

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

January 15, 2016

- New Additions to the Agenda
- Approve meeting minutes from December 4, 2015 Board Meeting
- Minutes from December 18, 2015 – Status?
- SURF 31 Meeting Update (Kristin)
- Elections (Maile)
- Meeting with AEHS (Paul)
- Focus Group/Charrette Proposal (Maile)
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
  - SustRem Abstract/Short Course Notifications (Amanda, Mel)
  - WMS 2016 – Slides attached
- 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	X
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 December 4, 2015 Board Meeting. **Motion Passes.**
- Minutes from December 18, 2015 – Kristin will prepare and send out minutes.
- SURF 31 Meeting Update (Kristin)
  - Kristin sent a link to the Google document with SURF 31 speaker tracking information. Speakers highlighted in yellow have been confirmed. To date, six

speakers and a panel have been confirmed. SURF updates, Board Transition, and SURF planning sessions will also be added to the agenda. Hotel, dinner, and travel information has been updated. Gerlinde is working on a flyer for Communications committee approval and distribution via email.

- Nick suggested a recent CLU-IN speaker on beneficial groundwater reuse as a speaker for SURF31. The site is included as a case study in the SURF GW Reuse paper. EPA has highlighted it in their Superfund Redevelopment Initiative. Presentation would fit in with the theme of climate change and resiliency. Jake volunteers to reach out to the speaker. Kristin will update the agenda and determine if additional speakers are still needed.
- The plan is to finalize the agenda by the end of the month.
- In accordance with SURF's meeting guidance, there is a preference to have no more than two speakers from any one company. As such, Parsons is working to select speakers/presentations from their proposed options.
- Kathy will be in touch with Maile and Kristin to discuss roles and responsibilities for SURF 31. Kristin requests that Maile, Kathy, and Kristin meet before the next standing call with Philip (scheduled for Tuesday, January 19 at 1:00pm PST). A call is scheduled for 11:00am PST on Monday January 19.
- SURF32
  - The team brainstormed ideas for a summer webinar that could include case studies and SURF initiatives. Also suggested to have a Battelle briefing and discussion of strategic planning.
- Elections (Maile)
  - Elections are in progress, scheduled to close on Monday, January 18.
  - Kathy has been in touch with K&L Gates and a call is scheduled for Tuesday, January 19 to confirm results. Kathy will send Amanda the list of voters on Tuesday morning, January 19 to confirm good standing before call with K&L Gates. Following verification, Kathy will send Maile the results.
  - Who will be responsible for notifying the candidates following the elections? The Board should think about this and decide who should do this. Kathy may be the right person.
- Meeting with AEHS (Paul). No update.
- Focus Group/Charrette Proposal (Maile).
  - Major issues brought up by Board members included the attendee list, and the use of The Horinko Group for facilitation. It is agreed that the Board members should be included in the focus group, but it is still unclear how the sponsors should be integrated. The Board should have a discussion of attendance criteria. The intention was for the focus group to ask specific questions, akin to doing marketing research. Communication with sponsors should include trust in the leadership of SURF to work with selected individuals at this workshop to develop a strategic plan. Sponsors could participate in the steering committee to develop the scope. It is a time for us to listen and not necessarily participate in the conversation. Suggested to look back at SURF's origins and how we brought new perspectives together to discuss the future of SR. Stated that the intention of this meeting is to discuss the future of SR, rather than specifically the development of SURF.
  - There is concern that The Horinko Group is engaged to bring in the high level participants to the focus group, when as regular SURF members, individuals from THG could volunteer (as many other SURF members have done over the last ten

- years) to bring in members of their professional networks to participate in this event. While Marianne is a SURF member, there is advantage to bring in a third party that has the DC reputation needed to bring in other participants. Stated that she brings a specific skill set for facilitation and organization of this focus group.
- Suggested to propose another time next week for the Board to discuss the next steps on this issue. We have not advanced this discussion enough to open it to the general membership for input and participation. Maile would like to discuss with John Simon (presumptive 2016 President) to update him on the issues and see if it fits in his plan for 2016. A call could be set up in the transition period between 2015 and 2016.
  - Updates on upcoming conferences, seminars, other presentation opportunities (or reports from any recent events)
    - SustRem Abstract/Short Course Notifications (Amanda, Mel)
    - WMS 2016 – Slides attached
  - Committee/Initiative Updates
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### **Action Items**

- Amanda will finalize the sponsorship policy with a table summarizing the schedule.
- Paul will prepare a spreadsheet summarizing the plans for a prospective partnership with AEHS.

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