

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

January 29, 2016

- New Additions to the Agenda
- Approve meeting minutes from January 15, 2015 Board Meeting
- SURF 31 Meeting Update (Kristin)
- 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
John Simon, 2016 President	X	Colleen Liddell, 2016 at-large Trustee	X
Barbara Maco, 2016 Vice President	X	Aaron Thom, 2016 at-large Trustee	X
Tammy Rabideau, 2016 Secretary	X		

Meeting called to order at 1:00 pm EDT. **Quorum confirmed.**

- New Additions to the Agenda
- Approve previous meeting minutes. **Motion to approve meeting unanimously approved.**
- SURF 31 Meeting Update
 - Meeting registration opened yesterday. We are still looking for sponsors for refreshments. Kristin will send the agenda around to the Board for review (2015 and 2016 members). It is agreed that John will assist with facilitation of SURF 31.

- John Simon is on the SURF 31 agenda for a SURF Planning update or whatever topics John would like to cover. John has corresponded with Kristin on this topic and will prepare what is needed. John suggested sending out a survey to SURF members in advance of the meeting and using those results in his presentation. John will put together the survey for Board review and Maile will help put it into a Google form for email distribution.
- The next Board call is scheduled for February 12, which is the last meeting for the 2015 Board members before full transition to the 2016 Board. 2016 Board members should email John with preferences for the timing of an in-person meeting in Pasadena before or after the SURF 31 meeting.
- Communications Committee Update
 - Gerlinde is working on the next issue of the newsletter, but the schedule is uncertain. Gerlinde has also reached out to John Simon for a contribution as the incoming president for 2016. The communications committee is available to the Board for outward communications via the SURF website, LinkedIn, Twitter. The committee is working on profiling the Case Study Initiative submissions. Jake is beginning a campaign for the Battelle conference to communicate the GSR track and other associated presentations, posters, and sessions. “GSR Boot Camp” has been developed as a public-private partnership at the conference. Registration for the boot camp is available (and separate from conference registration), and needs sufficient registration to remain on the agenda. Amanda and Mel are both attending the SustRem conference in Montreal and volunteer to help with communications related to that event. The Committee has a call next week and will add SustRem 2016 to the agenda. Board members are encouraged to post to the SURF LinkedIn page with conference information, articles, or other topics of interest.
- Welcome to the new Board members – John, Barbara, Colleen, and Aaron.
- Amanda and Tammy will set up a time to talk next week to review Secretary’s responsibilities, procedures, files, and best practices. Maile has sent out information to 2016 Board members about email access, and will continue to provide information about file storage, policies, plans, and other related information.
- A colleague of Olivia’s at Chevron is reviewing an LCA publication in Encyclopedia of Sustainable Technologies, Elsevier and suggested co-authoring a section on LCA for remediation. Olivia will be reaching out to Paul Favara about his interest. It is not yet decided whether this would be a SURF publication. Suggested that Olivia also include Brandt Butler, Todd Krieger, and Shannon O’Connell in the outreach for this opportunity. Todd was already approached and is not available to participate. If there is an interest in including social considerations as they relate to LCA, Mel volunteers to contribute as well. Other Board members should contact Olivia with any other recommendations for resources.
- Strategic Plan/Partnerships
 - Maile and John have spoken about the strategic plan for SURF and will continue to discuss this going forward.
 - Jake had a kickoff call with Rula about aligning SUIRF with RemTech. The next conference is already underway. Rula had interest in involving SURF, but SURF needs to consider whether this organization fits with SURF’s goals for a partnership.
 - Paul, Mike M, and Rick spoke with AEHS before Christmas (Paul and Brenna) to introduce the idea of SURF affiliating/partnering with AEHS to integrate SURF meetings with their conferences. SURF would have an active role in planning the

conference, coordinating SR content. AEHS is considering the opportunity. The next AEHS conference is in San Diego in March, and Paul would like to have another call with them before then.

- Treasury Update. SURF has received 2016 sponsorships from four organizations. We currently have around \$100k in funds, provided by sponsorships and membership dues.

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