

BOARD CALL			
Date: 3/15/24		Attendees: yes/no	
Meeting called to order (time): 12:03		Gerlinde Wolf, 2023-25 President no	
Meeting adjourned (time): 12:52!!! :-)		Katie Elich, 2023-25 Vice President yes	
		Paige Molzahn, 2023-25 Secretary yes	
		Haley Young, 2024-26 Treasurer yes	
		Colleen Canfield, 2024-2025 At-Large Trustee no	
Quorum? (Y/N; need 5 BOT members)		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 YES	
Responsible Person	Update (Y/N)	Topic	Current Status
All	Y	Donation in memory of Ira	- All donations complete!
Evan	Y	Quarterly Webinar	- 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). - 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.
Katie, Colleen	Y	Case Studies	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.
Paige	Y	Virtual Happy Hour	Completed - thanks to everyone that attended :) - Idea: offer to update SiteWise; Gerlinde followed up on this with creators of SiteWise. LOTS of energy for this effort. - Jay discovered that Mibo isn't accessible on a mobile device (e.g., iPad).
Katie and TI Leads	Y	Technical Initiatives	- 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.
Haley	Y	Treasurer Update	- Debit Card received! - Paul Hadley paid for renewal via check.
Haley and Betsy Collins	Y	Sponsorship	- 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 below). 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. Betsy suggested offering Trihydro a free bronze sponsorship for their continuing help with webinars. Katie made a motion to give Trihydro free bronze sponsorship. Jay seconded. The motion passed unanimously. Haley will coordinate with Betsy to alert Trihydro.  GOLD -- Woodard & Curran, Haley & Aldrich, EcoSpears SILVER -- Exxon Mobil (no logo provided - issue on their end), AECOM, EA, Cascade, GHD, Ramboll, Jacobs, Langan, Corteva BRONZE -- REGENESIS; BSI America Professional Services, Inc.; Provectus; Entact; BP  - Sponsorship Period 2 will continue as usual. Emails will be sent on 5/1. Note: AECOM renews its sponsorship during this period.
Matt / Gerlinde	Y	AEHS	AEHS West - Kathy created sponsor poster. See "Sponsorship" for more detail. - As of today, the following are attending AEHS West: Paige, Haley, Tucker, Evan, Colleen, Matt A., Kyle. [NO - Gerlinde, Katie, Jay, Scott, Betsy, Breanna, Keith] - Tucker is organizing a dinner/sunset watching gathering on Monday, March 18. Time has been changed to 5 p.m. in hotel lobby to go somewhere on the trolley. Kathy included information in SURF Break w/her SURF email as contact. Tucker sent invite to SURFers attending AEHS. The following people have indicated they will attend: Tucker, Paige, Paul, Haley, and Matt (likely).  Booth Update: - Booth ordered on 3/4, design finalized with vendor on 3/6. Booth has been received at the Haley & Aldrich office, and Kathy will pick it up on Monday. Colleen can be available to help with some notice.
Scott, Matt, Gerlinde, Kathy, Katie	Y	Membership Meeting Planning	Call was on Tuesday, 2/27. Well attended. SURF Member Meeting: Tuesday, March 19th, 3:30 p.m. - 5 p.m. PDT For agenda, see 03.04.2024 notes. Kathy is creating draft presentation for review.
Gerlinde, Betsy, Paige	Y	Conferences	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	- DBG contract expires at the beginning of March. Gerlinde will find old contract and begin renewal process. Breanna will check with Tucker. - 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.
Jay, Roy	Y	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. 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.  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.
Paige	Y	Membership	Paige to generate list of new members monthly and provide it to DBG.
Tucker	Y	Website Updates	-Need to update logos for sponsors; this will be an ongoing need. -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.

Gerlinde	Y	Website Redesign	<p>-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. Gerlinde to follow up.</a></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.</p> <p>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). <a href="#">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.</a></p>
All	Y	New Board Member Interests	<a href="#">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</a>
Kathy	N	Election	N/A at this time.