

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

February 12, 2016

- New Additions to the Agenda
- Approve meeting minutes from January 29, 2015 Board Meeting
- SURF 31 Meeting Update (Kristin)
- SURF 32 Webinar Update (Kristin)
- Meeting Facilitator Search (Amanda – review 2015 process)
- SURF Member Survey (John)
- Board Transitions (all)
- 2016 Board Meeting Schedule
- 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/Tammy)
 - 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		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	
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 meeting minutes from January 29, 2015 Board Meeting. **Unanimously approved with edits noted by Board members.**

- SURF 31 Meeting Update (Kristin). Kristin is still working on the revised speaker checklist. The plan is to send this out next week with the speaker times. Maile is coordinating Panel discussion for Day 1. We expect to begin receiving presentations next week. Logistics are set, and we are waiting on final head counts for dinner. Kristin, Maile, and John will discuss facilitating logistics offline. Current registration is at 28. Kristin will check with Sowmya on room capacity.
- Suggested to begin discussing themes for SURF 33 and join the meeting planning team.
- SURF 32 Webinar Update (Kristin). The planning committee brainstormed ideas for this and agreed to have a SURF-focused webinar that discusses our initiatives and implementation of SR. No date has been decided.
- SURF 33. Meeting planning committee has discussed fixing the meeting locations and venues, with the fall meeting being held in DC (at Boeing) and the winter meeting in Pasadena. However, we have not yet approached Boeing about hosting, but Kristin will reach out to Nick this week to discuss availability. We would prefer to avoid scheduling SURF33 during Jewish high holidays. Being in DC for the meeting offers greater opportunity for regulatory participation. The Board generally agrees that a fixed location is a good idea.
- Meeting Facilitator Search (Amanda – review 2015 process). Amanda reviewed the facilitator search process form 2015 for the new Board members. The Board developed a formal job description and posted the job to LinkedIn with around 60 respondents. The resumes and cover letters submitted are archived on the Google Drive. Maile, Kristin, and Amanda were involved in the process in 2015 if any questions arise.
- SURF Member Survey (John). John prepared a survey and sent to the new Board members and incorporated the comments. Maile will put the survey into a Google form and will send out via email. Day 2 of the SURF 31 meeting will focus on actions/activities led by SURF members with a Board representative. Current and outgoing Board members should think about which activities they would like to lead and/or be involved with.
- Board Transitions (all). Completed.
- International SURF Alliance – The next quarterly call is March 9. Maile has represented SURF on these calls in the last year, and the new Board should decide who should do so in 2016. Barbara is attending the Montreal conference as well and is representing SURF on the international panel.
- 2016 Board Meeting Schedule. 2015 schedule was one hour calls every other week. The new Board will meet again in 2 weeks and decide on a final schedule from there. Tammy will send out a meeting invitation to the new Board for February 26.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Nick was asked by Carlos to assemble a green remediation case study for an EPA CLU-IN Case Study Profile.
 - Raeanne is presenting the SURF social aspects paper published in December at the Montreal conference. Mel will send the Board an updated presentation when it is completed. Mel and Raeanne are presenting a workshop as well.
 - The 2015 Board provided funding to Mel for a risk perception survey as part of her dissertation studies at Montclair State University. The research has been submitted for publication with SURF listed as a sponsor. Mel was asked to present at the upcoming meeting of the Lead Poisoning Prevention and Healthy Homes Program Partnership for Maternal & Child Health of Northern NJ.

- Redevelopment Institute has asked John to do a series on GSR. They are hosting a free one-hour webinar on Lessons on GSR in two weeks. Anyone that would like to join John on this webinar, please contact John. John will email the Board with this information for consideration.
- Committee/Initiative Updates
 - Meetings (Kristin)
 - Finance (Keith)
 - Technical Initiatives
 - CSI (John). With John's role as President, he will seek a new lead for the CSI from among the current group members. Amanda has action items to post several case studies on the SURF website.
 - Social Aspects (Mel). Outreach phase (see conference presentations above)
 - SRI
 - Communications (Jake). The next newsletter will be going to Kathy soon for editing and should be published by SURF 31. The committee is still working on promoting the case studies with monthly posts. Jake is working on driving traffic for registration for the short course at Battelle. Jake will share that information on our social networks and Board members.
 - Membership (Amanda/Tammy).
 - Education & Outreach (Rick). Keith and Rick have discussed this initiative and concluded SURF needs to reevaluate the focus of academic outreach in light of SURF strategic plan. Student chapters have not been a fruitful initiative. There are still opportunities for SURF members to present as guest speakers at colleges and universities, and sample materials are available. Funding academic research projects is another good way to engage students and universities. We have evaluated this before, but a formal initiative was not undertaken due to the level of funding required. But smaller, ad hoc opportunities (similar to Mel's research support) may be more feasible. We should go beyond the pure remediation phase, and consider opportunities for site restoration and redevelopment.

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