

**SUSTAINABLE REMEDIATION FORUM (SURF)
BOARD MEETING AGENDA 03/25/16**

Meeting called to order: 1302 – Quorum Confirmed

- New Additions to the Agenda
 - Inserted under the Committee/Initiatives Updates is the information from the SURF website listed for each of the committees/initiatives for reference and discussion topics provided by John
- Approve meeting minutes from March 11, 2016 Board Meeting: Final attached, need to approve during next Board Call (Tammy)
- SURF 31 Meeting Review and Reflection (All)
 - Received Phillip's last invoice. Maile was going to notify Phillip we will no longer require his services.
 - Send Thank You emails to presenters and panel members. Kristin contacted Kathy to draft an email to send out.
 - Paul was at AEHS conference this week. Yue Rong (LARWQCB) was at the AEHS conference and indicated Sam Unger enjoyed the SURF 31 and wants to keep in contact with the group. Maile can be the point of contact for a Thank You. Kathy won't send a thank you to him, without running it by Maile first. Paul and Barbara can follow up with Maile on how to proceed with interfacing with Sam.
 - Barbara will be the contact for Anne Daily.
 - Attendees that paid the full registration price should get a membership form. Tammy to review list and send an email requesting they complete a membership application online.
- SURF 32 Webinar Update (Kristin, Paul)
 - Kathy is reaching out to all the speakers
 - Potential dates June 13th – 15th (9-12 Pacific)(12-3 Eastern)
 - Bill Butler – present a case study on water reuse
 - Melissa H –Social Aspect
 - Proposed layout will include a 5 minute introduction, 10 minutes on SURF updates. Two presentations (30 minutes each – 20 minute presentation and 10 minutes for Q&A.)
- Meeting Facilitator Search (Maile) –
 - Revisit the scope of work to evaluate what is actually required
 - Facilitator role during the meeting is completed by SURF president or leadership. John did an excellent job during SURF 31
 - Meeting facilitation and coordinator scope of work is written
 - Need to review what Kathy is/has done
 - Need to review what 'facilitator' is/had done (Tammy will send out to Board)
- SURF 33 Meeting (Kristin)
 - Nick accepted our offer to pay for his travel
 - Tentative dates of October 19 – 21
 - Need to find a local building sponsor
 - Same room we had in the past, accommodate 100 people
 - Once location and date/time confirmed, Kathy and Kristin will work on coordination
- SURF Member Survey Review and Update (John) -
 - 6 people volunteered to assist with the survey at the SURF meeting
 - Barbara to send an email to John regarding follow up and to reach out
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
 - Discussions with Paul Kostecki and Brenna Lockwood (Paul)
 - List of conferences that SURF may engage
 - RemTEC Summit – Denver
 - It's been difficult to get with the coordinator

Original: 03/25/16

Revised: 03/27/16

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- Kristin will check with internal Arcadis people to see who else is involved with RemTEC if we cannot get in touch with Arula.
- AEHS (east and west coast) – Interested in working together with SURF. If we work with them as a Partner (Paul K), we would get a booth, session for a track at the conference, and receive a certain number of registrations waived or discounted registrations. The standard price for being a partner is \$10K (1 conference/year). The discounts need to be factored in, which is unclear at this point. If we do more than one conference, costs will be reduced.
- Planning session for AEHS fall conference is in July. We need to have our proposal together by the end of May.
- Paul will take a first cut at putting together a matrix for things we need to consider for partnering (Team to review matrix – Jake, Paul, Maile, Rick, Mike Miller, Kristin, Keith). Plan is to have a matrix together and in front of the board in 1 month.
- If other board members have conferences we should consider partnering with, please let Paul know.
- Reiterated by Paul that Sam was pleased with SURF 31
- At the AEHS conference there was a Poster and Platform from Students with two awards.
- Both of the recipients were on sustainability
 - Sustainable road construction in Africa
 - Sustainability in General
- Committee/Initiative Updates
 - Meeting and Programs (Kristin) – Covered under SURF 32 and 33
 - (Keith) – No Update
- SURF Initiatives and Activities Update (John) – Following the successful Pasadena meeting and the survey results, John did his best to compile the most preferred opportunities that our members identified to advance sustainable remediation (generally speaking our mission). These are listed below and should be considered “draft for discussion purposes”.

Overarching Goals without Specific Tasks

- Increase/sustain membership
- Expand role as a think tank organization

The following were Ranked as Important by Membership

- Programs are paramount to our membership
- Partner with another organization/conference
- Quarterly webinar (could combine with above) – John and Barbara: work with Lara Hansen of Eco Adapt
- Work with facilitator to assist with SURF’s future direction (note: needs to be tied to engaging regulators for funding)
- Communicate value of SR outside of SURF membership
- Proprietary database of GSR approaches/products (use intern to compile). The potential to hire a summer intern 20 hours/week for ~\$20/hour – board would need to approve the cost.
- Continue/beef-up CSI
- Maintain some form of academic outreach

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Things to be considered for future evaluation:

- Develop a certification program – This requires a lot of work to develop. How much weight does it hold for the person receiving the certification?
- Remediation Resiliency White Paper – great idea, need to identify someone to take this on. Barbara and Rick will explore the idea
- Coordination with EPA (EPA has expressed some interest) to support SURF, CLU-IN website
- Awards – Considering giving out awards at SURF 33 (table the idea for now)

- Technical Initiatives – No update
 - CSI –
 - Social Aspects –
 - SRI -
- Communications (Jake) – No Update
- Membership (Tammy)
 - Review SURF 31 attendee list for attendees that paid the full registration. Contact via email to complete membership application online.
- Education & Outreach (Rick) –
 - *Email from Rick : We are meeting weekly on phone (Mike Miller, Keith Aragona, Rick Wice and Lindsay Burton) to scope out where the Academic Outreach Initiative (AOI) should head and how (primary topic). We are also continuing with the design project as a way to engage Universities (Priority #2). A more open, less SURF resource consumptive approach. We are also looking at Student Chapters (Priority #3). Thought now is to allow existing and on-going groups to continue using the name. Clemson applied and we are working out how to deal with this. We do need to hide or shut down the Student Chapter parts of the website.*
 - *Lindsay had some great ideas on how to initiate SR projects at the University level*
 - *Shut down the student chapter application on the website*
 - *Get a proposal in front of the board on the design project soon as possible to be ready for the fall 2016*

Attendees:

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

Meeting adjourned: 1402