

**SUSTAINABLE REMEDIATION FORUM BOARD MEETING MINUTES - 2019**

Meeting Reminder: SURF meetings are not a time for marketing and/or conducting business

Date:	1/11/19
Meeting called to order:	1:02 PM
Meeting adjourned:	2:11 PM

Quorum:	Yes
Approve meeting minutes from:	12/14/18 and 12/28/18
Motion to approve made by:	Cathy
Second made by:	Gerlinde
All in favor:	All
Opposed:	None
Approved:	Yes

**Attendees:** Present?

Gerlinde Wolf, 2018 President Yes  
 Matt Ambrusch, 2018 Vice-President Yes  
 Cathy Rockwell, 2018 Secretary Yes  
 Jason McNew, 2018 Treasurer Yes  
 Buddy Bealer, 2018 at-large Trustee No  
 Paul Hadley, 2018 at-large Trustee Yes  
 Erin Healey, 2018 at-large Trustee No  
 Mike Smilley, 2018 at-large Trustee Yes  
 Lynn Tucker, 2018 at-large Trustee Yes  
 John Simon, 2017 Past President No  
 Kathy Adams Yes

New Items to the Agenda:	Name	Topic	Current Status/ Update/ Notes
Elections	Gerlinde	Updated ballot question	<p>Election status/ schedule/ update:</p> <p>Jason tested out election voting on Club Express this past week on test mode with board members with Admin access on Club Express - worked well. Still looking at how members access it when it goes live. Report after voting will show who voted. Still needs to add ballot question about term timeframes.</p> <p>Will we use Club Express as well for the Ballot question? <b>Jason to add ballot question can be added to end with a "For" or "Against" Option</b></p> <p>We will likely be addressing questions on Club Express access during the voting and to be available for it.</p> <p>Certification of results should not be someone running in election so Kathy Adams and Jason will plan to download report/ results</p> <p><b>Gerlinde to set up email to full list</b> - election time is here, if you want to vote, please renew/ join - can access at X link. Can add profiles to preamble first in Club Express and then can vote from there. <b>Jason to add profiles/ bio to preamble</b></p> <p>Ballot can be ready by Monday, <b>plan to start voting on Monday</b>, can set up an end date for voting. Current draft schedule to close on Jan 27, reminder sent on Jan 24 - updating to close on Jan 29 (Tues), send reminder email on Jan 28. Election window closes on Jan 29 - <b>Jason to update close/ end date to the 29th</b>. Jan 30 to count votes, certify on Jan 31 if no ties.</p>
Member At Large replacement	All	Buddy's replacement	<p>Discussion on replacing Buddy's At Large position - include on this ballot, default to previous nominee not selected, or ask one of the 5 interested this round to fill position (third place in voting?).</p> <p>Buddy Bealer has provided notice that he is resigning from the board. Typically board votes on person to fill his position and moves to those that didn't win the last election which is Bill Butler but he declined when asked recently if he wanted to run this round. Discussed extending the open position to the next one in vote #s in this coming election for the remainder of the At Large position (which is one year).</p> <p>On final call for this board, need to vote on this decision</p>

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Membership/ Club Express	Cathy/ Gerlinde/ Jason		<p>Membership renewal update - emails sent out, questions on sponsorship (Jason working on),</p> <p>Question 1 - can board members be other member types? e.g. Paul is a regular member but could sign up for retiree? (CR - thought we discussed in past that we wanted the diversity in the group - retiree, govt, etc.)</p> <p>Reviewed bylaws and says officers must be members of the corporation which each of the member types include. As such, no further investigation, all member types except students are eligible to run for the board.</p> <p>Question 2 - for those that registered in October, does that carry over to 2019? - those that have registered since Club Express went live are now good through Jan 31, 2020 - if you sign up after Oct 1</p> <p>Roy Thun - has two memberships IDs in Club Express - one that's good through 2/2010 and the other for 2/2019 - correct one user name RThun that he should use. <b>Jason to delete 2019 one to stop emails</b> - likely due to bulk upload and him signing up separately.</p> <p>Ongoing: Why Join SURF? Craft a more streamlined, catchy tagline - both for email and website - All to add ideas to new tab in the agenda google sheet</p> <p>Email blast to SURF master list - SURF membership pays for itself! Review with Brenna at AEHS prior to sending to AEHS list - Paul</p> <p>Gerlinde updated the Club Express page to include link to sponsors and some additional text that it is just the membership portal and not the full SURF website. Consider adding sponsor logos to Club Express</p> <p>Next steps? <b>Cathy to schedule membership sub committee, Gerlinde to schedule Club Express team call - next Wed at 10 am</b> - transfer of documents to Club Express - <b>Cathy to try to start it and see how it looks</b></p> <p>Membership list posting on website - what to include? <b>Do just name company and email</b></p>
GSR Panel at Battelle	Matt	Sponsor Tom Potter	Would the Board be willing to sponsor Tom Potter's travel to Battelle to participate in a panel discussion regarding GSR? Use the monies endowed for regulatory outreach. <b>Matt to reach out and ask for an estimate on amount.</b>
SURF Meeting at Battelle	Matt	Yes or No? / Formal or Informal?	
SURF Board Awards	Paul	SURF Board Awards	The current board should consider awarding SURF boards at the March 2019 meeting.
			Order for SURF board award usually 2 to 4 weeks, long standing commitment to SURF, didn't give one out at the Fall meeting so good timing for Spring meeting. <b>Kathy to order award for presentation at the upcoming SURF meeting.</b>
SURF report in Remediation Journal	Cathy/ Gerlinde	Publicity	<p>Remediation Journal recently published SURF's research report, Resilient Remediation: Addressing Extreme Weather and Climate Change, Creating Community Value</p> <p>On website yet? Yes in resources and documents</p> <p><b>Cathy to add journal article to Club Express library</b></p> <p>Promotional emails/ next steps? <b>Kathy to note in next newsletter, Consider sending an email after all the election emails</b></p>
<b>Recurring Updates:</b>			
<b>Responsible Person</b>	<b>Update (Y/N)</b>	<b>Topic</b>	<b>Current Status</b>
Jason		Treasurer Update	
SURF Mtg Summary		Summary of recent SURF meeting - review of Kathy's notes	
John		Independent Contractor update	
Paul/Gerlinde/Matt	Y	Conference alignment	SURF dinner arrangements - looking at Gordon Biersch - off site from DoubleTree - may recommend menu with cost of \$48/person. Sounds good to us, lets go with it. Matt to send Gerlinde SURF schedule of events and Gerlinde will set up sign ups for meeting and dinner and payment for dinner. <b>JASON is completing reservation form and providing credit card info for dinner - Gerlinde will open up signup and payment in Club Express in the near term once all details squared away</b>
Barbara		Climate Change and Resiliency (Tech Initiative)	
Erin Healey		Social Aspects (Tech Initiative)	

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<b>Responsible Person</b>	<b>Update (Y/N)</b>	<b>Topic</b>	<b>Current Status</b>
Amanda McNally	Y	Case Studies (Tech Initiative)	<a href="#">Mike will reach out to Amanda to see if she is going to continue with the CSI.</a> Ongoing efforts to connect. Updated TI table to include for now
Gerlinde		GSR Value	
Gerlinde		Communications	
Cathy/ Jason		Membership	
Jason		Sponsorship	<a href="#">Jason to send out emails/notices to previous sponsors and potential new sponsors</a>
Gerlinde		SURF Website update	
Barbara		Potential Partners	
		International	