

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

March 15, 2013

- New Additions to Agenda
- Brownfields 2013 Sustainability Panel – follow up on Marianne’s travel request
- Approve previous meeting minutes (2/15/13 and 2/26/13)
- SURF 23 – Planning Update
- Proposal for Reorganization
- Initiative Charters
- 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:

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 Geckeler, Treasurer	✓	Jake Torrens, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)		Amanda McNally, at-large Trustee	
Mike Rominger		Kathy Adams	
Marianne Horinko	✓		

Quorum confirmed. Meeting called to order at 1:05 ET.

- No additions to the agenda
- Approve previous meeting minutes -- Motion to approve the 2/25 minutes made and approved by the board. Motion to approve the 2/15 minutes made and approved by the board. 2/25 minutes to be signed by Karina and Nick and provided to Grant for his use during banking transfer.
- Brownfields 2013 Sustainability Panel – follow up on Marianne Horinko’s travel request. Marianne Horinko joined the board on the phone briefly to discuss. Marianne would like to attend the Brownfield’s conference and described how her presence there would support the mission of SURF. Primarily, as the economy improves and real estate in particular begins to grow again, Brownfields is an ideal place to introduce sustainable remediation to best practices and

standard procedures for real estate/brownfields development. Marianne has experience working in Brownfields and has worked with a senior audience, and is looking forward to bringing sustainable remediation – particularly the experiences from other countries as well as what has occurred during development of the practice in the USA – to this group of people. The panel will include Carlos Pachon (USEPA) and Stephanie Fiorenza. Rick confirmed that Marianne is a member, and Marianne confirmed, and suggested she would be willing to register as a SURF representative for the conference. Karina brought up that it would be beneficial for the membership to hear about the conference, and requested that Marianne collaborate with Amanda to put together a recap of the conference for distribution in the newsletter. Marianne agreed and offered to republish the article in the Horinko Group newsletter on behalf of SURF as well. Suggestion that Marianne and Buddy work together in the government outreach group moving forward. Brief discussion on international and national perspectives on green vs sustainable remediation, and how to work better together with the US Regulators while fostering a global sustainability practices.

- Board discussion of Marianne Horinko's request for travel funds to support participation in the Brownfield's panel. Agree that this is a great opportunity to enroll regulatory voices in our dialog. The travel policy was reviewed with the board. Marianne has a good understanding of SURF and she has met the requirements of the travel policy. Discussion on the travel policy and its origins. **Motion** to approve travel expenses not to exceed \$1000 for Marianne Horinko to attend the Brownfields Conference. Seconded and **approved**. Buddy will reach out to Marianne and let her know that she has been approved. Nick and Karina will work to update travel policy to include a discussion on how to register for the program if you are wholly sponsored by SURF (i.e., as a representative for SURF v. employer).
- SURF 23 – Planning Update. A planning call was held this week and a theme statement discussed. Students and Dr Reddy attended from UIC. An emphasis was to engage social aspect of sustainable remediation. Theme statements were collected and reviewed by the board. The board agrees that the themes are on the right track, and looks forward to receipt of meeting planning documents. Suggestion to key into a subtheme that will resonate with the local regulators – the planning committee has initiated this, and plans to work through local case studies and presentations with a very local component. Also, strategic planning will need to take place as agenda is created to make sure that the meetings aren't too close to each other (SURF 24 is scheduled for October in Houston) and managing the mix of presentations and workshops. Suggestion that a third day be put together for working groups to meet. This is important to transmit right away to the planning group and must be included in the initial communication to the membership. Also noted that the working groups and their process/progress should be included in the main program content at every meeting, even if there is a third day planned for workshopping/collaboration.
- Proposal for Reorganization – Discussions with academic outreach, communications and outreach, and membership committees. A proposal was put forth to separate the communications committee out from the former "communications and outreach" committees and focus on outreach to specific groups. A new committee will be created – Education and Outreach Committee, and will include Government Outreach Initiative and Academic Outreach Initiative. Board discussion of the proposed restructure and benefits for having clearer communication between those who work with academic outreach and student chapters. Working groups will be housed under academic outreach initiative to pursue that mission. **Motion** that the current communications and outreach committee be separated into two committees, one to be called the communications committee and the second to be the

education and outreach committee, which will include the government outreach and academic outreach initiatives. Seconded and **approved**.

- Initiative Charters. Every committee, technical initiative, and working group should have a six-block slide. Nick suggests that once a month the board review the six-block charts and review activities. Suggest that this discussion takes place at the 2<sup>nd</sup> meeting of the month. Question: would it be possible to host the initiative leaders to present these slides at the meetings? Concern that this will be too difficult to do on a monthly basis but perhaps on a quarterly basis. It would benefit the board and the leads to have an open forum for communication between the various groups. These 6Blocks will be hosted on the website in the membership area, and therefore it's important that the team leads have reviewed them carefully.
  - Review of slides. Many different authors, so associated difference in writing styles. The quantity of information in the slides may indicate that an initiative has too much on their plate. It would be useful to include milestone dates to help coordinate additional help. Nick had sent an updated slide including a "prepared by"/"date updated" section, but most people haven't used the new format yet.
  - SR Rating and Certification System should have a new board liaison.
  - CSU would like more guest speakers, and Clarkson would like to participate in SURF23.
  - Student chapters need a new board liaison as well. Rick Wice will take on this role. The student chapters will also present monthly.
  - Workflow for the chart production: board liaison to reach out to the committees/chapters and remind/request the charts. After the charts are complete, the board liaison will submit for website upload. The secretary will compile the charts from the website and for board discussion and attachment to the meeting minutes. Karina will prepare a tracking table and submit to the board for review.
- SURFs participation in ISO – no update on the ISO memo to be sent to the board. Next board meeting plan to discuss any comments on the proposal.
- Next meeting: discuss finances and evaluate an investment strategy to establish a long-term funding source.
- Committee reports – none this week
  - Meetings
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
  - Nominations
- Other business
  - US: new developments, policies, or conferences – none at this time.
  - International: new developments, policies, or conferences – Buddy will be meeting with SURF Canada next week.

Next board meeting will be held on March 29<sup>th</sup>.

**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