

SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY

March 18, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- At-Large Trustee Terms
- Press release/campaign and promotional material for upcoming TI publications
- Feasibility of SURF/DoD and/or academia partnership on SERDP/ESTCP research projects - *tabled*
 - Other grant opportunities
- Three potential topics for A&WMA/SURF webinars - *tabled*
- Policy re: non-member participation on Committees/Initiatives
- Summary of Academic Outreach Initiative brainstorming session at SURF 16
- SURF involvement in the 2012 Battelle chlorinated conference - *tabled*
- NBA benchmarking project to compare Brownfield management practices of publicly traded companies - *tabled*
- Committee Reports
 - Meetings
 - SURF 17 and 18 planning updates
 - SURF 19 planning update
 - Technical Initiatives
 - Review of technical initiative documents
 - Membership
 - Membership update
 - Student Chapter update
 - Finance
 - Communications/Outreach
 - Academic Outreach Initiative
 - Government Outreach Initiative
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting

Attendees:

Paul Favara, President	✓	Stephanie Fiorenza	
Dave Woodward, Vice President	✓	Karin Holland	✓
Maile Smith, Secretary	✓	Steve Murawski	
Brandt Butler, Treasurer	✓	Curt Stanley	
Dave Ellis, Past President (non-voting attendee)		Dan Watts	
Mike Rominger (non-voting attendee)	✓		

Quorum confirmed. Meeting (teleconference) called to order, approximately 11:05 am PST / 2:05 pm EST.

Voting Items:

1. Approve the meeting minutes from 3/4/11
 - a. Dave W. – motion to approve the previous meeting minutes
 - b. Karin – motion seconded

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- Aye – 5
 - Nay – 0
2. The Board will continue to endorse the policy that non-members shall only participate in SURF Committee and Initiative endeavors with the Board's approval
- a. Maile – motion to continue to endorse the policy
 - b. Paul – motion seconded
 - Aye – 5
 - Nay – 0

Business Discussed:

1. **Addition to Agenda** – There is some discussion regarding what Board approval of the TI papers might look like. Paul mentioned that the intention was not that each Board member review and comment on each TI document, but to endorse that the TI review process was followed. Maile asks if the TI document leads can share with the Board a brief summary of the review process, confirming that two Board members have reviewed each document and approved its release. There is general consensus that this would be adequate and Paul and Karin agree that they could do this.
2. **At Large Trustee Terms** – Maile plans to send out a quiz-like form that will facilitate a random assignment of 1-year or 2-year terms for the At Large Trustees (per Amendment No. 1 to the SURF Bylaws). Brandt asks if the Board could ask for volunteers first. There is some discussion regarding if this would be in conflict with the Amendment, and the consensus is that it is not. Maile will send a communication to the At Large Trustees asking for preferences first, and then proceed with the form as necessary.
3. **Summary of Academic Outreach Initiative brainstorming session at SURF 16** – Mike R. forwarded the responses to Mike Miller shortly after the meeting. Maile will follow up with Pamela Dugan to let her know the status of the materials.
4. **Meetings** – Mike R. distributed a summary of the SURF 17, 18, and 19 planning status to the Board via email (3/18/11). SURF 17 will be held at Region V on May 19 and 20, hosted by Brad Bradley. Robert Colangelo will be the keynote speaker on Friday, and a speaker from the NRDC has confirmed attendance. Dick Raymond will provide a talk on the Places Program. Ray Lewis and Scott Denson have offered to produce a sticker or flyer advertising SURF 17 at the RemTec conference. They will follow up with Maile for the appropriate graphics and copy. Ray Lewis and Steve Murawski are polishing up an announcement regarding the meeting and will forward to Maile for distribution and posting on the website as soon as it's ready. SURF 18 planning is well underway, and the meeting location has been confirmed. The planning team is working on the speakers. Planning for SURF 19 in San Diego is also underway. Karin asked for some feedback regarding preference on days. Karin is looking for participation from the NBA, SAM, and USGBC on the first day of the meeting.
5. **Press release/campaign and promotional material for upcoming TI publications** – Paul would like to develop a press release or other outreach materials for the upcoming publication of the TI documents in Remediation. The Communications/Outreach Committee will reach out to DuPont (Dave Ellis and Tim Ireland) to see if they can assist with a press release in a similar manner as they did for the White Paper. Maile asks if there is an introductory synopsis or executive summary that touches on each of the three documents and how they interface and work together. There currently isn't one, although abstracts for each paper have been (or will be) provided to John Simon. Karin suggests that an editorial, such as the one that John Simon wrote for the White Paper would be ideal. He might not be planning for one for these three documents, as they will only occupy half of the upcoming issue of the journal (not a full, dedicated issue as was the case with the White Paper). Karin will

ask John Simon if he would be willing to write such an introduction/editorial. If not, Maile suggests that one of the TI leads take on the task, which would be the basis for the press release or other outreach materials.

6. **Non-member participation on SURF Committees/Initiatives** – Maile reviewed the policy and why the issue has been raised. (Per the 6/4/10 Board Meeting Minutes, "Committee chairs can bring recommendations to the Board, for Board vote of approval, for non-member participation in workgroup calls for the remainder of 2010, so that SURF can incorporate key non-member input into our work products; at the end of 2010 the Board will reconsider this position." Additional committee/initiative background is found in the minutes from 2/12/10, 5/7/10, and 5/21/10.) It was brought to the attention of the Communications/Outreach Committee that non-members are on the email distribution lists of at least one committee/initiative (the SR Database Initiative). There is some general discussion about the pros and cons of having non-members participate in SURF working groups. There are concerns with sharing confidential information with potentially competing efforts. Dave W. suggests that we flange the notice to non-members about SURF's policy on member-only participation on our Committees/Initiatives with a suggestion to join SURF and share in the authorship of the work products. There is general consensus that the policy has ongoing value and the Board votes to continue enforcing it. Maile will follow up with a communication to the Committee/Initiative chairs. Brandt suggests that we add today's vote approving ongoing endorsement of the policy to the policy summary document that Dan is currently finalizing.
7. **Committee Reports**
 1. **Technical Initiatives** – Karin has volunteered to be the chair for the TI Committee in 2011, taking over the role from Paul. The LCA and Framework documents are in the final stages of review. The Metrics document should come to the Board and John Simon for review next week. All three documents are on track for submittal to Remediation by the end of March.
 2. **Membership** – Membership remains essentially unchanged from the last report. The Board agrees that the topic of attrition and renewal, as well as ongoing and potentially new membership benefits and enticements, need to be discussed in detail during the next call.
 3. **Finance** – SURF finances are in good shape. No new sponsors, but all 2010 sponsors renewed in 2011. Insurance is up for renewal and payment. There is general consensus that unless there are changes to the insurance policy, there is no need for further Board input on it.
 4. **Communications/Outreach** – The committee has updated the Who Is SURF presentation and a new version will be posted to the website in the next few days. Maile will reach out to the membership to see if there are any interested SURF "ambassadors" to help with general outreach at some upcoming conferences (Brownfields, Green Remediation in Amherst, Battelle, etc.). Brandt will be at the Brownfields conference, and agrees to post a SURF flyer at his company's booth. Maile will also follow up with Ray Lewis and Scott Denson regarding outreach materials for RemTec.
 5. **Nominations** – No report.
8. **New US and International developments, policies, or conferences** – US: Dave W. reported on the EPA-hosted Clu-In webinar that Carlos Pachon chaired last week. The Green vs. Sustainable Remediation panel was cut significantly short (only 15 minutes instead of a full hour). Someone on the webinar speculated that the adoption of "sustainable" over "green" internationally may be due to the better fit with risk-based standards outside the US. There will be a third seminar coming up (see Clu-In for the schedule and topic). WISC, which had stalled with the new WI governor, has gotten approval for a final case study, which Dave W. suggests will be of key interest to SURF members. There will be a public comment period. AECOM will be assisting NYSDEC with internal training for the DEC project managers on DER31 (Green Remediation Policy). DEC project managers have been slow to implement the policy, which is based on EPA Region II policy. International: Dave W. was approached by the Real Property Institute of Canada, and has been asked to make a key note presentation on SURF for the Federal Contaminated Sites regional work shop. Dave's talk will focus on SURF and its international

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affiliates. There will be a SURF Canada meeting (the second meeting of the group) during the conference. Paul mentions that there was a recent SURF Brazil meeting (the fourth of the group). Paul thinks that the group will be reaching out to SURF for assistance with an upcoming conference in Brazil.

9. Next meeting – The next meeting is scheduled for 4/1/11.

Draft Agenda for Next Meeting (4/1/11):

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- Approve previous meeting minutes
- Additions to agenda
- At-Large Trustee Terms
- SURF membership attrition, renewals, benefits, and enticements
- Press release/campaign and promotional material for upcoming TI publications
- Feasibility of SURF/DoD and/or academia partnership on SERDP/ESTCP research projects
 - Other grant opportunities
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Meeting adjourned, 12:15 pm PST / 2:15 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary