

BOARD CALL			
Attendees: yes/no			
Date:	12/21/23	Gerlinde Wolf, 2023-25 President	yes
Meeting called to order (time):	8:03AM PST	Katie Elch, 2023-25 Vice President	yes
Meeting adjourned (time):		Paige Molzahn, 2023-25 Secretary	yes
		Haley Young, 2022-24 (Interim)	yes
		Scott Anderson, 2022-2024 At-Large Trust	no
Quorum? (Y/N; need 5 BOT members)	Y	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:			
1. 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/1p796dUxaMcJsSmVWfgeBtwEsnUNSGwL9eqYqVL5VwaE/edit?usp=sharing			
2. form block for Technical Initiative/Committee sign ups on the website goes to this Google spreadsheet: https://docs.google.com/spreadsheets/d/1lW1m3JyXCvDdx1tGmKTBRIblqWl3YBQW6Zt1sKCGQ/edit?usp=sharing			
3. New member tracking - UPDATE LINK https://docs.google.com/spreadsheets/d/1LqTxfWPwZsq1ZL2UoaDRwIFLevYdIP3LuPjcgMU/edit#gid=0			
4. Conferences Tracking Sheet https://docs.google.com/spreadsheets/d/1cEdmmpD-w66lRyBaDupKLBe48rm53lk3mXRV-HNuTW/edit#gid=1026828172			
Responsible Person	Update (Y/N)	Topic	Current Status
Paige		SURF International	<p>Last call, Roy Thun provided the Board with a report of ecoforum/SustREM and SURF International and his experience at SustRem2023.</p> <p>Followup from Roy: Here's the NICOLE Foundation website: https://nicolefound.org/. Also, I exchanged emails with Johan De Fraye regarding the NICOLE Foundation. Johan and Foundation Board member, Al Hannum, indicated that they would be happy to provide an overview of the Foundation and participate in a Q&A with the SURF Board. Presumably after the holidays. Let me know if this is of interest in having Johan and Al on a Board call, and if so provide me with a few dates and times that I could share with them. Note Johan is based in the Netherlands and Al is based somewhere in the US.</p> <p>The other item I had was to reach out to ALGA to see if they had an EJ subgroup that might be interested in collaborating. Matt Potter, CEO of ALGA, appreciated SURF US willingness to collaborate, but it turns out that ALGA does not have an EJ Interest Group at this time.</p>
Matt / Gerlinde	Y	AEHS	<p>Follow-Up Items from AEHS West</p> <p>Booth Updates: Paige to work with new Graphic Designer (Theresa). Contract sent over for \$100, currently pursuing two designs: 1) photo op "surfing" option with key points to attract more people at conferences, and 2) similar to original three panel design from earlier this year. Goal to get new design completed and approved by EOY 2023, produced by AEHS West Coast Meeting 2024.</p> <p>Ira continuing to send email; to government employees that attended AEHS to introduce them to SURF, EJ Initiative, etc. Update?</p> <p>AEHS East Coast</p> <p>See new AEHS Conference Spreadsheet: https://docs.google.com/spreadsheets/d/1cEdmmpD-w66lRyBaDupKLBe48rm53lk3mXRV-HNuTW/edit#gid=1026828172</p> <p>-Get list of folks that attended the SURF sessions and SURF booth - add folks from NYSDEC that attended AEHS, send out email with everyone bcc'd Gerlinde to send the email to this list.</p> <p>-SURF banners Paige has two options from Theresa to review - next board call we will vote on one or two setups (looks like ~\$1,500 per setup, Gerlinde will connect with vendor)</p>
Kathy	Y	Elections	<p>Need someone to help Kathy with ballot and certification.</p> <p>Katie emailed Ally Kenney on 12/20. Should we reach out to others who ran but weren't elected (Alex Jernigan, Chris Schultz)</p> <p>Kathy found old version of position descriptions - will forward to Board.</p> <p>As of 12/20, rec'd one nomination for Treasurer and three nominations for the two At-Large positions.</p> <p>Nominations will be accepted from December 12, 2023 to midnight EST on January 12, 2024. The voting period will run from January 15 to midnight EST on January 31, 2024. If a run-off is needed due to a tie, a second voting period will occur from February 2 through February 9, 2024. Results will be announced no later than February 6, 2024.</p> <p>Consider for post-elections - those that did not get voted onto the board could have the option to support committees (DBG committee, etc.)</p>
Scott, Matt, Gerlinde, Kathy	Y	Membership Meeting Planning	<p>We are looking for someone to volunteer to facilitate and coordinate the bi-annual membership meetings. Tasks include gathering a team to develop agenda, obtain necessary speakers and presentations, and coordinate social event following the meeting. At this time, Matt Ambrusch will continue to coordinate with AEHS regarding SURF sessions, etc. If someone is interested in fulfilling both roles, that's fine with Matt. Tucker open to supporting West Coast meeting, Katie open to support East Coast. Consider a lead for both coasts, but work together as a team. Additional people have joined the monthly SURF meeting committee planning call, next call to be held 1/2</p>
Haley		Treasurer Update	<p>Taxes - Haley working with Nikki and Jason on this. Jason did them last year; received extension from IRS so taxes aren't due until 11/15. Taxes are all submitted now</p> <p>Gerlinde looking for treasurer update from Nikki - does anyone else have this?</p> <p>SURF- Not For Profit</p>
Kathy and Kyle Waldron	N	Case Studies	<p>I am behind on these efforts, but will make a concerted push to complete. - KOA (11/7/2023)</p> <p>Existing Case Study 010, new five-year review showed no institutional controls were in place at the site. KOA sent Kyle email (11/7) to see if it should remain on website.</p> <p>(1) Moffett Field/NASA-Ames Research Park (CA). Kathy creating based on provided info.</p> <p>(2) Diesel and gasoline transfer station (remedy transition from P&T to endophyte-enhanced phytoremediation). Kathy to edit and coordinate finalization.</p> <p>(3) CA Refinery (active to passive remediation via improved CSM and remedial alternatives analysis) draft from Stantec (Matt Poltorak). Kathy to edit and coordinate finalization. Requested and rec'd additional background info (technical report) from Kyle to write up in draft.</p> <p>(4) Pasco Sanitary Landfill draft from Entact (John Bowsher, et al.). Kathy to edit and coordinate finalization.</p> <p>Others:</p> <p>Check in with Nick Tucci (Haley & Aldrich) re: potential case study. He was checking with Scott and client. (Betsy email on 8/26)</p> <p>Broadway case study (Langan) -- create draft and coordinate finalization</p>
Gerlinde and Paige		Review Website Inquiries (see links in Column E, top rows) / Membership	<p>Gerlinde/Katie checking sites. Gerlinde to send welcome email August and September members.</p> <p>New link for the membership list to be added. Gerlinde has figured out tracking for this, doesn't think we need links at the top of this sheet any more? Automatic emails are sent to members when they join, and also to president/secretary for notifications. May still need links for list tracking, Gerlinde to look into this further. Seems like over time list will be automatically maintained and we can export it as needed. Tucker needs this list for DBG. Once existing people are added in manually we can export the list, add the emails all to mail chimp for members only events.</p>
Gerlinde	Y	Website Redesign	<p>Maintenance budget end 12/29/23, do we want to continue this? 3 months, 40 hrs, \$1400.</p> <p>Kathy has some suggested changes for Initiatives page and library page for more clear organization. Thoughts from board? Need to update logos for sponsors, this will be an ongoing need.</p> <p>Kathy, did code clouds make all of your changes you have given them to date? (ISRA Call Notes, Photos not all working), others?</p> <p>Long term, we need to designate a website manager to become familiar with updating things and be able to regularly make changes to calendar, sliders, logos, etc. Any suggestions?</p>

Tucker		Social Media/Marketing	<p>DBG needs new member list. Low again on people for member spotlights. Tucker hasn't met with DBG recently, so not a lot of new stuff with them. Mark has been doing good job. Gerlinde to send out new member email after this call, which is when we stopped using other tracking sheet.</p> <p>Henry spoke to Hootsuite to get the non-profit rate for their software. Sent email to Tucker/Kathy on 12/5; Kathy forwarded to Katie and Haley on 12/7. Status? They need us to fill out form on TechSoup to verify that SURF is an NPO. It will take the annual software costs from \$1,100 to \$300 (it's a big savings). Signed up for TechSoup - Waiting on verification (using Treasurer email - Haley has sign-in info)</p>
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.
Katie	N	Virtual Happy Hour	See tab 10.26 for Virtual Meeting Notes. -SURF virtual members only Networking/Happy Hour. Paige will coordinate MIBO for next board meeting to try it out (https://getmibo.com/)
Scott		Conferences	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. Rick sent email to develop proposal for panel on EJ for Battelle ChlorCon 2024. Gerlinde and Jay interested in helping, tap into EJ team. Update?
Katie		Quarterly Webinar	<p>Trihydro has asked if they can present a webinar. I think it's a great idea as long as the topic is relevant. Katie to start new email to all with items that need completion.</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 (this is old -- is someone following up on this?); (2) Elizabeth Bishop (HGA) 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.) (5) Option with Andrea/Tom Sale for academics to present. Paige will keep talking with them. (5) Paige talked to Anna Bosted from ENTACT. Open to presenting on PFAS ISS. Need a volunteer to lead webinar coordination. Mostly just follow up items. Kathy has old emails from Chris that can help.</p>
Katie and TI Leads	Y	Technical Initiatives	<p>SURF Membership meeting at AEHS included workshop on brainstorming/outlining new TIs. Split into three groups: Biodiversity, Sustainability Decision Analysis Support Tool, and advances in high resolution characterization as a function of improved sustainability. Mixed AI category. One idea for a risk matrix incorporating sustainability. Third topic is CSM optimization for advancing sustainability. Need to have person/people to lead next one - let's get current one wrapped up first before shifting focus to next one.</p> <p>Trying to have EJ drafts together in December for review - decided they need more graphics to make more readable. Initial deadline was winter, but looking more like spring/end of Q1 at this point.</p>
Haley and Betsy Collins	Y	Sponsorship	<p>Final sponsorship listing prior to AEHS (i.e., this is who was on the sponsor poster): GOLD: ecospears, Haley & Aldrich, Langan, Woodard & Curran SILVER: AECOM, Burns & McDonnell, Cascade, Corteva, EA, GHD, Jacobs, Trihydro BRONZE: BP, BSI, Entact, Foth, Gregg, Marathon, Provectus, Ramboll Haley gained access to STRIPE payments - can begin going through which sponsors have paid for a final list New sponsor Regenesis/Exxon approached SURFers at AEHS and signed up and paid for sponsorship via new website. Kathy followed up with Betsy about logos...waiting to hear. When rec'd, need to add to website.</p>
Betsy	Y	Yes Action	<p>"I had the fortunate opportunity to meet you at the Georgia Environmental Conference. I was there on behalf of my organization, YESAction (Youth's for Environmentally Sustainable Action), to learn more about environmental issues and network. We are a youth-led high school based organization spanned across the entire country. Our national team consists of more than 9 students that manage over 50 high school chapters across the country. We as a national team design initiatives that chapters implement in their local schools and communities. This past summer we hosted a week-long 10 hour Sustainability Leadership Training Program. It was a major success and we had over 90 students attend, and two guest speakers. We saw that many students recognize that we have an environmental crisis happening right now, but they don't know what they can be doing about it, and want to learn more about career paths in sustainability across the industries. Attached is our pitch deck that describes YESAction in further detail.</p> <p>We wanted to ask if you or your organization would be interested in collaborating with YESAction. We are looking for people to help mentor our students, resources, guest speakers, new initiative ideas, and opportunities for YESAction and our chapters."</p> <p>Located near San Diego - potential for future engagement at AEHS West? Board is interested in supporting Betsy will continue this conversation.</p>