

SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY

June 10, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Quarterly “SURF the Globe” Call
- Brazilian SR conference
- 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
 - o SURF 17 report
 - o SURF 18 planning update
 - o SURF 19 planning update
- Committee Reports
 - o Technical Initiatives
 - SR rating system proposal
 - o Membership
 - Student Chapter update
 - Membership update
 - o Finance
 - o Communications/Outreach
 - Battelle Outreach
 - Academic and Government Outreach
 - o Nominations
- Other business
 - o US: new developments, policies, or conferences
 - o 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 11:03 am PDT / 2:03 pm EDT.

Voting Items:

1. Approve the meeting minutes from 5/27/11
 - a. Dave W. – motion to approve the previous meeting minutes
 - b. Stephanie – motion seconded
 - Aye – 7 (Steve not on the call for this vote)
 - Nay – 0
2. Authorize Mike R. to reach out to CSM and CSU during a planned trip to Colorado

- a. Paul – motion to approve Mike R.’s outreach effort and an expenditure of approx. \$500
- b. Karin – motion seconded
 - Aye – 8
 - Nay – 0

Business Discussed:

1. **Meetings Committee** – SURF 17 Report: Mike R. clarifies that the questions posed in his 5/25/11 email to the Board regarding advertising SURF’s members capabilities (e.g., should SURF become a collaboration place for stakeholder organizations instead of individuals, should SURF ask more from stakeholder organizations in exchange for “alignment” with SURF) were meant to be thought provoking, but not an actual proposal. Mike would like to see a publicity blurb about the SURF 17 panel discussion developed and distributed to current and future participants (e.g., future panelists, other regulators, future meeting planning teams). Mike feels that the panel was a very successful model for future meetings (and the panelists said that they had fun!). Mike R. is going to ask the SURF 17 panelists for recommendations for panelists for SURF 18 and 19. Robert Colangelo expressed an interest in working more closely with SURF. Paul will call him. Mike R. suggest also contacting Henry Henderson to solicit ideas on how increase meeting diversity (e.g., other advocacy, non-profit groups). Paul will also call Henry to ask who we might reach out to for future meetings. Mike R. will be in Colorado in September and offers to stop by Colorado School of Mines and Colorado State University. Mike R. thinks a ROM cost estimate for the outreach would be ~\$500 (since this would piggy-back on a trip he already has planned). Mike would like to use SURF 17 as a template for future SURF meetings; the panel seemed to work well, as well as aligning/scheduling our meeting to be symbiotic with another conference in the area (e.g., RemTEC). Feedback from some was that the refreshment situation was less than desirable. Mike would like to stay out of the foodservice business. The general plan is to continue to let attendees “refresh” themselves, unless there are no viable food/beverage options. In those cases, the Meetings Committee will solicit a volunteer to organize onsite refreshments (e.g., like Rick Wice did for the meeting at CMU). The idea to record or tape the meeting proceedings is still under evaluation. The Board is awaiting feedback from K&L Gates regarding the legal implications to SURF, and Maile had posed a series of questions via email to Mike. Mike recommends that SURF continue to extend dinner invitations at no cost to our invited speakers, and allow them to “self-police” if their organization frowns upon the acceptance of such offers. The Board is awaiting feedback from K&L Gates regarding the legal implications to SURF. Mike wonders if members are getting the most out of the committee/initiative breakouts, or if he or the Committees/Initiatives themselves can take actions to improve our committee work. Paul had mixed feelings about the two that he attended. Paul wonders if meeting facilitation coaching is necessary. Paul asks for template or guidance as well. Maile suggests that Mike send out a leading email in advance of SURF meetings, which he had done in the past but not for SURF 17, that will focus the Committee/Initiative breakout agenda on the mission and objectives for the of the working group. Mike is going to pass along his key learnings from SURF 17 to the SURF 18 and 19 planning teams. Paul asks how the Board is going to synthesize this information and share it with the members. Dave W. asks if there is a SOP or guidance document for meeting hosts. Mike R. does have a guidance document that he will share with the Board. Paul asks “what do we do with this information”? Stephanie reminds the group that there are action items out there that the Board is waiting for more information on. Mike R. mentions that he compiled the feedback that the meeting participants and forwarded it to the Board on 5/25/11. It’s up to the Board on how to use it. Mike also shares some specific feedback from the Meeting Satisfaction Surveys: one person in particular was very negative, stating that the meeting wasted too much time on logistics and was poorly facilitated. There is some general discussion regarding how to respond to this type of feedback, and whether or not the Board shares this person’s opinion. The general consensus is that Mike R. should reach out to the person he thinks gave the feedback directly. Dave E. mentions that the Meetings Committee needs to solicit a

new Chair, as he is no longer a voting member of the Board. Currently, each Committee is lead by a standing Board member. (Mike R. drops off the call at this point.)

2. **Battelle 2012 Outreach** – In the future, the Board needs to connect with Battelle earlier in their conference planning process and ensure that a SURF Board member is the primary representative on the planning calls. Paul wonders if there should be a single SURF member or a small group of SURF representatives. Stephanie adds that previous planning committees have been varied (sometimes small, sometimes larger). Dave E. mentions that Battelle begins planning very early.
3. **Site of Sites Initiative** – Steve reports that the course is moving forward. Steve and Ray are going to be observing the meetings beginning next week. The group is in the process of putting together a questionnaire that the Board will have an opportunity to review.
4. **SURF Website “Bio” Page** – Steve offers for consideration an idea to host member biographies on the SURF website. There could be standard and/or “robust” options, with members paying for the robust option. Steve mentions that a lot of other organizations do this in some form (e.g., bar associations). This might be a way to help members meet each other electronically, for people to use to find professional services, or an incentive for SURF members. Maile offered two comments: (1) she would need an example to better understand the physical work and logistics related to implementing this on the SURF website, and (2) SURF has traditionally been a “no marketing zone” and wonders if the “robust” option is in conflict with that objective (which some members see as a distinct benefit). Paul mentions that he was envisioning something pretty basic; a very standard description and perhaps a photo. Dave E. asks if there is some way to leverage a site like LinkedIn. Maile can look into that suggestion, although Paul cautions that if it may expose SURF members to the constant chatter of a social networking site. Paul doesn’t think that SURF should be a way to funnel work to members, as there is no inherently “equal” way to do so. Dave E. agrees. No matter how transparent or “fair” SURF attempts to be, some perceptions will undoubtedly be negative and the process viewed as unfair. The Board generally agrees that we need to help Mike R. respond to inquiries about the capabilities of SURF members. (Steve drops off the call at this point.)
5. **Quarterly SURF Affiliate Call** – Dave W. proposes that we initiate a quarterly check in with the various SURF affiliates (“SURF the Globe” call). Dave is going to be following up with members of SURF Canada and SURF Brazil. This is very much an incipient idea, but thinks this will be a very useful effort. Paul asks if Dave W. can prepare a brief outline of how this might work.
6. **Brazil SR Conference** – Dave E. will be presenting at an upcoming conference in Brazil, and he is also thinking about a short-course (traveling road-show concept) about sustainable remediation.
7. **Committee Reports**
 1. **Meetings** – See above.
 2. **Technical Initiatives** – The TI papers have been published in Remediation. Now we have to get them on our website and advertise them. Paul asks if the editor’s perspective is something that will be Wiley property, or can SURF post it (plus the SR panel issues) on our website? Maile has asked for copies of the SR panel responses in the past, and permission for posting on the SURF website, and John Simon has provided them when asked. Dave W. mentions that a standard answer (yes or no) might be complicated, as the contributor agreements are likely different depending on the contributor. The website page for the TI papers is active, but the web-only materials are not ready yet. Maile will post a “coming soon” message. Maile will follow up with Tim Ireland regarding the press release. Paul suggests that we wait for John Simon’s response on the editor’s perspective and SR panel so that we can upload all the materials at once, as a complete package. Karin has received a proposal for a new TI from Ray and Dick, which she emailed to the Board this morning. The Board will invite Ray and Dick to participate in the next Board meeting, and will review their proposal in the meantime. Karin has reached out to Mohit for some additional information on his idea. Stella and Karin are working on another initiative as well.

3. **Membership** – Maile reports that she has processed a few new membership applications since the last meeting, so the members continue to trickle in.
4. **Finance** – Brandt is continuing to talk with the accountants. K&L Gates is working on the 501(c)(3) filing.
5. **Communications and Outreach** – Maile received a testimonial from Jennifer Borski, which she read to the Board. SURF will have an outreach table at Battelle 2011, and Pamela Dugan has volunteered to be the outreach point-person at the meeting. Stephanie continues to work with A&WMA on the MOU, so that is progressing.
6. **Nominations** – No report.
 - i. **Action item:** The Board needs to recruit new chairpersons for the Meetings and Nominations Committees and/or consider allowing non-Board members to chair committees (and recruiting new chairpersons from the general membership).
8. **Other business** – US developments, policies, or conferences: Paul was at the UMass Amherst Green Remediation conference last week. The overall turn-out was good, and the sessions were well attended. Angela Fisher gave a really good presentation on ISCO that was very provocative and people were really interested and asked a lot of questions. A colleague of Mike Miller's at CDM had a really good poster on LCA as well. Regulatory participation was really good. Paul's impression was that the split was approximately 50/50 between theory/vision and practice/application. Treadwell & Rollo's (Langan's) Sustainable Redevelopment and Green Remediation - Policy and Technology seminar scheduled for 6/16/11 in San Francisco has been postponed until the fall due to low interest. International developments, policies, or conferences: nothing more to report (see above).
9. **Next meeting** – The next meeting is scheduled for 6/24/11.

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- Committee Chairpersonship
- Meetings update
 - o SURF 18 planning update
 - o SURF 19 planning update
- Committee Reports
 - o Technical Initiatives
 - Site of Sites Initiative update
 - SR Rating System Initiative proposal
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Meeting adjourned, 12:43 pm PDT / 3:43 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary

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