

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

January 4, 2013

- New Additions to Agenda
- Approve meeting minutes – 11/30 and 12/21
- Additional help for SURF operations
- ISO and ANSI Sustainability Standards
- Committee reports
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences

Attendees:

Karin Holland, President	✓	Stewart Abrams	✓
Nick Garson, Vice President	✓	Angela Fisher	✓
Karina Tipton, Secretary	✓	Mike Miller	✓
Brandt Butler, Treasurer	✓	Curt Stanley	✓
Paul Favara, Past President (non-voting attendee)	✓	Dan Watts	
Mike Rominger	✓		

Quorum confirmed. Meeting called to order at 1:03 ET.

- New Additions to Agenda – as noted above.
- Mike Miller is not able to participate on Fridays. Discussion on moving the date of the meeting – for the conclusion of this term, the meetings will remain on Fridays.
- Approve meeting minutes –
 - Comment from Karin re: first board call of the new term on 2/1/13? There may be a chance there will be a run-off and the new board might be announced on 2/1/13. We will anticipate the new board will have their first meeting on 2/1/13 and if there is a run-off the position in question will not attend, pending finalization of the voting.
 - 11/30 meeting minutes moved for approval and unanimously approved.
 - 12/21 meeting minutes moved for approval and unanimously approved.
- SURF 22. Still waiting for feedback from UC Berkley for meeting dates and number of rooms, and then registration and publicity will be sent out. There are concerns that there will not be

sufficient time to schedule travel arrangements. All publicity is ready to go once confirmations received.

- Will there be a way to engage new members into these initiatives? Meeting presentation to overview what has been done, what needs to be done, and where help could be used? Suggest we prepare a package to send to registered attendees so they can review in advance. Expand an organization chart at the meeting as well, and include information on presenting a new initiative.
- Extra help for SURF administrative activities – summary from last board meeting.
 - Activities include:
 1. Social media and/or electronic engagement, such as tweeting when we aren't at meetings or maintaining newsfeeds and blog information.
 - Meeting logistics such as hotel, food, and AV sourcing.
 - Other activities discussed at last meeting:
 1. Processing membership applications and website log-ins,
 2. Reconciling payments for memberships and renewals,
 3. Sending personalized emails to each new member,
 4. Helping with on-site meeting registrations.
 - These activities seem to be split between clerical (registration/etc) and technical activities (social media). Mike is hesitant to ask student chapter members to take on clerical activities as it doesn't have a clear relationship to their studies, although there is the opportunity for financial support.
 1. Must be very clear with students expectations and SURF expectations – suggest that we ask technical work to be volunteer while clerical work would be compensated through payment or waived fees for meeting attendance.
 - Student chapters would like to be more involved than they are now, specifically with technical initiatives. There is value for their involvement in terms of industrial contacts and mentoring, but will also require additional effort to truly guide their work.
 - There is a concern with clerical support work – will we get sufficient help with a revolving student population?
 - Three types of work that is necessary:
 1. Twitter and blogging – student chapters may want to help contribute on a volunteer basis.
 2. Clerical and administrative work – meeting registrations, membership application processing, website login processing, and communications with new members. This may be a new paid employee position on a part time basis. Brandt would be able to advice on this process. There was a cost-not-to-exceed specification in contracts. Paul will provide this to Karin. Brandt is going to check the IRS website and will outline the required process. Recruitment of this person could be done by advertisement. Karina has a list of activities that would be required and can develop to include frequency of activity and duration of time expected to help. Next call: determine appropriate remuneration. This may include meeting attendance, travel assistance, or hourly wages.
 3. Meeting logistics – hotels, restaurants, AV etc. This could be performed by local student chapters with compensation in the form of fee waivers or meal provisions.
- How can SURF be involved in ISO standards development?
 - Paul Nathaniel is the international secretariat for the ISO standard and will be leading the technical group to develop the ISO standard for sustainable remediation. He

developed a technical proposal and submitted it to the British Institute, and it was accepted. For each standard there is a secretary on the international level. On a country level there is a TAG. Paul will internationally convene development and will work with TAGs on a country level to develop the standard.

- ANSI – American National Standards Institute. Karin discussed how SURF can participate during development of ISO standards formally with ANSI. The only way SURF can participate in the ISO standard development is through ANSI, which is the American representative to ISO.
 1. Currently, ANSI is not a member of the technical committee which oversees development of sustainable remediation work item. Either SURF or a separate entity would need to join one of the seven ISO subcommittees and then could ask as the subcommittee administrator (the TAG) and manage the work group. If SURF did this, we would have to be responsible for all of the subcommittee standards – there are about 20. This would require review of all standards as they come available, as well as participating in development of the sustainable remediation work items. Need to determine if this is outside of the mission of SURF, and if it could be accomplished by partnership with another organization. If SURF doesn't join the subcommittee there will be no opportunity for comments. ANSI does get a vote, but would decline because there was no participation. First year fee \$12,000 / annual fee \$8,000 if independent and TAG. [Each year pay approximately \$3,600 to work on ISO standards. To administer subcommittee fees are an additional \$4,000 (service fee to ISO). Also international activity fee is \$5,000. An accreditation fee applies– one-time – to have SURF formally be responsible for the subcommittee. \$4,000.]
 2. SURF could identify a third party to partner with and to act as TAG, such as ASTM, and be a stakeholder under this group. Partner with ASTM fee will be lower. We could also possibly partner with ITRC. If we partner we want to make sure we are transparent about our selection process.
 3. SURF could also pay ANSI to be the TAG on the subcommittee and allow SURF to participate in the development of the standard. If we work with ANSI and use enhanced service \$25,000-\$30,000 annually.
- Ballpark numbers – annual revenue is roughly \$45,000 in corporate sponsorships and membership fees. (assume meetings are a break-even endeavor). Logistically would not be too difficult or an unreasonable extension of resources, but may be a 2-4 year commitment of \$8,000 annually. This is also approximately the same amount of supporting student chapters and stipends, and we roughly broke even. Net to sponsor international speakers to SURF21 is approximately \$9,000.
- This would be a calculated risk – if we are the route to international sustainability development (as well as other remediation activities through subcommittees) this will give us leverage to increase membership and sponsorship revenues. Currently this represents a significant portion of our annual revenue. This represents an opportunity in our organic growth – will we be able to leverage the additional member benefits of ISO engagement into new members and sponsorships? Currently we are operating on a break-even basis and participating in this will erode our assets.
- Technical committee 190 has a number of initiatives related to soil quality and environmental availability, soil plant based biotests, and sustainable remediation. All others have been published.

- Suggestion to ask SURF legal for interpretation – i.e. compatibility with bylaws and filing status.
- Several board members expressed that they feel that this is a tremendous opportunity and would shore up our position as national leaders in sustainability. We must navigate the financial requirements carefully, and resolve any concerns about the mission statement.
- To resolve this with a vote, by next call we will hear atty position and confirm there are no other options to move forward. Brandt will also draft a budget for next year so we can evaluate on a financial basis.
- Committee reports
 - Finance – has been discussed during earlier conversations. Next call Brandt will have a bottom line for SURF 21 and the 2012 look back/2013 forecast.
 - Technical Initiatives – Final paper for Reuse has been submitted to John Simon and will be published in the spring.
 - Communications/Outreach – The LinkedIn site was corrupted and resulted in an email that appeared to be sent from us, but wasn't. AWMA webinar will be coming up soon and the reservations for UC Berkley are in process and tentatively set for 2/26-2/27. A student chapter will be jumpstarted and the Stanford chapter will be encouraged to attend.
 - Academic Outreach – SURF award for Battelle paper is going well. There is a critical mass of papers and we have several judges.
 - Membership – Karina still needs to confirm that we are extending membership registration/early renewal fees as previously discussed by the board.
 - Nominations – full slate has been nominated but the short bios have not yet been received. This will be live on Monday for ballots.
- Other business –none.
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting – next meeting be held on 1/18/13.

Motion to adjourn the meeting – unanimously approved.

The preceding represents the author's interpretation of the items discussed at the meeting.

Please contact me with any discrepancies, changes, or clarifications in writing for inclusion in the record.

Respectfully submitted by,

Karina J. Tipton, Secretary