BOARD CALL

Attendees: yes/no

Gerlinde Wolf, 2023-25 President	yes
Katie Elich, 2023-25 Vice President	yes
Paige Molzahn, 2023-25 Secretary	no
Nikki Peck, 2022-24 Treasurer	yes
Scott Anderson, 2022-2024 At-Large Trustee	no
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	no

Date:	8/17/23
Meeting called to order (time):	11:03
Meeting adjourned (time):	
Quorum? (Y/N; need 5 BOT members):	

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
Nikki/Gerlinde	Y	Treasurer Update	Nikki resigning due to new job; Haley Young with EA appointed as interim Nikki working with Jason/Haley on transition Insurance is all paid, no remaining outstanding items Taxes - Nikki working with Jason on this, Jason did them last year; did receive extension from IRS so taxes aren't due until 11/15 Nikki to provide budgeting/forecasting spreadsheet to the board
Kathy		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.
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) Booth Updates: Retractable banners: Julie & Company providing design services. Kathy/Scott/Betsy met with woman designing booth this past Monday, goal is to get it for AEHS; draft will be presented at the next board call in 2 weeks; will need quick turnaround on feedback/approval Tablecloth: New Business Cards - 100% recycled, post-consumer waste paper VistaPrint - ranges from $25 - $34 for 100 count Jukebox - $69 for 250 count Board -- Recommend 200 or 250 for each booth setup. Option for QR Code addition to business card - send to website? option to subscribe to newsletter? let's get more information on how this works (will we get any information on them if they use the link) 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 - Gerlinde has not heard back from them Membership Meeting - Had team call on 7/25. General idea for agenda: Intro (15 min.), Update: Environmental Justice Technical Initiative (20 min.), PFAS Remediation and Sustainability: What Is Our Future? (20 min.), Biodiversity Discussion Question (20 min.), Wrap-up (15 min.). Matt contacting Melvin and PFAS company. 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.
Gerlinde/Katie	Y	Review Website Inquiries (see links in Column E, top rows) / Membership	Gerlinde/Katie checking sites. 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 send welcome email.
Nikki	Y	Website Redesign	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. Training video will be recorded, but would be good to have core group on live call (definitely need Kathy on the call, but anyone who will be involved in website updates going forward should be on the training); Tucker will plan to attend Website is in progress, nearing the finish line. Kyle and Gerlinde had a call with the Code Clouds team. https://sustainableremediationforum.kinsta.cloud/ Need to get club express members only resource over to Code Clouds team ASAP. Can Kathy help with this? Gerlinde has call setup with Kathy for tomorrow to talk about this Once new website is up and running, can cancel club express account If we use stripe for sponsorship they skim of 3%, which could add up; we haven't found a way around it in the past, we've talked about adding it to the invoice, seems like people don't have a problem with the fee, they just want whatever is easiest; checks are kind of a headache, folks who pay by paypal we sent the fee on to them and they covered it; electronic transfer is ideal form of payment, but not all companies want to do that; leaning towards increasing the membership fee slightly to cover the fee and giving sponsors options for payment, letting them know that if they choose to pay by credit card there will be a 3% fee added Is there option to still let sponsors sign up through the website, but pay with a different method? Gerlinde to check with the team if they can do this New website limits the "contact us" emails 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. 2 month development process contract closes on 8/29; had meeting yesterday to review website and send them edits; go live date will be shortly after 8/29

Tucker	Y	Social Media/Marketing	Ashley no longer with ecospears after this week; Reese is stepping in, but it's just her for at least the next month; need to keep an eye on hashtags that are being added to our posts DBG is resuming the Member spotlight. Tucker sent requests out to Maile, Matt Amb., EJ Initiative folks Kathy to start sending draft SURF Break letter to all board members, and DBG to start including all board members on test emails prior to distributing SURF Break Send comments on social media posts to Tucker. UPDATE FROM ROY: keynote speaker at SustREM Melbourne in October - do we have any social media/newsletter items planned for this? Would like to do a social media post highlighting this
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. - 9/14 @ 2PM EST, potentially cancel board call that day. Scott to send info over to Kathy for SURF Break for pre-registration; Gerlinde to send planning meeting invite to rest of board, next planning meeting is next week
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 Jay contacted Rick about SURF participating in the Battelle bio/sus conference. Rick is putting together a panel and suggested that SURF get engaged by participating on panel, etc. What is path forward here?
Betsy / Gerlinde		Quarterly Webinar	Next webinar - "More Than A Liability: ESG, UN SDGs, and Sustainable Remediation" Wednesday, August 30, 2023 3 p.m. - 4 p.m. EDT Registration information coming soon. Paige and Roy Thun presenting. Information was included in July SURF Break. Ideas for next webinar: (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 (is someone following up on this?); (2) Elizabeth Bishop (H&A) was interested - Scott can you follow up; (3) SuRF-UK published a bulletin entitled How Sustainable Remediation Concepts Align with ISO 14001:2015 Environmental Management Systems (needs someone to follow up); (4) Laurel Royer presentation on environmental security at AEHS West? (Kathy suggestion -- I'm still thinking about her talk.)
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	Y	Sponsorship	First Half 2023 Sponsors: Betsy and Nikki following up for payments (Exxon Mobil, Corteva, Terra Systems). Second Half 2023 Sponsors: Invoices for Terrasystems, Entact, and BP have all been sent out for the summer sponsorship class as of this morning
Tucker		CCLR partnership	CCLR agreed to crosspost events with us. Included a couple events from CCLR in this month's newsletter. Tucker to let DBG know (current action request to submit sustainability challenge projects to generate Best Practice examples of projects). Tucker will follow-up w/ CCLR. Betsy/Paige reach out to BioMimicry3.8. - Paige spoke with Chris Allen, they would be interested in future conversations