

BOARD CALL

Attendees: yes/no

Date:	9/14/23	Gerlinde Wolf, 2023-25 President	Y
Meeting called to order (time):	8:00:00 AM PST	Katie Elich, 2023-25 Vice President	Y
Meeting adjourned (time):	8:54 AM PST	Paige Molzahn, 2023-25 Secretary	Y
		Haley Young, 2022-24 (Interim) Treasurer	Y
		Scott Anderson, 2022-2024 At-Large Trust N	
		Ira May, 2023-25 At-Large Trustee	Y
		Jay Smith, 2023-25 At-Large Trustee	N
		Evan Starr, 2023-25 At-Large Trustee	Y
		Nicole Tucker, 2022-2024 At-Large Trustee	Y
		Betsy Collins, Past SURF President 2021-23	N
		Kathy Adams	N

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/1p798dUxaMcJ5mVWFgeBtwEsnUNSGwL9eqYqVL5VwaE/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/1lW1m3JyXCVVDxj1GtnKTB1blqW3YBQW62t1sKCGQ/edit?usp=sharing>
- New member tracking - UPDATE LINK <https://docs.google.com/spreadsheets/d/1LqTFxfWPw2sg1ZL2UoaDRwjFLeyYdiP3LuPljpcqMU/edit#gid=0>

Responsible Person	Update (Y/N)	Topic	Current Status
Kathy/Tucker/Katie/Paige/Ira/Jay	Y - Discuss this banner first	AEHS	<p><u>Follow-Up Items from AEHS West</u> 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: Board to add to booth brainstorming list, Gerlinde to send email reminder</p> <p>Paige update from artist.</p> <p>Tablecloth:</p> <p>New Business Cards - 100% recycled, post-consumer waste paper VistaPrint - ranges from \$25 - \$34 for 100 count Jukebox - \$69 for 250 count 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><u>AEHS East Coast</u> SURF Sessions Set, SURF meeting agenda underway - remove EJ topic from agenda, none of the core members from the EJ group will be there Board attendance? Sponsored happy hour? No current sponsor or plan. Katie/Gerlinde to think about this.</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>Code clouds invoice paid</p> <p>Julie@Co Invoice Paid</p> <p>Insurance is all paid, no remaining outstanding items 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>New website is up and running! Action item, all board members to test out website and look for any issues. Code Clouds retained for 3 months on as needed basis for changes.</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>Today. Agenda all set?</p> <p>Katie/Matt preparing slides. Confirm sponsorship slide, Paige sent slide from Betsy.</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	Y	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. Need to get back to Amy</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	Y	Technical Initiatives / Meetings	<p>Gerlinde would like to open up discussion on board members at large taking on a new technical initiative.</p> <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		Sponsorship	<p><u>First Half 2023 Sponsors:</u> Betsy and Nikki following up for payments (Exxon Mobil, Corteva, Terra Systems).</p> <p><u>Second Half 2023 Sponsors:</u> Invoices for Terra Systems, Entact, and BP have all been sent out for the summer sponsorship class as of this morning</p>