

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

December 16, 2011

Agenda:

- Additions to agenda
- CSU Student Chapter update
- Committee Reports
  - Meetings
    - SURF 19 planning update
    - Future SURF meetings
  - Nominations
- Approve previous meeting minutes
- Bylaws and Trustee term limits
- Request to fund Clarkson student
- 501(c)3 application
- Committee Reports (continued)
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
- 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)	✓	Kevin McCoy (non-voting attendee)	✓
		Mitch Olsen (non-voting attendee)	✓

Quorum confirmed. Meeting (teleconference) called to order, approximately 11:00 am PST/2:00 pm PST.

#### Voting Items:

1. Motion to approve the meeting minutes from 11/11/11.
  1. Dan – motion to approve the previous meeting minutes
  2. Stephanie – motion seconded
    - Aye – 8
    - Nay – 0
2. Motion to approve the meeting minutes from 12/02/11.
  1. Dan – motion to approve the previous meeting minutes
  2. Stephanie – motion seconded
    - Aye – 8
    - Nay – 0
3. Motion to approve the resolution prepared by Dan to clarify the Board’s current interpretation of the Bylaws regarding Trustee terms and forward to K&L Gates for review, followed by distribution to the membership
  1. Maile – motion to approve the resolution
  2. Paul – motion seconded
    - Aye – 8
    - Nay – 0

#### Business Discussed:

1. **CSU Student Chapter Update** – Kevin McCoy and Mitch Olsen from the CSU student chapter provided an overview of the chapter activities over the last year, including a couple field trips and a speaker. In 2012 they are looking to go on more field trips and be more involved in SURF meetings. The student chapter has 8 or 10 regular members; about 20 students have expressed interest. Paul asks if the \$3,000 funding request included meeting attendance or if it’s for regular activities. Kevin reports that it covers both. Mitch Olsen asks if the \$1,500 is earmarked for SURF 19, or if it may be used for other meetings. Maile repeated the language that the Board voted on during the 12/2/11 meeting, which stated, “SURF will provide a gift to each official SURF student chapter of \$1,500 to fund student attendance at SURF 19 with the requirement that the funded students present a poster.” Dan confirms that the intent was to encourage student participation at SURF 19. Kevin asks if the summer meeting has been confirmed for Colorado School of Mines; Mike Rominger reports that the location could not be secured. Dan asks that the student chapters report back to SURF on at least an annual basis. He has CSU’s report, which he will share with other chapters and encourage them to prepare similar reports. Kevin asks if a student chapter page or repository on the SURF website. Dan thinks this is a good idea. Kevin and Mitch dropped off the call at this point.
2. **Committee Reports**
  - a. **Meetings** – SURF 19: Presenters attended one of three planning calls in the last week. Mike has sent out meeting guidance to all presenters as well. Future SURF meetings: Colorado School of Mines has fallen through as a SURF 20 location. Mike is trying to line up other locations. Dave Ellis is working to get a meeting scheduled at the National Academy in Washington, DC in the fall. Stephanie mentions that Langan has also volunteered to host in Philadelphia, PA in the fall if the National Academy falls through. Dave Woodward is also willing to look into an AECOM in Denver, CO for the summer location.
  - b. **Nominations** – Maile provided an update on the nominations received so far. She will send out a reminder to the membership to send in nominations. There is general discussion about the need to conduct further outreach for nominations. Mike Rominger dropped off the call at this point.
3. **Meeting Minutes** – There were votes approving the two previous meeting minutes.
4. **Board of Trustee Terms** – Dan prepared some draft text, circulated to the Board on 12/16/11, clarifying the meaning of the language in the Bylaws regarding Trustee terms. There is some discussion using various

examples of Trustee positions and combinations, and about how flexible the term limits should be to ensure that the will of the membership can be expressed, that SURF doesn't restrict its ability to elect a full Board, and that SURF avoids the perception of a self-perpetuating Board. The general consensus is that it is difficult to recruit for the officer positions, apparently due to the perceived time commitment required. Dave W. suggests that we redouble our efforts to find Board nominees, and then if we can't, we could implement Dan's suggested resolution. Paul suggests that, given the short timeframe provided to us, we follow through with the resolution, subject to K&L Gates' review, and release it to the membership even if the elements of the resolution are not triggered (based on nominees received). There is general consensus that this is a good idea. The objective is to temporarily clarify the language of the Bylaws; the 2012 Board should codify the clarification with a Bylaw amendment shortly after they take office.

5. **Clarkson Funding Request for SURF 19** – Pamela Dugan sent an inquiry to Karin regarding funding of the Clarkson student chapter at SURF 19. The Board voted on 12/2/11 to fund official chapters only (CSU and Syracuse). Dan thinks that the Clarkson chapter has a way to go to reach official status. There is general agreement that SURF should be consistent in its decisions. The action item is for Dan to follow up with Pamela to report our response (which is to decline to fund until Clarkson is an official chapter).
6. **501(c)3 Application** – Brandt reports that he still requires some clarification on the grant/gift funding language. We can accurately explain what we do now, but there are many ambiguities about what we want to do in the future. One option is to submit now, with language clarifying that our grant/gift activities may change in the future, and then submit an amendment to the application when ready. This would facilitate filing our application more quickly. The general consensus is that we should submit sooner rather than later.
7. **Committee Reports (continued)**
  - a. **Finance** – Brandt has not yet determined if SURF should post its tax and budget information for availability on the SURF website. He's still looking into the alternative for credit card payments. Brandt is ramping up his financial planning and organization to be in good shape starting the new year. Brandt has a few Power-of-Attorney forms for Paul to sign.
  - b. **Technical Initiatives** – The SR/SR initiative is moving forward. Draft sections are due to Karin today, and she will compile into a draft fact sheet in time for SURF 19. There was a call with Bob Colangelo (NBA) last week to discuss the SURF value proposition; Brandt led the call and with the help of some initiative members, will compile the discussion into a few paragraphs.
  - c. **Communications and Outreach** – Mike Rominger has prepared some draft meeting guidance for SURF 19 that the committee will review and modify to bring in-line with SURF policies, guidance, and communications styles. Paul reported that there is an industry and technology advisory page on the Clu-In GSR website and that SURF should try to get listed on it. Maile has sent a request and will follow up with a phone call if she doesn't hear back.
  - d. **Membership** – Dan provided an overview of the status of the various student chapters (official and in progress). Maile reports that SURF has gained two new members since our last call. The 2012 membership drive will begin concurrently with the 2012 voting period.
8. **Other business** – Steve is going to be switching positions from USELC to ADM. He might be unavailable for the remainder of his term. (1) US developments, policies, or conferences: Paul reports that the green and sustainability teams of ASTM are working to finalize their drafts by the end of January; balloting in February; going out for vote in April. (2) International developments, policies, or conferences: No report.
9. **Next meeting** – The next meeting is scheduled for 1/6/12.

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- Elections Update
- Committee Reports
  - Meetings
    - SURF 19 planning update
    - Future SURF meetings
- 501(c)3 application
- Committee Reports (continued)
  - Finance
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Meeting adjourned, 12:35 pm PST / 3:35 pm EST.

Respectfully submitted by,  
L. Maile Smith, Secretary