

# BOARD CALL

A poll of 2024 Board members indicated ONE (!) preferred time for future Board calls - Fridays at noon Eastern. [Gerlinde will send out new series invitation for this day/time, beginning 3/15.](#)

Attendees: yes/no

Date:	2/29/24
Meeting called to order (time):	11:05
Meeting adjourned (time):	12:03

Gerlinde Wolf, 2023-25 President yes  
 Katie Elich, 2023-25 Vice President yes  
 Paige Molzahn, 2023-25 Secretary no  
 Haley Young, 2024-26 Treasurer yes  
 Colleen Canfield, 2024-2025 At-Large Trustee yes  
 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

Quorum? (Y/N; need 5 BOT members)	Y
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Responsible Person	Update (Y/N)	Topic	Current Status
All	Y	Donation in memory of Ira	- <a href="#">Waiting on Debit Card for Nature Israel Donation (See Treasurer Update)</a>
Kathy	Y	2024 Election	- Consider for post-elections - those that did not get voted onto the Board could have the option to support committees (DBG committee, etc.). <a href="#">Chris Schultz is helping Evan with webinar support.</a>
Evan	Y	Quarterly Webinar	- Send ideas to Evan. - Potential Idea: TerraTherm Sustainability with Thermal Remediation Webinar. <a href="#">Gerlinde will send email to determine interest.</a>
Katie	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 (see Background below). Developed a path forward for Entact case study (Pasco Sanitary Landfill). <a href="#">Kathy provided high-level suggestions on draft and sent to Katie for review; Katie will provide case study to author with context. Katie will develop review process and review on next Board call (3/15).</a>
Paige	Y	Virtual Happy Hour	- Meeting email went out to members on 2/26 via DBG. <a href="#">Some Board members can only attend for one hour.</a>  Agenda: <ul style="list-style-type: none"> <li>• Meeting to kick off in MS Teams</li> <li>• Paige will share screen and run through slide deck: <ul style="list-style-type: none"> <li>- Each board member should be ready to introduce themselves and talk about their slide briefly (1-2 mins max). <a href="#">Please send over your slides if you haven't already. Evan will send his slide to Paige.</a></li> <li>- Review upcoming events</li> <li>- Walk through a Mibo 'how-to'</li> </ul> </li> <li>• Paige will paste link for Mibo into MS Teams chat (board can explore the space before, it just stays active): <a href="https://getmibo.com/join/UTZ3-XSWG-4Q8K-JJK3?ref=ingame">https://getmibo.com/join/UTZ3-XSWG-4Q8K-JJK3?ref=ingame</a></li> <li>• Katie and Kathy to stay behind in the Teams call for ~5 minutes and help folks if they get stuck or confused.</li> </ul> Mibo membership path forward: <ul style="list-style-type: none"> <li>• 0-25 people on call: everyone joins using above link</li> <li>• 26-30 people on call: a few of the Board members just rotate in and out of the room to keep it under 25 people in there at once</li> <li>• 31-50 people on call: Gerlinde quickly buys a second membership while we walk through the intro slides, and then we start two rooms</li> <li>• Over 50 people on call: I don't expect this many people to join, but, if needed, Haley purchases a third membership</li> </ul> <a href="#">Somewhere between \$50 and \$150 to be spent.</a>
Katie and TI Leads	Y	Technical Initiatives	- Team members editing drafts internally. <a href="#">Tucker following up with other leaders to determine status.</a> 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. <a href="#">Kathy will resend document to 2024 Board.</a>
Haley	Y	Treasurer Update	- Haley submitted the request for the new debit card on 2/9. <a href="#">The card was sent to Nikki Peck's (former Treasurer) North Carolina address. Haley connected with Nikki and Nikki has sent the card to the EA Syracuse office. Then, Haley will make contributions.</a> - Paul Hadley having issues renewing retiree membership - Paul is sending a check to Haley in the mail. - Colleen said H&A payment was made via website; Haley will coordinate with Colleen re: comped members, etc. <a href="#">Haley will send invoice to Colleen indicating H&amp;A paid.</a> - AECOM reached out to ask if SURF sponsor-comped AEHS registrations extend for AEHS West (2024) event. AECOM sponsor payment was in Sponsorship Period 2 (second half of 2023), so it is <a href="#">ok for AECOM to use comps for 2024 AEHS West. AECOM was notified of this.</a>
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. <a href="#">Kathy will revise invoice to include this information and new logo, etc.</a> - Sponsorship Period 1 (payment req'd by end of Feb.) will be extended on a case-by-case basis. <a href="#">Haley and Gerlinde to provide list of sponsors to Kathy for AEHS West sponsor poster by 3/4.</a> - Sponsorship Period 2 will continue as usual. <a href="#">Emails will be sent on 5/1. Note: AECOM renews its sponsorship during this period.</a>
Matt / Gerlinde	Y	AEHS	<a href="#">AEHS West</a> <ul style="list-style-type: none"> <li>- <a href="#">Kathy needs list of sponsors and associated level of sponsorship by 3/4 (Monday).</a></li> <li>- 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.</li> <li>- 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]</li> <li>- 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. <a href="#">Kathy will send email to Tucker/Breanna to see if invitation will be sent to members informing them of the gathering. Tucker - add to website 'slider'?</a> 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]</li> </ul> Booth Update: <ul style="list-style-type: none"> <li>- <a href="#">Booth production takes seven business days. NEED TO ORDER BY No Later Than 3/6</a></li> <li>- Gerlinde forwarded all notes of revisions to Paige for graphic artist, final version received, need final edit of table design.</li> <li>- Booth will be shipped directly to San Diego office of Haley &amp; Aldrich. <a href="#">Kathy provided shipment name/address to Gerlinde and will coordinate w/ Colleen re: booth's transport to/from hotel before/after the conference.</a></li> </ul> Haley & Aldrich Mark Thomson 5333 Mission Center Road, Suite 300 San Diego, CA 92108

Need to communicate about dinner/sunset activity  
 Gerlinde emailed Paige to check on podium revision - backup plan is to order design as is

Scott, Matt, Gerlinde, Kathy, Katie	Y	Membership Meeting Planning	<p>Call was on Tuesday, 2/27. Well attended.</p> <p>SURF Member Meeting: Tuesday, March 19th, 3:30 p.m. - 5 p.m. PST</p> <p>Agenda:</p> <p>Welcome and Introduction of 2024 Board of Trustees (20 min.)</p> <ul style="list-style-type: none"> <li>- Includes icebreaker, brief Intro to SURF, Ira tribute, Intro of New Board (5-6 present) w/photo</li> </ul> <p>SURF Update: Environmental Justice Technical Initiative (15 min.)</p> <ul style="list-style-type: none"> <li>- 10 min. update, 5 min. questions</li> </ul> <p>YESACTION (20 min.) - High school group that Betsy Collins met at GA conference last year</p> <ul style="list-style-type: none"> <li>- 15 min., 5 min. questions</li> <li>- Includes overview of organization (600 people!), current activities, future direction, questions (e.g., collegiate transition, industry mentors)</li> </ul> <p>Technical Initiative Workshop (30 min.)</p> <ul style="list-style-type: none"> <li>- Includes intro w/ explanation of TIs in general and 30-second description of each potential TI and key takeaways from last meeting <ul style="list-style-type: none"> <li>o Biodiversity (Paige)</li> <li>o Sustainability Decision Analysis Support Tool (Matt)</li> <li>o Enhanced Site Evaluation (Tucker)</li> </ul> </li> <li>- Break up into groups, discuss all three topics, and consider following questions: If we pursue these TIs, which ones would you prioritize and how would you like to see them get accomplished (i.e., what's the product)? <i>Kathy will send summaries from the three topics above to the Board for their awareness.</i></li> </ul> <p>Wrap Up and Final Questions (5 min.)</p> <ul style="list-style-type: none"> <li>- Includes plug for HH again and thank you to sponsors</li> </ul> <p>Then, happy hour in the same room, 30 minutes later.</p>
Gerlinde, Betsy, Paige		Conferences	<p>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). <i>Gerlinde said they still need an additional speaker with regulator perspective to be on the panel.</i></p>
Tucker	Y	Social Media/Marketing	<ul style="list-style-type: none"> <li>- DBG contract expires at the beginning of March. <i>Gerlinde will find old contract and begin renewal process.</i></li> <li>- DBG 2023 contract specified they would receive commission for new members (excluding govt, 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.</li> <li>- 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. <i>Haley hasn't rec'd an invoice as of 2/29/2024.</i></li> <li>- <i>Breanna has volunteered to take on Tucker's role as liaison with DBG and all that it entails. Tucker will be transitioning the role.</i></li> </ul>
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. <i>Still pending on Jay's end. Update?</i></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. <i>Yes - we would like to hear from them, but format for this is TBD. Gerlinde responded and copied Jay. Jay reached out to contacts but they haven't caught up with each other yet.</i></p>
Paige	Y	Membership	<p>Paige to generate list of new members monthly and provide it to DBG.</p> <p>ClubExpress account cancelled (rec'd email). <i>Haley said we have not been billed in February. YAY!</i></p>
Gerlinde	Y	Website Redesign	<ul style="list-style-type: none"> <li>- At the beginning of January, Kathy and Gerlinde met to discuss outstanding items w/CodeClouds. <i>Gerlinde is asking Code Clouds to fix a few things, will keep team updated. Gerlinde to follow up.</i></li> <li>- 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. 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). <i>Gerlinde will think more about this and mentioned a potential meeting the week of 3/4 with Kathy to resolve website action items.</i></li> <li>- Need to update logos for sponsors, this will be an ongoing need. <i>Regenesis logo rec'd. Betsy emailed Exxon for logo.</i></li> <li>- Tucker volunteered to be website manager. Tucker and Kathy met and discussed what needs to be done. <i>Kathy will provide Tucker with a list of tasks to do on each page. Gerlinde to add to the list.</i></li> </ul>
All	Y	New Board Member Interests	