

BOARD CALL

Attendees: yes/no

Date:	6/8/23
Meeting called to order (time):	11 AM EST
Meeting adjourned (time):	12 PM EST

Gerlinde Wolf, 2023-25 President no
Katie Etlich, 2023-25 Vice President yes
Paige Molzahn, 2023-25 Secretary no

Nikki Peck, 2022-24 Treasurer yes
Scott Anderson, 2022-2024 At-Large Trustee yes

Quorum? (Y/N; need 5 BOT members):	Y
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Ira May, 2023-25 At-Large Trustee yes
Jay Smith, 2023-25 At-Large Trustee yes
Evan Starr, 2023-25 At-Large Trustee yes
Nicole Tucker, 2022-2024 At-Large Trustee yes
Betsy Collins, Past SURF President 2021-23 yes
Kathy Adams 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/1lW1m3JyXCvVDxj1GtnKtBR1blqWl3YBQW6Zt1sKCGO/edit?usp=sharing>
- New member tracking - [UPDATE LINK](#)
<https://docs.google.com/spreadsheets/d/1LqTFxfWPwZsg1ZL2UoaDRwjFLeynYdiP3LuPlpjcqMU/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. Gerlinde Sent to Kathy. Gerlinde to resume new member email (Paige sent new members list). There may have previously been a new member survey (Tucker can check). Canned 'welcome to SURF' email example is in the sent folder of the president email account. New link for the membership list to be added. Has this been done?
Nikki		Website Redesign	Gerlinde has been in touch with Code Cloud. Website design is complete and ready for development. 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. Kathy will send email to Kyle/Gerlinde to start conversation around "live"/interactive document upload capabilities; pending this response, then we'll decide if we can start production
Tucker	Y	Social Media/Marketing	AEHS photos were uploaded to the SURF Media Google Share drive. DBG is planning to resume the Member spotlight. Any suggestions?
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. Still pending on Jay's end. 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 forwarded Henry's email about their booth to the Board. 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. Board voted to approve purchase of 2 new booths - Kathy to pull together options from companies/costs and work with Scott/Ira to think about content Letter of thanks to Bridgette DeShields and complimentary SURF membership - Board approves membership. Gerlinde and Kathy edited and Tucker sent to Bridgette. Need to forward Tucker's email with attachment to AEHS contact.

			<p>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</p> <p>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</p> <p>Any ideas regarding SURF membership meeting topics for AEHS east; general discussion following AEHS west was that turnout was high, but very content heavy - would like future meetings to be more interactive; need to focus in on objectives of these meetings; also want to rethink happy hour location, make it more accessible; could add discussion of TI at member meeting and provide opportunity for discussion/input for EJ and potentially biodiversity discussion; plan to discuss this more during our next board call</p> <p>Also give some thought to virtual meetings during off-season and adding online component to AEHS meetings; plan to discuss this more during our next board call</p>
Scott		Conferences	
Chris?		Webinar	Brenna sent sponsorship request, SURF Sponsorship at Partner level and contribution to the student paper is all set.
Katie and TI Leads		Technical Initiatives / Meetings	Academic involvement at AEHS East - Gerlinde could connect with Clarkson, Jay could connect with his contacts
Betsy / Nikki		Sponsorship	
Nikki		Treasurer Update	Any ideas regarding SURF membership meeting topics for AEHS east; general discussion following AEHS west was that turnout was high, but very content heavy - would like future meetings to be more interactive; need to focus in on objectives of these meetings; also want to rethink happy hour location, make it more accessible; could add discussion of TI at member meeting and provide opportunity for discussion/input for EJ and potentially biodiversity discussion; plan to discuss this more during our next board call
Kathy	Y	Case Studies	
Tucker	Y	CCLR partnership	Also give some thought to virtual meetings during off-season and adding online component to AEHS meetings; plan to discuss this more during our next board call

