

## BOARD CALL

### Attendees:

Betsy Collins, 2021-23 President yes  
 Kyle Waldron, 2021-23 Vice President yes  
 Stacey Hellekson, 2021-23 Secretary yes  
 Nikki Peck (2022-24) Treasurer yes  
 Roy Thun, 2019-23 at-large Trustee yes  
 Nicole Tucker, 2022-2024 at-large Trustee yes  
 Scott Anderson, 2022-2024 at-large Trustee no  
 Rob Rebel, 2021-23 at-large Trustee yes  
 Chris Schultz, 2021-23 at-large Trustee yes  
 Kathy Adams yes

|                               |           |
|-------------------------------|-----------|
| Date:                         | 7/28/22   |
| Meeting called to order:      | 12:05     |
| Meeting adjourned:            |           |
| Quorum:                       | yes       |
| Approve meeting minutes from: | 7/14/2022 |
| Motion to approve made by:    | Betsy     |
| Second made by:               | Rob       |
| All in favor:                 | yes       |
| Opposed:                      | no        |
| Approved:                     | yes       |

### REMINDER - SURF SECRETARY TO CHECK:

- newsletter sign-ups via website go goes to the Mailchimp MASTER email list. Submissions from the website are also saved in this Google spreadsheet: <https://docs.google.com/spreadsheets/d/1p79BdUxaMcJsSmVWFgeBtwEsnUNSGwL9eqYqVL5VwaE/edit?usp=sharing>
- form block for Technical Initiative/Committee sign ups on the website goes to this Google spreadsheet: <https://docs.google.com/spreadsheets/d/1lW1m3JyXCVVDxj1GtnKTBR1bllqWl3YBQW62t1sKCGQ/edit?usp=sharing>
- New member tracking  
<https://docs.google.com/spreadsheets/d/1LqTFxfWPw2sg1ZL2UoaDRwjFLeynYdiP3LuPlpjcgMU/edit#gid=0>

| Responsible Person                        | Update (Y/N)        | Topic                      | Current Status  |
|---|---------------------|----------------------------|---|
| Betsy                                     | N                   | Review Website Inquiries   | There are a few names interested via website. - <b>Betsy to reach out to these nonmembers.</b>  |
| Tucker                                    | Y                   | Social Media/Marketing     | <b>Still waiting on contract.</b> AEHS East - maybe DBG/EcoSpears hosting a happy hour? Or, some other time this year.<br><br><b>Administrative BOT call scheduled for September 22, 2022 from 11am - 1pm Eastern.</b> Not everyone responded to the Doodle poll, but for those that did (Betsy, Kyle, Stacey, Nikki, Tucker, Roy), everyone but Stacey could make this time. Nikki will send revised invite to reflect new time. <b>Betsy and KOA to work on meeting design and detailed draft agenda.</b> Prework will probably be necessary prior to call. Purpose of detailed agenda is to allow folks who can't make it to provide comments ahead of time.   |
| Roy                                       | N                   | SURF International         |   |
| Stacey                                    | N                   | Membership                 | Stacey pulls new members every month on 15th and then sends welcome email. On 15th of each month, Stacey sends email to DBG with new members and membership type. She can also email DBG active member contact list if desired. <b>Stacey to respond to Bill Butler to see if he needs anything in particular to get plugged in.</b> Rolling membership is an option in ClubExpress, with automatic emails for renewal and subsequent reminders. <b>Before changing to rolling membership, Betsy to check by-laws and Stacey to present recommendation about timing of follow-up emails and other ClubExpress options.</b> Need to also consider different way of handling sponsorship - problematic because of manual nature of renewals. Ideally, sponsorships paid via website. Address in 9/22 meeting.   |
| Rob                                       | N                   | Outreach                   | Check on people attending conferences for planning in-person meetings. <b>REMTEC next one in October (Stacey is working on this).</b> British Columbia SACBS conference Sept. 2022.   |
| Kathy / Matt                              | Y                   | AEHS                       | KOA Update:<br><ul style="list-style-type: none"> <li>• SURF Technical Sessions set per Gerlinde.</li> <li>• Membership Meeting and Happy Hour (instead of dinner)</li> <li>o Ramboll presentation on tool during membership meeting (Gerlinde coordinating). Matt sent Gerlinde follow-up email; no response yet.</li> <li>o Environmental Justice TI brainstorm/discussion? (need to see if there's a leader/progress after kickoff call).</li> <li>o SURFBoard Appreciation Award to Brenna? BOT says yes. KOA to coordinate and bring to AEHS East.</li> <li>o Happy Hour - Langan can sponsor, coordinate, and plan. KOA to contact Matt and say it's a go.</li> <li>• Booth materials in Jason's garage. KOA to coordinate with Jason.</li> </ul>   |
| Chris                                     | Y                   | Webinar                    | Update:<br><ul style="list-style-type: none"> <li>• September: <b>Chris to call Cathy Rockwell to select date or determine feasibility of September webinar for Beede Oil case study.</b></li> <li>• October: skip b/c of AEHS</li> <li>• November: <b>Chris to call John Freeman today about phytoremediation webinar.</b></li> </ul> Other Options:<br><ul style="list-style-type: none"> <li>• Ramboll tool</li> </ul> Webinars are scheduled Tuesday, Wednesday, or Thursday at noon Mountain time. Interested companies should provide three possible times in case of Trihydro scheduling conflicts.  |
| Kyle                                      | Y                   | Technical Initiatives      | Environmental Justice TI Update:<br><ul style="list-style-type: none"> <li>• Kickoff call on August 4, 2022 from 2pm - 3pm Eastern.</li> <li>• Everyone who responded to doodle poll can make this time: Elisabeth Freed (EPA), Stacey Hellekson and Cathy Rockwell (Woodard &amp; Curran), Jay Smith (Phillips), Nicole Tucker (Dudek), Kyle Waldron (Marathon Petroleum), and Rick Wice (Battelle). Copied others on invite.</li> <li>• Kelley Begin (Woodard &amp; Curran) - attending; <b>interested in leading?</b></li> <li>• Melissa Harclerode, CDMSmith - emailed me - she renewed membership and hopes to participate with colleague</li> <li>• Gerlinde Wolf, Ramboll - emailed me - doesn't have time; coordinating AEHS East. <b>KOA to remove from DL. KOA to send Nikki invite so she can forward to colleague who may be interested in participating. KOA and Kyle to chat early next week about meeting setup, etc.</b></li> </ul> |
| Roy                                       | N                   | SustRem Planning 2023      |   |
| Nikki                                     | Y                   | Treasurer Update           | Taxes:<br><ul style="list-style-type: none"> <li>• Jason advocating QuickBooks</li> <li>• Nikki looking into it</li> </ul> Checks:<br><ul style="list-style-type: none"> <li>• Resent DBG check and will follow up to ensure deposit</li> <li>• Paid for AEHS sponsorship</li> </ul> Sponsorship Info:<br><ul style="list-style-type: none"> <li>o Kyle is working on Marathon, Shell, Burns &amp; MacDonald for payment. Kyle - Any update on these and issue with Shell logo?</li> <li>o Stacey in touch with BP (Luke).</li> <li>o Send list of sponsor members to Nikki (Stacey).</li> </ul> Nikki's "ask": someone to help with standard emails. Nikki is going to set up shared area with administrative info for treasurer that could be reviewed each BOT call. Suggestion for Administrative BOT call to resolve ongoing issues such as Kyle's connection with online payment platform for sponsors.                                       |
| <b>New Items to the Agenda:</b>           | <b>Name</b>         | <b>Topic</b>               | <b>Current Status/ Update/ Notes</b>  |
| Member-Only Emails                        | Everyone/Kathy      |                            |   |
| <b>Opportunities from March 2022 AEHS</b> |                     |                            |   |
| <b>Name</b>                               | <b>Update (Y/N)</b> | <b>Topic</b>               | <b>Status</b>   |
| Roy                                       | Y                   | SAME Strategic Partnership | Roy received call from Rick. Need to follow up about SAME. <b>Betsy to send BOT and Rick minor comments from K&amp;L Gates. Vote at next meeting.</b>   |