

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

February 1, 2013

- New Additions to Agenda
- Welcome New Board
 - Goals & expectations for 2013
- SURF 22 – Berkeley Planning Update
- Introducing webinars to board calls
 - schedule meeting days/times
 - Utilization of SURF website (shared calendar for events, slides for committee/initiative reports, financial updates, etc)
- Additional help for SURF operations – update on advertisement
- SURFs participation in ISO
- Brownfields Conference Poster Session call
- New Member Information Packet
- 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:

Nick Garson, President	✓	Rick Wice, at-large Trustee	✓
Angela Fisher, Vice-President	✓	Stewart Abrams, at-large Trustee	✓
Karina Tipton, Secretary	✓	Buddy Bealer, at-large Trustee	✓
Grant Geckler, Treasurer	✓	Jake Torrens, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)	✓	OPEN, at-large Trustee	
Brandt Butler, outgoing Treasurer	✓	Paul Favara, Prior past president (non-voting attendee)	✓
Mike Rominger	✓	Kathy Adams	✓
Dan Watts out-going at-large Member		Curt Stanley out-going at-large trustee	
Mike Miller, out-going at-large trustee			

Quorum confirmed. Meeting called to order at 1:02 ET.

- New Additions to Agenda – as shown below.

- Thanks to outgoing Board Members: Karin, Mike, Curt, Brandt, Dan, and Paul. Congratulations to new Board Members: Jake, Grant, Buddy, Rick.
- Introduction to board meetings – generally every two weeks. Overview of roles and quick discussion on at-large trustee members and how to come up to speed.
- SURF 22 – Berkeley Planning Update
 - Registration opened on Tuesday. Hotels and dinner identified and facility concerns are nearly ironed out. Slight fee reduction secured after representative from Berkeley obtained to sponsor. Overall presentations/agenda are still in progress. S
 - Sponsors include AMEC, Langan/Treadwell and Rollo.
 - A/V details are remaining open item – options are gathered for non-phone A/V and meeting items, and testing remains.
 - Approximately 10 people have registered so far for the meeting (according to paypal receipts). Karina to send out information on registrations by end of next week to the board. Board would like to stay apprised of the attendance so they can do legwork to bring additional members to the meeting.
 - Nick and Karin are working on a summary of initiatives currently in process and what materials
- SURF Board homework: Prior to next meeting, please prepare a list of goals and expectations for 2013. What should SURF be focusing on in terms of objectives and direction? What is the short-term (two year) vision for SURF, and the longer (five year) vision? This will be shared at SURF22.
- Funding strategy for SURF should be developed. Lots of draws on cashflow and various ways to participate in the initiatives that are desired by the members. Grant is preparing a holistic view of the budget and the Board will discuss the number of opportunities to use the funds to progress the organization, including travel stipends, meetings, student groups, etc.
- SURF memberships expire on 1/31. Similarly, annual sponsorships do as well.
- Introducing webinars to board calls. Angela Fischer will use webex account for future meetings.
 - Nick suggests that we move to a more visual presentation of information using slides for each report – i.e., treasurers report, committee reports, etc.
 - Calendar on SURF website – Board and committee chairs should work to populate this more frequently. Currently, board can use their @sustainableremediation.org logins to add events to calendars with a invite to administrator@sustainableremediation.org
 - Karina is prepping a chart showing board members, initiatives, committees, and who is involved in each. This chart will be the basis for ongoing discussions on larger organization engagement. Goal is to target requests for engagement to the membership to those areas which directly require it. Goal is to attach these to the meeting minutes as well.
- Timing of meetings:
 - In general, every other Friday at 10AM Pacific/1PM Eastern has worked well for everyone. Appears to work well for the members on the board.
- Approval of meeting minutes – January 18, 2013. Moved and approved by previous board members on the call.
- Open Vacancy on Board – at-large position vacated by Angela moving to VP, with one year remaining in term. Suggestion that, due to the tie/run-off between Rick Wice and Amanda McNally, we nominate Amanda. Motion to approve Amanda McNally for a one-year at-large position. Seconded and unanimously approved. Nick will let legal and Amanda know.

- Conflict of interest forms need to be completed by the Board. Karina will distribute these forms to the board with a link to the bylaws. The COI forms should be completed and returned to Karina.
- Mike R and Kathy are on one-year contracts currently. Nick would like them to evaluate a 2 or 3 year contract.
- SURF 23: Program event in Chicago in Late July/Early August pending notifications of conflict. UIC is engaged. Maile is going to send out an appeal for participants on the planning team. Suggestion that late July is preferable, because of vacations in August. A/V requirements must be further discussed. Krishna Reddy and his graduate students are engaged currently as on-the-ground people. For a meeting in late July, a finalized agenda in late May would be ideal. There is a generic meeting planning timeline in use for this and other meeting plans.
- SURF24: Houston (Rice University) in the fall and a working meeting is in planning. Board suggests that October may be a better month, to avoid the fall holidays.
- Next meeting – SURF25 – end January for next board introduction. It is time to start planning.
- Future SURF meetings – themes have so far been developed very organically based on planning committee meetings. There is a suggestion to prepare more strategic themes and develop a vetting process before the meeting is established. Rick offered CMU, which has an engineering and social policy department.
- Additional help for SURF operations – Back office support for routine operations to be further discussed. Karina is developing an advertisement outlining the roles and operations that require additional help for Board discussion at an upcoming meeting.
- SURFs potential participation in ISO.
 - Each country has an official representative in ISO standard development. ANSI is the formal US representative. At the moment, the US doesn't have a formal involvement in Working Group 190, which is the group under which Sustainable Remediation standards are being developed. Karin has been discussing this with ANSI to determine how SURF can play a more formal role. Options are:
 1. Join ANSI as an organization and serve as the TAG and administer the standard. Issue is that we would not just be the administrator for this standard, but also for all other standards in the working group. This is a change in scope and there are associated fees.
 2. Could team with another group such as ASTM.
 3. Also could work informally without recognition as the US recognition.
 - The ISO work group has already started and writing assignments have been set. Schedule is a first draft by summer and then there will be a review and comment process (approximately 18 months).
 - Concern that some membership feels that SURF resources would be better used to engage more with regulators in the US, rather than focus on this international effort.
 - Concern that working on sustainable remediation standard may alienate the US regulators who would prefer to focus on the green remediation.
 - Karin is preparing a document and will send to group in the next couple of days.
 - Motion in last board meeting was: "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.”

- Is SURF purely US or does it have a global presence? Board should discuss this, because we do have a global presence, but may not have an active global role.
- Nick and Karin spoke to Carlos at USEPA, and he is going to get back to them in a couple of weeks with EPA concerns/feelings. There is a concern that ASTM and ISO standards will be in direct conflict. Currently we are in an excellent position with regulators and are building lots of bridges, and the challenge is progressing sustainable remediation in alignment with the mission, while maintaining these good relationships.
- Participation in this document would afford the organization additional legitimacy. Stew offers example: for corporate sponsorship, he needs to confirm that the organization provides learning and doing opportunities, which means relevant committee work opportunities.
- Need to determine if this aligns with SURF mission and the finances that we have. Should informally survey the current sponsors (as described above).
- Poster request for Brownfields meeting in May. Deadline is 2/15/13. Suggestion that the technical initiatives prepare posters and submit. Board previously discussed submitting an abstract for the conference, but did not have time to do so. Karin will reach out to the committee for sustainable redevelopment to see if there is initiative.
- News vs Calendar – the website has a place for news, which can be automatically emailed to individuals. This functionality should be highlighted. Calendar should be used for activities which SURF is directly engaged with.
- Committee reports
 - Meetings – as discussed above. Key action is to identify a local leader for the SURF 23 planning team.
 - Finance – Grant and Brandt to meet this weekend and transition the treasurers role. Looking forward, reports back will evaluate what resources have been committed to and the impact of meeting fees, etc.
 - 1. Sponsorships for 2013 received from TetraTech, Terra Systems, and CH2MHill. Brandt has inquired of existing sponsors if they would like to continue this engagement. A number are in the works, including Langan and Haley and Aldrich.
 - Technical Initiatives – Karin will report moving forward on this. Sustainable remediation redevelopment paper coming out imminently. Additional initiatives currently in progress.
 - Communications/Outreach – Jake can report. First joint webinar with AWMA yesterday, and it went well. There are three more in progress and under development. Also, Amanda McNally wrote an article about this issue to be published with AWMA. We currently do not have a profile of who attended or how many attendees. Feedback on the format was that the webinar platform was difficult to project to a larger screen.
 - 1. A reminder that all presentations that represent SURF should be provided to the Outreach Committee for review in an ongoing effort to standardize the representation of SURF to the external community.

- Membership – at end of 2012 approximately 208 people. Question: there was an unofficial early-membership discount. Does the Board want to continue this discount or shut it down?
- Nominations – on hold until later in the term
- Other business
 - US: new developments, policies, or conferences
 1. Brownfields 2013 as discussed above.
 2. Stew and Nick are presenting to the San Francisco Planning and Urban Research Organization after SURF 22.
 - International: new developments, policies, or conferences
 1. Global Sustainability in Amsterdam – Jake can provide additional information to Maile for the website news feed.

Next meeting will be held on Friday February 15, 2013.

PLEASE NOTE NEW INVITATION AND CALL-IN INFORMATION.

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