

**BOARD CALL**

*Attendees: yes/no*

Date:	2/1/24
Meeting called to order (time):	11:03
Meeting adjourned (time):	12:05

**Quorum? (Y/N; need 5 BOT members):** Y - around 11:20

Gerlinde Wolf, 2023-25 President yes  
 Katie Elich, 2023-25 Vice President yes  
 Paige Molzahn, 2023-25 Secretary no  
 Haley Young, 2022-24 (Interim) Treasurer yes  
 Scott Anderson, 2022-24 At-Large Trustee no  
 Ira May, 2023-25 At-Large Trustee <3  
 Jay Smith, 2023-25 At-Large Trustee yes  
 Evan Starr, 2023-25 At-Large Trustee yes  
 Nicole Tucker, 2022-2024 At-Large Trustee yes  
 Betsy Collins, Past SURF President 2021-23 yes  
 Kathy Adams yes

Responsible Person	Update (Y/N)	Topic	Current Status
All	Y	Donation in memory of Ira	- See 1/25/2024 notes for background and passing motion to donate \$100 to each of the charities listed in the obituary (\$300 total) in memory of Ira, replacing the original donation of \$180.00. The organizations are: Pure Earth (pureearth.org), Dig Deep (digdeep.org), and the Society for the Preservation of Nature in Israel (natureisrael.org). - Kathy and Haley met after 1/25 call to follow up about payment and lack of debit card information. See Treasurer Update.
Kathy	Y	2024-2025 Election	- Election window closed yesterday; certification call was held (Kathy, K&L Gates) prior to this call. One membership question emailed to Paige that needs to be answered before calling nominees. <b>Kathy will call all nominees with results and tell them date of next Board call (2/15). Kathy will forward invite for call.</b> - Kathy to update website with names and photos of new Board members and provide copy for announcement via DBG for socials and email. - Gerlinde made a motion to fill Ira's position with the third place nominee of the 2024-2025 Board election. Jay seconded. <b>Motion passed unopposed.</b> - Previous Board provided a Board transition slide deck for first call with new Board. Everyone in agreement that this is a good idea. <b>Kathy will forward presentation to Gerlinde. Gerlinde will revise, obtain input from others as needed, and finalize for 2/15 call.</b> Next steps: - Consider for post-elections - those that did not get voted onto the Board could have the option to support committees (DBG committee, etc.).
Evan	Y	Quarterly Webinar	- Evan met with Amy Blythe of Trihydro. Chris Schultz was traveling and unable to attend. - SURF-UK for first webinar. Paul Bardos is contact. Shoot for last week of February or first week of March. SURF-UK can present case study (qualitative sustainable assessments) or bulletin regarding sustainable management practices. Which one? <b>Evan will continue to work on this and follow up with Amy and Paul. When date/time is selected and title finalized, Evan will send information with presenter name to Kathy and Tucker for newsletter and other promotion by DBG.</b>
Katie	N - Katie had not yet joined call	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 (see Background below). <b>Developed a path forward for Entact case study (Pasco Sanitary Landfill). Kathy provided high-level suggestions on draft and sent to Katie for review; Katie will provide case study to author with context.</b>
Paige	Y	Virtual Happy Hour	- See tab 10.26 for Virtual Meeting Notes. Virtual HH will be held on Leap Day, 2/29/2024 at 4 p.m. PDT (5 p.m. MDT and 7 p.m. EDT). This networking event is for SURF members only. Future events will be scheduled to favor SURF members in Eastern time zone locales. - Kathy sent email to Mark about creating member only email w/ calendar save the date. - Tucker will send email to Mark (cc Kathy) indicating the plan: Save the Date email to large distribution list and later email with link to members only. Also promote event (no link) on social media with reminder to join. - Paige will coordinate MIBO for next board meeting to try it out ( <a href="https://getmibo.com/">https://getmibo.com/</a> ). Okay that this is the meeting with both Boards in attendance. - Gerlinde will revise member-only email distribution list so invitation with link can be sent. On invitation, also remind folks of informal dinner on Monday, 3/18 in San Diego (see AEHS).
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. - Evan interested in reviewing along with Tucker and Jay who are on the team. - <b>Kathy to send TI policy to Board.</b>
Haley	Y	Treasurer Update	- Donations in honor of Ira will be made via PayPal (Pure Earth and Dig Deep and bank transfer (Society for the Preservation of Nature in Israel)). - Kathy connected Haley and K&L Gates - new debit card will be on the way. - Paul Hadley having issues renewing retiree membership. Haley sent to Kathy for follow-up and item was added to Gerlinde's email to Code Clouds. Code Clouds responded requesting more information. Kathy provided information (along with other responses to questions) to Gerlinde to send to Code Clouds. <b>Gerlinde will respond to Code Clouds.</b>
Haley and Betsy Collins	Y	Sponsorship	Gerlinde, Betsy Collins, Paige, Haley, and Kathy met on 1/30 to discuss sponsorship process and loose ends. Summary and action items are below. For a summary of commission payments owed to DBG, see Membership. - Currently not sending out invoices unless requested. Names for comp members are not requested in the online form or the invoice. <b>Kathy will revise invoice to include this information and new logo, etc.</b> - Gerlinde will follow up with those sponsors from who we've heard, thank them for payment, and request who they want to have as their comp members. - <b>Paige will manually add comp sponsor members to system.</b> - Haley updated 2024 tab in sponsor tracking sheet. - <b>Gerlinde will email second request to sponsors from whom we have not rec'd a reply.</b> - Sponsorship Period 1 (payment req'd by end of Feb.) will be extended on a case-by-case basis. <b>Haley and Gerlinde to provide list of sponsors to Kathy for AEHS West sponsor poster by 3/4.</b> - Sponsorship Period 2 will continue as usual. <b>Email will be sent on 5/1.</b>
Matt / Gerlinde	Y	AEHS	<b>AEHS West</b> - Ecospears is sponsoring the happy hour - occurs 30 minutes after member meeting in same room. To date, all who are attending the conference are attending the happy hour. - Tucker is organizing a dinner/sunset watching gathering on Monday, March 18. Meet at 6 p.m. in hotel lobby to go somewhere on the trolley. <b>An invitation will be sent to members informing them of the gathering. Kathy will add to website.</b> The following people have indicated they will attend: Tucker, Paige, Paul, and Matt (likely). [NO - Evan, Gerlinde, Katie, Scott, Betsy] - As of today, the following are attending AEHS West: Paige, Haley (maybe), Tucker, Evan, Jay (maybe), Matt A., Kyle (maybe). [NO - Gerlinde, Katie, Scott, Betsy]  <b>Booth Update:</b> - Booth production takes seven business days. <b>Gerlinde will connect with vendor again to determine if there is a significant cost advantage to purchasing two now (vs. one now and one later)?</b> - Gerlinde forwarded all notes of revisions to Paige for graphic artist. <b>Gerlinde will tell Paige the need to create "design" for the pop-up table.</b> Board agreed design should include circle SURF logo on each side and the long "Sustainable Remediation Forum" logo on the front. <b>Gerlinde will ask Paige when Theresa (graphic artist) can provide revised design.</b> - Booth will be shipped directly to San Diego office of Haley & Aldrich. Kathy will contact Scott for name/address for shipment and also coordination of booth's arrival on-site on 3/18 and departure on 3/21.  <b>AEHS East Coast 2023</b> <b>See new AEHS Conference Spreadsheet:</b> <a href="https://docs.google.com/spreadsheets/d/1cEdmppyD-w86iRyRaDupKLBe4bRm53lk3mXRV-HNlJTW/edit#gid=1026828172">https://docs.google.com/spreadsheets/d/1cEdmppyD-w86iRyRaDupKLBe4bRm53lk3mXRV-HNlJTW/edit#gid=1026828172</a> - 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.
Scott, Matt, Gerlinde, Kathy, Katie	Y	Membership Meeting Planning	- Next call on Tuesday, 2/6. Draft agenda and notes from Fall meeting brainstorming sent to planning team to review before call.

Gerlinde, Betsy, Paige	Y	Conferences	Abstract for Mini-EJ course 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). <a href="#">In the meantime, Jay will contact Breanna Moak for possible suggestions. Gerlinde will forward abstract to Jay and Kathy.</a>
Tucker	Y - vote on next Board call on 2/15	Social Media/Marketing	<ul style="list-style-type: none"> <li>- DBG contract expires at the beginning of March. DBG is working on contract revision now and does not want it to be delayed like last year. <a href="#">Renew? Bring up on next Board call.</a> (This is action item from 1/30 meeting - see Sponsorship.)</li> <li>- Tucker will send 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.</li> <li>- <a href="#">Need replacement for Tucker.</a> Tucker - is nominee Breanna Moak interested? She has no special interest in it but wants to help however.</li> <li>- New Board members will be highlighted via socials after election, beginning with Haley.</li> </ul>
Jay	N	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. <a href="#">Still pending on Jay's end. Update?</a>
Paige	Y	Membership	Paige can now generate list of new members monthly and provide it to DBG. ClubExpress account cancelled (rec'd email). <a href="#">Haley - In mid-February, can you confirm that we aren't getting billed?</a> 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. <a href="#">See new member summary for DBG invoicing below (1/1/2023 - 1/30/2024): 18 corporate sponsorship members, 20 regular members, 12 government members, 3 student members.</a>
Gerlinde	N	Website Redesign	<ul style="list-style-type: none"> <li>-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></li> <li>-Need to update logos for sponsors, this will be an ongoing need. <a href="#">Kathy to email Regenesis and Exxon for logos.</a></li> <li>-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? <a href="#">Tucker interested in learning more, possibly can help in a few weeks.</a></li> </ul>