SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY
June 24, 2011

Agenda:
- Additions to agenda
- Approve previous meeting minutes
- SR Rating System Initiative proposal
- SR Guidance press release
- Committee chairpersonship
- Meetings update
  - SURF 18 planning update
  - SURF 19 planning update
- Committee Reports
  - Technical Initiatives
    - Sustainable Remediation and Redevelopment initiative proposal
    - Site of Sites Initiative update
  - Membership
    - Student Chapter update
    - Membership update
  - Finance
  - Communications/Outreach
    - Battelle Outreach
    - Academic and Government Outreach
  - 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)		Ray Lewis (non-voting attendee)	✓
		Dick Raymond (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 6/10/11
   a. Stephanie – motion to approve the previous meeting minutes (w/ Steve's amendment)
   b. Steve – motion seconded
      - Aye – 5 (Brandt and Curt not on the call for this vote)
      - Nay – 0
2. Approve the SR Rating and Professional Certification System, subject to updating the proposal with language regarding how the initiative and work product will inter-relate and build upon other SURF initiatives and committees

a. Steve – motion to approve Mike R.'s outreach effort and an expenditure of approx. $500
b. Maile – motion seconded
   - Aye – 6 (Brandt not on the call for this vote)
   - Nay – 0

Business Discussed:

1. **SR Rating and Professional Certification System** – Ray explains that the working group will first investigate if the industry needs or wants to rate and/or certify sites or certify individuals. The general mission: research (what else it out there and is it analogous), does it make sense to do it, and if it does, then create the system. Ray and Dick tried to capture the entire scope in the mission in the proposal document, but the actual initiative would proceed in a series of phases. Potential considerations might include developing a pilot test, or teaming with other organizations that have an existing rating or certification system. Curt asks if we do this, would it effectively cover a range of site or project sizes? Is it scalable? Also, would this apply to all three legs of sustainability (social, economic, and environmental)? Ray doesn't have an answer at this point, because the research phase would attempt to address both of these questions. Ray hopes that the answer to both questions will be "yes". He provides an example of how LEED handles the scalability question. Curt recommends that the initiative proposers contact Mike Ataliano (sp?) and/or Mike Taylor for their advice or input. Paul asks how the initiative fits with SURF's mission, and if there is a demand or need to credential/certify individuals for what is often a very minor slice of any particular remediation project? Dick thinks that it's a little early to address the question, but on the topic of credentialing, one objective of the initiative would be to confirm that SR practitioners have been educated in the concepts of sustainability and/or sustainable remediation, which would be in alignment with SURF's mission. Steve thinks that there is a comparison to this SURF credentialing idea; it is akin to a consumer protection or watchdog group. Paul mentions that Carlos Pachon sent out some certification language in regards to the upcoming ASTM guidance. Paul thinks that ASTM might be looking at this topic too, so checking with ASTM would be a good idea. Karin thanks Ray and Dick for the effort that they put into the proposal and thinks that the phased approach is very smart. Steve suggests that Ray and Dick amend the proposal to discuss how the initiative and work product will inter-relate or build upon anything else going on with the other SURF initiatives or committees, and provide some sort of mechanism to communicate amongst the groups so that we're not duplicating efforts. Stephanie asks how other SURF members might find out about the initiative (any initiative in general) and volunteer to help. Karin responds that she would work with the Communications/Outreach Committee to reach out to SURF members to solicit volunteers after the initiative is approved by the Board. Maile adds that it might be a good idea to reach out before the Initiative is approved, as the Board really should consider the manpower and interested volunteers when approving initiatives. For this particular initiative, however, she feels that the core TI members are adequate for at least the initial phase. Dick adds that he concurs with this, and that as the initiative gets further along, more volunteer effort will be needed. Ray adds some final comments and adds that he appreciates the feedback and questions. Dick drops off the call at this point.
2. **Metrics Tables** – Brandt joins the meeting briefly to update the Board that at least two of the metric toolbox tables will be ready for posting to the SURF website this weekend.
3. **Site of Sites Initiative** – Steve reports that last Friday there was a 1.5 to 2 hour meeting with the professors and students working on the initiative. Since the project started in late May they have been doing a lot of research, and they have found lots of new resources and tools related to sustainable remediation. The meeting covered what they had done and what they should do to issue a final report to SURF at the conclusion of the class (in less than a month). The students will create some tables that will communicate the resources and tools that they have identified, as well as the attributes and uses for those items. This will be accompanied by a survey to send to SURF members that will reflect what has been done and soliciting further information to fit within their structure. Ray mentions that he thinks of the work product more as a "resource of resources" than a site of

sites, and that this will be very valuable to SURF members and SR practitioners. The metadata for the resources will add a lot of useful information to help users evaluate what tools or resources will be the most useful for their projects. Steve and Ray will likely get a draft of the work product in the first or second week in July. Steve and Ray want to look at the rough draft, tweak it if necessary, and then forward a refined draft to the Board towards the end of July or beginning of August. There is another meeting with the professors and students again next week. Steve mentions that Ray is a dynamo, and then Ray drops off the call.

4. **SURF Guidance Press Release** – A press release for the SURF guidance documents was prepared and reviewed by Tim Ireland of DuPont. Tim thought that the release looked fine and recommended to issue it via the appropriate distribution lists through PRNewswire. Maile has opened a SURF account with PRNewswire. The annual fee of $195/year is waived for non-profits, and the costs for distribution are $715/400 words ($195/each additional 100 words), off which non-profits get a 10% discount. Options for distributing the news of SURF's guidance documents include PRNewswire, as well as direct distribution to individual trade publications, newsletters, individual contacts, etc. Maile asks the Board if they want to move forward with the newswire distribution, and if so, would they approve the related expenditure. She mentions that the press release could be shortened if necessary. Paul asks how many words are in the press release currently (~900, including the title). Karin and Stephanie both think that a shorter version (a one-pager) would be better and that they would like to see it go out on the newswire. Dave E. suggests that we ask one of our SURF members to issue the press release under their accounts. Maile and Stephanie are going to revise the press release (to reduce the number of words to ~400) and the other Board members (e.g., Paul, Curt) are going to check with their PR departments to see if they would release the announcement on SURF's behalf.

5. **Committee Chairpersonships** – There are currently two open committees, Meetings and Programs and Nominations. During the last Board meeting we discussed the concept that if we have a shortage of Board members to serve as Committee chairs, then we may need to solicit chairs from the general membership. Stephanie is considering volunteering to chair the Meetings committee, and Paul is considering the Nominations chair. Both will evaluate if they can commit the level of effort required for the chairpersonships, and will get back to the Board with their decisions.

6. **Committee Reports**
   1. **Meetings** – SURF 19: Karin reports that the Chairman of the Port of San Diego will be the keynote speaker. Several other speakers have been lined up already. The agenda is well underway, the dates have been established (January 31-February 2, 2012), and the meeting space has been reserved.
   2. **Technical Initiatives** – Karin emailed a new TI proposal to the Board on 6/23/11 (Sustainable Remediation and Redevelopment initiative proposal). She suggests that we postpone discussion on the proposal until the next meeting so that she can invite the TI members to attend the meeting and answer any Board questions. Karin will be giving a webinar on the Framework with Vita Nuova on September 30. A 1-page informational flyer has been produced for advertising at the Battelle symposium. Curt thinks that we have a good opportunity to reach out to ITRC at this time to help them with their upcoming Tech-Reg document.
   3. **Membership** – Maile reports that she has processed 10 new membership applications in the last week, since our guidance documents were published. We currently have 169 members on the books, with 130 of those current on their dues.
   4. **Finance** – No report.
   5. **Communications and Outreach** – See press release discussion above. SURF will have an outreach table at Battelle 2011, and Pamela Dugan has volunteered to be the outreach point-person at the meeting. There is a volunteer staffing matrix for the table.
   6. **Nominations** – No report.

7. **Other business** – US developments, policies, or conferences: No report. International developments, policies, or conferences: Italy is starting a SURF group, and SURF China might be in the works. There is a large remediation conference (CIMAS) in October 2011. Dave E. will be giving a presentation on SURF. The

conference organizers have also requested and approved a 1-day training class to be co-lead by SURF and SURF Brazil (the trainers will include Dave E., Dave W., John Ryan, and Sander Eskas [sp?]).

8. **Next meeting** – The next meeting is scheduled for 7/8/11.

Draft Agenda for Next Meeting:
- Additions to agenda
- Approve previous meeting minutes
- Sustainable Remediation and Redevelopment initiative proposal
- Meetings update
    - SURF 18 planning update
    - SURF 19 planning update
- Committee Reports
    - Technical Initiatives
        - Site of Sites Initiative update
    - Membership
        - Student Chapter update
        - Membership update
    - Finance
    - Communications/Outreach
        - Battelle outreach report back
        - Academic and Government Outreach
    - Nominations
- Other business
    - US: new developments, policies, or conferences
    - International: new developments, policies, or conferences
- Next meeting

Meeting adjourned, 12:30 pm PDT / 3:30 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary