

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

October 23, 2015

- New Additions to the Agenda
- Approve meeting minutes from October 7, 2015 Board Meeting
- Meeting Facilitator Interview
- SURF 31 Meeting Update
- Nominations (need to nominate a chair)
- Strategic Plan & Focus Group – Comments from Board Members
- 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 (Mel)
 - SRI
 - Communications (Jake)
 - Membership (Amanda)
 - Education & Outreach (Rick)

Attendees:

Maile Smith, President	X	Paul Hadley, at-large Trustee	X
Jake Torrens, Vice-President	X	Melissa Harclerode, at-large Trustee	X
Amanda McNally, Secretary	X	Kristin Mancini, at-large Trustee	
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 1:02 pm EDT. **Quorum confirmed.**

- New Additions to the Agenda
- Approve meeting minutes from October 7, 2015 Board Meeting. **Unanimously Approved**
- Meeting Facilitator Interview
 - Kristen Thomas is coming to Pittsburgh for an interview in-person with Rick and Amanda on Monday, November 9, 2015 at 10:30 AM. A conference line can be made available for other Board members who would like to participate in the interview. Mel is interested in participating. Amanda will follow with Kristin regarding her interest.

- There is an opportunity for the meeting coordinator/facilitator to play a role in advancing the organization through our meetings (e.g., beyond negotiation of hotel contracts and venue/logistics; increased active membership, wider footprint into other industries, etc). It was pointed out that the candidate needs to meet the minimum requirements that the Board laid out in the job description. It would be great to have someone taking initiative, but it is not a leadership role for the organization. Suggested to allow Kristen to fill the “white space” during the interview, rather than posing the question of an advanced role.
- SURF 31 Meeting Update. None.
- Nominations (need to nominate a chair). Mel reached out to a few individuals about filling the role, and no one has indicated they have availability. Maile will reach out to Nick Garson. Board members should provide Maile with any other suggestions of candidates.
- Strategic Plan – Comments from Board Members. Maile envisions a working group of 20-25 people to complete a charrette on the Strategic Plan, potentially at upcoming Pasadena SURF meeting. Getting a facilitator to lead the charrette would be helpful, Marianne Horinko is a potential option. Washington DC or CSU are other possible charrette venues. This charrette would likely be followed up with additional meetings.
 - SURF has been successful to-date. Need to determine our next steps and maintain relevance of the organization.
 - Many of the potential invitees are academics, so need to consider academic calendars when planning charrette. February may be optimal, provided the charrette is held in a warmer region.
 - Potential question to invitees: What is the vision of the remediation industry, and how does sustainable remediation and SURF, serve that professional community?
 - Relevance likely needs to address: What do people get out of being a member of SURF? The broader remediation community may not gauge SURF’s relevance by the number of members.
 - AEHS Foundation may be ideal partner. AEHS has well-established and attended bi-coastal conferences, an existing footprint/interest in sustainable remediation, and publish journals. However, need to carefully consider all potential partnership organizations. For example, do they have a national or state reach? Paul, Rick, Mike Miller, and Jake will evaluate potential partner conference organizations. Olivia will provide some potential sustainability/environmental impact-focused organizations.
 - Paul will put together a draft charrette invitation for the next SURF Board meeting. Paul will review potential invitee list with Maile and Rick to narrow and focus it.
 - Mel suggests we reach out to more economists and social scientists, particularly those who are starting to work on sustainable remediation issues. This will help keep those elements of ‘triple bottom line’ in the mix. Mel will send Maile some potential names to consider.
 - Charrette invitation letter should include focus and key goals of the event.

- Reminder: Mel sent Board members an email on Monday regarding Erika Rizzo's paper comparing international sustainable remediation frameworks. For those who have time to review and wish to provide feedback, please do by Sunday, October 25th.

Action Items:

- Paul, Rick, Mike Miller, and Jake will evaluate potential partner conference organizations. Olivia will provide some potential sustainability/environmental impact-focused organizations.
- Paul will put together a draft charrette invitation for the next SURF meeting. Paul will review potential invitee list with Maile and Rick to narrow and focus it.
- Mel will send Maile a list of potential economic and social resources for the charrette.

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 & Olivia Skance, Member at Large