

BOARD CALL

Attendees: yes/no

Date:	8/31/23	Gerlinde Wolf, 2023-25 President yes
Meeting called to order (time):	8:03 AM PST	Katie Elich, 2023-25 Vice President No
Meeting adjourned (time):		Paige Molzahn, 2023-25 Secretary yes
		Haley Young, 2022-24 (Interim) Treasurer yes
		Scott Anderson, 2022-2024 At-Large Trustee yes
Quorum? (Y/N; need 5 BOT members):	Y	Ira May, 2023-25 At-Large Trustee yes
		Jay Smith, 2023-25 At-Large Trustee yes
		Evan Starr, 2023-25 At-Large Trustee No
		Nicole Tucker, 2022-2024 At-Large Trustee yes
		Betsy Collins, Past SURF President 2021-23 yes
		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/1p79BdUxaMcJsSmVWFae8tWESnUNSGwl9eqYqVL5VwaE/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/1lW1m3JyXCVDx11GtnKTB1blqWl3YBQW62t1sKCGQ/edit?usp=sharing>
- New member tracking - UPDATE LINK <https://docs.google.com/spreadsheets/d/1LqTFxWPw2sg1ZL2UoaDRwjFLeynYdIP3LuPlpjcqMU/edit#gid=0>

Responsible Person	Update (Y/N)	Topic	Current Status
Kathy/Tucker/Katie/Paige/Ira/Jay	Y - Discuss this banner first	AEHS	<p>Follow-Up Items from AEHS West</p> <p>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)</p> <p>Booth Updates: Retractable banners: Julie & Company providing design services.</p> <p>Kathy/Scott/Betsy met with woman designing booth this past Monday, goal is to get it for AEHS; draft will be presented at the next board call in 2 weeks; will need quick turnaround on feedback/approval Board review of new banner design, need a decision in the next two weeks. Action item to send along thoughts to Gerlinde and decide if we want to move forward. Schedule a follow-up call next week. Follow up call on 9/6/23 brought booth design to a vote of move forward with this design, or redesign. Vote was 3 for Yes to this design, and 5 for no to this design. 1 board member was absent. Plan made to start a new design and a contact from a graphic artist from Paige.</p> <p>Tablecloth:</p> <p>New Business Cards - 100% recycled, post-consumer waste paper</p> <p>VistaPrint - ranges from \$25 - \$34 for 100 count</p> <p>Jukebox - \$69 for 250 count</p> <p>Board -- Recommend 200 or 250 for each booth setup.</p> <p>Option for QR Code addition to business card - send to website? option to subscribe to newsletter? let's get more information on how this works (will we get any information on them if they use the link)</p> <p>AEHS East Coast</p> <p>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 - Gerlinde has not heard back from them</p> <p>Membership Meeting - Had team call on 7/25. General idea for agenda: Intro (15 min.), Update: Environmental Justice Technical Initiative (20 min.), PFAS Remediation and Sustainability: What Is Our Future? (20 min.), Biodiversity Discussion Question (20 min.), Wrap-up (15 min.). Matt contacting Melvin and PFAS company. Need to add registration link to SURF Website. None of EJ TI leads are able to attend it appears. Is there an option to present remotely?</p> <p>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.</p>
Nikki/Gerlinde	Y	Treasurer Update	<p>Nikki resigning due to new job; Haley Young with EA appointed as interim</p> <p>Nikki working with Jason/Haley on transition</p> <p>Insurance is all paid, no remaining outstanding items</p> <p>Taxes - Nikki working with Jason on this, Jason did them last year; did receive extension from IRS so taxes aren't due until 11/15</p> <p>Nikki to provide budgeting/forecasting spreadsheet to the board</p>
Kathy	Y	Case Studies	<p>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 on the SURF website?</p> <p>Kyle sent new case study from Matt Poltorak at Stantec. Kathy will clean it up a bit and post.</p> <p>Potential New Case Studies: (1) John Bowsher, et al. creating and putting in SURF template. (2) Kathy drafting Broadway case study for Langan review/approval.</p>
Gerlinde/Katie		Review Website Inquiries (see links in Column E, top rows) / Membership	<p>Gerlinde/Katie checking sites.</p> <p>New link for the membership list to be added. Has this been done? Gerlinde and Paige to determine how to track that new members are being added and send welcome email.</p>

Nikki	Y	Website Redesign	<p>Gerlinde personally paid for different accounts that needed to be created. She will need to be reimbursed. Gerlinde will communicate passwords and account information to Board. 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. 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. Training video will be recorded, but would be good to have core group on live call (definitely need Kathy on the call, but anyone who will be involved in website updates going forward should be on the training); Tucker will plan to attend</p> <p>Website is in progress, nearing the finish line. Kyle and Gerlinde had a call with the Code Clouds team. https://sustainablemediationforum.kinsta.cloud/ Need to get club express members only resource over to Code Clouds team ASAP. Can Kathy help with this? Gerlinde has call setup with Kathy for tomorrow to talk about this Once new website is up and running, can cancel club express account</p> <p>If we use stripe for sponsorship they skim of 3%, which could add up; we haven't found a way around it in the past, we've talked about adding it to the invoice, seems like people don't have a problem with the fee, they just want whatever is easiest; checks are kind of a headache, folks who pay by PayPal we sent the fee on to them and they covered it; electronic transfer is ideal form of payment, but not all companies want to do that; leaning towards increasing the membership fee slightly to cover the fee and giving sponsors options for payment, letting them know that if they choose to pay by credit card there will be a 3% fee added</p> <p>Is there option to still let sponsors sign up through the website, but pay with a different method? Gerlinde to check with the team if they can do this</p> <p>New website limits the "contact us" emails</p> <p>All CodeCloud invoices have been paid.</p> <p>CodeCloud said they can do "live"/interactive document if needed for EJ TI Team. Will investigate after new website set up.</p> <p>2 month development process contract closes on 8/29; had meeting yesterday to review website and send them edits; go live date will be shortly after 8/29</p>
Tucker	Y	Social Media/Marketing	<p>Reese Crawford and Mark Yanit are the new DBG leads for SURF; need to keep an eye on hashtags that are being added to our posts</p> <p>DBG is resuming the Member spotlight. Tucker sent requests out to Maile, Matt Amb., EJ Initiative folks. Received one response. Looking for more suggestions from the group.</p> <p>Kathy to start sending draft SURF Break letter to all board members, and DBG to start including all board members on test emails prior to distributing SURF Break</p> <p>UPDATE FROM ROY: keynote speaker at SustREM Melbourne in October - DBG added it to list to promote on socials, along with the SAME event.</p>
Jay		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. Still pending on Jay's end.</p> <p>Ira continuing to send emails to government employees that attended AEHS West to introduce them to SURF, EJ initiative, etc.</p>
Katie	Y	Virtual Meeting	<p>Engage members in two virtual membership meetings during off-season. 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; Gerlinde to send planning meeting invite to rest of board, next planning meeting is next week.</p> <p>Need to add registration link to SURF Website.</p>
Scott	Y	Conferences	<p>GRA conference was great!</p> <ul style="list-style-type: none"> - Betsy has booth. Need to figure out how its getting to AEHS East - Betsy asked Nik Tucci at H&A to submit a Case Study. He seems interested/willing - Yes Action is a non-profit started by a high schooler that lives near San Diego. I (Betsy) think the board should consider inviting her to AEHS West and having her give a short presentation during the member meeting on their Yes Water initiative. They are also looking for Adult Sponsors/Mentors if anyone is interested. - Would recommend future involvement at GRA, particularly if someone from SURF could get on a panel <p>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?</p>
Betsy / Gerlinde		Quarterly Webinar	<p>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.</p> <p>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.)</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"> - 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)? <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 forwarded the Org chart.</p>
Betsy / Nikki	Y	Sponsorship	<p>First Half 2023 Sponsors: Betsy and Nikki following up for payments (Exxon Mobil, Corteva, Terra Systems).</p> <p>Second Half 2023 Sponsors: Invoices for Terra Systems, Entact, and BP have all been sent out for the summer sponsorship class as of this morning</p>
Tucker		CCLR partnership	<p>CCLR agreed to crosspost events with us. Included a couple events from CCLR in this month's newsletter. Tucker to let DBG know (current action request to submit sustainability challenge projects to generate Best Practice examples of projects). Tucker will follow-up w/ CCLR.</p> <p>Betsy/Paige reach out to BioMimicry3.8. - Paige spoke with Chris Allen, they would be interested in future conversations</p>