

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

January 18, 2013

- New Additions to Agenda
- Approve meeting minutes – 1/4/13
- SURF 22 – Berkeley Planning Update
- SURF 22 – ticket pricing incentives for nonmembers
- 2013 Election Process and Procedures
- Additional help for SURF operations – update on advertisement
- SURFs participation in ISO
- 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	✓	Kathy Adams	✓

Quorum confirmed. Meeting called to order at 1:06 ET.

- New Additions to Agenda
- Approve meeting minutes – Motion to approve 1/4/13 meeting minutes unanimously passed.
- SURF 22 – Berkeley Planning Update.
  - Planning call on Monday with another scheduled for next Monday. Plans to go public after next Monday's meeting (1/21).
  - Still some questions with venue on phone and A/V availability.
  - Request to keep Karin and Nick up-to-date on planning as this progresses over the next week.

- Concern expressed that there is too little notice to arrange approvals and schedule attendance for the membership. Because this is a working meeting there is additional concern that people may not prioritize late-attendance.
- Also concerned that it will be difficult to clearly express in the announcement the value of a working meeting. Karin volunteered to draft a paragraph to preface the meeting announcement and send it to Maile.
- Review in the future meeting planning guidance to ensure that an announcement with dates and location – suggestion to publish this ASAP on the website and put up a calendar on the website.
- SURF 22 – Registration Fees.
  - Last meeting: higher membership price and bundled price for a registration plus membership.
  - New registration year starting 2013, so everyone must renew their registration now.
  - Suggestion to extend members a reduced membership price if they pay for SURF 22 and renew their membership at the same time. We did get approximately 15 people as new members during the last meeting.
  - Suggestion to have a non-member registration fee be just slightly over (\$10 or so) the highest fee – however, at last meeting we did not permit any non-member registrations and everyone received a complimentary membership as part of their non-member registration price.
  - Discussion if \$150 will be appropriate for registration fee, with the understanding that costs haven't been finalized yet. Last year ran a \$10,000 deficit, including student chapter support and travel stipends. If the discount to registration renewal is extended, will this be supportable?
  - Discussion of only having one price: \$150 for all members. No incentives to be extended to renewals for 2013. Move: registration for SURF 22 be \$150 for members and non-members. Seconded and **unanimously approved.**
- 2013 Election Process and Procedures.
  - Elections are on-going. The ballot closes at 5 pm ET on Jan 22.
  - In the past, Mike R sends Survey Monkey results to the secretary to confirm against membership rolls with Kathy Adams cc'ed. Once voters are confirmed as members, all valid votes are sent with totals to Kathy and Karyllan Mack (legal) and then the voting results are finalized and agreed upon with Mike R, Kathy, and Karyllan. Mike R informed candidates of the results.
  - This year secretary is on the ballot so should not be part of the validation procedure. Karina will send Mike R a finalized membership list so he and Kathy can validate the members.
  - Once Mike, Kathy, and Karyllan have certified results the board would like Mike R to certify the results. If there's no tie, all candidates are notified of results. Before the first of February then an email will be sent out to full membership alerting them to the names of the new board.
  - If there is a tie, then Mike R will notify the candidates and immediately draft a new Survey Monkey poll with the anticipation it will run from February 23<sup>rd</sup> (after candidates notified) to the 27<sup>th</sup>. Results will be certified and notification will still be made by the beginning of February.
  - As of today, 45 votes have been captured. Mike R is going to work with Maile to send out a reminder.
- SURF 23: Late July or August in UIC Chicago.

- SURFs participation in ISO
  - Karin followed up with atty on non-profit status and funding: our non-profit status does permit us to participate in funding ANSI with no implications to our status.
  - Karin also followed up with ANSI to evaluate time commitment to ANSI. They prefer a minimum commitment of 3 years, although many others have participated for longer.
  - Also asked ANSI if we would be required to write or review the 20 standards simultaneously. There are only 2-3 which are active, but they do need to be updated and reviewed frequently based on changes in technology and best practices. First review is three years after publication and after that every five years. Therefore, although three standards active, if SURF administered the TAG we would still need to participate in the different documents as well.
  - Paul Nathaniel is looking for a way for SURF to receive a waiver to participate formally. Don't anticipate this will be possible. Kick-off meeting next Monday and Tuesday.
  - Issues: cost implications as well as additional management of initiatives (which is outside of mission).
  - Realistically, this would be a 4 or 5 year commitment.
  - Comment that the cost is a barrier that could be overcome, but the administration of all TAG standards is an expansion of the scope of the organization, because most of them are outside of sustainable remediation activities. They include risk analysis, leaching procedures, sampling protocol, etc.
  - Can we participate within our mission on the sustainable remediation activities, but also reach out to our membership for expert and create a caveat that this is the view of the working group participants or SURF memberships, but not the SURF organization.
  - Is this fulfilling the obligation of the TAG participation process? It may be a lot of work to reach out to experts to participate. However, if we are requesting reviewers we are already doing more than the current level of US participation.
  - ANSI standards are a very popular and well-regarded work initiative. This would be a huge membership draw and benefit to existing members.
  - The cost is approximately \$12,000 up-front, and \$8,000 in following years. This would be a commitment of approximately \$40-50,000 over five years. It will mean cutting back on some of the funding that we have done over the last year.
  - There are board concerns that this may be too much outside of our mission, and will take away energy from working with US regulators. However, discussion was held that this would be in addition to the work we have done before SURF 21, and build on the relationships that we solidified at SURF 21 with regulators.
  - If we participated as TAG we would need to approach regulators and ASTM to ensure we had consensus and collaboration. This would be an opportunity to further engage regulators and work towards sustainable remediation.
  - Opinion that this should be vetted further with sponsors in order to gauge their desire to participate in this type of organizational effort, and also, to permit the next board to vote on this formally as they will be the ones who must administer the program.
  - Motion to provisionally move towards joining ANSI and participate as TAG for the purpose of participating in the Sustainable Remediation ISO standard development, with the understanding that we must maintain the focus on sustainable remediation as described in our mission statement, and that we can not focus entirely on ANSI and must continue to progress the work we are currently engaged in. This motion is for initiation of the paperwork to ensure SURFs concurrence and understanding of financial commitment and level of effort as TAG, and to permit an opportunity to vet with our

current sponsors their interest in participating in this type of initiative; to be supported by a short document to be prepared by the board to describe the purpose, value, and commitments (both effort and financial) to the membership at large. Motion seconded and **unanimously approved.**

- Karin volunteers to preparing documentation of the purpose, value, and commitments (effort and financial) for use by the Board.
- If this goes forward, it should be announced to the membership via conference call and also to larger audience via press release to inform of this tremendous opportunity.
- Additional help for SURF operations – update on advertisement – carry forward to next call.
- Upcoming conference calls: Need to evaluate ongoing abilities to communicate as a board. Plans to use Karin’s number next time and continue the conversation next session.
- Karin takes the opportunity to thank the board and indicated that it’s been a great pleasure to serve. The board also would like to record that Karin has been a tremendous president and the work she has done over the last year is greatly appreciated greatly.
- Next meeting – next meeting be held on 2/1/13.

**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