

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

March 28, 2013

- New Additions to Agenda
- Approve previous meeting minutes
- SURF 23 – Planning Update
- SURF24/SURF 25 look ahead
- Travel Request – Nick Garson
- USEPA and SURF membership feedback on ISO engagement/ISO discussion
- Contracts for Mike/Kathy
- Academic Outreach Initiative:
  - Quarterly webinar and quarterly newsletter
  - Comments re: new org chart
- Initiative Charters – feedback/update from Board Liaisons?
- 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	

Quorum confirmed. Meeting called to order at 1:07 ET.

- No additions to the agenda
- Approve previous meeting minutes – Minor typos corrected in meeting minutes. Motion to approve and **unanimously approved**.
- SURF 23 – Planning Update. Meeting planning is going ahead full steam. Pamela Dugan has set up meetings with the UIC students and professors and next meeting will be held when Mike returns.
- SURF 24/SURF 25 look ahead – To hold on PGH for SURF 25.

- Travel Request – Nick Garson. Materials were provided by Nick in alignment with SURF travel reimbursement policy. Historically, we have funded other board members to travel overseas. The board would like to understand how other groups have supported travel for others to travel here for our meeting, and would like to know if SURF Australia would contribute to this travel request. There was a discussion on what the role is for SURF globally. We don't understand what our travel budget is at this time and several board members stated they would refrain from voting until the SURF fiscal understanding is clarified by Grant.
- USEPA and SURF membership feedback on ISO engagement/ISO discussion. Two comments received from membership and these were reviewed by the Board. There are concerns that this is a large time commitment and the writing team includes SURF team members, although not under the auspices of SURF. Board feels we will be represented well by team members. Some concern that the benefit of participating as a commenter will not make up for the effort, responsibility, and cost required to officially participate as a group – and the writing is well underway. Noted this is also not likely to become a governing standard for implementation of remediation projects within the US due to the preference for Green Remediation over Sustainable Remediation. Board agrees to table the decision in order to include Karin and Nick in the discussion.
- Contracts for Mike/Kathy – We never formalized the contracts last year and have received proposals for 2013. We need to request a formal proposal from Mike R, vote on the proposals, and then forward approval to KarylAnn for contract finalization. The board agreed to request this formal proposal from Mike and finalize at next meeting.
- Academic Outreach Initiative:
  - Comments re: new org chart. Some confusion from the Academic Outreach group related to how the working group and student chapters will fit into the workflow and reporting structure. Also, some pushback on performing the 6blocks on a regular basis.
    1. Student chapters – three areas identified: outreach and recruiting, student design competition, administration and management identified as several. Quarterly webinar and quarterly newsletter fall under the outreach and recruiting.
  - Question of what concern is – is it an issue with additional documentation requests? Suggests that the AIO group return with proposed revision to the org chart.
  - The intent of reorging as per the chart was to update the communications relationship with outreach, and to make sure that all outreach is performed at SURF standards and in accordance with guidance and messaging. Working groups don't necessarily need to be included, but were added to clarify responsibilities to the membership.
  - Purpose of working groups is only to highlight current initiatives, with a responsible individual who will be progressing the work. The goal of the 6-blocks is to provide a reporting/communication and accountability mechanism. The org chart and 6-block are positioning SURF for productivity and growth. There can be as many or as few working groups as necessary to meet the mission of the committee, but they should be represented by a 6-block clearly stating goals and progress.
  - Newsletter and Webinar must be cleared with communications group before it can progress.
  - There is tremendous energy within the AIO group and the board does not want to hamstring this drive, but empower and facilitate the work they are doing.
  - Action Items: Rick will engage Stephanie to facilitate and resolve this discussion among the group and refocus on the mission of the committee.

- Initiative Charters – feedback/update from Board Liaisons. Discussed as described above. The 6-blocks will be put on the collaboration area in the committee folders which they are associated with. This will make it easier for interested volunteers to determine if they are suited for a committee.
- Definition of sustainable remediation. Angela and Buddy have received the responses from SURF22 and it widely varies. They will work to prepare an updated definition to propose to the Board for discussion at the next board meeting.
- Committee reports
  - Meetings
  - Finance – Grant not in attendance.
  - Technical Initiatives – Karin not in attendance. Water reuse: preparing case studies at this time.
  - Communications -- Jake not in attendance. However, newsletter is under preparation. If anyone would like to take over the newsletter, please let Amanda know. Newsletter suggestion: meet with academic outreach and communications group to develop a student corner for the newsletter. Pamela may be able to suggest some additional types of information.
  - Outreach – Government outreach – call this morning to prep standard presentation materials. Also, preparing a one-page summary to submit to government groups as a “sales pitch.” Several states included on an initial wish list for outreach (CA, FL, NJ, NY, PA, and IL). Buddy requests additional state recommendations. WA added during this call. Also, may have had a presentation at AEHS and SURF Canada hosted an event that Buddy presented.
  - Membership. Karina is trying to finalize the membership distribution list so Maile can send out a renewal notice to the membership. Suggestion to create a new type of membership to engage regulators as a non-voting entity so they can participate in Tis and webinars. Some concerns that a complementary regulatory membership would be considered a gift. Buddy will canvas the regulatory committee to see the opinion on this. Government and academic memberships are both \$100 and full voting memberships, while student memberships are \$25 and non-voting.
  - Nominations – on hold.
- Other business
  - US: new developments, policies, or conferences. Battelle conference is being finalized. Buddy proposed a presentation for AEHS in the fall. Brownfields conference coming up – suggestion to create a meet-up at this conference to build some community.
  - International: new developments, policies, or conferences – Americana conference in Canada – was a lot of Europeans present. SURF UK, France, Quebec, among others. Canadians seem to be making progress as Quebec present with several regulators. The conference presented a lot of basic material. Buddy will provide a summary for the newsletter to Amanda.

Next board meeting will be held on April 12<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