

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

June 19, 2015

- New Additions to the Agenda
- Approve meeting minutes from June 5, 2015 Board Meeting
- Meeting Facilitator Search
- SURF 29 Webinar Update
- SURF 30 Meeting Update
- New Date for July 3 Board call
- Battelle Sponsorship & Other Strategic Partnerships
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
- 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	✓
		Kathy Adams	✓

Meeting called to order at 1:06 pm EDT. Quorum confirmed.

- New Additions to the Agenda
- Approve meeting minutes from June 5, 2015 Board Meeting. **Motion passes unanimously**
- Meeting Facilitator Search.
 - Keith sent information to Maile regarding Mike's invoicing this week.
- SURF 29 Webinar Update
 - General Motors has been added to the agenda as a fourth speaker. USACE, CH2M, AMEC, and GM. All speakers are confirmed. A new announcement can be sent with the finalized Agenda.

- There are two 15 minute slots on the agenda for SURF updates from committee leads and president.
- Committee members are reviewing presentations. Since we do not have a facilitator, we will just be transitioning from one speaker to the next.
- We do not have a standing Go To Meeting account because there was a monthly fee and we would only use it for SURF meetings and webinars and it was not considered worth it.
- Is there a concern with using one of the Board members' companies WebEx account? We would need to check on the call-in capacity for WebEx platform.
- Kristin is able to set up a professional webinar with an operator line and separate speaker call-in. There is also IT support available to Kristin via Arcadis.
- Jake will coordinate with Maile to set up website registration and email invitation during week of June 22.
- SURF 30 Meeting Update.
 - Keith will follow up with the site contact for confirmation of the meeting room.
 - Gerlinde is developing a flyer for the meeting to share with potential speakers and local attendees. Keith will send Gerlinde the publisher file from SURF 27 to create the new flyer.
 - Committee members are continuing to track speaker interest and availability.
 - Should we reinstate the policy of offering a first-time meeting at no cost? Since we are covering food costs and providing a service, it doesn't make sense to waive the meeting registration fee. However for the last two meetings, we have added the cost of membership to the meeting registration fee for first time members, and it is agreed not to do this for SURF 30. Suggested to have tiered meeting registration fees with a higher price for non-members, but offer the member price for first time attendees? Or offer a discount to first time attendees off the registration fee. Could we offer a \$10 discount off membership to first time attendees? We will discuss this issue again at another Board meeting.
- SURF 31
 - Parsons has availability in early March to host the meeting. Kristin will continue to coordinate.
- New Date for July 3 Board call. Monday July 6, 2015 1:00pm EDT. Amanda will send a new meeting invite.
- Battelle Sponsorship & Other Strategic Partnerships
 - Feedback from Battelle Bio Conference in Miami. As a sponsor, we had preferential placement of members as session chairs. The technical sessions were good. We did not have any new members join following the meeting, despite booth presence. The sustainable remediation track at Miami encouraged people to think about their projects in a different context and that has value. This theme could carry over to the chlorinated conference.
 - Palm Springs (Chlorinated Conference) will include some amount of sustainable remediation focus, but it will depend on the number and quality of abstracts submitted. Does it help the chance of having a sustainable remediation focus at the conference if SURF is a sponsor? SURF members can talk to colleagues to encourage submittals of abstracts geared to sustainable remediation without being a sponsor.
 - Did being a sponsor of the Bio conference add a lot of value to SURF that only having a booth would have provided? Our thought leadership developed excellent sessions and we were prominent in discussions, which reflected well on SURF and

added value. Since the Chlorinated conference has less overall focus on sustainability, we would likely get less “bang for our buck” at that conference.

- If we do not sponsor, SURF members should still try to shape the type of abstracts submitted and how people are viewing their projects. We could also be an exhibitor and/or sponsor of the student paper competition.
- Things that haven’t worked: encouraging student papers, growing membership
- Things that have worked: shaped discussions, provided thought leadership.
- Suggested that SURF should be more involved in the Brownfield conference and could even sponsor a Brownfields award focused on sustainability.
- Rick will call Russell Sirabian and discuss the student paper competition for Chlorinated Conference.
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Action Items:

- Jake will coordinate with Maile to set up website registration and email invitation during week of June 22.
- Rick will call Russell Sirabian and discuss the student paper competition for Chlorinated Conference.
- Agenda Item for next call – further discussion of partnerships, internal metrics, assign action items for progress.

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