

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

April 11, 2013

- New Additions to Agenda
- Approve previous meeting minutes
- SURF 23 – Planning Update
- SURF24/SURF 25 look ahead
- Treasurer's Report
- USEPA and SURF membership feedback on ISO engagement/ISO discussion
- Contracts for Mike/Kathy
- Update on Academic Initiative Group Status
- Definition of sustainable remediation
- Committee reports
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Vote on Travel Request – Nick Garson

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 – **Approved.**
- USEPA and SURF membership feedback on ISO engagement/ISO discussion – Summary from earlier discussions – some concerns re: the cost and commitment/responsibilities. At this point the writing has proceeded aggressively and we would not be able to take an organizational leadership position, although our members are engaged in many ways. The benefits include additional marketing and draw for more members. Also a draw to develop a relationship with

ANSI, a well respected organization. A quick break was taken from this discussion to evaluate the finances at this point, presented in the bullet below. After this discussion, the ISO decision was revisited. The relationship between ISO and US policy was discussed. We do learn a lot from non-US groups in the development of sustainable remediation guidance, but it's unclear how much the US relies on ISO standards internally. At this point, the primary goal of participating in development of the sustainable remediation guidance/policy is more of a tail end benefit at this point. A major benefit seems to be the possibility to partner with ANSI. Not sure if there would be any benefit to join in six months, but the discussion will be tabled until the next meeting. Karin recommended that the Board let Paul Nathaniel know that we are still discussing this, and it is not certain that we will partner with ANSI. Karin will let Paul know. Also the technical initiative six block chart should be prepared.

- Treasurer's report: Beginning balance: \$64K including prepaid 2013 sponsorships. Last year there was a deficit of \$13.5K based on strategic board decisions to fund stipends and student meetings. Grant presented a FY13 projection including estimates for three meetings, which indicates we have a discretionary fund remaining from FY13 income of approximately \$6K. Grant has evaluated the drivers in meeting costs and the major difference appears to be food – this has the potential to double meeting costs. If meeting fees were increased on average of \$75-90 for more expensive meetings, we would be closer to break-even for meeting costs. A break was taken in the treasurer's report to discuss the ISO status (described above), and then returned for completion. Meeting costs: Suggestion that meetings should not be a negative cost proposition, but that we should find a way for meetings to be income neutral. Discussion of adding additional \$ to meeting costs to cover lunches. Suggestion that we should bias meeting venues to mixed use locations where attendees can walk out to purchase their own lunches, and support the central tenants of sustainable development. Many of the facilities recently selected have required that food be purchased from more expensive on-site vendors, rather than selecting a caterer that would cost less. Locations are not consistently subsidized. SURF 23 does have a food court option for lunch. Meeting locations are generally selected because they have a local volunteer who is participating heavily in the planning process. Buddy suggested we ask membership if they have a place/opportunity for us to meet at. Another point is that meeting fees haven't increased over time significantly, while there are many more attendees, requiring larger meeting spaces and more food charges. Discussion on raising meeting fees – this may make it a tough sell, but will probably not radically change the number of attendees. SURF 23 has not yet announced meeting/registration, so this may be a time to add \$ to the registration fee. This also places the onus on SURF to hold valuable meetings, and to impress upon the meeting attendees the value of attendance. Move to raise fees for Chicago by \$50 to a total of \$200. **Unanimously approved.**
- SURF 23 – Planning Update. Mike R presented a recap of meeting logistics which have been settled. The costs may be expensive, this is under evaluation.
- SURF24/SURF 25 look ahead. SURF 24 in planning for October at Rice. January for SURF 25 and location not yet set. Mike suggests that clarifying reporting structure would be very helpful for the meeting and planning committee. Create a board liaison – does a board liaison need to be appointed for each of these roles? We would like Mike R to stay as board liaison for SURF23, and he will let Pamela know.
- Contracts for Mike/Kathy. 2012 expenses were approved by the board and were paid in accordance with the 2011 contract through March. The Board reviewed contract document for Kathy Adams. Also suggested that Kathy add proofreading the newsletter to her scope of work, as well as ensuring the Water Reuse Technical Initiative is included in this scope of work. The board moved to approve Kathy's scope of work and contract and unanimously **approved.** The

board will let her know and request a supplemental scope of work for the additional proofreading. Angela is going to reach out to Kathy to add in an additional 8 hours for newsletter edits and ask if she is OK adding in on-call technical editing services for individual scopes of work to be approved by the board and documented in meeting minutes. Mike's Contract: The Board reviewed contract document for Michael Rominger. The board moved to accept Mike's contract with an hourly rate increase of \$2, condition on his submittal of this revised contract. Seconded and **approved**. It was acknowledged that Kathy and Mike do a great job for the organization.

- Update on Academic Initiative Group Status. Karina is going to work with the org chart and create a reporting structure to submit prior to the board call next week to facilitate this discussion. Also, Dan Watts has decided to leave SURF and has submitted his resignation as a committee chair. The Board will consider an appropriate way to recognize his service and contributions to the organization.
- Committee reports – intent to provide robust updates on a monthly basis so Board can review the status.
- Definition of sustainable remediation – Move to next meeting.
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Vote on Travel Request – Nick Garson. Stated that this is a great opportunity and fully included in the scope of the travel request. Nick did ask SURF Australia to see if they could provide a travel stipend but they do not have the funds to do so. Some quick discussion on the role of SURF US to participate on a global basis. Defer the vote to next time.

Next board meeting will be held on April 26th.

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