

SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY

May 27, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- New Technical Initiative Proposal Policy
- Meetings update
 - SURF 17 report-out
 - Proposal to compensate dinners for all invited guests, speakers, panelists
 - Action item to discuss with K&L Gates
 - SURF 18 planning update
 - SURF 19 planning update
- Committee Reports
 - Technical Initiatives
 - TI document press release, fact sheet(s)
 - Providing an advance copy of the TI documents to the ITRC Tech Reg team
 - Publication of Viewpoints describing our TIs in ES&T
 - Membership
 - Student Chapter update
 - Membership update
 - Finance
 - Communications/Outreach
 - Battelle 2011 Outreach
 - Academic and Government Outreach
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - SAME Putting Green and Sustainable Remediation into Action: Lessons Learned from DOD and Industry, 6/15/11, webinar
 - Treadwell & Rollo (Langan)/ITRC Sustainable Redevelopment and Green Remediation - Policy and Technology, 6/16/11, San Francisco
 - International: new developments, policies, or conferences
 - SURF affiliate contact list
- 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 11:02 am PDT / 2:02 pm EDT.

Voting Items:

1. Approve the meeting minutes from 5/13/11
 - a. Stephanie – motion to approve the previous meeting minutes
 - b. Paul – motion seconded
 - Aye – 7 (Brandt not on the call for this vote)
 - Nay – 0
2. Adopt a New Initiatives Proposal policy (described below)
 - a. Maile – motion to approve a New Initiatives Proposal policy
 - b. Dan – motion seconded
 - Aye – 8
 - Nay – 0

Business Discussed:

1. **New Technical Initiative Proposal Policy** – Maile sent an email to the Trustees on 5/23/11 outlining the draft New Technical Initiative proposal policy, which was largely based on the proto policy that the Board endorsed on 7/30/10. She summarized the policy and then Paul asked the Trustees for their thoughts and opinions. Paul asked if a policy might be perceived as bureaucratic or might be a burden for the members. He wondered if there is too much front end work for proposers, and if the Board is asking too much given that members are volunteering their time. He also thought that the Board should consider the policy's scalability, given that a very small initiative, such as the drafting of a short opinion article, would be somewhat dwarfed by the up-front paperwork. Dave W. agrees that the policy shouldn't be too burdensome, but we do have a shortage of volunteers, resources, and money, and a policy could help us screen and prioritize SURF's efforts. Dave W. suggests that we define what a technical initiative is, so that by virtue of an initial screening, small, temporary efforts wouldn't fall under the policy. Stephanie and Karin agree. Dave E. asks what level of oversight the Board should have? Dave W. suggests a "short form and long form"; smaller efforts require less oversight and larger require more. Karin offers an example: some members approached her at SURF 17 with an idea to develop a SURF ratings system. When informed that SURF has a draft TI approval policy, there were questions such as "Why can't we just go ahead and do this?" and "How long is Board approval going to take?" She tried to highlight the reasons for an approval process in her responses, including the benefit that once an initiative is approved by the Board, the TI leads can more easily market the initiative to the membership and recruit volunteers. Paul suggests that after an abstract submittal, which would essentially be composed of the information outlined in the proposed policy, that a Board member stay involved with the initiative to provide ongoing oversight (but not necessarily the heavy lifting) to ensure that the initiative is aligned with SURF's mission and Bylaws, as opposed to requiring detailed report-backs and updates from the TI leaders. Paul and Maile exchanged some clarifications on the proposed policy, which does not necessarily require the level of detail that was voluntarily provided with the SR database proposal (as Paul had assumed because Maile had attached it to the proposed policy as an example). Dave W. mentions that the Board should retain the right to prioritize initiatives so SURF resources aren't spread too thin. Paul isn't entirely in agreement, as he doesn't want the Board to have too large of a "command and control" role. Maile wonders if the policy will be somewhat "self-policing", in that ideas that aren't broadly embraced by the SURF membership (i.e., seen as low priorities) won't attract many volunteers or gain much momentum. Dan agrees, and adds that we could potentially define a minimum number of members involved to qualify as an initiative. Curt believes that we should define what qualifies as an initiative, and also asks if the policy should be open to all initiatives, not only technical ones. Stephanie suggests that we create a 1-page template to facilitate the documentation of the proposals. There is general agreement that the Board's role will be focused on coordination of initiative programs, products, or activities to ensure that they are consistent with SURF's mission and Bylaws. There is some general discussion regarding the definition of an initiative, and that the definition should be provided with

the policy. After agreement on the definition, Maile motioned for a vote on the New Initiative Proposal policy, which follows:

Initiatives are programs, products, or activities, open to participation by the entire SURF membership, that will be externally represented as endorsed by SURF.

Each New Initiative Proposal will be described by providing the following information, and submitted to the Board of Trustees for review and approval:

- 1. Summarize the initiative's mission and objectives*
- 2. Outline the benefits to the SURF membership and the remediation industry*
- 3. Identify the team lead(s)*
- 4. List the initial team members*
- 5. Estimate the timeline and/or level of effort*

Once the above information is received in its entirety, the Board will review and respond to the proposal, with the goal of providing a response within 30 days or sooner. The proposal team will be invited and encouraged to provide an overview of the new Initiative during a regularly scheduled Board meeting during the review period.

2. Committee Reports

1. **Meetings** – Mike R. was unavailable for the call, so the post-SURF 17 report will be delivered during the next meeting. Curt was very pleased with the regulatory panel and the opinions expressed. He hopes SURF can model future dialogues between SURF and regulators on the SURF 17 experience. Paul and Dave W. agree that it was very positive and validating. Curt wonders if there is a way that SURF can facilitate inter-state dialogues and discussions. Dave W. has also heard that states want to share more, but thinks that there should already be some interaction through ASTSWMO. Dave W. suggests that we compile a list of GSR contacts for each state, and then facilitate communication via email (or similar). Dave W. may be able to get an initial list through ITRC, and Stephanie also has some contacts. The topic Mike's proposal to pay for dinners for all invited guests, speakers, panelists was not discussed in detail, but Dave W. reminded the Trustees that he has the action item to follow up with Karyllan Mack of K&L Gates to get her opinion on SURF's ability to extend such an offer. Curt and Dave W. mention that both their companies have policies prohibiting the offer of gifts to regulators or government officials. Dave E. mentions that there might be a distinction because SURF is a non-profit. Curt will also reach out to Cliff Rothenstein (ex-director of OUST) at K&L Gates to see if he's interested in getting involved with SURF.
2. **Technical Initiatives** – Paul acknowledged Karin's exemplary efforts with Boeing and Wiley lawyers to iron out their disagreements regarding the copyright issues related to the authorship of the TI documents. Maile drafted a press release for the publications (circulated to the Board for review on 5/27/11, with comments/corrections due 6/3/11). The documents are anticipated to be published near the end of June. The TI short courses have been postponed until next year's Battelle conference. There was a brief TI breakout at SURF 17, and several potential new TIs were discussed: (1) a paper that combines sustainable remediation and sustainable redevelopment, (2) a SURF ratings program, and (3) examining the concept of local versus regional impacts of SR. Dave E. volunteered Tim Ireland to help with the finalization and distribution of the press release.
3. **Membership** – Dan is still working on getting a response from Dr. Staniec (proposed faculty advisor) to establish the Syracuse Student Chapter. Natalie Zeman gave an update on the CSU chapter at SURF 17. Paul Anderson at IIT has expressed an interest in developing a student chapter there, and Rick Wice has recently taken on an adjunct position at CMU and might be able to facilitate a student chapter there. Maile reports that we have 160 members now, with one of the newest members from Nova Scotia.
4. **Finance** – Brandt doesn't have an updated bank balance since SURF 17, but it is roughly around \$70K. Brandt is meeting with our accountants next week. K&L Gates is working on the 501(c)(3) filing.
5. **Communications and Outreach** – Karin was able to procure a free outreach table at Battelle. Maile has provided her with the outreach materials from 2010 and has begun soliciting volunteers to staff the

table (at least during key time periods). There will be SURF's general outreach flyer, paper membership applications, posters, and the SURF banner. Maile suggests that if ready in time, it would be great to also have the TI "fact sheet" or summary that the TI Committee is preparing. Maile won't be at the Battelle Symposium, and Stephanie and Karin will be leaving early, so there is still a need for someone responsible to break down the table at the end of the conference. Brandt suggests that we recruit a member to be the on-the-ground leader to coordinate staffing, ensure the table is set up and broken down, and return SURF outreach materials when done. Maile will work on finding such a volunteer. Dave W. offers to print and ship any needed posters. Karin is going to organize a SURF social event.

6. Nominations – No report.

- 3. Other business** – US developments, policies, or conferences: SAME is sponsoring a webinar titled "Putting Green and Sustainable Remediation into Action: Lessons Learned from DOD and Industry" on 6/15/11. Dave W. is involved; he will provide a SURF perspective and remind government employees that they are eligible for reduced membership rate. Treadwell & Rollo (recently purchased by Langan) is advertising an ITRC-sponsored Sustainable Redevelopment and Green Remediation - Policy and Technology seminar on 6/16/11 in San Francisco. Stephanie is attending and Paul Hadley will be making a presentation on behalf of ITRC (describing SURF and its perspectives in the process). Stephanie does not think that this is actually an ITRC-sponsored event, but hasn't reached Stew Abrams to confirm. International developments, policies, or conferences: Stephanie will start compiling a SURF affiliate contact list, and Curt will contribute information for SURF Australia. Other: Curt emailed his notes from SURF 17 to the Trustees and said there were some areas where he thought we could help the states.
- 4. Next meeting** – The next meeting is scheduled for 6/10/11.

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- Site of Sites Initiative Proposal (Steve)
- Hosting a bio section on the SURF website, available to members for a fee (Steve)
- SURF collaboration with sponsor organizations, advertise services on SURF website (Mike R.)
- Meetings update
 - SURF 17 report
 - SURF 18 planning update
 - SURF 19 planning update
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Meeting adjourned, 1:37 pm PDT / 4:37 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary