

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

October 28, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Meeting planning
- 501(c)3 application
- Consoil webinar update
- Committee Reports
  - Meetings
    - SURF 19 planning update
    - future SURF meetings
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
  - Nominations
- Other business
  - US: new developments, policies, or conferences
    - ITRC meeting update
  - International: new developments, policies, or conferences
    - ADVOCATE project
- 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 9/30/11
  - a. Dan – motion to approve the previous meeting minutes
  - b. Dave W. – motion seconded
    - Aye – 5
    - Nay – 0

Business Discussed:

1. **Meeting Planning** – Paul Favara received a call from Mike Miller expressing concern with what Mike perceives as a trend over the last two SURF meetings in which the development of the agenda appears to be less of a

collective effort compared to the previous process that was more of a group exercise and collaborative activity. Mike acknowledged that the current efforts appear to be faster and more efficient, and is appreciative of these efforts. He also acknowledged that he understands that SURF is trying to achieve a goal of publishing the agendas in a more timely manner, and the less collaborative approach might be helping achieve that goal. He is concerned by the possible loss of a collaborative agenda in the process. Perhaps the pendulum has swung too far in one direction? Paul would like to hear how others feel about the process. Dave Ellis agrees with Mike Miller's impression. Dan asks if Mike had a suggestion about how to balance this? Mike Miller offered to facilitate agenda planning if that would be welcomed. Mike Rominger mentions that he's spoken to Mike Miller, that he considers the SURF 18 and 19 process to be "an experiment", and that he welcomes further modification and improvement to the planning process. Dave W. mentions that he thinks that Mike Miller's comments might be more true for SURF 19 than SURF 18. Although there was a lot of behind the scenes work for SURF 18, the agenda was developed by the entire group. For SURF 19, Karin had already developed a draft agenda before the first planning call. Dave W. applauds this effort and initiative, but suggests that in the future, if draft agendas are developed in advance (like SURF 19), that they go through a vetting process with the meeting planning team and Meetings Committee before they are considered finalized. Steve suggests that when meeting planning is initiated, that there is a solicitation to the entire membership for involvement. Maile concurs, and notes that meeting planning is only offered to those members that attended the last meeting. This is potentially leaving out a large portion of the SURF membership, who might want to be involved and may view their ability to collaborate on meeting planning as an incentive to membership. Steve also reminds the Board that our meeting minutes reflect Karin's pre-planning activities, and Mike Miller (and all members) have access to these minutes. Dave Ellis observed that the SURF 18 meeting appeared "passive"; it was a good meeting and he enjoyed it, but until the second day, there really wasn't any active participation. He thought the speakers were good and information was interesting, but there seemed to be a change from previous, more active meetings. Dave W. had a similar impression. Dave E. speculates that it could be a combination of being inclusive and polite in the presence of more regulators, and that interactive items were only scheduled for Day 2. There are several suggestions that meetings might return to a more participatory feel if we alternate between, rather than segregate, passive and active agenda items. SURF should explore finding a balance. Paul mentions that the agenda for SURF 19 is pretty set, but perhaps we can examine the agenda and seek ways to make the scheduled events more interactive. Dave W. suggests that Mike R. might play a stronger role in the planning process to help balance the agenda. Mike R. adds that this has been an ongoing topic and in response breakout sessions have been spread-out, scheduled all at the beginning, and scheduled all at the end. Maile suggests that the Board and the Meetings Committee think about other ways to encourage participation that isn't strictly "SURF business" (i.e. committee meetings), and how we can better incorporate the local participants and regulators into the onsite work we do on our current TIs. Dave W. mentions that when we have panels we might want to cut back on the presentations a bit. Steve suggests that we encourage the panel moderator to be more active and encourage participation, which he observed to work at SURF 17. Dave W. suggests that our next step should be to reach out to Stephanie (the Meetings Committee chair) with this discussion and the ideas generated so far and encourage the development of meeting guidelines.

2. **501(c)3 Application** – The application is complete. It's a fairly large package (roughly 100 pages). Paul and Brandt have gone through it in detail and have had conversations with K&L Gates. The question now is whether the Board should review the document and vote on the submission of the application. Paul estimates that document review would take about 45 minutes. Dan thinks that the Board should review the application if it will be voting on it. Paul mentions that it is informative and helps to understand the topics that the Board should be sensitive to and what our obligations are. Paul will distribute the application package to the Board and schedule a vote on the application package during our next Board meeting. Paul acknowledges that Brandt has done a great deal of work on this and he's done a great job working with K&L Gates to prepare this application.
3. **Consoil Webinar** – Dave W. thought the webinar was interesting. There was discussion about the distinction between US and International policies: international policies appear to be more holistic in encompassing

sustainability; national policies are more focused on “green only”. For example, the National Grid presentation was very focused on sustainability, and the EPA presentation was mostly focused on their footprint evaluation guidance. Paul mentions that he counted 36 on the call-in and 60 on the webinar, so roughly half the size of the previous two events. He is not sure how to interpret this, but mentions that people might now realize that these webinars are available as downloads post-event. Dave W. points out that some EPA representatives seem to embrace the broader concept of sustainability (e.g., Region V solicitation for sustainable solutions, Lisa Jackson’s response to the NRC report) when others are broadly in the “green only” camp (this webinar, ASTM committee), therefore, it seems that communications within and from the EPA are inconsistent. We might be seeing individual viewpoints and opinions that are running counter to the higher levels of the organization. Maile and Dave E. suggest that this could also be viewed as encouraging in that SURF’s (and others’) message and advocating for more sustainable approaches has gained a firm toe-hold. Paul and Dave W. will send out links to more information.

#### 4. Committee Reports

1. **Meetings:** Mike R. reports that there is a SURF 19 planning meeting on Monday, 10/31/11. The draft agenda has been developed. The registration site is ready to launch next week. Mike and Stephanie have been working on some meeting guidelines to roll out in 2012. Mike will forward the latest version to Stephanie so that she can incorporate the feedback discussed during this meeting (see above).
2. **Finance** – No report.
3. **Technical Initiatives** – Available TI updates will be provided in the upcoming SURF Newsletter. Regarding the SR Database Initiative, Steve reports that they are weighing two approaches forward: (1) revising the report provided by IIT into a publication-ready document, or (2) taking the information and using it to create the database. The ball is in the TI working group’s court to move forward.
4. **Communications and Outreach** –Amanda McNally has prepared a draft newsletter, which Maile is reviewing this week. It should be ready to go live next week. Lots of web traffic in October.
5. **Membership** – Maile is still processing the memberships that came in during October, but it looks like we received approximately 10 new members this month.
6. **Nominations** – Mike R. and Dick Raymond have provided Paul with details about the process. In the beginning of December the nomination process will launch and the nomination and voting process will run through December and January.

5. **Other business** – (1) International developments, policies, or conferences: SURF Brazil—Dave E. reports that up to 200 people often show up for a meeting, so there is enormous support. SURF Brazil is proceeding at a very rapid pace at producing a regulatory guidance document. There is some concern about this, because there is no real experience in Brazil with the application of SR. There are also cultural differences in the way site characterization and risk are communicated (information is not widely shared). There were perhaps 30 people that participated in Dave E. and John Ryan’s workshop at the recent conference, and they were very pleased with the quality and quantity of the attendance. SURF Brazil expects a continued working relationship with SURF in the US. SURF Canada—Dave W. attended the Canadian RemTech conference for the first time. The level of technical expertise might be slightly less than what is communicated and discussed at Battelle, but there does appear to be a high degree of interest in innovative and sustainable approaches. He suspects that the influence of the SURF Canada sessions will increase participation and interest in the future. There will be an eastern version of the conference next year. SR is on the fast track in Canada. There might be more academics and regulators in Canada participating in SURF (relative to the US). The federal government has their own SR tool. Dave W. mentions that there is a group interested in forming SURF China. If anyone would like to be involved in the effort, contact Dave W. (2) US developments, policies, or conferences: Paul reports that there were 55 abstracts submitted for the SR track at Battelle 2012. The planning group was initially concerned that this represents fewer abstracts than the 2010 SR track (which was the first time that Battelle had a dedicated SR track). Initially, 8 sessions in one track were planned for Battelle 2012, so a few sessions will be collapsed. There are now 6 sessions planned. This is still the most popular topic at the conference, however. There is

concern that the early deadline for abstract submittals might limit the number submitted. This is an ongoing topic for Battelle. (3) Maile has received an outreach solicitation for the ADVOCATE project, which appears to be associated with CL:AIRE (which hosts and is affiliated with SuRF UK). Per the solicitation, the ADVOCATE network will undertake advanced research on a range of in-situ remediation concepts and technologies for soil and groundwater, and train young scientists in this field through a program of fellowships supported by a consortium of 20 academic and industry partners. Maile requests that the Board review the materials that ADVOCATE has sent SURF (distributed to the Board on 10/28/11) so that we can discuss the level of involvement and support that SURF might undertake during the next Board meeting.

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

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- 501(c)3 application
- Committee Reports
  - Meetings
    - SURF 19 planning update
    - Future SURF meetings
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
  - Nominations
- Other business
  - US: new developments, policies, or conferences
  - International: new developments, policies, or conferences
    - ADVOCATE project
- Next meeting

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

Respectfully submitted by,  
L. Maile Smith, Secretary