

BOARD CALL			
Attendees: yes/no			
Date:	4/12/24	Gerlinde Wolf, 2023-25 President	no
Meeting called to order (time):	12:03	Katie Elich, 2023-25 Vice President	yes
Meeting adjourned (time):	12:57	Paige Molzahn, 2023-25 Secretary	yes
		Haley Young, 2024-26 Treasurer	no
		Colleen Canfield, 2024-2025 At-Large Trustee	yes
Quorum? (Y/N; need 5 BOT members):	Y	Breanna Moak, 2024-26 At-Large Trustee	yes
		Jay Smith, 2023-25 At-Large Trustee	yes
		Evan Starr, 2023-25 At-Large Trustee	no
		Keith Thomsen, 2024-26 At-Large Trustee	yes
		Kathy Adams	yes
<p>FROM KEITH ON 4/12: I just wanted to give everyone a brief update. I'm in the process of leaving Lawrence Livermore National Laboratory and moving to Richland, WA to become the Principal Engineer for an applied R&amp;D effort to develop and advance the technological readiness of vitrification and encapsulation technologies for medium- and low-activity sludges as part of the cleanup of the DOE Hanford site. I will likely be out of pocket for about a month, but please continue to send me invitations to my personal email, <a href="mailto:keiththomsen@hotmail.com">keiththomsen@hotmail.com</a>. I will attend as time permits during the move and once I'm settled in WA, I will update everyone once I have a new work email.</p>			
Responsible Person	Update (Y/N)	Topic	Current Status
Evan	Y	Quarterly Webinar	<ul style="list-style-type: none"> <li>- Send ideas to Evan.</li> <li>- TerraTherm Sustainability with Thermal Remediation Webinar. Gerlinde connected Evan with contact. <a href="#">Evan to follow up.</a></li> <li>- SuRF-UK. Going back and forth with Paul Bardos. Should be able to get him scheduled for a May webinar.</li> <li>- Waiting to hear back from John LaChance (Cascade) on another webinar for June or July.</li> <li>- EMX Tool. Paige suggested the EMX Tool as a webinar topic. Board liked this idea; company is well respected worldwide and topic ties in with current nature restoration in Europe. <a href="#">Paige will connect Evan with contact.</a></li> <li>- Husker (eco/geotextile mats). Katie talked with them about webinar (non-sales pitch), potential for case studies to be presented, include carbon footprint and sustainability BMPs. Katie connected Evan with contact via email. <a href="#">Evan to follow up.</a></li> </ul>
Katie, Colleen	Y	Case Studies	<p>Katie and Colleen met last week. Colleen will create review process (with timelines); include process on website so those submitting case studies will know expectations. Katie and Colleen will begin to meet routinely and will keep Board updated. After process created, publicize among members (also newsletter?) and request case studies. Also reach out to authors of case studies in publications.</p> <ul style="list-style-type: none"> <li>- ENTACT case study (Pasco Sanitary Landfill). Katie began reviewing and will send to author.</li> <li>- <a href="#">Kathy to forward case study information she has to Colleen and Katie.</a></li> </ul>
Katie and TI Leads	Y	Technical Initiatives	<p>ENVIRONMENTAL JUSTICE</p> <ul style="list-style-type: none"> <li>- New deadline for EJ document completion was today (4/12), but it has been delayed again per Breanna's conversation with Tucker. Timing is unknown. <a href="#">Kathy will contact Tucker.</a></li> <li>- Per TI policy, Board to review within 30 days. <a href="#">Kathy will coordinate reviews by Board and SMEs.</a> Board members should begin contacting potential SMEs to review. <a href="#">Kathy to ask Kyle to review (industry perspective).</a> Preference of EJ Team is to use spreadsheet for comments. <a href="#">Kathy will create initial draft of spreadsheet and provide to Breanna for review.</a></li> <li>- Gerlinde will touch base with Melvin about the status and ask for some seed questions for upcoming Battelle Panel (from 3/29 meeting).</li> </ul> <p>NEXT TI</p> <ul style="list-style-type: none"> <li>- On 4/26, let's talk in more depth about the next TI. <a href="#">Kathy to share the slides from the AEHS breakout session and her draft notes as a starting point.</a></li> </ul>
Haley	Y	Treasurer Update	<ul style="list-style-type: none"> <li>- Haley and Gerlinde to have a call to review Stripe payments and also talk about renewing member differentiation.</li> </ul>
Haley and Betsy Collins	Y	Sponsorship	<p>GENERAL</p> <ul style="list-style-type: none"> <li>- Currently not sending out invoices unless requested. Names for comp members are not requested in the online form or the invoice. <a href="#">Kathy will revise invoice to include this information and new logo, etc.</a></li> <li>- Gerlinde unable to attend meeting and emailed asking us to designate someone to (1) email our sponsors with the new member sign up info from the email Paige drafted (Gerlinde sent one to Matt this week that can be used) and (2) go in and renew sponsor comp members who are already in the system. <a href="#">Paige will contact Betsy about #1. Paige will do #2.</a></li> <li>- Sponsorship Period 2 will continue as usual. Emails will be sent on 5/1, which is just after the next Board call on 4/26. <a href="#">Consider sending emails to those sponsors who did not renew in Sponsorship Period 2.</a></li> <li>- Jay reached out to his contact at Burns &amp; McDonnell, but hasn't heard back. He will email again.</li> <li>- Haley will coordinate with Betsy to alert Trihydro of free Bronze sponsorship. Board voted on this during 3/15 call; assuming does not include complimentary AEHS registrations (similar to Ecospears).</li> </ul> <p>PAYMENT STATUS</p> <ul style="list-style-type: none"> <li>- Haven't received sponsorship Corteva.</li> <li>- Received GHD's check as well as new contact info. (Roy has retired.)</li> </ul>
Matt / Gerlinde	Y	AEHS	<ul style="list-style-type: none"> <li>- Summary of AEHS West SURF sessions and suggestions for improvement are included in 3/29 notes.</li> </ul> <p>BOOTH:</p> <ul style="list-style-type: none"> <li>- Booth is at H&amp;A's office and can be shipped if necessary (w/coordination).</li> <li>- Setup required two people and was somewhat difficult; hopefully fabric is sufficiently stretched now so pulling it onto frame doesn't require better than usual upper body strength. Dismantling was easier.</li> <li>- <a href="#">Board decision to order another one or ship to AEHS East?</a></li> </ul>
Scott, Matt, Gerlinde, Kathy, Katie	Y	Membership Meeting Planning	<p>Last planning call was on Tuesday, 3/26. Summary of AEHS West SURF Meeting and suggestions for improvement are included in 3/29 notes. <a href="#">Before next Planning Team Meeting on 3/23, need Board follow-up on last suggestion (see 3/29 notes under Membership Meeting Planning).</a> <a href="#">Kathy to send email to Board cc'ing Scott and Matt.</a></p>
Gerlinde, Betsy, Paige	Y	External Conferences	<p>Abstract for EJ Panel Session has been approved by Battelle. Gerlinde Wolf is moderating; confirmed panelists are Jay, Rick Wice (Battelle), David Heinze (Ramboll). Ideally looking for government speaker to round out different perspectives on panel. Names were discussed and all seemed to agree to wait until it is possible to review presenter listings for potential speakers (i.e., they are already attending). Gerlinde said they still need an additional speaker with regulator perspective to be on the panel. Co-chairs of sessions were asked to submit final selections by 3/11. Assume folks will hear soon. Katie brought up Catch-22 associated with short course, abstract acceptance, and early bird registration. <a href="#">Jay followed up with Rick Wice but no headway made. Plug on social media and newsletter. Katie will generate social media blurb for DBG and SURF Break (distributed on Tuesday).</a></p>
Breanna	Y	Social Media/Marketing	<ul style="list-style-type: none"> <li>- Breanna looked at last contract; it was dated the end of April and retroactive. Asked Board thoughts on DBG's performance and anything they would like to change about previous contract. Board is okay with keeping contract the same, which includes reimbursement for new regular members (not complimentary sponsor members) and providing Gold sponsorship. Mark from DBG is wonderful to work with and great at his job.</li> <li>- Breanna to ask DBG if they are okay with SURF providing six-month membership updates (or at a minimum quarterly) instead of monthly updates.</li> <li>- DBG sending invoice for timeframe 1/1/2023 - 1/30/2024: 18 corporate sponsorship members, 20 regular members, 12 government members, 3 student members. On 2/16, Tucker sent email to DBG requesting invoice. <a href="#">Haley hasn't rec'd an invoice as of 3/15/2024.</a></li> </ul>
Jay, Roy	Y	SURF International/Outreach	<p>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. <a href="#">Kathy reached out to Jay for update. This effort is ongoing. Jay drafted initial portion. Paige sent Jay membership listing (3/4) so he can restart.</a></p> <p>NICOLE Foundation will attend 4/26 Board call and present during the first half hour. Background: Idea is to discuss Foundation and how SURF might be able to participate. They are looking for people to help them assist on projects. Think Engineers w/o Borders. Jay can coordinate presentation date, etc. and will keep Roy and Board informed. Shoot for 20 mins and then 10 mins of questions either 4/12 or 4/26 (preference).</p>
Paige	Y	Membership	<ul style="list-style-type: none"> <li>- Paige to generate list of new members monthly and provide it to DBG.</li> <li>- <a href="#">Paige generated template email for members joining under sponsorship.</a></li> <li>- <a href="#">Paige to start tracking members under sponsorship for each company under Sponsorship Summary Table.</a></li> </ul>

Tucker	Y	Website Updates	-Tucker volunteered to be website manager. Tucker and Kathy met and discussed what needs to be done. <a href="#">Kathy will provide Tucker with a list of tasks to do on each page.</a> Gerlinde to add to the list.
Gerlinde	Y	Website Redesign	-At the beginning of January, Kathy and Gerlinde met to discuss outstanding items w/CodeClouds. <a href="#">Gerlinde is asking Code Clouds to fix a few things, will keep team updated.</a> Gerlinde to follow up. - When users submit the "Contact Us" entry form on website, it is automatically sent to the SURF President email. It can also be followed up via the website. Kathy asked the Board how they wanted to handle responding to these questions and requests. Gerlinde said she is responding to some via President email. Need to coordinate and decide a plan - e.g., Kathy/Tucker check website and forward questions/requests to appropriate people - how to handle questions/requests that do not fit easily into a category (e.g., student question, SiteWise question). Gerlinde will think more about this and mentioned a potential meeting the week of 3/4 with Kathy to resolve website action items. <a href="#">Will meet after AEHS.</a>
All	Y	New Board Member Interests	- Breanna interested in helping with other initiatives once she's fully established in social media role. - Keith is interested in supporting government outreach; he will let us know in about two months (maybe mid-May) if he is up to leading effort.
Kathy	N	Election	N/A at this time.