

**SUSTAINABLE REMEDIATION FORUM**  
**BOARD OF TRUSTEES MEETING SUMMARY**

September 30, 2011

Agenda:

- Additions to agenda
  - EPA's footprint assessment document
- Approve previous meeting minutes
- Committee Reports
  - Meetings
    - SURF 18 report back
    - SURF 19 update
    - SURF 20
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
  - 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 11:02 am PDT / 2:02 pm EDT.

Voting Items:

1. Approve the meeting minutes from 9/16/11
  - a. Dan – motion to approve the previous meeting minutes
  - b. Karin – motion seconded
    - Aye – 7
    - Nay – 0

Business Discussed:

**1. Committee Reports**

1. **Meetings:** Dave W. reported that overall, in terms of planning and meeting organization, SURF 18 went really well. Advanced planning should be the model for future meetings, and Karin is doing a great job of that for SURF 19. There were a lot of participants at SURF 18, and the diversity of the participants was very good. The regulatory participants disappeared on Day 2. This was not a surprise given the layout of the agenda; non-SURF business was clustered on Day 1 and SURF business was clustered on Day 2. Dave W. asks if the Board or Meetings Committee might want to explore that observation and

discuss whether that is a benefit or detriment. Dave W. was surprised at how “soft” everyone was on topics that have been controversial in the past, such as the EPA’s inclusion of social and economic factors in remedial decision-making and GSR practices/guidance. There were really no difficult questions or provocative discussions. Local, state, and federal regulators were in attendance. Karin offers that it might have been a benefit to her Technical Initiative breakout that there were fewer participants because attention is more focused. We continue to have issues with the meeting audio. There is some general discussion about potential causes and solutions. Maile participated remotely and concurred that the audio was quite poor, but the live presentation sharing was quite good, and she strongly encourages SURF to continue doing this even if there are very few remote attendees. Mike R. and Stephanie will be following up on this, as well as other aspects of the meeting, during their follow up discussions. Karin asks the Board if it is acceptable that Mike R. moderates the first day of SURF 19, even though it is a joint meeting with other organizations. Kathy’s help would also be useful, although SURF will not be responsible for recording meeting minutes on Day 1. There is general concurrence that SURF facilitation of the full meeting, including Day 1, should include Mike R.’s and Kathy’s assistance. Karin is also organizing a student poster presentation at SURF 19. Feedback from one of the partnering organizations is that more students will participate if there is a poster competition. Dan thinks having a “low stakes” competition would be useful, and might produce more thoughtful submissions. He likes the idea of a year’s membership in SURF as a competition prize. Dan suggests that we put together guidelines soon, so that they can be provided to the students. Brandt suggests that we offer student memberships to everyone who participates, and a bonus of \$100 to the winner. Karin has gotten a quote for \$7,800 for the room and A/V support. We can get a discount on the A/V costs, but can’t omit the A/V support staff, which is \$3,450. The fee for the room is \$500/day. SURF can get co-sponsorship to cover a portion of the cost. Karin asks the Board what we’d be willing to pay. Paul suggests that we ask them to waive the A/V rental fees and offer to split the remaining fees. The cost to SURF should be somewhere between \$2,500 and \$3,000. This amount does not exceed previous financial forecasting for SURF meeting expenditures. Karin has made tentative arrangements for a block of hotel rooms, dinner at a local restaurant, and a draft agenda. A meeting planning call will occur soon. Mike R. visited CSU and Colorado School of Mines a few weeks ago. An idea that developed that we organize SURF’s summer meetings around a cluster of student chapters. We have Washington University in St. Louis and WM’s Houston office offered for either SURF 20 or 21. Dave E. and Robert Armstead are trying to find a venue in Washington DC for SURF 21, and Maile will be working towards a San Francisco Bay Area facility for sometime in early 2013.

2. **Membership** – Mike R. visited CSU and Colorado School of Mines on an outreach initiative a few weeks ago. Dan asks if CSM is looking to start their own student chapter or affiliate with CSU. Mike R. reports that they want to start their own chapter, and approximately 40 students showed up to the discussion during his visit. See above for an update on the student poster session at SURF 19. Syracuse still needs some support and work to keep the chapter going as a viable entity. SURF currently has 15 student members from CSU, 11 Colorado School of Mines students have joined as well, and we have 6 students from Syracuse.
3. **Finance** – Brandt pilot tested a credit card processing service called Square at SURF 18. Feedback was good. We owe K&L Gates a meeting to give them feedback on our 501(c)3 application. Brandt needs to follow up with them on our Conflict of Interest Policy as well, and confirm that we have adopted it. Paul has reviewed the application is available to meet with K&L Gates if Brandt is not. Brandt has established a dedicated SURF business account on PayPal. There are some challenges to work out with the notifications and get the new PayPal buttons on the website. Brandt and Maile will be working on this soon. Dan asks if anyone has talked to K&L Gates about our idea about a Research Foundation. Paul thinks we need to do a little bit more research on our idea before we can have enough details. Brandt

confirms that no one has talked to K&L Gates yet. Dave E. is still doing some internal fact finding on the research foundation idea.

4. **Technical Initiatives** –Ray and Steve reported at SURF 18 that the deliverable (report) is not available for prime time. Steve reported that the deliverable needs a lot of work to get in the shape for publication by SURF, consistent with the quality and content of the earlier reports that SURF has published. The open question for the initiative is whether it should focus on drafting a perfect report or use the data developed by IIT in the report as the basis for creating the actual database instead. Stephanie thinks we might want to revise our expectations for the initiative. Concerns with the SR Rating System Initiative have been voiced as well. There is some general discussion about the objectives of the SR Rating System Initiative, and there might be some confusion about the scope of this initiative. Some think that it is redundant to the ASTM guide, while others do not. Karin and Debbie gave their web presentation on the Framework on Vita Nuova this morning. There were over 100 attendees. Boeing holds the copyright on the presentation, but Karin is going to ask Boeing if we can get a copy to share on the SURF website. Karin has submitted a proposal for a Framework workshop to Battelle 2012. Paul will submit one for a LCA workshop as well. Karin had a great breakout for the SR/Sustainable Redevelopment Initiative at SURF 18. There will be a number of calls to continue work before SURF 19. SURF needs to take the A&WMA MOU to the next level and start working towards the webinars that we planned to have. Paul asks if there is a tracking schedule for TI milestones. Karin hasn't developed one yet, but thinks it is a good idea. There are committee and TI overviews on the website, and Paul suggests that we add a bullet or two about the key milestones and dates for each. Karin will develop something and work with Maile to get the information on the website.
  5. **Communications and Outreach** –Amanda McNally is compiling the next SURF Newsletter. Please send input to her by the end of next week. Amanda will also reaching out to SURF Canada and student chapters for input. Paul reports on behalf of Stephanie that the Academic Outreach Initiative is thinking about developing their own outreach flyer. The initiative participants seemed surprised to hear that SURF has a newsletter. The initiative was reminded that they can include their outreach announcements in the newsletter. Maile mentions that the initiative members receive the newsletter, as do all SURF members, and she has approached them for input on previous issues of the newsletter for any announcements that they might want to make. Karin has drafted an outreach flyer for SURF 19, which the committee has reviewed and approved. The Academic Outreach Initiative flyer has been updated and available on the website. Stephanie will be providing a few slides for the EPA's upcoming Clu-In webinar on October 26.
  6. **Nominations** – Mike R. will forward his general schedule for the nominations and voting process to Paul. Paul will follow up with Dick Raymond for details about the process.
2. **Other business** – Paul asks if SURF as a group should provide comments on the EPA's draft footprint assessment document, as long as comments are limited to the technical approach. Dan thinks it could be interpreted as advocacy, but not lobbying. We might want to get K&L Gates' opinion on that. He wonders how the EPA would view SURF's comments, however. Given that we have the opportunity to comment as individuals, we might want to do so, to avoid any conflicts or unfriendly reactions from EPA. Dave W. wonders how we might get members involved, and if they do, how would we get consensus for a SURF-authored response? Comments are due in six weeks. US developments, policies, or conferences: Maile attended a seminar held by the Environmental Law Institute on 9/27/11 on the NRC's report on Sustainability and the EPA. One presentation was very similar to the one Mike Kavanaugh prepared for SURF 18. Other perspectives were presented and discussed as well. Two presentations and a voice recording are currently available on the seminar website (<http://www.eli.org/Seminars/event.cfm?eventid=653>). International developments, policies, or conferences: SURF Canada: Maile provided an overview of the SURF website to Ron Burard, who will be developing SURF Canada's website. Dave W. reports that SURF Canada already has 75 members and already have many participants in their working groups in advance of their upcoming meeting.

- 3. Next meeting** – Karin and Maile will be absent for the 10/14/11 meeting. Paul is only 50% sure that he can attend. Kathy Adams is unavailable to record the meeting minutes. The meeting will be postponed and we'll meet again on 10/28/11.

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- Committee Reports
  - Meetings
    - SURF 19 planning update
    - Future SURF meetings
  - Finance
  - Technical Initiatives
  - Communications/Outreach
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Meeting adjourned, 12:42 pm PDT / 3:42 pm EDT.

Respectfully submitted by,  
L. Maile Smith, Secretary