new audience. Buddy, Karin, Stephanie are all presenting. Presentation will be high level. ITRC material is open sourced and available for use.
- Concerns about the commercialization of SURF’s mission/materials. Payment for webinar is to BNA/Bloomberg. Suggested that future events are developed with more disclosure and communication.

It was suggested to develop a protocol for establishing strategic partnerships to ensure that interests/concerns of members and sponsors are protected/addressed in the future. Nick and Rick will lead this initiative. There is currently nothing in the bylaws that addresses partnerships. SURF members should be invited to participate. The team should establish rules of engagement, discuss profit/non-profit, and engage our legal counsel. The team should also establish a formal procedure for proposals and contracts with outside organizations. Projected timeframe is summer (after SRI Forum).

Administrative Support Results (Angela)

- Limited responses, but not quantitative. Responses have been positive – people are interested in support. It was discussed on the Finance committee, including how to post the opportunities). This will be discussed further on the next Finance committee. Angela will follow up with the Board after the Finance Committee Call.

- Even if we advertise open positions for administrative support, we would prefer that selected people are individuals with vested interest in SURF (e.g. student members). The output and relationship would benefit.
- Concern about SURF being an employer (as opposed to having contracts with individuals). Could the positions be “internships”? Payment could potentially be a grant or a stipend.
- Could also expand Kathy’s scope of work to cover these services.
- We need to clearly define the work that needs to be done. Angela has had difficulty getting responses from committee leads. A small group could define the needs and then host a call with the committee/TL leads to evaluate/confirm.
- Angela will compile the information and circulate to the Board.

Committee reports / Initiative charters

- Meetings
- Finance
- Technical Initiatives
 - Social Aspects – The group is moving along with Sections 1/2. Deadline is end of May. Call scheduled for beginning of June to begin work on Section 4 (Case Studies, Tools, etc.). Discussed what funds are needed, but the team doesn’t know how much things cost (publications, technical editing, etc.). Currently speaking with Paul regarding the GW Reuse TI costs.
 - CSI – Announcements have been made via SURF website, email, LinkedIn, Twitter. The team is meeting on Wednesday at Battelle to discuss the format of case studies for journal publication. Very limited responses to the case study solicitation. Melissa has put together one. We need to go through the presentations that have been given and see if they can be adapted for Case Studies. May be able to engage Kathy (or other future part time support) for technical editing of case studies.
- Communications
- Membership
- Education & Outreach
 - AOI – Rick has requested annual reports and successor information from student chapters. Only received one annual report and one response regarding successors. Nick suggested collaboration with Imagine H2O on engaging student chapters. Rick will be making a pitch for SURF at the Battelle student networking event.

A3/Problem Solving for the Future Meeting

- Next step was a process improvement workshop. Where do we go from here? Nick spoke with Bruce Wilkinson. Suggested to reconvene during the summer (June/July) for a process improvement webinar. Email with summary and request for feedback was sent April 1. Some of the discussion from today’s call relates to the issues identified during this process. Nick will coordinate with Bruce and send out a Doodle poll.

Other business

- US: new developments, policies, or conferences
- International: new developments, policies, or conferences

Action Items

- Melissa and Jake to coordinate to make sure all our members are included in the distribution for networking event and booth volunteers
- Angela will compile the information on administrative support and circulate to the Board.
- Amanda will provide updated membership list to Jake for posting on the website.
- Board members will identify a member to recruit as a volunteer for a committee/initiative.
- Jake will update Committee and Initiatives page on the website with the current org chart.

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