

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

October 24, 2014

- New additions to agenda
- Approve meeting minutes from last Board call (including Email Votes)
- SURF27 Update
  - Rebecca Bourdon travel (approved by Buddy/SRI)
  - Request for catering approval (\$300)
- SURF28
- Google Drive Demo
- Battelle
  - Technical (Rick)
  - Booth/Marketing Materials (Amanda)
  - Giveaways (Angela)
- Website Updates (Amanda/Jake/Melissa)
- Federal Remediation Technologies Roundtable (Draft Slides)
- Process Improvement Session at SURF27 – Objectives
- Committee reports / Initiative charters
  - Meetings
  - Finance
  - Technical Initiatives
    - CSI
    - Social Aspects
    - SRI
  - Communications
  - Membership
  - Education & Outreach
  - Nominations
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
  - November 10 Conference Call (11:00 pm EST)
  - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014

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 (Proxy for Nick Garson)	✓	Olivia Scance, at-large Trustee	
Mike Rominger	✓	Kathy Adams	✓
Kristin Mancini			

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

- New additions to agenda
- Approve meeting minutes from last Board call (including Email Votes). **Unanimously Approved.**
- SURF27 Update
  - Rebecca Bourdon travel (approved by Buddy/SRI). Rebecca Bourdon (MPCA) is requesting authorization from her management to attend SURF27. She requested \$600 from SURF for her travel. Buddy approved the funding from SRI and moved that the Board approve the funding. **Motion approved unanimously.**
  - Request for catering approval (\$300). Kathy has outlined costs for refreshments during the SURF27 meeting from the University caterer. Cost for bagel and coffee service is approximately \$280 (for 40 people). She also has costs for coffee and cookies in the afternoon. We currently have one refreshments sponsor (\$300). Suggested to eliminate the bagels and just coffee/tea/etc. in the morning and then have cookies in the afternoon. Buddy indicated that SRI funds are available for refreshments during the meeting if needed. Kathy and Amanda will decide on refreshments from the available options and discuss with the SURF planning team.
  - Current registration is around 26 people.
  - The agenda is nearly full. Amanda is following up on leads from two local Michigan organizations. Other presentation suggestions include:
    - Brandt Butler/Mike Miller from The Federal Remediation Technologies Roundtable on November 6 (currently in development).
    - Website tutorial/walkthrough (Jake could do this remotely.)
    - Climate change impacts (technical), global environmental health
- SURF28
  - Meeting planning will begin the 1<sup>st</sup> week of November. The team includes Kristin Mancini, Buddy Bealer, John Simon, Amanda, McNally, and Rick Wice, and Nick Garson (may not be available for first meeting).
- Google Drive Demo
  - Amanda reviewed the functionality of the Google Drive. There is uncertainty about the accessibility of files and how to navigate through the directories. It also appears that the At Large members have different access privileges than the President, VP, Secretary, and Treasurer. Jake noted that the Communications account has even less access to files than his Jake.Torrens account.
  - Amanda will work offline with Maile to determine viewing/editing privileges, establish standard uploading/sharing procedures, etc. Amanda will report back to Board on or before the November Board call.
- Battelle
  - Technical (Rick): Rick is working with Russ Sirabian on the technical sessions. Abstracts have been submitted and will be provided to session chairs in mid-November. A session is being organized on ecological aspects of TBL remediation. Melissa will be working on this effort, which may include participation from Melissa's professor, and representatives from USACE, USEPA, and CH2M Hill.
  - Since student papers are due for the competition in mid-November, it was suggested that Mike Miller should reach out to SURF members for student paper reviewers. Time frame for this is late November to mid-December.

- Booth/Marketing Materials (Amanda): Amanda shared several booth/display options from a vendor that AECOM uses. The banner stand style displays were liked by members of the Board. Table top displays may also be nice depending on the conference setting; however placing a tall display on top of a table would make it difficult to stand behind/around the booth and mingle. Amanda will get current pricing for the banner stand display and speak with marketing/graphic designers at AECOM to determine level of effort.
- Giveaways (Angela): Angela has researched a few options for giveaways at the booth. Lip balms are around \$1 each (and were popular at Battelle last year). USB car chargers/adapters are around \$2 each. Other suggestions included magnet chip clips and seeds & compost pot for planting. It was suggested to keep in mind the sustainability of the products we provide. Will it be discarded during/after the conference? Is it a quality product? It was suggested that instead of a giveaway, we could have a fish bowl on the table and for every business card deposited, we will donate \$1 to a sustainability/environmentally minded charity (e.g., Arbor Day Foundation). Members of the Board should identify one suggested charity for this purpose before the next Board meeting.
- QRC code to link to website. Jake has these available from the last Battelle.
- Website Updates (Amanda/Jake/Melissa)
  - We received a quote for website redesign, which was developed based on feedback on the website to date. Total cost ranges from \$1,600 - \$3,000, but could increase with multiple design iterations. We can do many things to address the concerns with the website within the current platform without spending the money right now. We can look at different templates, widgets, and file organization. We need to work on developing original content and integrating social media. The website may be difficult to navigate for many of our members. Visually, we would like to have a more graphical user interface. Currently, the website is very text heavy. The website is also very dark.
  - Melissa has provided some specific feedback to Jake, Maile, and Amanda. Amanda will also be providing feedback.
  - SURF News subscription is available on the website through email or RSS.
  - It would be great to have original content written by SURF members, rather than just reposting content from other sources on our News feed. This is an opportunity to engage with current and new members through social media and creating fresh content. It was suggested to have a goal of one original post per month on the website. The original post on our website would then be promoted through our social media outlets and draw traffic to the website.
  - Amanda volunteers for November and Jake volunteers for December. We should look for a volunteer to lead the ongoing effort. Jake will inquire if Emerald is interested in this role. We could identify topics for each month to garner volunteers and help with writer's block. Board members should come to the November call with an idea for a monthly theme.
  - With the new Board, we should have a president's address/state of the union as a supplemental post.
- Federal Remediation Technologies Roundtable: Draft slides are in progress. Brandt Butler and Mike Miller will be presenting at the meeting on behalf of SURF.
- Process Improvement Session at SURF27 – Objectives (Not addressed)
- Committee reports / Initiative charters

- Meetings
- Finance
  - Due to number of registrations and other unpaid registrations, estimate of income for SURF27 has been reduced. Otherwise, no significant change to SURF budget/finances
- Technical Initiatives
  - CSI
  - Social Aspects – Melissa is waiting on write-ups from several people. International volunteers have provided information on time, but US contributors are behind. New deadline is November 1. Suggested that Melissa distribute the current version of the document and identify missing sections and seek other volunteers to complete those sections. Melissa indicated she will wait until after the new November 1 deadline to identify additional resources to complete the remaining sections. For SURF27 breakout session, Melissa will address the issue brought up at GSR Roundtable – top 10 indicators for social aspects.
  - SRI – Buddy has asked for more money from API to fund SRI next year. The additional funding has not been voted on, but it looks promising. Buddy has been talking with Marianne Horinko about hosting a follow up meeting to the GSR Roundtable to talk about actions. SRI is also planning participation in the National Brownfields Training Conference and may propose a SRI session on Federal Engagement. With SURF28 in DC, there are opportunities to spend money and push SRI forward. Funding for regulators at SURF27 can come from the SRI funds. May also be able to fund other regulators to attend SURF28.
- Communications
- Membership
- Education & Outreach
  - AOI: Currently, the AOI is reaching out to student chapters for SURF27. Rick will engage committee to get the new streamlined mentorship program going after SURF27. Clarkson, UIC, CSU were invited to SURF27; however, UIC and Clarkson could not attend due to conflicting meetings/conferences. Several students from CSU are coming to Ann Arbor. Keith will be discussing meeting participation/presentations with Mitch Olson (CSU). CSU will be bringing posters to present.
- Nominations: Angela is developing nominations/rock the vote materials to be distributed to the membership. Board members should nominate SURF members to run for open positions.
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
  - November 10 Conference Call (11:00 pm EST)
  - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014

**Action Items:**

- Amanda will work offline with Maile to determine viewing/editing privileges in the Google Drive, establish standard uploading/sharing procedures, etc. Amanda will report back to Board on or before the November Board call.

- Members of the Board should identify one suggested charity for the Battelle “giveaway” donation before the next Board meeting.
- Amanda will write an article for the SURF News feed in November.
- Jake will write an article for the SURF News feed in December.
- Jake will inquire if Emerald is interested in managing tracking the regular News posts
- Board members should think of one or more topics/themes for monthly News posts so that a calendar can be established.

**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