BOARD CALL

Date:	5/25/23
Meeting called to order (time):	8:03 AM PST
Meeting adjourned (time):	9:00 AM PST
Quorum? (Y/N; need 5 BOT members):	Y

REMINDER - SURF SECRETARY TO CHECK:

1. 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

2. form block for Technical Initiative/Committee sign ups on the website goes to this Google spreadsheet:
https://docs.google.com/spreadsheets/d/1lW1m3JyXCVVDxj1GtnKTBR1bllqWI3YBQW62t1sKCGQ/edit?usp=sharing

3. New member tracking - UPDATE LINK
https://docs.google.com/spreadsheets/d/1LqTFxfWPw2sg1ZL2UoaDRwjFLeynYdiP3LuPlpjcqMU/edit#gid=0

Responsible Person	Update (Y/N)	Topic	Current Status
Gerlinde/Katie	Y	Review Website Inquiries (see links in Column E, top rows)	Gerlinde/Katie checking sites Kathy to compare newsletter list to membership list. Waiting to receive newsletter distribution list. Gerlinde to resume new member email (Paige sent new members list) there may have previously been a new member survey (Tucker can check), Betsy has a canned 'welcome to SURF' email example in the sent folder of the president email account New link for the membership list to be added
Nikki		Website Redesign	Gerlinde has been in touch with Code Cloud. Website design is nearly done. Production phase will commence after last few design items are finalized. Production is ~2 months and will require close contact with a SURF Team member for questions. Gerlinde can be the point of contact. Gerlinde confirmed that the new website will get rid of the need for club express. Code Cloud will have a training session that is recorded when the website is complete and will allow SURF to do our own regular updates/postings. Goal is to have us do the majority of our own website maintenance. Action Items Needed To Finalize Design: 1. Provide Case Study Names 2. Finish design of member/sponsor specific page (page behind login) 3. Decide on membership page content: a. Personal Details/Account info b. renewal / announcements c. volunteer requests d. member specific library content (board meeting minutes?) 4. Complete form submission response email (I hope this is one to welcome new members! Gerlinde will check) 5. Library Content (same as old page?) 2. list of public whitepapers -DBG to post about AEHS East
Tucker		Social Media/Marketing	DBG shared photos on Teams. Paige was added to email list for analytics. Tucker will follow up on photos at the next meeting and post the analytics on the share drive
Jay		SURF International/Outreach	Involve Roy as needed. Industry outreach (Jay) vs. academic outreach: Jay compared AEHS West attendance list to SURF membership list for industry potential outreach. Gerlinde/Jay to work on doodle for scheduling coordination. Ira will compare AEHS West attendance list to SURF membership list for government employees and reach out to involve more government employees (could mention EJ initiative, Tucker to send Ira a few sentences) Jay reached out to Breanna Moak to discuss academic outreach - Jay discussed with Breanna, she is interested in this. Gerlinde to reach out to her to discuss (moakbd@cdmsmith.com). Gerlinde/Jay to chat with James at upcoming conference about increasing student involvement. Jay spoke to Maria and James Henderson about the potential for a Kickstarter program at the East Coast. Kickstarter matched mentors with grad students. They did express interest in this, James has Gerlinde email to reach out. Tucker to talk to Laurel might also have some interest, keep outreach as separate initiative for future meetings.
Paige	N	Membership	Paige/Gerlinde/Tucker reviewed full membership list. Sponsorship updates completed. Newsletter distribution list to be updated (see Row 16 for status).

Kathy/Tucker/Katie/Paige/Ira/Jay	Y	AEHS	Follow-Up Items from AEHS West -would be helpful to get attendance lists from the conference - potentially attendance list for each session Gerlinde to ask Brenna about the potential for this (add a hardcopy sign in sheet in each session) -AEHS feedback - people asking what do we do at SURF, consider a webinar/full membership virtual meeting -See Action items tab: EcoSpears booth design: Kathy emailed Henry. Pricing information for booth upgrades: Kathy called contact Mike. He recommends Barracuda stand, which is retractable and comes in widths from 23.6" to 47.25" with an anodized silver finish and telescopic pole that can adjust from 60" to 84" (can use at range of heights). He charges $350 for a 33.5"-wide stand with printed graphic printed (and padded bag for transport). Based on a quick Google search, that seems to be a competitive price. If current stand is a Thunder stand, which allows two-sided graphic printing, he can print on the back side of the banner and reset the banner in the stand for about $160. Shipping costs: See 5/18 email from Kathy. In the past, Langan paid for shipping costs of the booth. Costs to ship booth from MA to CA for AEHS West were exorbitant compared to previous amounts (i.e., $1,535.64 vs. $150) because of confusion of how to ship at the end of the conference. Matt Ambrusch can provide more details if needed. Letter of thanks to Bridgette DeShields and complimentary SURF membership - Board approves membership, Gerlinde to send AEHS East Coast planning and abstract review underway. Next up is SURF meeting content ideas. Spreadsheet summary of who on the board is working on what committees/tasks, pull the slide from the membership meeting about current initiatives (Katie to add a summary tab to this spreadsheet) - see Tasks/Initiatives tab added Brenna sent sponsorship request, SURF Sponsorship at Partner level and contribution to the student paper is all set. Academic involvement at AEHS East - Gerlinde could connect with Clarkson, Jay could connect with his contacts
Scott		Conferences	Scott to give update about the other two conferences? Georgia/Tennessee -is SURF going to attend? can anyone attend? We have a booth space -Betsy/Ira could go if funded by SURF - Georgia (August 23-25) Scott to check in with Nikki on availability for Tennessee - if she cannot, we will pass on this one Continue conversation on SURF attending conferences outside of AEHS, do we have a budget for this? Is there value in this? Are there other conferences we should consider? We did include some conference attendance in this years budget, can confirm those allowances. Scott will touch base with Nikki on this topic Should we consider the Battelle bio/sus conference for future attendance?
Chris?		Webinar	Next webinar: June 13, 2023, Climate Resilient Remediation, 12:00 PM MDT. Registration link available; needs to be pushed out via DBG: https://register.gotowebinar.com/register/1277381154349521749 Ideas for next webinar: (1) Steve at Battelle next week to see if he is interested in presenting on that bio vent to enhance NSZD paper he did with API; (2) Paige – ESG 101 – use PPT from AEHS West 2023; (3) Elizabeth Bishop (H&A) was interested - Scott can you follow up; (4) SuRF-UK published a bulletin entitled How Sustainable Remediation Concepts Align with ISO 14001:2015 Environmental Management Systems (needs someone to follow up)
Katie and TI Leads		Technical Initiatives / Meetings	Board to think of topics and ideas for future initiatives: -climate resiliency (been done before/a lot) -webinar on new regulations -what do we do at SURF (full membership meetings/virtual) - two virtual membership meetings on the off-season of AEHS -outreach initiative - industry member pulse on sustainable remediation (Jay), from results plan engagement on industry side -re-present some of the AEHS talks during off-season (maybe July) meetings for those that could not attend (virtual) - Katie will think about this -Previous TI example - comparison of foot printing tools, no updates needed at this time **start discussing these at the next meeting** Ideas: Is there a better way for environmental metric tracking? (SiteWise Tool Update??) BIODIVERSITY priority metrics: biodiversity impacts (how to talk about this? resource use 9 planetary boundaries categories?) metrics compared to UN SDGs? can be cherry picked, might want to avoid. Ecosystem services (valuation)? Nature Based Solutions (tie in biodiversity into remediation)? Action item for next meeting: consider interest in this initiative, are there others/experts we should bring in on this? Any phyto/wetland experts? Known tools for measuring this? Notes on Tasks/Initiatives Tab: Option to assign tasks to specific board roles, was presented in our Org chart on Club Express, will move forward with this approach - Kathy will forward the Org chart
Betsy / Nikki		Sponsorship	Exxon Mobil name was not on sponsorship poster - get the contact information, Betsy to continue this conversation
Nikki		Treasurer Update	Kathy is set up with direct deposit payment. SURF now has a debit card (!). Payment to AEHS East and student competition. Would like a budget update on what we have available to support additional conferences. Nikki to update at next meeting. We have some room in our budget to purchase second set of conference booth supplies. Discuss budget plans, workshop during next meeting.
Kathy	Y	Case Studies	Existing Case Studies on Website: Reviewed and researched to determine feasibility of updating case study. Follow up on six case studies by contacting involved individuals for potential update. For existing Case Study 010, new five-year review showed no institutional controls were in place at the site....should this remain as a case study? Potential New Case Studies: (1) John Bowsher, et al. creating and putting in SURF template. (2) Kathy drafting Broadway case study for Langan review/approval.
Tucker		CCLR partnership	Center for Creative Land Recycling is hoping to partner with SURF. Jean and Sebastian presentation to be shared by Gerlinde. -current action request to submit sustainability challenge projects to generate Best Practice examples of projects.