

SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY

July 8, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Meetings update
 - SURF 18 planning update
 - SURF 19 planning update
- Hosting a bio section on the SURF website
- Response to inquiries about the capabilities of SURF members
- Committee Reports
 - Finance
 - Financial reserves
 - Advancing education and research for sustainable remediation
 - Technical Initiatives
 - Sustainable Remediation and Redevelopment initiative proposal
 - SR rating system proposal – revised proposal provided 7/5/11
 - Site of Sites Initiative update
 - Communications/Outreach
 - Battelle outreach report back
 - Academic and Government Outreach
 - Membership
 - Student Chapter update
 - Membership update
 - 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 11:03 am PDT / 2:03 pm EDT.

Voting Items:

1. Approve the meeting minutes from 6/24/11
 - a. Karin – motion to approve the previous meeting minutes
 - b. Maile – motion seconded
 - Aye – 8
 - Nay – 0
2. Approve the Sustainable Remediation and Redevelopment initiative proposal
 - a. Dan – motion to approve the proposal

- b. Curt – motion seconded
 - Aye – 8
 - Nay – 0
- 3. Approve an expenditure for a press release via PRNewswire
 - a. Dave W. – motion to approve the expenditure
 - b. Steve – motion seconded
 - Aye – 6 (Brandt on Karin not on the call for this vote)
 - Nay – 0

Business Discussed:

1. **Sustainable Remediation and Redevelopment initiative proposal** – Karin emailed a new TI proposal to the Board on 6/23/11. The proposal is to explore the various sustainable redevelopment efforts in practice and how they might be tied together with SR. The initiative would also explore forming partnerships with the various groups that have sustainable redevelopment programs. The first step would be to develop a fact sheet, similar in scope to the EPA BMP Quick Reference Fact Sheets. A draft fact sheet would be prepared in advance of the next SURF meeting, with the objective of having it ready for publication by the following SURF meeting. Following that, the next step would be to develop a webinar. Curt suggests that Karin contact Jeff Telego with Environmental Bankers Assoc. and RTM Communications and speak to him about his efforts and coordinating a presentation at one of his Brownfields conferences. Karin would also like to reach out to more architects and planners. Paul suggests that the initiative tie the concept of this proposal to specific potential applications (real life examples, or concrete theoretical examples). Curt and Karin agree. Dave W. mentions that he has a concern that there are many GSR frameworks and proposals out there, but CEEQUAL might also be a good linkage or analog. There is a related tool and rating system in the US called SIPRS (infrastructure side of development) that the initiative should research.
2. **Feedback from Battelle** – Karin reached out to an EPA representative at the Battelle conference with the hope of gaining advice on getting more regulators involved with SURF initiatives. The representative offered that they didn't understand why SURF has a regulatory initiative when SURF knows that regulators cannot join. The representative considers SURF solely an industry group. Curt offers that SURF is an inclusive organization and is going to continue to encourage regulatory participation, and we should respond as such, and if particular regulators cannot or do not wish to interact with SURF, that is their choice. Dave W. also spoke with the same representative. The representative said that SURF doesn't even need to exist, and does not think there is anything left for SURF to do now that ITRC and ASTM and EPA all have GSR initiatives. Dave W. encouraged the representative to participate in a SURF meeting, because he thinks the representative would find that SURF is not the same organization that the representative used to participate in. The representative stated that they couldn't believe that EPA Region V hosted a meeting at their office. The representative added that it would never happen in their region or EPA HQ. The general consensus of the Board is that seeking and encouraging regulator input, and hopefully involvement, is a very worthwhile effort and we should not be discouraged by these comments. (Karin dropped off at this point.)
3. **Bio Section on SURF Website** – This is a follow-up conversation to the topic that was raised during the June 10 Board meeting. Steve mentions that this idea is to augment the contact information that is already contained on the Membership Directory. Paul envisions that this would be a basic bio and photo in the 50 to 80 word range; the basic contact info plus what you might include as an author on a paper or how someone might introduce you at a conference. Dave W. suggests that we limit the length to 50 words, and Paul suggests that we create a form that limits the input automatically by character count. Maile mentions that we would need to decide where these bios would live, as that would inform the format for how this information is displayed. Steve suggests that we survey the membership for their feelings on the public/private display of the bios. There is some general discussion about the pros and cons of serving this information publically. Paul will prepare a

brief paragraph describing the issue and forward to the Board for their review and input. Maile will incorporate the description into a survey form and seek member input.

4. **Response to inquiries about the capabilities of SURF members** – Topic tabled pending the outcome of the member survey (described above).

5. **Committee Reports**

1. **Meetings** – SURF 18: A major planning call is scheduled for July 15. Mike reached out to the SURF 17 panelists for suggestions for attendees or speakers for SURF 18 and they have responded with several contacts. SURF 18 will be in the Columbia tower in downtown Seattle. Nick Garson is planning a ½ day tour of the Boeing assembly plant. SURF 19: The agenda is well underway, the dates have been established (January 31-February 2, 2012), and the meeting space has been reserved at UC San Diego. SURF 20 or 21: WM has offered to host a meeting in Houston. The remaining 2012 venue will likely be on the East Coast. Northgate has offered to host a meeting in early 2013. Brandt mentions that Washington University of St. Louis has offered to host a meeting in the future (late 2012 or 2013).
2. **Finance** – Paul is wondering if SURF should be doing something with our financial reserves, should our bank account be greater than necessary. He offers that we use any “surplus” funds for advancing education and research for sustainable remediation. SURF ended the last year with about \$34K in the bank. Our expenditures were roughly the same and revenues were roughly double that. Brandt offers that SURF should probably keep about 1 year’s expenditures in the bank at all times. We currently have about \$61K in the bank. Action item: Paul would like the Board to consider options and ideas for funding education and research for SR for discussion during the next Board meeting. Brandt also reports that he met with K&L Gates to discuss the 501(c)3 filing. SURF needs to develop a conflict of interest policy, as well as a profit and loss statement to complete the application. Brandt estimates that we’re about a month away from filing the application. Brandt has balanced the books from last year, and is about a month away from filing SURF’s tax documents.
3. **Technical Initiatives** – Steve mentions that the Site of Sites Initiative will receive a draft report next week or the week after from the student volunteers. Steve and Ray participated in a teleconference with the students last week. Paul mentions that the LCA initiative is working on a training program, aiming for a 2-hour webinar. The draft should be ready by early September, and will then be forwarded to certain individuals for review.
4. **Communications and Outreach** – See Battelle feedback above. Paul reports that the outreach table at Battelle 2011 was extremely well placed. Paul thought the table looked great and was very well trafficked. Paul suggests that we formally thank Russ Sirabian for the terrific table donation and placement. Brandt thought that GSR sessions were very well attended. Brandt thinks that our next challenge is the incorporation of social considerations in GSR. Dave W. mostly encountered folks that had positive impressions of SURF. He met several people who expressed that they intend to join SURF. Dave W. wonders at what point Battelle might consider hosting a strictly GSR conference. Paul mentions that EPA Region IX will soon be publishing their SR spreadsheet that they have used for their pilot sites. Paul’s impression is that it is similar to SRT and SiteWise. SiteWise is coming out with Version 2, which includes some renewable energy considerations and several bugs have been worked out. Russ shared with Paul that attendance was up this year, with over 800 attendees. Dan reports that he has finally closed the loop with Syracuse University and Kathleen Joyce (the Assistant Dean) has joined as the faculty advisor. Syracuse now has a student chapter! Dan will work with the chapter to set their activities for the upcoming year. Maile reports that our documents are getting advertisement via the Clu-In newsletter and our LinkedIn group. There is still some consideration to issuing a press release. Steve suggests that we couple the press release with an announcement for our Seattle meeting. Maile offers that we could issue the release via PRNewswire and monitor the responses as a “pilot test”. Paul and Dave W. agree, and a vote was called to approve the expenditure. Dave W. reminds the Board that we should check with Mike R. regarding meeting venue capacity.

5. **Membership** – See student chapter report above. Maile reports that she has processed 2 new membership applications since our last meeting.
6. **Nominations** – No report.
6. **Other business** – US developments, policies, or conferences: No report. International developments, policies, or conferences: Planning is underway for SURF's participation at the CIMAS conference in Brazil in October 2011.
7. **Next meeting** – The next meeting is scheduled for 7/24/11. Dave W. will lead the call (Paul will be absent).

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- Committee Reports
 - Meetings update
 - SURF 18 planning update
 - SURF 19 planning update
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Student Chapter update
 - Membership update
 - Nominations
- Coordinating a research foundation for sustainable remediation
- 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