BOARD CALL

Date:	7/6/23
Meeting called to order (time):	8:00AM PST
Meeting adjourned (time):	9:00AM 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) / Membership	Gerlinde/Katie checking sites. Kathy compared newsletter list to membership list. There are 19 current members that are not on the newsletter distribution list. DBG has added these to the DL. 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? Gerlinde and Paige to determine how to track that new members are being added and sent welcome email.
Nikki		Website Redesign	Email from Gerlinde on 6/28/2023: Code Clouds plans to start our new website build out tomorrow. I need to set up a Kinsta account for the hosting platform and a Stripe account for SURF to accept payments so they can get started. I thought I could use the new debit card for this, but Nicole is out of the office until next week (hope you are having a great vaca!). In order to not lose any time from code clouds I am thinking I will pay for this and then have SURF reimburse me, then we can change our payment method for the next billing cycle. Plans are billed annually. Kinsta will replace squarespace as the host for our website. I don't think we need to vote on this since we already voted to proceed with the website but I just wanted to make sure everyone was aware of the plan. Gerlinde personally paid for different accounts that needed to be created. She will need to be reimbursed. Gerlinde will communicate passwords and account information to Board. Believe CodeCloud has everything they need. Two-month development process. Kyle and Gerlinde main points of contact. When finished, a training session will be held and recorded. Encourage everyone to attend. Gerlinde will touch base with CodeCloud to identify appropriate timeframe for training so that we can set up time now and put on everyone's calendar. All CodeCloud invoices have been paid. CodeCloud said they can do "live"/interactive document if needed for EJ TI Team. Will investigate after new website set up.
Tucker	Y	Social Media/Marketing	DBG is planning to resume the Member spotlight. Any suggestions? DBG plans to make a form for us to share with members. Missed one week of posting to social media. HootSuite is up and running. Send comments on social media posts to Tucker.
Jay		SURF International/Outreach	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 continuing to send emails to government employees that attended AEHS West to introduce them to SURF, EJ initiative, etc.
Katie	Y	Virtual Meeting	Engage members in two virtual membership meetings during off-season. Consider second week of September to avoid Labor Day vacations. Plug AEHS, new website, etc. Introduce idea of Biodiversity TI, but need to narrow scope to facilitate productive discussion. Katie to contact Matt Ambrusch.
Kathy/Tucker/Katie/Paige/Ira/Jay	N	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) Board voted to approve purchase of 2 new booths - Kathy to pull together options from companies/costs and work with Scott/Ira for content. Board members able to provide pro bono graphic design services to contact Kathy. -See Action items tab: Pricing information for booth upgrades: see 5/25/23 Shipping costs: See 5/25/23 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 - Gerlinde forwarded. AEHS East Coast Academic involvement - Gerlinde/Jay to chat with James at upcoming conference about increasing student involvement. Jay spoke to Maria Cristina Lemes, who is co-CEO of Career KickStarter. The KickStarter matches students and young professionals with established practitioners to form a lasting relationship that is beneficial to both. James sent PPT about how they do it. Jay's thinking was that it might be a good way to strengthen student engagement. In Gerlinde's court. Membership Meeting - Aim for more interactive; need to focus in on objectives of these meetings; also want to rethink happy hour location, make it more accessible. On planning call, discussed possible EJ TI update from Katherine Blair; starting Biodiversity TI and then having brainstorm discussion; re-looking at PFAS discussion led by Paul Favara at prior membership meeting. Kathy to restart conversation with planning team via email. Possible to add online component to AEHS meetings? Gerlinde to discuss with Brenna (AEHS) to talk about adding a virtual options for the SURF membership meeting.

Scott		Conferences	Board voted to approve sending two people to Georgia conference (August 23-25) - Ira to attend - Betsy to attend - Scott may have a free registration for someone else through H&A - Scott to look into this - Kathy to coordinate with Mark Thomas regarding booth shipping - ship to Betsy Some budget available for conference attendance through SURF Should we consider the Battelle bio/sus conference for future attendance? Historically this has been out of our price range, but worth checking again - Jay will reach out to Rick about costs
Betsy / Gerlinde		Quarterly Webinar	Recording of last webinar has been uploaded to SURF YouTube page. Betsy to contact Amy at Trihydro to determine if next webinar can be scheduled on one of following dates: August 22-24 or August 29-31. If so, Kathy to include in July SURF Break. Ideas for next webinar (shooting for end of summer): (1) Steve at Battelle next week to see if he is interested in presenting on that biovent to enhance NSZD paper he did with API; (2) Paige – ESG 101 – use PPT from AEHS West 2023 and contact Roy to see if he is available and can present as well; (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: -outreach initiative - industry member pulse on sustainable remediation (Jay), from results plan engagement on industry side - Is there a better way for environmental metric tracking? (SiteWise Tool Update??) - Biodiversity. Priority metrics: biodiversity impacts; how to talk about this?; resource - use nine planetary boundaries categories?; metrics compared to UN SDGs? - Ecosystem services (valuation)? - Nature Based Solutions (tie in biodiversity into remediation)? 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 forwarded the Org chart.
Betsy / Nikki		Sponsorship	First Half Year Sponsors: Betsy and Nikki following up for payments (Exxon Mobil, Corteva, Terra Systems). Second Half Year Sponsors: Currently in this phase. Board members reach out to potential sponsors. Betsy following up with BP and Entac.
Nikki	TALK ABOUT THIS FIRST AT NEXT MEETING FIRST NEXT MEETING	Treasurer Update	Nikki to provide budget update on funds available to support additional conferences at next meeting. Discuss budget plans, workshop during next meeting. Consider a future, extended call to go over tasks and budget in more detail, maybe later on in the year.
Kathy	Y	Case Studies	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 on the SURF website? Kyle sent new case study from Matt Poltorak at Stantec. Kathy will clean it up a bit and post. 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	Y	CCLR partnership	Thoughts from the Board on collaboration. Would we be amenable to using our social media platform and newsletter to share upcoming events and trainings they have? Yes. Tucker to let DBG know (current action request to submit sustainability challenge projects to generate Best Practice examples of projects). Consider having them share our events in return. Tucker will follow-up w/ CCLR. Betsy/Paige reach out to BioMimicry3.8.