

## Board Call

Meeting Reminder: SURF meetings are not a time for marketing and/or conducting business

Date:	11/16/18
Meeting called to order:	1:03 PM
Meeting adjourned:	

Attendees: Present?  
 Gerlinde Wolf, 2018 President Yes  
 Matt Ambrusch, 2018 Vice-President Yes  
 Cathy Rockwell, 2018 Secretary Yes  
 Jason McNew, 2018 Treasurer Yes  
 Buddy Bealer, 2018 at-large Trustee No  
 Paul Hadley, 2018 at-large Trustee Yes  
 Erin Healey, 2018 at-large Trustee No  
 Mike Smiley, 2018 at-large Trustee No  
 Lynn Tucker, 2018 at-large Trustee No  
 John Simon, 2017 Past President No  
 Kathy Adams No

Quorum:	Yes
Approve meeting minutes from:	11/2
Motion to approve made by:	Gerlinde
Second made by:	Matt
All in favor:	Yes
Opposed:	None
Approved:	Yes

New Items to the Agenda:	Name	Topic	Current Status/ Update/ Notes
TI Update: International and Climate Change and Resiliency	Barbara	TI Update	Looking to scheduling Barbara to join us - emailed her 11/2/18 - joining next call on 11/30  <a href="#">Cathy to keep on agenda for next call</a>
Membership Committee	Cathy/ Paul		Cathy - sent out doodle poll for next week to re-convene committee  Paul and Cathy to connect to discuss contact that reached out recently - next week - Completed and Paul responded  Develop correspondence to those that stopped by the booth or meeting and are not members; review Kathy A notes from booth discussions, Matt to draft email, Gerlinde to reach out via phone - completed, Gerlinde sent out last week via email; but does want to check other list and possibly send another email if additional folks identified (Gerlinde)  Develop and send email to folks that are current members but need to develop club express login, Jason to look up if Club Express can send link to current members that do not have log in yet - Jason checked website and didn't find the option, so reached out to support. Waiting to hear back. Should include the members that were bulk uploaded, as well as the handful that were manually added by Jason. When bulk upload occurred and/or we manually entered into club express, automatic email should have gone out welcoming them and providing a temporary password - Matt and Paul don't recall seeing that. Gerlinde to reach out to a few additional folks (i.e. Scott Pittenger, etc.) who were manually entered and see if they have the email/ login.  To do: advertise that regulatory membership rate is \$0, was included in recent email sent out, include in next newsletter (with all the categories) with link to join, as well as LinkedIn post - Cathy to do - send to Mike (for newsletter) to update current section
Board member terms	Jason	Options for board member terms moving forward	Action item from last call: Discussion on increasing term timeframe to 2 years for President, VP, and Secretary. Secretary and treasurer to be offset a year.  Jason: write up description on ballot (for January 2019) and if passed, will need to update bylaws
Elections	Gerlinde	Updated ballot question	<a href="#">Look into Club Express to see if there's a survey option to use for voting on the ballot</a>  <a href="#">Kathy to find schedule for election process, updating dates - send to board, Gerlinde to follow up with Kathy to remind her</a>  <a href="#">Next board call - discuss open positions, suggestions for people to run</a>  Election committee - Gerlinde, Kathy A, Maile, others?
Next Steps with Club Express	Gerlinde		Email to individual members - ongoing
Contribution to Mike Miller Fund	Paul		Paul sent link to info on the Fund to board on 10/19/18, would like to do for next Fall for the AEHS conference. The amount for a full scholarship is \$500. Paul to ask Brenna (AEHS) how SURF would be advertised - photo with winner, etc. - completed: Paul followed up to us via email, awards given Tuesday, photo opportunity if student stays through awards ceremony on Thursday night. \$500 will cover one 2nd place scholarship (\$1000 for first prize)  Vote on amount for an annual contribution: Gerlinde made motion to have SURF contribute at the level of \$500 to the annual east coast AEHS scholarship award in honor of Mike Miller (this will continue annually until the vote is overturned), Paul seconded, All approved, Motion approved.

Recurring Updates:			
Responsible Person	Update (Y/N)	Topic	Current Status
Jason		Treasurer Update	
SURF Mtg Summary		Summary of recent SURF meeting - review of Kathy's notes	
John		Independent Contractor update	
Paul/Gerlinde/Matt	y	Conference alignment	<b>This Meeting: vote on partnership with AEHS Spring, and discuss success metrics with the partnership (financial sustainability, growth of organization)</b>  Discussion on definition of metrics for successful partnership with AEHS: 1. Does not put us in a financial strain 2. Increased visibility in the remediation community 3. We have two meetings a year that folks can attend - may not have happened if we were doing on our own 4. Hard to find quantitative metrics, but lots of qualitative 5. Can help with sponsorship - visibility at larger conference  Focus on membership meeting format/ revamp - Identify value we want to provide during that time, Spring AEHS not well attended, but possibly due to timing for Battelle this year, Amherst AEHS in fall was better attended this time.  Matt made motion to continue to partner with AEHS for the spring 2019 AEHS conference , Jason seconded, all approved, motion approved.  Cathy to send link to conference alignment folder for work done in 2015-2016, Kathy to send costs for planning past meetings - completed <a href="https://drive.google.com/file/d/0B639wWqKJ7ocRGVYN0dHeDRyanc/view?usp=sharing">https://drive.google.com/file/d/0B639wWqKJ7ocRGVYN0dHeDRyanc/view?usp=sharing</a> Discuss possible panel - James Henderson has ideas for hosting his own panel
Barbara		Climate Change and Resiliency (Tech Initiative)	
Erin Healey		Social Aspects (Tech Initiative)	
Amanda McNally		Case Studies (Tech Initiative)	
Gerlinde		GSR Value	
Gerlinde		Communications	
Cathy/ Jason		Membership	
Jason		Sponsorship	
Gerlinde	y	SURF Website update	<a href="#">Kathy to consolidate website comments and send to Maile - Gerlinde to follow-up</a>
Barbara		Potential Partners	
		International	

Second Half of Meeting - Tackle			
Keeping Momentum from AEHS Meeting	Gerlinde	lets pick a few of these and assign people to take on actions.	Address one or more of these at future meeting - address routine board discussion during first half of call and tackle one of these during the second half of call. Ranking of order to address noted as 1 - immediate, 3 - later on  Actions to address during upcoming calls:  THIS CALL: 1 - define success in our AEHS partnership (more members? more sponsors?) - what metrics?  1 - current board to assess Jake's strategic SURF proposal - next steps 1 - organize what is the benefit to our members, how do we encourage members vs. walk-ins at the member, SURF members have access to more  2 - evaluate list of TIs and assess if still supporting SURFs goals/ vision, make list of needs, list of TI, info blurb, contact info - reach out to leader of TI and what they need help with to put out to membership so people can get more involved  3 - case studies - Gerlinde to follow-up with current leader of TI and determine if still interested or need a new lead, re-engage this TI, good resource for members, case study is ongoing so perhaps more a committee (not a TI)? ongoing activity that a new SURF member could jump in and provide a lot of value - so may want to maintain TI status so stays promoted 3 - organize list of regulatory agencies that have GSR policies/guidance - find it and make more prominent as a resource 3 - article in newsletter - year in review (do annually already) - discuss on board call the list we want to document