

BOARD CALL

Attendees: yes/no

Date:	7/20/23
Meeting called to order (time):	8:01 AM PST
Meeting adjourned (time):	9:00 AM PST
Quorum? (Y/N; need 5 BOT members):	Y

Gerlinde Wolf, 2023-25 President yes
 Katie Elich, 2023-25 Vice President yes
 Paige Molzahn, 2023-25 Secretary yes
 Nikki Peck, 2022-24 Treasurer yes
 Scott Anderson, 2022-2024 At-Large Trustee yes
 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

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/1p79BdUxaMcJs5mYWFgeBtwEsnUNSGwL9eqYqVL5VwaE/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/1LqTFxfWPw2sg1ZL2UoaDRwJFLevYdjiP3LuPlpjcqMU/edit#gid=0>

Responsible Person	Update (Y/N)	Topic	Current Status
Nikki		Treasurer Update	Nikki provided budget update on funds available to support additional conferences at next meeting. Discussed budget plans, workshop during next meeting.
Kathy		Case Studies	Existing Case Study 010, new five-year review showed no institutional controls were in place at the site.... <u>should this remain as a case study on the SURF website?</u> Kyle sent new case study from Matt Poltorak at Stantec. <u>Kathy will clean it up a bit and post.</u> Potential New Case Studies: (1) John Bowsher, et al. creating and putting in SURF template. (2) <u>Kathy drafting Broadway case study for Langan review/approval.</u>
Kathy/Tucker/Katie/Paige/Ira/Jay	Y - Kathy moved this up - would like to discuss booth update; need Board input/approval of a couple of items	AEHS	<u>Follow-Up Items from AEHS West</u> Would be helpful to get attendance lists from the conference - potentially attendance list for each session <u>Gerlinde to ask Brenna about the potential for this (add a hardcopy sign in sheet in each session)</u> Booth Updates: Retractable banners approved by Board at last meeting. Two items on AEHS West action item list (next tab) is purchasing SURF-branded tablecloths for the exhibit space and updating our SURF business cards. Currently SURF doesn't have a tablecloth for exhibit space, and business cards are out of date with old branding and information. Ira, Kathy, Betsy, Scott will work on project and show Board deliverables before making payment, etc. Kathy reached out to DBG for graphic design services for retractable banners but hasn't heard back. Reached out to a contact (Julie & Company) for an estimate. <u>APPROVED for NTE of \$500. Previously approved Kathy's cost estimate for banner production. Aim for \$350/banner.</u> Tablecloth - 6 feet (size at AEHS and most conferences) 4imprints - \$214/each - one color (white) Consider looser tablecloth to fit different sized tables <u>Kathy is getting company recommendations from others to compare costs - APPROVED for \$1,000 budget</u> New Business Cards - 100% recycled, post-consumer waste paper VistaPrint - ranges from \$25 - \$34 for 100 count Jukebox - \$69 for 250 count <u>Board -- Recommend 200 or 250 for each booth setup. APPROVED</u> Option for QR Code addition to business card - send to website? option to subscribe to newsletter? <u>AEHS East Coast</u> 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.
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. <u>Has this been done? Gerlinde and Paige to determine how to track that new members are being added and send welcome email.</u>
Nikki		Website Redesign	Gerlinde personally paid for different accounts that needed to be created. <u>She will need to be reimbursed. Gerlinde will communicate passwords and account information to Board.</u> 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. <u>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.</u> 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		Social Media/Marketing	DBG is planning to resume the Member spotlight. Any suggestions? <u>DBG plans to make a form for us to share with members.</u> <u>Send comments on social media posts to Tucker.</u>
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
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	Y	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		Sponsorship	First Half 2023 Sponsors: Betsy and Nikki following up for payments (Exxon Mobil, Corteva, Terra Systems). Second Half 2023 Sponsors: Currently in this phase. Board members reach out to potential sponsors . Betsy following up with BP and Entac. Terrasystems - I talked to Dick Raymond as we hadn't received their sponsor check yet. He indicated that they had to cut costs this year for R&D and wont be able to sponsor in 2023 BUT are looking forward to renewing in 2024. Entact - Anna responded and indicated that they are interested in sponsoring again. Your president email was cc'ed (7/6). I realized that the sponsor PDF has a link to a survey to request an invoice. And the survey goes to the president email. So you are going to need to check that and see if she requested an invoice there. If she didn't I can follow up with her directly. Bp - I emailed BP but haven't heard back. If there isn't a response in the sponsor survey we will need to follow up. Can you ask on the call if anyone on the board has a relationship with them and might get a better response. Maybe Katie? I think Stacy or Roy secured it last time.
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 . - Paige spoke with Chris Allen, they would be interested in future conversations