

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

May 20, 2015

- Approve meeting minutes from previous Board Call
- Meeting Facilitator Search
- SURF 29 Webinar
- SURF 30 Meeting
- SURF Growth
- Outreach Initiatives

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 6:15 pm EDT. Quorum confirmed. The Board met in person during the Battelle conference in Miami, Florida. Paul Hadley participated on the phone.

- Approve meeting minutes from previous Board Call. **Unanimously Approved.**
- Meeting Facilitator Search
 - Maile has the job description and is working to add to it and make it precise as possible. Maile has put out feelers and has not had an overwhelming response given the unique position, i.e., a combination of meeting facilitation and planning/administrative tasks. Maile will provide the updated job description for board members to use in seeking candidates.
 - It was suggested to use a recruiter, though this is a very expensive option. It would help to find a good candidate we want to invest in.
 - The question was raised whether we truly need a paid facilitator and whether a SURF member could serve this role in a volunteer capacity. It adds a great deal to have someone keeping us on task and on topic during meetings, and it would be great to have more support during lead up to meetings. It has been a great benefit because attendees can focus on technical discussions. Mike brought a collaborative leadership perspective.
 - A temporary alternative is to have a SURF member facilitate the meeting (“emcee”) and divide the meeting planning duties among committee members. It may be easier to find people to fill the roles separately. However, at least some of the meeting coordination and planning work needs to be done by a paid position in order to lessen the burden on volunteers.

- Action Item: Maile will finalize the job description and make it segmentable in anticipation of separating the roles. Maile will provide the finalized job description to Board members to aid in a search for candidates.
- SURF 29 Webinar
 - We have one speaker from CH2M confirmed, and the Army is still tentative. Other potential speakers either did not have enough lead time or had schedule conflicts. It was suggested to identify excellent presentations from Battelle who already have presentations prepared.
 - Format for webinar will be approximately 2 hours. Agenda will include SURF President introduction, updates on upcoming meetings, technical initiatives, and then technical presentations.
 - Suggested Battelle speakers include Jonathon Weire (CH2M) and Gunarti Coghlan (US Navy).
 - Carol Dona approached Kristin about support/advertising for the FRTR CLU-IN webinar on June 10.
- SURF 30 Meeting
 - Proposed theme is the nexus of energy and water. It is acceptable to have a broad meeting theme, but examples of subtopics would be helpful to help recruit speakers. One suggestion was from Deyi Hou (Parsons) on a water or energy topic (e.g. upstream contamination). He will be providing Kristin with a proposed presentation abstract.
 - We have the Civil & Environmental Engineering department chair from Rice University as a tentative Keynote speaker
 - Action Item: Kristin will send the cost estimate information to Keith.
 - Shannon is gathering logistics for SURF 31 in Pasadena at Parsons in February 2016.
 - The 4th International Conference on Sustainable Remediation (SustRem 2016) will be held in Montreal, Canada in April 2016 and will not conflict with SURF meetings.
- SURF Growth
 - Board members had a general discussion of how to make SURF more sustainable as an organization. Suggestions included aligning with an established conference, publication or other organization to share networks and resources. We would like to be able to leverage the support of companies that want to see SURF grow.
 - We have a wealth of information – SURF members are the subject matter experts on sustainable remediation. People attend and join SURF to get access to remediation professionals.
- Outreach Initiatives
 - As an agenda topic for future meetings, it was suggested to consider the growth/evolution of our government and academic outreach initiatives. Board members should think about the goals, outcomes, and strategies for these groups.

Action Items:

- Maile will finalize the job description and make it segmentable in anticipation of separating the roles. Maile will provide the finalized job description to Board members to aid in a search for candidates.
- Kristin will send the cost estimate information to Keith for SURF 30.

- Amanda will send out a revised Board meeting calendar invite/WebEx link. The Board members decided to revise the meeting schedule to bi-weekly (every other week) 1-hour meetings to allow for more frequent communication and follow-up on action items.

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