

BOARD CALL

Attendees: yes/no

Date:	4/27/23
Meeting called to order (time):	8:01AM PST
Meeting adjourned (time):	

Gerlinde Wolf, 2023-25 President yes
 Katie Elich, 2023-25 Vice President yes
 Paige Molzahn, 2023-25 Secretary yes
 Nikki Peck (2022-24) Treasurer no
 Scott Anderson, 2022-2024 At-Large Trustee no
 Ira May, 2023-25 At-Large Trustee no
 Jay Smith, 2023-25 At-Large Trustee yes
 Evan Starr, 2023-25 At-Large Trustee yes

Nicole Tucker, 2022-2024 At-Large Trustee no
 Betsy Collins, Past SURF President 2021-23 no
 Kathy Adams yes

Quorum? (Y/N; need 5 BOT members):	Y
Approve meeting minutes from (date):	
Motion to no longer approve meeting minutes:	
Second made by (name):	
All in favor? (Y/N or number):	
Opposed? (Y/N or number):	
Approved? (Y/N or number):	

Future meetings will have these lines removed, not required to approve minutes in by-laws. See Section 5.5 President.

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/1p79BdUxaMcJs5mVWFgeBtwEsnUNSGwL9eqYqVL5VwaE/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/1lW1m3JyXCVDxj1GtnKTBR1blqWI3YBQW62t1sKCGQ/edit?usp=sharing>
- 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		Review Website Inquiries (see links in Column E, top rows)	Gerlinde/Katie checking sites Gerline compare newsletter list to membership list. Gerline to resume new member email (Paige to send 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. Tucker to talk to Laurel might also have some interest, keep outreach as separate initiative for future meetings
Paige	N	Membership	Paige/Gerlinde/Tucker review full membership list. Paige to update/confirm sponsorship members with Betsy/Stacey.

Kathy/Tucker/Katie/Paige/Ira/Jay		AEHS	<p>Follow-Up Items from AEHS West</p> <ul style="list-style-type: none"> -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: reach out to EcoSpears to see how they designed their booth (they are able to carry theirs on like luggage), Kathy will get the pricing information for booth upgrades and current shipping costs <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.</p> <p>Academic involvement at AEHS East - Gerlinde could connect with Clarkson, Jay could connect with his contacts</p>
Scott		Conferences	<p>Scott to give update about the other two conferences? Georgia/Tennessee</p> <ul style="list-style-type: none"> -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) <p>Scott to check in with Nikki on availability for Tennessee - if she cannot, we will pass on this one</p> <p>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</p> <p>Should we consider the Battelle bio/sus conference for future attendance?</p>
Chris?		Webinar	<p>Chris is not available for the next month or two but still wants to assist. Provided a follow-up email with ideas. Betsy did as well. Chris expressed a need for better review of the webinars prior to the presentation to check that self promotion is more limited.</p> <p>Need to consider a June deadline for the next webinar since the last one was in February. Betsy to reach out to Rick Wice (Battelle) about potential June presentation on Resilient Remediation that he recently gave for SAME.</p>
Katie and TI Leads		Technical Initiatives / Meetings	<p>Board to think of topics and ideas for future initiatives:</p> <ul style="list-style-type: none"> -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 footprinting tools, no updates needed at this time <p>start discussing these at the next meeting</p> <p>Ideas: Is there a better way for environmental metric tracking? (SiteWise Tool Update??)</p> <p>BIODIVERSITY</p> <p>priority metrics: biodiversity impacts (how to talk about this? resource use 9 planetary boundaries categories?)</p> <p>metrics compared to UN SDGs? can be cherry picked, might want to avoid.</p> <p>Ecosystem services (valuation)? Nature Based Solutions (tie in biodiversity into remediation)?</p> <p>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?</p> <p>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</p>
Betsy / Nikki		Sponsorship	<p>Exxon Mobil name was not on sponsorship poster - get the contact information, Betsy to continue this conversation</p>
Nikki		Treasurer Update	<p>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.</p>
Kathy	Y	Case Studies	<p>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?</p> <p>Potential New Case Studies: Contacted John Bowsher who indicated at AEHS West that he has "off-the-shelf" case studies. He responded immediately and said they are having internal call to discuss what case studies would be best to submit. Kathy will follow up next week. Contacted Haley Farr, who presented at a previous AEHS conference: Sustainable Remediation Case Study at "The Broadway" Development in Oakland, California. She responded, providing her PPT and offering additional information and contacts. Kathy to create a draft for review/approval within the next month.</p>