

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

January 16, 2015

- New additions to agenda
- Approve meeting minutes from last Board call.
- Meetings
 - SURF27 – PDH Certificate (Amanda); Survey?
 - SURF28 Update (Kristin).
- Battelle
- Contract Approvals for Kathy Adams
- Sustainable Remediation Award (Olivia):
- SURF Board Award
- Committee reports / Initiative charters
 - Meetings
 - Finance (Keith)
 - Technical Initiatives
 - CSI
 - Social Aspects
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)
 - Nominations (Angela)
- 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		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 - None
- Approve meeting minutes from last Board call. Passes Unanimously
- Meetings

- SURF27 – PDH Certificate (Amanda); Jake will send out Survey. We should improve coordination and communication for SURF28 to have the survey ready to send immediately following the meeting.
- SURF28 Update (Kristin)
- SURF27 – PDH Certificate (Amanda); Survey?
- SURF28 Update (Kristin). Kristin provides an updated agenda. We have one open speaker slot for an industrial representative. A representative from the Environmental Law Institute will provide a keynote address. Confirmed speakers from ASTM Climate Adaptation working group and World Bank. EPA speakers include Carlos Pachon and Deb Goldblum. DOD speakers include Carol Dona (USACE) and Kim Parker Brown (Navy). Industry speakers include Nick Garson (Boeing) and Russ Downey (Pfizer). State and DOD reps are still getting approval to attend. Suggested that we could include a joint industry and regulatory panel. Day 2 will be focused on working groups and action items to move SR forward, but the specifics are still in development. Hotels are still being confirmed.
- A Board transition meeting has not been included yet, but it would be nice to include in the agenda to allow for transfer of files, procedures, etc. Kristin will work on the agenda to include it. The Board transition meeting will be on the morning of the second day before the agenda begins.
- DOE/Savannah River National Laboratory (contractor) representative got approval to attend; however, it does not seem that his presentation fits with the theme of the meeting and he cannot speak on a panel on behalf of DOE. However, he is very interested in re-engaging in SURF. Beth Moore may also be attending from DOE. We will work his presentation into the agenda. We have also received a request for another case study presentation, so these could be included.
- Melissa contacted Honeywell (Rich Gallaway) and they are interested in attending. Lucy Wiltshire is based in the UK and attended SURF21 in DC. Jake will discuss potential participation with Rich next week.
- The morning of the first day will include introduction of the new Board, presentation of SURF Board Award(s). Breaks will be compressed to 20 minutes to allow for this.
- Speaker abstracts and presentations will be provided in advance of the meeting. Suggested to include brief bios of the presenters as well.
- Kristin will set up a recurring SURF28 planning call. 4-5pm on Tuesday 1/20.
- Suggested to make sure federal roundtable participants are on the SURF email distribution list prior to SURF28 announcement. Nick has the emails of all those who attended the roundtable and will forward the meeting announcement when it goes out.
- Members should circulate the meeting announcement to colleagues, clients, etc.
- Battelle
 - Technical (Rick): Russ Sirabian and Rick Wice put together a panel on ecological and natural resources. Announcements should be made soon to selected platform and poster presentations. SURF needs to make plans for representation, handouts, and giveaways. No update on the student paper competition.
 - Booth/Marketing Materials (Amanda): Amanda will work with AECOM marketing to develop graphics for banner stands and will provide mockups to the Board before the next Board meeting for approval.
- Contract Approvals for Kathy Adams

- Keith provided the breakdown of Kathy's proposed contract. The total contract amount is \$24,500, which includes: SURF Meeting (90 hours per meeting), Meeting Prep – 25 hours per meeting, Onsite Meeting – 25 hours per meeting, Post meeting notes – 45 hours per meeting, Webinar Support – 21 hours, Newsletter support – 20 hours, Election support – 12 hours, Board participation – 2 hours per month, SURF board appreciation awards – 2 hours per award, Case Study Initiative – 30 hours (as requested by John), Finalizing notes from 2014 – 20 hours.
 - Motion to approve Kathy Adams' Writing Unlimited 2015 contract. **Motion passed unanimously.** Keith will send the contract to Nick for execution and forwarding to K&L Gates for legal review.
- Sustainable Remediation Award (Olivia): Olivia has touched based with Buddy about an EPA representative to work with on this program and Keith about using the student competition as a model for the award criteria.
- SURF Board Award
 - John Simon nominated for a SURF Board award for his efforts on the CSI, SURF28 planning committee, and Battelle activities. Motion to approve a SURF Board award for John Simon. **Motion passes unanimously.**
- Committee reports / Initiative charters
 - Meetings
 - Finance (Keith). All sponsorship invoices have been sent to sponsor representatives. Keith has received sponsorships from BP, Terra Systems, and Envirocon. Suggested to send API a thank you letter for their SRI funding. No projections are included for meeting facilitation services beyond June 1 after Mike Rominger's departure. It would be good to identify a replacement prior to SURF28 so that there can be a transition of responsibilities from Mike. The new Board should define the scope of work based on Mike's current contract and other duties he routinely performs.
 - Technical Initiatives
 - CSI. No Update
 - Social Aspects. Melissa is just restarting work on this initiative. Goal is to have the first draft completed before SURF28 meeting.
 - SRI.
 - Suggested to discuss ideas for new initiatives with new Board and during SURF28
 - Communications (Jake). There was interest last year to develop a team for SURF branding. There is a Boeing employee who will volunteer if there are others who are interested. We should explore this with the new Board in 2015.
 - Membership (Amanda). Amanda updated the membership list prior to elections at the beginning of January. A membership renewal email will be
 - Education & Outreach (Rick). AOI has a meeting next week to reboot the initiative. There needs to be a plan and a framework for the student chapter mentorship program.
 - Nominations (Angela)
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
 - International Call – March 9, 2015. Amanda and Melissa will coordinate SURF's participation in the International Network & Partners.

- Next call will be on February 13, 2015. Amanda will send out a meeting request for the February and March Meetings including a WebEx link.

Action Items:

- Jake will distribute the SURF27 PDH certificate and survey at all attendees.
- Amanda will post the case studies and database on the SURF website under Library → Case Studies (week of 1/19) (Carry over from previous meeting).
- Amanda will send out a meeting request for the February and March Meetings including a WebEx link.

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