

Meeting Reminder: SURF meetings are <i>not</i> a time for marketing and/or conducting business			
		Attendees:	Present?
Date:	12/12/19	Matt Ambrusch, 2019-2021 President	yes
Meeting called to order:	12:05 PM	Betsy Collins, 2019-2021 Vice-President	yes
Meeting adjourned:	12:55 PM	Cathy Rockwell, 2019-21 Secretary	yes
		Jason McNew, 2018-19 Treasurer	yes
		Lynn Tucker, 2018-19 at-large Trustee	Yes
Quorum:	Yes	Roy Thun, 2019-20 at-large Trustee	No
Approve meeting minutes from	11/21	Tom Potter, 2019-20 at-large Trustee	No
Motion to approve made by:	Matt	Emerald Erickson, 2019 at-large Trustee	No
Second made by:	Jason	Kyle Waldron, 2019-20 at-large Trustee	No
All in favor:	Yes	Kathy Adams	yes
Opposed:	None	Gerlinde Wolf - past President	No
Approved:	Yes		
New Items to the Agenda:	Name	Topic	Current Status/ Update/ Notes
Elections	Kathy		Kathy walked through proposed election schedule and steps. Discussed opening nominations on Monday Dec 16. Nominations up for treasurer and 2 at-large positions (Lynn and Emerald).  Kathy has drafted email (similar to years past) - will send to Matt who will send out to distribution list today or tomorrow. Nominations to go to secretary@sustainablemediation.org Then Cathy will send to Matt and Kathy at which point Kathy will contact the nominations for a bio.
SuRF UK Annex 1 update	Roy		Discussion of SuRF UK Annex 1 draft document - draft sent to board 11/21 <b>(HOLD TO NEXT MEETING)</b>
CT LEP credits	Kyle		CT LEP credit issue noted during fall conference. Discussed reaching out to CT LEEP to discuss credits for next conference. <b>Kyle to set up call with Jason and Cathy to start process.</b> Brenna provided name of Kim Maiorano at CT DEEP for CT LEP approval process.
ITRC - GSR team	Tom/ Barbara/ Kathy	Status update	Kathy noted the GAO report for us to review. January meeting for leaders is in FL. April is the annual meeting. First drafts for GSR/R teams - internal drafts - Feb 7. <b>Kathy put in plug - if you know of a state regulator that would be good/interested in being a co-lead for Paul F on the importance and value subgroup - please let her know.</b>
Webinars	Kyle/ Betsy		Next Webinar solar powered SVE in February, discussed post-webinar survey tied to Certificate of Attendance - Mel was working on getting certificates through CDM-Smith; <b>Betsy to follow-up with Mel for last week's webinar</b> (Mel presented). 9 people filled out survey for certificate of attendance. 5 were not SURF members. Kyle was sending out follow-up email to those folks. Questions included where did you hear about this - most members heard from newsletter, non-members were from a colleague  Paul did live polling during his webinar and got good feedback on it. Betsy to suggest as an option during future webinars. Also discussed taking the first 2 minutes of each webinar to promote SURF.  April topic - SURF MassDEP pilot program. Eric M (EcoAdapt) open to discuss. Roy suggested SURF UK presentation - Annex 1 - Paul to give webinar in future. Roy confirmed Paul would be available to present.
SURF PDHs	Betsy and others?		Betsy leading PDH provision for webinars. Discuss how best to provide following SURF conference/meeting
AEHS Conference	Matt	Status of Fall 2019 and Spring 2020	

Case Study	Kyle/ Roy/ Emerald	Case Study	Case study initiative lead is open at this time. Gerlinde interested when she returns from maternity leave but as a backup  Kathy talked to Sue Dugis who might be up for leading case study TI; also interested in sponsorship. Matt to reach out to Sue after Thanksgiving holiday and check on interest and provide support. Include Kyle and Gerlinde on call. Gerlinde expressed interest and Kyle will request/ support his team to write case studies.
New initiatives	Roy	Academia outreach/ engagement	From previous call(s): Engage/ sponsor grad student to develop tangible product on behalf of SURF. Lot of upside, attract new young talent, stay current/ be out in public. <b>Roy asking for board input on what topics of interest. Keep on next board call agenda. Suggested reaching out to Dr. Reddy for topics.</b>
<b>Recurring Updates:</b>			
<b>Responsible Person</b>	<b>Update (Y/N)</b>	<b>Topic</b>	<b>Current Status</b>
Jason	Y	Treasurer Update	Current ITRC GSR/R budget at 50% and 50% of time passed. In good shape budget-wise. Account balance: \$79,400.48.
Mike Smiley		Newsletter	
SURF Meeting Planning - Matt		Meeting Planning	
Paul/Gerlinde/Matt		Conference alignment	
Barbara/ Tom/ Cathy	Y	Climate Change and Resiliency (Tech Initiative)	Who should the SURF report (by EcoAdapt) be available to? Members or general public? If in public then gives SURF more positive publicity in our initiatives. SURF funded this work, a lot of information/ time/ effort went into this work. For the greater good, make it available. Matt made the motion to make the EcoAdapt report available on the SURF website and referenced in the newsletter, Jason seconded. All in favor. <b>Cathy to send out report to board/Kathy. Kathy will reference in newsletter and we will post on website.</b>
TBD		Case Studies (Tech Initiative)	
Gerlinde		GSR Value	
Cathy/ Jason		Membership	
Jason		Sponsorship	Starting sponsor letters over holiday break. Let Jason know if you know of any potential sponsors (or if your company is planning to sponsor
Barbara/ Roy		International	