

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

August 28, 2015

- New Additions to the Agenda
- Approve meeting minutes from August 14, 2015 Board Meeting
- Meeting Facilitator Search (Amanda)
- SURF 30 Meeting Update (Kristin)
- SURF 31 Meeting Update (Kristin)
- Award Program (Olivia)
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Waste Management Symposia (Amanda)
 - SustRem 2016 (Group)
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI
 - Social Aspects (Mel)
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)

Attendees:

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

Meeting called to order at 1:03 pm EDT. **Quorum confirmed.**

- New Additions to the Agenda
- Approve meeting minutes from August 14, 2015 Board Meeting. **Approved Unanimously**
- Meeting Facilitator Search (Amanda).
 - Amanda will update the list of applicants and email an updated version with assignments for Board members to review a subset of applicants in pairs of two. This will reduce the burden on each Board member (since we have over 40 applicants now) while still ensuring each applicant is screened by at least two Board

members. Each pair will provide their ratings/top candidates to Amanda by COB Thursday September 3. At that time, the selection committee (Amanda, Kristin, and Maile) will determine if the current pool of candidates is of sufficient caliber to close the LinkedIn job posting and proceed with interviews.

- SURF 30 Meeting Update (Kristin)
 - Agenda. We have around 50% confirmation of speakers' attendance and time slots. The time allotted for each speaker has been extended to 45 minutes, which allows for a 30 minute talk, Q&A, and transition. This change is based on feedback from meeting committee members. There is currently no plan for a call-in option for the meeting. The agenda will be adjusted for each speaker's confirmed presentation length and availability and to allow for discussion and Q&A. We have two full days scheduled. Speaker mix is primarily consultants – only 1 industry representative (Tesoro) and keynote from Rice. This might be an opportunity to get feedback on the draw of SURF for industry attendees. There is an open discussion at the end of the first day, and this could be a topic for that session. This may be developed further depending on the mix of registration.
 - Cost of meeting. Suggested costs for the meeting area \$25/\$150/\$300 for govt/student, member, and nonmember. Nonmember includes 2015-2016 membership. The member/nonmember prices would be reduced by \$1 to aid in differentiating between meeting and membership fees in PayPal records.
 - Since the venue is not adjacent to restaurants, we are looking into providing lunch on both days. Prices range from \$20 per person for sandwiches and \$25-\$28 for buffet. This includes coffee, tea, water and light breakfast fare. Total costs for two days with food are around \$4,000, which should be covered by the suggested meeting fees. Keith will confirm the PayPal codes for membership and confirm with Jake and Maile over the weekend so the registration can be opened and an email sent on Monday morning.
 - AV. The room does not have a phone connection. An alternative to having live remote attendees is to record the presentations and post the recording files to the website for people to access later. This could be done through WebEx or Skype. One concern is the file storage capabilities and associated costs of companies' system or our website. Another alternative is using VOIP capabilities in WebEx or Skype to provide live streaming without a phone line. The meetings committee will look into this option further and sort out details.
 - With ordering food, we need a final head count for food by October 1. Suggested to have a registration deadline of September 30 and indicate that lunch will be provided.
 - Amanda and Jake will talk about the meeting registration email.
- SURF 31 Meeting Update (Kristin)
- Award Program (Olivia)
 - Olivia spoke with Carlos Pachon and John Simon about collaboration on the award program. Tentative buy-in on the concept. There was some concern about green vs. sustainable. Carlos will discuss with colleagues and get back in touch with Olivia around the end of September. The venue would also need to be determined. The next Brownfields conference is in 2017. At the very least, we could likely get EPA to advertise the award on their website. It would be valuable to get some feedback from the Board on specifics of the award program. Olivia will write up a summary and send to the Board for consideration. Suggested that we prioritize balanced

sustainable approaches or specific social and economic aspects in the award criteria. Suggested to also consider scalable categories for awards. We could have a breakout session at SURF31 to discuss the details of the program. We could also request interested parties to volunteer at SURF 30. Olivia may need to transition the work to someone else to lead the effort. Barbara Maco may be a good candidate.

- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Waste Management Symposia (Amanda)
 - SustRem 2016 (Group)
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI
 - Social Aspects (Mel). The next draft of the social white paper will be sent to the larger group on Sunday. Review period will go through the end of October. Anyone interested in participating in this review period that is not already on the committee should contact Melissa.
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)

Action Items:

- Amanda will update the list of applicants and email an updated version with assignments for Board members to review a subset of applicants in pairs of two (Friday).
- Each pair of Board members will provide their ratings/top candidates to Amanda by COB Thursday September 3.
- Keith will confirm the PayPal codes for membership and confirm with Jake and Maile over the weekend so the registration can be opened and an email sent on Monday morning.

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 McNally, Secretary