

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

April 24, 2015

- New Additions to the Agenda
- Approve meeting minutes from March 12, 2015 Board Call
- Meeting Facilitator Search – Timeline, Subcommittee
- Battelle Conference Update
- Funding Request – Montclair State University Research
- SURF 29 Webinar
- SURF 30 Date/Location/Theme
- LCA Modules (Brandt & Shannon)
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
  - AWMA/EPA Colloquium - May 14, 2015 (Nick)
  - SustRem 2016 – SuRF Canada selected to host
- Committee/Initiative Updates
  - Meetings (Kristin)
  - Finance (Keith)
  - Technical Initiatives
    - CSI
    - Social Aspects
    - SRI
  - Communications (Jake)
    - Newsletter deadline for articles June 15, 2015.
  - 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	✓
Brandt Butler	✓	Shannon O’Connell	✓

Meeting called to order at 1:04 pm EDT. Quorum confirmed.

- New Additions to the Agenda.
- Approve meeting minutes from March 12, 2015 Board Call. **Unanimously Approved.**
- Meeting Facilitator Search – Timeline, Subcommittee.

- Amanda has sent the scopes of work to Kristin. However, it was suggested to have a brief discussion now, since the scopes are fairly limited. Maile suggested adding administrative support for the meetings and planning team. The meeting guidance was developed by Maile and Stephanie with the intention of establishing a committee with longevity that could focus on long term planning, rather than forming ad hoc committees for each meeting. The committee could use additional administrative support for planning meetings. The scope of work for the meeting facilitator does include these tasks, but is somewhat vague.
- We need volunteers for a standing committee. There is not a currently maintained list of people interested in the standing meeting committee. Kristin has used the meeting guidance with the planning team for each meeting once meeting dates, venues, and themes were established.
- Long-term goals for the standing committee include planning the meeting dates and venues well in advance. The smaller team of volunteers for each individual meeting would develop the team and agenda for each meeting.
- The scope of work needs to be more specific and include hours for the time spent on meeting planning. It would be helpful if the facilitator took a lead role in on-site coordination with the venue, hotel, contracts, etc. A standardized process for contract negotiations with hotels, venues, etc. would be beneficial and protect the organization.
- The individual would also need to coordinate with the A/V professionals at the venue. It may be beneficial to have a dedicated SURF laptop provided to the meeting facilitator. Beyond the laptop and software, we would continue to rely on the A/V staff at the venue to interface with our equipment. An alternative would be providing reimbursement for use of personal equipment. SURF would need to establish requirements for computer equipment.
- Since Kathy's scope of work contains some of these elements, there needs to be a clear distinction of responsibilities.
- Sources for candidates may include third party organizations that coordinate public meetings. We could also post on the LinkedIn group and SURF members.
- Paul volunteers for the Meeting and Programs committee. Maile, Kristin, Amanda, and Paul will define a scope of work by the end of next week.
- Battelle Conference Update
  - Questionnaire was sent to SURF members for times to volunteer at the booth. SURF booth "giveaway" will be a donation split among three organizations (EWB, Arbor Day Foundation, and Conservation International) according to business card donation.
  - Communications Committee will schedule a meeting next week for the team to develop communications for Battelle.
- Funding Request – Montclair State University Research.
  - Melissa has an opportunity to engage with NJCU undergraduates to distribute a survey about risk perception related to lead contamination in soil and paint. Approximately 1,000 surveys would be distributed. Melissa also hopes to adapt this risk perception survey to a groundwater reuse project in the future. Melissa is requesting reimbursement of postage costs (up to \$3,000) to distribute the survey. SURF would be acknowledged in Melissa's publications and conference presentations as applicable.

- Suggested that this effort be made scalable to make the connections between lead contamination in soil to lead contamination in water, and then to reuse of treated groundwater. The best local case study with which Mel can develop the survey and the methodology is related to lead contamination, but the methodology can be used in the future for other applications.
- This is a great opportunity to engage with interested students. Requested that Melissa provide the list of people Mel engages with through this process.
- Motion to approve Melissa's proposal for up to \$3,000 in support of her research at MSU/NJCU. **Unanimously approved.**
- LCA Modules (Brandt & Shannon)
  - Todd Krieger presented LCA modules at the SURF 28 meeting that have been developed for SimaPro and is interested in a potential new initiative or partnership to make these modules available to the SURF Community. Todd proposed two options in his presentations: (1) donate the templates to Earth Shift to include in their database. They would be available with all the other process models in the database. Users would need a license for SimaPro to utilize. (2) Develop a web-based solution using the templates. This makes the templates more accessible. SURF could be a part of maintaining, supplementing, potentially creating new templates. There would be costs associated with maintaining the web based system. A third option is for SURF to adapt the templates to create emission factors that could be used in the SiteWise package to conduct a more robust analysis.
  - An initial action item could be a working session at the next SURF meeting to gather feedback for the initiative.
  - A substantial sensitivity analysis would be required, and we would need to ensure we have enough support and resources to do the work.
  - The team that worked with DuPont to develop the templates includes several active SURF members.
  - Shannon indicates that a lot of time has already been spent developing the templates and they are ready for rollout within DuPont. So a lot of the legwork has been done to this point.
- SURF 29 Webinar
  - Kristin reached out to Carol Dona regarding a speaker on contracting, but has not gotten a response.
  - Also suggested to get an update from Buddy on the Shell program.
  - Webinar could focus on a "how-to" for sustainable remediation.
- SURF 30 Date/Location/Theme
  - Stephanie has looked into Houston as a location (Rice University). Accessibility of the University to food, hotels, public transportation is not great. SURF would need to provide lunch on site since there are not many options locally. Available dates at Rice include October 5-6 or 12-13; Rice also has availability in early November. The meeting could also be moved to a downtown venue that is more accessible. The Board concludes that Rice University is acceptable and that the limitations are not deal-breakers.
  - Maile will send Kristin a list of people interested in volunteering with SURF 30, including those who raised their hands at SURF 28 and the local Parsons office.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
  - AWMA/EPA Colloquium - May 14, 2015 (Nick)

- SustRem 2016 – SuRF Canada selected to host
- Committee/Initiative Updates
  - Meetings (Kristin)
  - Finance (Keith). Sponsorship checks have been received from 11 of 13 expected sponsors. SRI funding provided by API is still available for spending. SURF has funding available to support initiatives. Tax filing date is May 15. Keith has sent all the filing materials to the accountant for review for an on time submittal.
  - Technical Initiatives
    - CSI. No Update. Several members of the Board are working on submissions.
    - Social Aspects. Motion to approve funds for Kathy to review and edit the Social Aspects White Paper. Not to exceed 30 hours @\$72/hour (\$2,160). **Unanimously approved.**
    - SRI. No Update. Buddy still has action items to provide updated materials to the Board. Olivia will follow up with Buddy.
  - Communications (Jake)
    - Newsletter deadline for articles June 15, 2015.
    - Outstanding items to discuss include marketing, branding, Battelle, website updates, etc. Jake will schedule a call in the next couple of weeks.
  - Membership (Amanda)
    - 78 members are currently paid through 2015. Amanda will update memberships and payments this weekend. An additional push for membership renewals will need to be made for remaining 2014 members.
  - Education & Outreach (Rick)

**Action Items:**

- Next Board meeting will be on Thursday May 21 following the conclusion of the Battelle conference. Conference concludes at 3:30pm. Time and location of meeting is TBD. Amanda will provide call in information to Olivia prior to the meeting.

**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