

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

November 20, 2015

- New Additions to the Agenda
- Approve meeting minutes from November 6, 2015 Board Meeting
- Meeting Facilitator Update
- SURF 31 Meeting Update
- Nominations
- Strategic Plan & Focus Group/Charrette
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - AEHS Short Course (Rick)
- 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	X	Rick Wice, at-large Trustee	X
		Kathy Adams	X

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

- New Additions to the Agenda
- Approve meeting minutes from November 6, 2015 Board Meeting. **Unanimously Approved.**
- Meeting Facilitator Update
 - Offer letter to Philip
 - Keith drafted contract and will be sending it to K&L Gates for review.
 - Probationary period of 150 hours.
 - Kristin will be engaging Philip by Monday for SURF 31.
- SURF 31 Meeting Update

- Nominations
 - Maile has put together a timeline for the nominations and election process. The timeline is available on the Google Drive. Nominations period will be November 30 – December 25. This allows an election window (and contingency for a runoff election) and announcement of results at the end of January. The Nominations committee will include Maile, Kathy, and Philip. Kathy will take the lead on the Survey Monkey for elections.
 - A general membership/nominations email went out yesterday (11/19) and the Newsletter will include a nominations announcement.
- Strategic Plan
 - There has been no additional action on the Focus Group/Charrette component of the strategic plan.
 - There have been several calls to discuss the conference partnership. Several conferences/organizations have been identified as key candidates for partnerships. Discussions with representatives from each are planned.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - AEHS Short Course (Rick). Dick Raymond and Rick Wice gave a short course (4 hours) at the AEHS conference along with Andy Irwin (Irwin Engineers) (discussion of MA GSR and LSP program) and Bill Young (USA Environmental) (ecosystem restoration). Attendance included a dozen attendees, including several state agency representatives. Agenda included introductions, regulations, drivers, BMPs, ecosystem restoration, LSP credentials. Positive feedback was received from attendees. Rick will follow up with attendees and provide the attendee list to the Board for reference.
 - ASTM Webinar earlier this week. Carlos Pachon facilitated the webinar and gave an introduction that included discussion of the triple bottom line. Nick discussed a project in Everett, WA where the EPA RPM (Michelle Mullen) required implementation of the ASTM Standard Guide for Greener Cleanups on the project (PCB transformer cleanup). It was the first use of the guide on a TSCA site. An ASTM case study has been posted on the ASTM website.
 - Carlos and Deb are planning a GR road show in 1Q2016, including a planned visit to Region 10. This may be a good opportunity to partner and present case studies. Maile will follow up with Carlos and Deb on the road show.
 - There has been some reorganization of the GSR track for Battelle. Two of the sessions have been combined with other sessions due to insufficient response – GW Reuse and Ecosystem Services.
 - Maile was approached to contribute a profile about North Gate in Environmental Business Journal (EBJ), and SURF is likely to be a prominent component of the feature. Maile will notify the Board when the article is published.
 - “Green & Sustainable Remediation Bootcamp: Preparing for Success” Short Course was accepted at Battelle (Jake, Maile, Keith, Paul, Rick, Mel, Stella Karnis, Deb Goldblum, Carlos Pachon, and Paul Favara). This will be a dynamic, hands-on, how-to course on GSR. Work will begin on developing the course soon (course materials are due in April).
 - Stakeholder Engagement & Social Aspects short course is likely to be accepted for the SustRem conference.
- Committee/Initiative Updates

- Meetings (Kristin)
- Finance (Keith). We have ample budget available to support the Charrette. The Board may consider making suggestions for outreach expenditures in 2016.
- Technical Initiatives
 - CSI
 - Social Aspects (Mel). No Update.
 - SRI
- Communications (Jake). Committee met last week. Upcoming communications include membership renewal (this week), nominations, and newsletter distribution. Gerlinde is sending the newsletter to Kathy Monday. Amanda and Keith are developing a sponsorship policy to outline requirements for updating and processing sponsorships. The committee is going to leverage the CSI case studies for publishing content with a headline and publish them to the News feed, LinkedIn, and Twitter. Any content fit for publishing on the website/LinkedIn/Twitter can be sent to Jake or the communications team.
- Membership (Amanda). Amanda will process all new and renewed memberships in advance of the nominations period opening.
- Education & Outreach (Rick)

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