

BOARD CALL			
Attendees: yes/no			
Date:	2/15/24	Gerlinde Wolf, 2023-25 President	yes
Meeting called to order (time):	8:03AM PST	Katie Elich, 2023-25 Vice President	yes
Meeting adjourned (time):	9:00AM 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
		Betsy Collins, Past SURF President 2021-23	yes
		Kathy Adams	yes
		Nicole Tucker	yes
Responsible Person	Update (Y/N)	Topic	Current Status
All	N	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	- Kathy contacted all election nominees to inform them of results. The 2024 SURF Board of Trustees consists of the following officers: Gerlinde Wolf (President), Katie Elich (Vice President), Paige Molzahn (Secretary), and Haley Young (Treasurer). Here are the At-Large Trustees: Colleen Canfield - fulfilling the remainder of Ira's term (one year), Breanna Moak, Jay Smith, Evan Starr, and Keith Thomsen. A sincere THANK YOU to our outgoing Board members Tucker and Scott! - Kathy updated website with names and photos of new Board members and provided copy for announcement via DBG for socials and email. - Previous Board provided a Board transition slide deck for first call with new Board. Everyone in agreement that this is a good idea. Kathy forwarded presentation to Board. Gerlinde will revise, obtain input from others as needed, and finalize for 2/15 call. 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 Chris Schultz. - SURF-UK webinar with Paul Bardos will not work for 1Qtr. Likely will not have webinar in first quarter, but two in second quarter. Send ideas to Evan.
Katie	N	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). 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.
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. - Save the Date email went out to large distribution list on 2/6. Another email with the link will go out the week of the event. DBG also promoting event (no link) on social media with reminder to join. - Not enough time on today's call for Paige to test MIBO. She will reach out to Board members to test as a smaller group. - 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	N	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 draft along with Tucker and Jay who are on the team. - Kathy sent TI policy to Board.
Haley	Y	Treasurer Update	- Donations in honor of Ira were made (Pure Earth and Dig Deep). The Society for the Preservation of Nature in Israel donation will be made after receiving new SURF debit card. Haley submitted the request for the new debit card on 2/9. Estimated delivery is 4-6 business days. - Paul Hadley having issues renewing retiree membership. Kathy answered Code Cloud question; Gerlinde to send to Code Clouds as part of larger email. - AECOM reached out to ask if SURF sponsor-comped AEHS registrations extend for the 2024 event. Last paid sponsorship in March 2023. Betsy to double check if they rolled their sponsorship to second period. If so, comped registration is okay. If not, no comped registration. Then, ask them to renew their sponsorship and, if we get a commitment that payment is in the works, we can let them use it for 2024 even if we don't have payment yet.
Haley and Betsy Collins	N	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. Kathy will revise invoice to include this information and new logo, etc. - 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. - Paige will manually add comp sponsor members to system. - Haley updated 2024 tab in sponsor tracking sheet. - Gerlinde will email second request to sponsors from whom we have not received a reply. - Sponsorship Period 1 (payment required by end of Feb.) will be extended on a case-by-case basis. Haley and Gerlinde to provide list of sponsors to Kathy for AEHS West sponsor poster by 3/4. - Sponsorship Period 2 will continue as usual. Email will be sent on 5/1.
Matt / Gerlinde	N	AEHS	AEHS West - 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. - As of today, the following are attending AEHS West: Paige, Haley, Tucker, Evan, Colleen, Breanna (maybe), Keith, Matt A., Kyle. [NO - Gerlinde, Katie, Jay, Scott, Betsy] - 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. An invitation will be sent to members informing them of the gathering. Kathy will add to website. The following people have indicated they will attend: Tucker, Paige, Paul, Haley, Breanna (if she can attend conference), Keith, and Matt (likely). [NO - Kyle, Evan, Gerlinde, Jay, Katie, Scott, Betsy] Booth Update: - Booth production takes seven business days. 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)? - Gerlinde forwarded all notes of revisions to Paige for graphic artist. Gerlinde will tell Paige the need to create "design" for the pop-up table. Board agreed design should include circle SURF logo on each side and the long "Sustainable Remediation Forum" logo on the front. Gerlinde will ask Paige when Theresa (graphic artist) can provide revised design. - Booth will be shipped directly to San Diego office of Haley & Aldrich. Kathy contacted Scott and for name/address for shipment and will coordinate booth's transport to/from hotel before/after the conference. Will loop Colleen in as well. AEHS East Coast 2023 See new AEHS Conference Spreadsheet: https://docs.google.com/spreadsheets/d/1cEdmmpD-w86IRyRaDupKLBe4bRm53lk3mXRV-HNUTw/edit#gid=1026828172 - 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, 2/27.
Gerlinde, Betsy, Paige	N	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). In the meantime, Jay will contact Breanna Moak for possible suggestions. Gerlinde will forward abstract to Jay and Kathy.

Tucker	N	Social Media/Marketing	<ul style="list-style-type: none"> - 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. Renew? Bring up on next Board call. (This is action item from 1/30 meeting - see Sponsorship.) - 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. - Need replacement for Tucker. - New Board members were highlighted via email on Tuesday.
Jay	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. Still pending on Jay's end. Update?</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. Yes - we would like to hear from them, but format for this is TBD. Jay can reach out and ask the organization about this for us. Gerlinde will respond to Roy and cc' Jay.</p>
Paige	Y	Membership	<p>Paige can now generate list of new members monthly and provide it to DBG.</p> <p>ClubExpress account cancelled (rec'd email). Haley - In mid-February, can you confirm that we aren't getting billed?</p> <p>DBG 2023 contract specified they would receive commission for new members (excluding gov't, comp sponsor, renewing).</p> <p>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. Tucker included this information in email to DBG (see Social Media/Marketing).</p>
Gerlinde	Y	Website Redesign	<ul style="list-style-type: none"> -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. -Need to update logos for sponsors, this will be an ongoing need. Kathy to email Regensis and Exxon for logos. -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? Tucker and Kathy connected via email and will meet week of 2/19 to discuss what needs to be done.