

SURF BOARD MEETING MINUTES

2/26/16

- New Additions to the Agenda
 - SURF Copyright Transfer Document (publishing SURF papers in other newsletters)
 - Speaker’s Request for Reimbursement – Lara Hansen (\$1,248.70)
- Approve meeting minutes from February 12, 2016 Board Meeting
- SURF 31 Meeting Update (Kristin)
- SURF 32 Webinar Update (Kristin)
- Meeting Facilitator Search
- SURF Member Survey Update (John)
- 2016 Board Meeting Schedule
 - Day/time for reoccurring meetings
- 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 -
 - SRI –
 - Communications (Jake)
 - Membership (Tammy)
 - Education & Outreach (Rick)

Attendees:

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	Kristin Mancini, at-large Trustee	
Keith Aragona, Treasurer	X	Paul Hadley, 2016 at-large Trustee	X
Maile Smith, Past President	X	Rick Wice, 2016 at-large Trustee	X
		Kathy Adams	

Meeting called to order at 10:04 AM EDT. **Quorum confirmed.**

- New Additions to the Agenda
 - SURF Copyright Transfer Document (publishing SURF papers in other newsletters)
 - Set up with Wiley with a reverse transfer so the copyright stays with the author. Discuss with someone who knows copyright law. Check with each of the authors for permission. Board could make the decision at low risk. Board needs to determine if we can publish in other locations. Publish abstract and include the link to SURF website. This is a SURF document and not a policy issue that we do not need a vote.
 - Speaker’s Request for Reimbursement – Lara Hansen (\$1,248.70)
 - This is a non-profit organization. SURF typically reimburses students and government. Request should have come in on the day speaker agreed to

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present. Motion to pay for the travel expenses (minus registration) by Rick Wice. Second by John Simon. No opposed.

- Approve meeting minutes from February 12, 2016 Board Meeting
 - **Paul motion to approve. Colleen second. No opposed. Unanimously approved.**
- SURF 31 Meeting Update (Kristin)
 - 63 registered for conference, 34 for dinner
 - Paul will be arriving on the second day
 - Board meeting before SURF 31 on Wednesday?? In the AM
 - Maile – Presentations received from most of the speakers. Agenda is on the website. Those who are registered should have received an email requesting photos.
 - Significant communication issues with facilitator. John should plan to facilitate most of the conference.
 - Look at finding a meeting coordinator for future events.
 - Board needs to decide when to deliver and who will deliver the message to the current facilitator that we will not be using him moving forward. Planning committee can determine how to proceed.
 - Meeting attendees are varied among members, regulators, non-regulators.
 - WebEx connection for people to log-in remotely. Set up an email with a link for remote access.
- SURF 32 Webinar Update (Kristin)
 - Paul – planning it to be focused on SURF initiatives
 - This will be relatively easy to get speakers and presentations
- Meeting Facilitator Search
 - Board will discuss the need for a facilitator verses a planning coordinator after SURF 31.
 - Need to discuss re-issuing of a contract to focus on planning and not facilitating
 - Rick – Have SURF board or members be more active in the role of facilitating
 - If the current facilitator asks about the status of his contract moving forward during SURF 31, we should indicate that we don't have an answer as it will be discussed with the planning committee.
 - It was noted that we do need someone else to assist with planning, other than Kathy.
- SURF Member Survey Update (John)
 - 28 responses as of Thursday.
 - Responses were thoughtful and what people think is most important to SURF moving forward
 - Purpose of survey is for strategic planning
 - This will be a discussion tool at SURF 31
 - Discuss action plan for priority tasks
 - How many SURF members (paid and non-paid) did the survey go to? 174 individuals.
 - Is there a repository of all the presentations on the SURF website or Google Documents? The latest presentation is available on the website.
 - Check in with Amanda on what is available for past presentations.
- 2016 Board Meeting Schedule
 - Day/time for reoccurring meetings

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- Most members prefer to keep the same schedule on Friday at 1:00 to 2:00 EDT.
- Tammy was the only one with potential conflicts on Fridays at this time. She will inform the board if someone needs to take notes in her absence, but she will try and work schedule around client meetings.
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Tammy and Rick will be attending Battelle in May in Palm Springs.
 - John was invited through Nick – The Future of RCRA, October 26, 2016 (John presenting on sustainable remediation)
 - Barbara – scheduled to speak on the panel as one of the long standing SURFs at the International SURF. More formally acknowledge the affiliation we have with International SURF. There will be a vote at this meeting as to if we approve the affiliation. John or Barbara will affirm.
 - Paul – Attending the Association for Environmental Health and Sciences (AEHS) conference March 21-24, 2016 in San Diego.
 - Paul will reach out to RemTEC to work more closely with this organization and have a discussion with the RemTEC folks about our interest in working with them. Currently don't appear to be on RemTEC folk's radar. Status – need a full discussion with Rula Deeb (Geosyntec) about a path moving forward.
- Committee/Initiative Updates
 - Meetings (Kristin)
 - No updates
 - Finance (Keith)
 - SURF 31 meeting has a strong registration. \$7-8K for registration fees.
 - Overall \$118K in checking account. \$30K earmarked for API.
 - 8 out of 15 sponsors have paid. Follow-up with remaining sponsors.
 - SURF is in good financial position
 - Next board call Keith will have updates on financial status
 - Technical Initiatives
 - CSI – John passing the baton to Amanda as duties as SURF President will keep him busy. Amanda has been informed of the transition
 - Social Aspects - No updates
 - SRI – No updates
 - Communications (Jake)
 - No significant updates
 - Newsletter just went out and is available on the website
 - Membership (Tammy)
 - Discuss sending out an email reminder to those members who have not paid after SURF 31 meeting
 - Education & Outreach (Rick)
 - Outreach from students at Clemson
 - Chapters need mentors and doesn't seem like a winning position at this point
 - Need to revisit this as a committee
 - Struggling with path forward