

BOARD CALL			
Attendees: yes/no			
Date:	3/29/24	Gerlinde Wolf, 2023-25 President	yes
Meeting called to order (time):	9:02AM PST	Katie Elich, 2023-25 Vice President	yes
Meeting adjourned (time):	10:01AM PST	Paige Molzahn, 2023-25 Secretary	yes
		Haley Young, 2024-26 Treasurer	yes
		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	yes
		Keith Thomsen, 2024-26 At-Large Trustee	yes
		Kathy Adams	no
Responsible Person	Update (Y/N)	Topic	Current Status
Evan	Y	Quarterly Webinar	<ul style="list-style-type: none"> - Send Ideas to Evan. - TerraTherm Sustainability with Thermal Remediation Webinar. Gerlinde connected Evan with contact. He will follow up. - SuRF-UK. Evan following up to schedule webinar in second quarter and hopes to have update at next meeting (3/22). - Washington State (AEHS West Presentation) Evan talked with Chance at AEHS and there is interest - 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. Paige will connect Evan with contact and begin scheduling. - 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, Colleen	Y	Case Studies	<ul style="list-style-type: none"> - On 1/4 call, Kathy (Katie had to drop off the call) updated the Board on the progress of case studies (i.e., not much - been working on website, newsletter, and elections). Kathy and Katie had call and discussed lack of process for reviewing/approving case studies in new template. Katie thinks we need to set up some guidelines within template regarding length, etc.; notify authors that case study will go through review; and set timelines for process. Katie will set up meeting with Colleen (she is interested in supporting case studies) and Kathy to discuss these ideas. - ENTACT case study (Pasco Sanitary Landfill). Katie began reviewing and will send to author. - Paul from Isotec submitted case study and mentioned it at AEHS West
Katie and TI Leads	Y	Technical Initiatives	<ul style="list-style-type: none"> - Team members editing drafts internally. Tucker following up with other leaders to determine status. Then, revised compiled draft will be available for review. Jay said he hasn't heard anything; believes team is waiting on main text with links. Jay will follow up with his team lead and Katie will follow up with Tucker to see if additional resources would help achieve completion. - Evan interested in reviewing draft along with Tucker and Jay who are on the team. - Kathy sent TI policy to Board. Kathy forwarded email (dated 2/2/24) to Colleen, Keith, and Breanna. - Gerlinde to touch base with Melvin about the status and ask for some seed questions for upcoming Battelle Panel
Haley	Y	Treasurer Update	-Haley and Gerlinde to have a call to review Stripe payments, also talk about renewing member differentiation
Haley and Betsy Collins	Y	Sponsorship	<ul style="list-style-type: none"> - Currently not sending out invoices unless requested. Names for comp members are not requested in the online form or the invoice. Kathy will revise invoice to include this information and new logo, etc. - Sponsorship Period 1 (payment req'd by end of Feb.) will be extended on a case-by-case basis. Haley and Gerlinde provided the list of sponsors to Kathy (see 3/15 notes). Review of list indicates five sponsors have dropped (Trihydro, Burns & McDonnell, Foth, Gregg Drilling, and Marathon) and one has been added (REGENESIS). Jay will reach out to his contact at Burns & McDonnell. Haley will coordinate with Betsy to alert Trihydro of free Bronze sponsorship. - haven't received sponsorship from GHD and Corteva- Haley talking with Roy. Gerlinde to reach out to Roy. - Sponsorship Period 2 will continue as usual. Emails will be sent on 5/1.
Matt / Gerlinde	Y	AEHS	<p>AEHS West</p> <ul style="list-style-type: none"> - SURF session well attended throughout; Paul said more than he'd ever seen. Passed around sign in sheet, which not everyone signed. Good presentations; good abstracts from which to choose. From Paul: We had a simple title for the SURF session (Sustainable Remediation) and really good platform presentations. Never too soon to encourage our colleagues to think of a platform presentation for 2025. - From Paul: SURF (via Evan) again co-chaired a session with Bridgette DeShields. This year Bridgette reached out to SURF about partnering - so clearly it works well from her perspective. That session was on climate change and resiliency planning for sites, and had a good turnout on Thursday morning - typically a time when folks might have already left. Maybe there is another AEHS advisory board member for SURF to partner with in either our session or theirs, either in San Diego or Amherst? - Not as much booth traffic as AEHS East and last year - people going outside on breaks? - Casual gathering (Monday evening) feedback? Paul recommended taking group photo next time. - Feature Serene from YESAction in the next newsletter? Discuss with Kathy. - Consider renaming of our meeting to remove 'membership' to be more inclusive and inviting. <p>Booth Update:</p> <ul style="list-style-type: none"> - Booth is at H&A's office and can be shipped if necessary (w/coordination). - 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.
Scott, Matt, Gerlinde, Kathy, Katie	Y	Membership Meeting Planning	<ul style="list-style-type: none"> - Call was on Tuesday, 3/26. Well attended. - Serene's presentation (YESAction) was a hit. From Paul: The speaker at the membership meeting was an unbelievably accomplished young lady. Kudos to whoever discovered her [Betsy], and I think SURF is looking forward to further connection and maybe even collaboration with her and her organization. Something to think about for the membership meeting in 2025. - From Paul: The social hour seemed to go off without a hitch. The room setup with rounds worked well for both the membership meeting and the social hour. Much thanks to ecoSPEARS for again sponsoring the social hour. - Attendance was about 20 people - passed around sign-in sheet. Consider not calling it a "member" meeting. Kyle said people he ran into the next day didn't think they could come if they weren't members. Location was "off the beaten path" which may have hindered additional participation in meeting and happy hour. Work more with Brenna on location. - Consider not having separate SURF-sponsored happy hour and instead capitalizing on AEHS happy hour and making connections at booth. Scott suggested reaching out to Brenna to see what is possible as far as partnering with AEHS for their social hour. - Pitch: Are you looking to do something new/different/fresh? If so, so are we...and then collaborate on ideas. What does Board think?
Gerlinde, Betsy, Paige	Y	External Conferences	<ul style="list-style-type: none"> - 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. Jay will follow up with Rick Wice after this call (3/15).
Breanna	Y	Social Media/Marketing	<ul style="list-style-type: none"> - DBG contract expires at the beginning of March. Gerlinde will find old contract and begin renewal process. Breanna will check with Tucker to see if this has been initiated on ecoSPEARS end. - DBG 2023 contract specified they would receive commission for new members (excluding gov't, comp sponsor, renewing). Typically DBG sent an invoice and we stopped paying when we stopped getting the invoices. Paige tallied all 2023 new members to help with DBG back payments. See new member summary for DBG invoicing as follows (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 explaining disconnects as a result of turnover (ecoSPEARS and SURF) and lack of invoices, identifying new members in 2023, and requesting invoice. See Membership for more info. Haley hasn't rec'd an invoice as of 3/15/2024. - Breanna to ask DBG if they are ok with 6 month membership updates instead of monthly (or at a minimum quarterly)

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. 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.</p> <p>Roy following up with discussion with the SURF Board about the NICOLE Foundation. Both Johan De Fraye and Elliot Hannum (NICOLE Foundation Board members) would be willing to participate in a Board call to discuss the Foundation and how SURF might be able to participate. Let Roy know how you would like to proceed. Note, Roy would like to stay engaged on this topic. Jay talked with head of Foundation. They are willing to give us a 15-30 min. presentation during Board call about who they are etc. 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	<p>Paige to generate list of new members monthly and provide it to DBG. Need to develop and task a tracking system for complementary sponsor memberships. Received info from Langan on 3/26. Others?</p> <p>-Paige to generate template email for members joining under sponsorship</p> <p>-Paige to start tracking members under sponsorship for each company under Sponsorship Summary Table</p>
Tucker	Y	Website Updates	<p>-Need to update logos for sponsors; this will be an ongoing need.</p> <p>-Tucker volunteered to be website manager. Tucker and Kathy met and discussed what needs to be done. Kathy will provide Tucker with a list of tasks to do on each page. Gerlinde to add to the list.</p>
Gerlinde	Y	Website Redesign	<p>-At the beginning of January, Kathy and Gerlinde met to discuss outstanding items w/CodeClouds. Gerlinde is asking Code Clouds to fix a few things, will keep team updated. Gerlinde to follow up.</p> <p>- 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. Will meet after AEHS.</p>
All	Y	New Board Member Interests	Breanna interested in helping with other initiatives once she's fully established in social media role. Colleen indicated interest in supporting case studies. Keith is interested in supporting government outreach; he will let us know in about two months if he is up to leading effort.
Kathy	N	Election	N/A at this time.