

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

May 24, 2013

- New Additions to Agenda
- Approve previous meeting minutes
- SURF 23 – Planning Update
- SURF 24/SURF 25 look ahead
- Non-member fees for SURF meetings
- Treasurer’s Report – resolution of any outstanding questions for Grant
- ISO Standard – vote on ANSI participation
- Water Reuse Initiative – vote on funding request (\$138 for copyright fee)
- Website – discuss structure, usability and potential update
- Update on Academic Initiative Group Status
- Student Design Competition – Board approval of the initial approach and schedule
- Newsletter Editor – Replacement for Amanda
- Definition of sustainable remediation – refined (Angela and Buddy)
- SRI funding proposal from API to support government outreach efforts
- Battelle 2014
- Committee reports – review 6-panels
 - 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 – pending Board satisfaction with 2013 budget

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	

Meeting called to order at 1:03 ET. Quorum confirmed.

- New Additions to Agenda

- Review previous meeting minutes.
 - Item added to Treasurer's Report – Board voted and approved \$3,000 funding allocation for student chapter of SURF23 meeting.
 - Removed phrase "Discussed during..."
 - Motion to approve seconded and **unanimously approved**.
 - Nick to send revised/approved minutes to Karina
- SURF 23 – Planning Update – Venue and Dinner are set. The program is filling up rapidly. Dick Raymond spoke with Deb Goldblum - she would like to present on the ASTM standard. In the process of contacting speakers for time constraints. Kathy Adams is keeping website up to date with logistical information. Spreadsheet used for speaker tracking (from Pamela D.) should be used going forward for meeting planning. Pamela is coordinating student chapter participating – CSU, Clarkson, and UIC will be in attendance. Student Poster event will be held Wednesday night.
- SURF24/SURF 25 look ahead: June 7th board call Mike R to present theme and direction of meeting. Will this be a traditional 1.5 day meeting with breakout sessions versus a conference style meeting? Nick suggests less working groups and more focus on the theme or case studies. Themes may have local focus – e.g. water scarcity as it relates to SR. SURF 25 – Mike R. will reach out to Atlanta contacts for resources. Meeting will be Jan/Feb 2014. We will need to have a Board liaison for the SURF 24 planning team. Rick Wice volunteers.
- Non-member fees for SURF meetings – We previously approved raising the fee to \$200. For non-members, we may raise the fee to \$340 as an incentive to join SURF before the meeting. Rick suggests having preference for members if there is a limit on attendance. SURF membership benefits include reduced meeting attendance fees and opportunities to author documents/technical initiatives. We no longer offer the "first meeting free" incentive. Suggestion is made to change it to \$350, since meeting cost is \$200 and membership is \$150. Also suggested the option of allocating the \$150 toward membership. Motion to raise non-member fees to \$350 for each SURF meeting, with the caveat that if, during the meeting, they decide to become a member, the fee can be applied to membership. Seconded and **unanimously approved**. This will be in effect for SURF 23.
- Treasurer's Report – Since last SURF meeting, Grant has explored options for a new accounting system. Brandt had been keeping track of finances via MS Excel, but suggested a centralized system. Grant has explored MS Money, online systems, QuickBooks Online. This will streamline accounting functions and will be easily understandable for other members and future Treasurers in transition. QuickBooks Online is user friendly, easier to transition, and can create transparent reports. Grant will give a more detailed presentation (20-25 minutes requested) on accounting system options to the Board during the next meeting. Our Fiscal Year is the Calendar Year. Using QuickBooks may also reduce the time our Accountants spend translating the data from Excel to IRS reports, and thus reduce our Accounting fees. Grant is in the process of finalizing 2012 Tax Returns. Currently seeking insurance quotes for annual renewal. Will present the quotes at the next Board meeting. The help Grant needs is Board input for allocations of expected budget surplus, e.g. allocating a fixed amount for student outreach and travel for each SURF meeting. This has been done in an ad hoc manner in the past. We will also need to establish guidelines for use of those funds by the student chapters. Grant and Rick will coordinate with Pamela to establish those guidelines. Grant is looking for a volunteer for "door duties", i.e. on-site registration and receipts, at SURF23 as well as general finance committee participation. An added long-term objective is the planning of an investment strategy. Angela suggests brainstorming other options for allocation of budget surplus, i.e. conference materials, technical

initiatives, etc. Nick suggests a Finance committee breakout during SURF23 to discuss these issues and seek volunteers. Grant agrees.

- ISO Standard – Vote on ANSI participation – ISO team is currently working on Draft for discussion at a meeting in September. Participation would require both commitment of time and money, as has been discussed during previous meetings. 3-5 year costs may be around \$35,000. Email to membership only received 2 responses – from Board members. Motion to vote on whether SURF should join ANSI to participate in TC 190. Motion is seconded and the Board **unanimously voted NO**. Reasons include significant financial investment, time commitment by SURF members over 3 to 5 years, no support offered by SURF membership, and SURF is currently represented by several individual participants in TC 190. This issue has been discussed extensively over the last several months by the Board.
- Water Reuse Initiative – Jake provides update on 6 Panel for the TI. The document is at about 85% completion and in the final stages of review by Paul, Patrick, and Jake. The next step is to give to Kathy Adams for final copyediting. Document will need to be sent to John Simon by August for December publication. Case Studies are completed, and final copies are being sent to site owners for approval/notification. We need to allocate hours/funding for Kathy to complete technical editing. If additional funding is needed in her contract, we will allocate additional funds later in the year. Motion to approve \$138 for copyright fee. Motion is seconded and **unanimously approved**. Jake will communicate to Paul Hadley that the fee has been approved and he is authorized to engage Kathy's services.
- Website – discuss structure, usability and potential update. How can the website be more utilized by the membership. We will need to engage Maile. Currently, you need to understand the organization's committee structure to locate certain documents and initiatives. There is general support for discussing the reorganization to make it more usable. Grant suggests utilizing an internal source for website design and maintenance. This issue will be discussed at a future Board meeting when more time is available.
- Update on Academic Initiative Group Status – Rick has spoken with Mike M. and Pamela regarding the AOI and administrative requirements for student chapters. Pamela has provided the records she has for currently established student chapters. As student chapters grow and new chapters are developed, there may a need for additional administrative support. Stephanie F. is not currently represented on this 6 Panel; Rick and Stephanie need to develop an overall Education and Outreach Committee 6 Panel. Rick would also like to discuss the Research initiative with Stew, Stephanie, Pamela, and Mike, as this initiative aligns with the objectives of the AOI. Other opportunities may exist to engage academic faculty in SURF, outside of the student chapter framework. Another objective may be providing guest lectures from SURF members at interested universities. Rick will revise the 6 Panels and provide to Mike and Pamela for final review. The Board will review again in two meetings. Records should be posted on the website. The Board briefly reviews the Student Chapter 6 Panels
 - UIC – requests speakers and hopes to organize field trips and technical seminars
 - Clarkson – requests professional development events, demonstration of tools, networking
 - Stanford – working on LCA project, planning seminar series/roundtable
 - CSU – would like guest speakers and to be more involved with SURF
- Student Design Competition – Board approval of the initial approach and schedule. The Board reviews the schedule provided by Keith. Current activities include development of the design framework (i.e. FS Report) and an "RFP" for the SURF membership. Board will need to discuss and approve the monetary awards for the winners. For next iteration of the 6 Panel, please include milestone dates, any upcoming Board approvals, and author and date.

- Newsletter Editor – Replacement for Amanda. Gerlinde Wolf (past Clarkson Student Chapter president) will be joining AECOM in June and Amanda suggests she take on the role of Newsletter Editor. Amanda will be available to support Gerlinde in preparing the first newsletter and coordinating with the communications committee and Kathy Adams. The Board agrees that she would be a good candidate. No other SURF members have volunteered for this role. Amanda will suggest the role to Gerlinde.
- Definition of sustainable remediation – refined (Angela and Buddy) – Two definitions are provided based on the note cards completed by members at SURF22. These are the short, succinct definitions, and Buddy also has extended versions and a longer descriptive paragraph with more details. Buddy is currently using these with the SRI. The definition is remediation is implied in the definition. The definition does not seem to include the investigation phase. Angela indicates that the word “holistically” was meant to encompass the entire project “life cycle.” Nick suggests adding in “from project inception to closure.” After “environment” before “while.” Angela will bring the suggestions to Buddy and discuss. We will discuss again at the next Board meeting.
- SRI funding proposal from American Petroleum Institute (API) to support government outreach efforts – Buddy has informed the SURF Board of Directors that the SRI may be able to get funds to support our outreach efforts (to pay for costs that cannot be covered by member companies directly, such as travel expenses to meet with regulators). He has discussed the idea with API of contributing a lump sum to SURF with earmark for the SRI effort expenses. If SURF gets a lump sum contribution from API, could we earmark it for the SRI effort? He is hoping for range of \$25-40K for this year. Grant supports this proposal and has suggested that SURF could set up a separate Bank of America account that was specifically earmarked for SRI expenditures. It may not be necessary, but could be a "plus" from API's perspective and for SURF internal controls. Nick moves to approve this funding proposal from API to support the Government Outreach Initiative. Motion is seconded and **unanimously approved**.
- Battelle 2014 – SURF should have a formal planning committee for future Battelle conferences. In the past, this has been done informally at the President’s direction. Rick volunteers to lead this effort, and it will be discussed in future meetings.
- Committee reports – review 6-panels – Most have been reviewed during previous discussions
 - Meetings
 - Finance
 - Technical Initiatives – Will discuss additional support for this committee to manage additional TIs
 - Communications/Outreach
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Vote on Travel Request – Nick Garson – pending Board satisfaction with 2013 budget – Will be voted on during the June 7th meeting (top of the agenda).

Next board meeting will be held on June 7th.

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,

Amanda D. McNally, At-Large Trustee