

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

March 12, 2015

- New Additions to the Agenda
- Approve meeting minutes from February 13, 2015 Board Call
- 2015 Board Meeting Schedule (Please have your calendars available)
- Meeting Facilitator Search – Timeline, Subcommittee
- Battelle Conference Update
- SURF 29 and 30 Date/Location/Theme
- SURF Meetings in 2016 & Beyond – offers from Parsons, Boeing
- SURF International Teleconference Summary
- SURF Newsletter (deadline for articles is March 15)
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
- Membership Drive
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI
 - Social Aspects
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)

Attendees:

Maile Smith, President	✓	Paul Hadley, at-large Trustee	✓
Jake Torrens, Vice-President	✓	Melissa Harclerode, at-large Trustee	✓
Amanda McNally, Secretary	✓	Kristin Mancini, at-large Trustee	✓
Keith Aragona, Treasurer		Olivia Skance, at-large Trustee	✓
Nick Garson, Past President		Rick Wice, at-large Trustee	
Mike Rominger		Kathy Adams	✓

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

- New Additions to the Agenda
- Approve meeting minutes from February 13, 2015 Board Call. **Unanimously Approved.**
- 2015 Board Meeting Schedule (Please have your calendars available)
 - Friday April 24, 2015, 1:00 EDT (10:00AM PDT)

- Amanda will send a recurring invite every weeks following April 24. The May meeting would fall during the week of Battelle. If enough Board members are in attendance, we will attempt to schedule an in-person meeting.
- Meeting Facilitator Search – Timeline, Subcommittee
 - Suggested to form a subcommittee to put the word out and identify a replacement facilitator. This role includes facilitation of the meeting as well as administrative tasks associated with meeting planning and coordination.
 - The subcommittee should review Mike’s contract scope of work to develop the job description and add the various administrative tasks that need to be completed for meeting preparation and coordination. Kathy completed some of these administrative tasks in 2014, but has not included additional time in her 2015 scope of work. Kristin volunteered to review Mike’s scope of work. Subcommittee volunteers include Maile, Kristin, and Amanda. Amanda will forward Mike and Kathy’s contracts to Kristin for review.
 - Timeline.
 - By next Board meeting (April 24), we should have the job description and a plan to solicit candidates.
 - Make a decision on a candidate 4-6 weeks after that, in time for facilitation of a June Webinar.
- Battelle Conference Update
 - Amanda, Rick, and Keith met to discuss Battelle issues, including:
 - Participation survey to SURF Members: Update Google Forms survey that was used in 2014 to gather information from presenters and volunteers for booth times. Amanda will update this google form and send it to the membership approximately 6 weeks prior to the Conference.
 - Booth “Giveaway” will be a charitable donation in an amount equivalent to the number of business cards deposited in “fishbowls” by booth visitors. During a previous Board call, several organizations were suggested as candidates for recipients of the donation(s). During the Board call, it was suggested to decide on a fixed dollar amount to donate (e.g., \$1,000) and select three organizations. The donation will be proportionally divided between the three groups based on the business cards dropped in each bowl. Amanda, Rick, and Keith will decide on three organizations with distinct focuses (e.g., ecological, social, environmental). Maile is still waiting for a response from SURF’s legal counsel regarding a donation to another non-profit.
 - SURF will purchase nametag ribbons for SURF Members (a large batch will be ordered to take advantage of tiered pricing and will be made available for future conferences) and honored 5 Year Members.
 - Printed materials at the booth will include each of SURF’s publications (one copy of each for viewing); copies of the “Year in Review” sheet (updated for 2015); and framed certificates (one for each level) identifying SURF’s sponsors and the sponsor benefits.
 - The booth will include an easel with a cork board (or similar) and notecards for visitors to write questions, ideas, and lessons learned about SR. This would serve as an opportunity for interaction and discussion at the booth.
 - Booth banners are expected to ship to Amanda’s office during the week of March 16.

- Motion to approve \$1,455 for purchase of banners for Battelle. **Motion passes unanimously.**
- SURF 29 and 30 Date/Location/Theme
 - Olivia is inquiring about a Chevron venue in New Orleans. Chances are low since Olivia does not know anyone in that location. Stephanie has offered to host a fall meeting in Houston at BP.
 - Third option is Parsons in Pasadena. The preference is to have the February 2016 meeting in Pasadena rather than in the fall of 2015. However, space is limited there and we may be limiting out attendance.
 - The Board discussed moving the annual meeting from the Jan-Feb timeframe to later in the spring due to weather impacts on travel for attendees and speakers. One advantage of a winter meeting in February is that the newly elected Board can meet face to face (some for the first time) and discuss big picture vision for the year. Meeting spacing is also a concern. In 2014, the fall meeting was late in the year and SURF28 followed quickly in February 2015.
 - Parsons expressed interest in boots on the ground, local outreach to speakers for a Houston meeting, though they do not have a meeting space to offer in Houston. Maile volunteered to reach out to Stephanie regarding BP hosting a meeting in October. Potential dates to discuss with Stephanie are the weeks of October 5 and 12. There may be an opportunity to involve Aaron Thom and ExxonMobil in planning a Houston meeting.
 - SURF Webinar – Tentatively scheduled for the week of June 15, 2015.
 - Following SURF 28, there was interest in Carol Dona’s presentation on contracting. Josh Bogart with the Corps is another contact for this topic. Would be helpful to have someone from USEPA participate as well. Suggested theme for the webinar is a functional “how-to” with an interactive focus. Speakers could demonstrate LCA or foot printing tools or how to incorporate sustainability during the project planning stages. A case study could be presented by breaking it down into project stages – planning, execution, monitoring, closure (e.g., 30 minute presentation on each stage).
- SURF Meetings in 2016 & Beyond – offers from Parsons, Boeing
 - We have standing invitations to host meetings from Boeing in DC and from Parsons in Pasadena. For 2016, it was suggested to plan for a March meeting in Pasadena and an October meeting in DC. The October meeting is a good opportunity to meet and get to know members prior to nominations and elections in the winter. A meeting in March will allow the new Board to work toward a vision and action plan that can be presented at the meeting; however, this limits the time for the Board to implement those plans following the meeting.
 - AEHS meeting is also typically held in March, so we need to be sure we don’t conflict.
 - Meetings hosted by industry representatives (e.g., Boeing, BP, etc.) provide a draw for members.
 - Melissa is interested in hosting a meeting at Montclair State University. Melissa is working on her research on social aspects, including community surveys. She will be better prepared to suggest a date after 2015 when this work is complete.
 - Suggested to identify SURF members who may be interested in participating on the standing meeting committees. Potential members include Tammy Rabideau,

Shannon O'Connell, Emerald Erikson, and Karina Tipton. Maile has spoken with Shannon and will call Tammy and Emerald.

- SURF International Teleconference Summary
 - Maile participated in the International SuRF Network and Partners call on March 10, 2015.
 - James Henderson of SURF Brazil discussed their strategic plan and indicated they are working on a white paper and sustainable remediation guidance. SURF Brazil made a call to action for other SURF groups to assist with establishment of their organization, including communications, co-authoring documents, peer review, attending conferences, and general cooperation. Brazil undergoing a water crisis, so that is a big focus of industry and regulators.
 - The call included updates from all of the fully formed SURF international affiliates. New groups are Colombia and Mexico (11 total worldwide).
 - SURF ANZ proposed a formal affiliation between the affiliates to outline our organizations on the world stage. No action has been taken, but a proposal has been made. Maile will forward this proposal to the Board for reference.
 - Upcoming international conferences include AquaConSoil, NICOLE Workshop, and CIMAS.
 - There are many international opportunities to speak, but for many on the call, it is becoming difficult and expensive to participate. There was a push for all groups to utilize webinars, virtual meetings, live streaming, etc. to facilitate more international participation.
 - Request for funding from Secretariat (CI:AIRE) to host the meetings. Nicola will send a formal request for donation. The total amount is estimated to be £2,500 per year.
 - There are three countries vying to host SustRem 2016 (4th International Conference on Sustainable Remediation) – Canada, Brazil and Netherlands.
- SURF Newsletter (deadline for articles is March 15)
 - Gerlinde Wolf has requested articles from several individuals. Please provide those articles to Gerlinde by March 15. The draft newsletter will then be prepared and sent to Kathy for editing for anticipated distribution the first week of April.
 - Suggested to include the call for articles in the body of the email that is sent out with the newsletter.
 - Amanda will add Kathy to SURF distribution list.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Maile has added conferences and events to the SURF Calendar.
 - Maile presented a Keynote talk on SR at a local remediation seminar in Berkeley (Vendor sponsored lunch). Many regulators attended (30% of attendees). The presentation will be posted to the SURF website (<http://www.sustainableremediation.org/library/webinars-and-presentations/>). The head of the cleanup division at the San Francisco Regional Water Quality Control Board's also spoke and viewed SR as a great approach to share with staff and as a way to close sites by meeting alternative endpoints and foster collaboration amongst stakeholders.
- Membership Drive
 - Emails have been sent to members needing to renew in 2015 and to members who did not renew in 2014.
 - Amanda will work on a plan for outreach to members needing to renew.

- MailChimp emails may be ending up in spam folders. Jake will send an email from Gmail letting people know we are using a new mail service and to check spam filters and include a membership renewal note in that email.
- SURF will send certificates to the members who have been continuous members for all 5 years. These members will also be recognized on the website, in social media, and at Battelle with nametag ribbons. Amanda will work with Kathy to print and distribute the certificates.
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI – Need more case studies. John plans to send a promotional email/announcement when we reach 20 case studies. His abstract on the initiative was accepted for Battelle.
 - Social Aspects – Mel has posted the social paper on Google Docs for Review. It contains summary of frameworks and tools used all over the world. She has a list of attendees from SURF28 interested in reviewing the paper. The draft has been posted for review and comment until May 1. Mel will forward to anyone who is interested. Following the comment period and potential revisions, Mel will reach out to Kathy for editorial review.
 - SRI – Buddy will be providing documentation and guidelines for use of SRI funds. No update from Stephanie or Buddy for this meeting.
 - Communications (Jake). Need to resurrect the committee and recruit volunteers. We should work on developing more original content for the SURF News Page. Jake will establish a calendar and ask people to sign up for a month. The goal would be to have one per month. Jake will work with a subcommittee and develop a plan for the broader picture of branding, PR, and website issues. A committee call will be set up for April.
 - Membership (Amanda)
 - Education & Outreach (Rick)

Action Items:

- Amanda will forward Mike and Kathy's contracts to Kristin for review. Kristin will review the scopes of work to develop a draft job description for facilitator candidates.
- Maile will reach out to Stephanie Fiorenza regarding BP hosting a meeting in Houston in October.
- Maile will call Tammy Rabideau and Emerald Erikson about participation on the Meeting committee.
- Amanda will work on a plan for outreach to members needing to renew.
- Jake will send an email from Gmail letting people know we are using a new mail service and to check spam filters and include a membership renewal note in that email.
- Jake will establish a website/article posting calendar and ask people to sign up for a month.

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