

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

August 29, 2014

- New additions to agenda
- Approve meeting minutes from last Board call
- SURF27 Update
  - Finalize cost and open registration. Meeting announcement to be sent soon (See attached draft email).
  - Travel Request from Jennifer Borski (Kathy)
- CSI Presentation Support for SURF Italy (Kathy)
- Battelle Student Paper Competition – Vote
- Publication (Melissa Harclerode and Paul Hadley)
- GSR Awards Program (Buddy, Nick)
- Taipei International Conference
- Sponsorship/Welcome Package (See attachments)
- Communications/PR Volunteers
- Social TI Flyer (Melissa)
- Committee reports / Initiative charters
  - Meetings
  - Finance
  - Technical Initiatives
    - CSI – ITRC Request
    - Social Aspects
    - SRI
  - Communications
  - Membership
  - Education & Outreach
- Other business
- US: new developments, policies, or conferences
  - Dee Brncich - 26th Annual Chicagoland EH&S Conference
- International: new developments, policies, or conferences
  - September 17 Meeting in Ferrara, Italy
  - November 10 Conference Call (11:00 pm EST)
  - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014

Attendees:

Nick Garson, President	✓	Rick Wice, at-large Trustee	
Angela Fisher, Vice-President	✓	Buddy Bealer, at-large Trustee	
Amanda McNally, Secretary	✓	Jake Torrens, at-large Trustee	
Keith Aragona, Treasurer	✓	Melissa Harclerode, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)	✓	Olivia Scance, at-large Trustee	
Mike Rominger	✓	Kathy Adams	✓

Kristin Mancini	✓	
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Meeting called to order at 12:05 pm EDT. Quorum confirmed.

- New additions to agenda
- Approve meeting minutes from last Board call. **Unanimously Approved.**
- SURF27 Update
  - The meeting rooms at the University of Michigan have been booked. Tammy and Keith are working on dinner and hotels. Several hotels were identified within walking distance from the venue. Other major hotel chains are available in downtown Ann Arbor.
  - The planning team is working on identifying speakers.
    - Jennifer Borski, Wisconsin DNR, is able to attend but will require travel expenses to be paid by SURF. Initial estimates total approximately \$1,000. A travel reimbursement form will be completed and submitted to the Board for approval. Suggested to use SRI funds for regulator travel to meetings, especially if other speakers request funding.
    - Brad Bradley, USEPA Region 5, can attend.
    - Keith waiting to hear from Buddy regarding MDEQ contacts and The Horinko Group. Keith will also inquire about SRI funding for funding regulator travel to meetings.
    - Other potential speakers may include Ford, University of Michigan, Graham Institute, and School of Public Health. Calls/requests have been made. Amanda will follow up again with Ford.
  - This cost for meeting registration will be \$149 for members and \$299 for non-members (can be applied to a 2015 membership). Will need approximately 24 people to cover costs of venue. Would like to open registration and send announcement during week of September 8. Amanda will send Jake the final meeting announcement by Thursday September 4 after adding a description of the meeting theme and any confirmed speakers. This will help potential attendees make the case to attend the meeting.
  - Meeting announcement will also be published with American Institute of Professional Geologists (AIPG) and Michigan Association of Environmental Professionals (MAEP).
- CSI Presentation Support for SURF Italy (Kathy)
  - Barbara Maco requested Kathy's support in preparing the presentation for the CSI Workshop at the International Conference in Ferrara, Italy. When Barbara sends Kathy the draft slides, she will provide an estimate of the budget and get Board approval before proceeding.
- Battelle Student Paper Competition
  - Mike Miller submitted a proposal to the Board via email to sponsor the Battelle Student Paper Competition. SURF will need to pay the sponsorship fee and communicate to Battelle the types of paper topics that should be included. Sponsorship fee would be \$1,500 (reduced by \$500 from \$2,000 per Battelle). There is concern that the Board is spread thin and we are scrambling to sponsor and execute this event. If we proceed, it is important that Mike have clear and open communication with the Board about the process, requirements, submittals,

schedule, etc. This event seems rushed and the event has not been successful during the past three years in drawing focus to sustainable remediation (i.e. student papers were not focused on SR or sustainability). Mike Miller has acknowledged that there was a lack of planning and leadership in the past and is willing to lead this effort and provide the communication required to execute it successfully.

- Motion to approve SURF sponsorship of the 2015 Battelle Student Paper Competition for \$1,500. **Aye: 3; Nay: 3.** (Rick Wice provided proxy “Aye” vote to Amanda via email). **Need votes from Buddy, Olivia, and Jake to complete vote.**
- Publication (Melissa Harclerode and Paul Hadley)
  - Paul Hadley emailed a draft document titled “Green versus sustainable remediation: discussion, debate or dialogue?” that he and Melissa have prepared and are planning to submit to Remediation Journal. We would like to use the ‘evolution of the remediation industry’ figure that appeared in the original SURF White Paper in the document. The paper is not intended to be a SURF document, but the authors would like to have SURF’s “blessing”. Discussion of the Board members is summarized below.
  - What is the tone of this paper? Will it affect our relationship with USEPA or other stakeholders? Melissa will discuss with Mike Miller, Buddy Bealer, and Kathy Adams regarding the tone of the paper and will review to make sure we are consistent with SURF messaging, etc. Who is the audience and what do you want them to do with it? Using the word “versus” in the title implies that there is a confrontation. Is it Green? IS it Sustainable? Green AND Sustainable? (Like ITRC) As an outcome of the GSR Roundtable, there is an effort to develop a cross organizational, comprehensive vision. We do not want this paper to interfere with that effort.
  - Board members are invited to read, review and provide feedback to Melissa and Paul.
  - Use of the graphic from white paper: as long as the white paper is referenced appropriately, no issues were raised. Paul and Melissa should check the original source of the graphic. Was it developed originally for the White Paper or borrowed from another source?
- GSR Awards Program (Buddy, Nick)
  - Nick received an email from DOE regarding the awards program that was discussed as an outcome of the SRI roundtable in June. This falls within the SRI mission. Buddy should form a team of SRI members to work with other organizations to work on this program.
  - Buddy indicated (8/4) he was walking to Mathy Stanislaus about the cross program vision and trying to set up a meeting in DC to discuss. Nick suggested Karin as a participant, as she is in the area. Karin will follow up with Buddy.
- Taipei International Conference
  - Ick was invited to represent SURF US and present on Sustainable Remediation at the 2014 Taipei International Conference on Remediation and Management of Soil and Groundwater Contaminated Sites and Taipei Soil and Groundwater Exhibition, to be held November 25 – December 1, 2014.
  - Karin attended the event at the 2013 conference. Spoke highly of the event and Taiwan EPA’s hospitality.
  - Dora Chiang (AECOM) volunteered to attend on behalf of SURF. Dora is a former SURF member and co-author of the 2009 White Paper. She will renew her SURF membership soon. Suggested to invite her (or the decided upon representative) to

the next Board call to prepare, provide resources and reference material, and update her on current SURF activities.

- SURF asks that the representative chosen provides a briefing to SURF at a future meeting or webinar.
- Any other volunteers or nominees should be sent to Amanda by Friday September 5 with a brief note as to why he/she should be considered to represent SURF at the event. The Board will vote via email during the week of September 8 to select representative.
- Sponsorship/Welcome Package (See attachments)
  - Amanda and Angela prepared two documents to be included with the sponsor “Welcome Package,” including a “Year in Review” and a sponsor appreciation certificate. The “Year in Review” document summarizes SURF, our TI’s, sponsors, conference participation, upcoming meetings, and membership information. The Sponsor appreciation certificate includes a description of benefits for that sponsorship level (a different sheet for each level) and how to redeem the complementary memberships and meeting registrations.
  - Suggested to review the membership categories. The Board discussed changing them. The changes should be reflected here and on the SURF website.
  - Amanda will confirm membership categories and prices and email the Board.
  - Amanda will send these materials and the SURF Sponsor logo to all sponsors.
- Communications/PR Volunteers
  - Suggested to send request for volunteers to non-board SURF members. Amanda will work with Jake to send this request.
- Social TI Flyer (Melissa)
  - Melissa working with Paul Bardos to gather international support and input for Social TI. “White Paper” in UK means policy document; therefore the document is referred to as a journal article in the flyer. Melissa would like to have this flyer distributed at the International Conference in Ferrara, Italy. Amanda will print a set of flyers and bring to Italy for distribution. Board members should send any comments to Melissa by Friday September 5.
  - Suggested to consider health and safety under the social aspect. Could also be included in the Economic-Social nexus.
- Committee reports / Initiative charters
  - Meetings
  - Finance – No new updates from Keith. Account balance reflects payments to THG, but those costs were forecasted, so no change to overall account outlook. All sponsorship monies have been received for the year. Payment to Battelle will be broken into quarterly payments of \$3,125. One payment has been made to date.
  - Technical Initiatives
    - CSI – ITRC Request. ITRC contacted Melissa regarding case studies and asked for case studies by September 30. Wanted to pass the word along to other Board members. Amanda will talk to John about providing completed SURF case studies. SURF could submit any case studies that have been finalized through CSI to ITRC as well. If Board members circulate the ITRC request, it was requested to only use info from ITRC and not include the entire email chain from Melissa.

CSI currently has one completed case study and three in the review process. Also working with Kathy Adams to migrate Navy case studies to SURF template.

- Social Aspects
- SRI
- Communications – Jake has been speaking with Emerald Erickson regarding communication strategies. Typically, our LinkedIn and Twitter posts coincide with meetings, newsletters or other events. The goal is to keep the conversation going outside of these events and provide relevant information through these outlets. Jake would like to establish a core group of people that will send info to Jake, Amanda, and Emerald to post to these various outlets. The team should also include Gerlinde Wolf as newsletter editor.
- Membership
- Education & Outreach
- Other business
  - Website Development – Amanda and Melissa have had preliminary discussions with website developers regarding a redesign of the SURF website. Amanda, Melissa and Jake will coordinate responses and communicate to the Board when costs and an approach have been developed
- US: new developments, policies, or conferences
  - Dee Brncich - 26th Annual Chicagoland EH&S Conference. Amanda directed her to outreach presentations on the SURF website.
- International: new developments, policies, or conferences
  - September 17 Meeting in Ferrara, Italy
  - November 10 Conference Call (11:00 pm EST)
  - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014
- Future Meeting Topic
  - Process Improvement w/ Bruce Wilkinson

#### **Action Items:**

- **Buddy, Olivia, and Jake – send vote to Amanda for Battelle Student Paper competition.**
- **Buddy – Assemble team from SRI to work on GSR Awards Program.**
- **All – Send nominations/suggestions for a SURF representative to attend Taipei conference to Amanda with a statement of qualifications/desire to attend by Friday September 5. Amanda will email a ballot for voting during the week of September 8.**
- **Amanda - Send welcome package to SURF sponsors.**
- **All – Review Social TI Flyer and send comments to Melissa by Friday September 5.**
- **Amanda – Send finalized SURF27 meeting announcement to Jake by Friday September 5.**
- **Jake – Send SURF27 announcement during week of September 8.**
- **Amanda and Jake – Send request to SURF members for communications/PR volunteers.**

**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, Secretary