

**SUSTAINABLE REMEDIATION FORUM (SURF)  
BOARD MEETING MINUTES 05/20/16**

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**Meeting called to order: 1302**

**Quorum: YES**

- Note: John Simon led the meeting, while Tammy took notes via cell phone.
- Approve meeting minutes from May 6, 2016 Board Meeting:
  - This WAS NOT done. ADD TO THE NEXT MEETING AGENDA.
- SURF 32 Webinar Update (Kristin, Paul)
  - 3 speakers have been confirmed (John Simon, Melissa Harclerode, and Bill Butler).
  - John Simon will be start the webinar with SURF updates and news on potential conference alignment.
  - Logistics are being worked out.
- SURF Intern (John, Keith) –
  - Keith working with our accountant, since SURF doesn't have employees, we need to make sure we are setting this relationship up appropriately. Accountant to send Keith a list to ensure we are hiring an "independent contractor."
  - Independent contractor to start in the next few weeks.
  - 1<sup>st</sup> step – she'll prepare a proposal (scope of work) of what will be completed.
  - This won't require Board approval. John and Keith can approve.
- SURF 33 Meeting (Kristin)
  - Boeing facility in DC is booked 10/19 – 10/20
  - Reach out to speakers and consider a theme
  - ISO 14001 update from EPA? Kristin will follow up
  - EPA Brownfield – Tricia Overmeyer and David Lloyd
- SURF 2016 Action Items (John, Barbara)
  - Barbara emailed members who responded to the survey
  - Erin Healy and Amanda McNally have volunteered to help
  - Still looking to fill a few vacancies
- Updates on upcoming conferences, seminars, other presentation opportunities (or report-outs from any recent events)
  - Potential conference partners refer to attachment (Paul, Maile)
  - Paul has spoken with Paul Kostecki. Paul passed a description on his discussion to Maile
  - Maile is enthusiastic about the opportunity to align SURF with a respected conference.
  - Paul Hadley, Maile, Mike Miller and Paul Kostecki all had a really good conversation
  - Next step will be to prepare a narrative to describe how this will look to SURF members
  - Maile and Jake will frame the narrative that is will help SURF. It will be in the form of a business or marketing plan. A proposal to the Board by next meeting
  - ACTION: What will our next SURF meeting look like if we align ourselves with this group?
    - SURF would still have an annual meeting
    - Considerable savings to SURF members
    - If we contribute money, we'll have the benefit of a larger audience
    - How will SURF organization look if we just focus on GSR at AEHS?
  - SURF members would get a discount on the AEHS registration
  - Our goal is to gain new members, but not steal members or registrations
  - We want active membership

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- Battelle 2017 - John was asked to participate on the panel for 2017 Battelle (to be held in Miami)
  
- Committee/Initiative Updates
  - Finance (Keith) – No update
  
  - Technical Initiatives –
    - Social Aspect of Sustainable Remediation (Barbara/Melissa Harclerode) – Mel updated the proposal outline and agreed to be part of the team (see proposal outline located after meeting attendees below.)
    - Mel indicated we need to advertise if we start a Technical Initiative (TI)
    - There is definitely a knowledge gap; need to provide stakeholders with tools available for GSR; look into having a workshop.
    - Need to use the tools for stakeholder engagement that are available during the engagement process.
    - Barbara mentioned having a database of Global Case Studies:
    - John made a motion to approve initiating a database of Global Case Studies; Rick 2<sup>nd</sup> the motion, all in favor (5). Motioned approved.
    - Aaron indicated Lindsay Burton will support and assist.
    - Paul is working with the ITRC regulators on a resiliency proposal.
  
  - Communications (Maile/Jake) – Please provide them with communications to put out every two weeks. Board to generate the communications. The announcements can be about meetings, membership, initiatives, etc. After each board meeting, a member will provide something for submittal to Jake/Maile. John will take on the first one. Tammy will take on the second one, which will be focused on the email to membership to renew.
  
  - Membership (Tammy)
    - Sending out an email to those members who have expired asking to renew membership. To be completed by 6/5/16
  
  - Education & Outreach (Rick) – Rick is working with Carnegie Mellon on academic outreach

**New Items to the Agenda:**

- Barbara asked Maile if SURF has ever pursued a grant and to date SURF has not pursued this. The general thought is we are weak in writing grant proposals and administering the grants. If anyone is interested, let Rick know if you want to participate
- Aaron Thom will be going back to graduate school at MIT. Aaron starts June 1<sup>st</sup>; Lindsay Burton has agreed to take his position on the board. Need to review the bylaws for appointment. She may be able to just fill the vacancy and then run during the next election. ADD THIS TO THE MEETING AGENDA.

**Attendees:**

Melissa Harclerode joined the call at 1330 to discuss Draft new (Expanded) Initiative Proposal: Social Aspect of Sustainable Remediation

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

**Meeting adjourned: 1359**

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**SUSTAINABLE REMEDIATION FORUM**

**Draft New Initiative Proposal**

***Social Aspect of Sustainable Remediation***

**Brief Description:** The SURF Social Aspect TI recently prepared a White Paper entitled *Integrating the Social Dimension in Remediation Decision-Making: State of the Practice and Way Forward*. In this paper, stakeholder collaboration was identified as one of ten main societal impact categories, as well as, an opportunity and challenge to conducting sustainable remediation practices. In addition, methods and tools to conduct meaningful stakeholder engagement was identified as a knowledge gap at the April 2016 International Sustainable Remediation (SustRem) Conference. Since the White Paper presents on methods and tools to address this knowledge gap, this proposal focuses on developing a road map outlining a work flow process to meaningful stakeholder engagement. A case study template will also be developed to highlight this process and subsequent benefits, in conjunction with the SURF and SuRF Canada joint Case Study Initiative.

**Mission:** Address the knowledge gaps present on conducting meaningful stakeholder engagement through the development of a road map and case study template, supported by the methodologies presented in the White Paper.

**Key Objectives:**

1. Road Map
  - a. Develop a work flow process linking basic principles and methodologies of stakeholder engagement presented in Exhibit 4 and the Social Impact Assessment Techniques Section of the White Paper, respectively.
  - b. Address consideration of stakeholder context (e.g., demographics, vulnerable populations, urban revitalization, language, culture, religion).
2. Case Study Template
  - a. Formatted to record and showcase adherence to the stakeholder engagement road map.

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**Team Leads:** Melissa Harclerode, CDM Smith/SURF and Reanne Ridsdale, SuRF Canada

**Team Members:** Co-authors and contributors of White Paper, comprised of international SURF organizations and related networks (e.g., Common Forum)

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**Anticipated Timeline and Level of Effort**

*This SURF initiative is planned to start in Summer 2016.*

<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
1) Solicit initiative team members from SURF membership (internationally) and White Paper T1 team	Summer 2016: Initial announcement at SURF 32	Melissa Harclerode & Reanne Risdale
2) Initiative team conference call to brainstorm skeleton of Road Map	Summer/Fall 2016	Full Team
4) Prepare draft Road Map	Fall 2016	Full Team
5) Finalize Road Map	Winter 2016/2017	Full Team
6) Prepare Case Study Template	Winter/Spring 2017	Full Team
7) Finalize Case Study Template	Winter/Spring 2017	Full Team
8) Prepare an Editorial or Short Article to Disseminate Road Map and Case Study Template	Spring 2017	Full Team
9) Technical review of Road Map, Case Study Template, and Article	Spring/Summer 2017	Full team & Technical Initiatives Committee
10) Finalize Road Map, Case Study Template, and Article	Summer 2017	Full Team