

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

November 21, 2014

- New additions to agenda
- Approve meeting minutes from last Board call (including Email Votes)
- SURF27 Update
 - Survey & PDH Certificate
- SURF28
- Battelle
 - Technical (Rick)
 - Booth/Marketing Materials (Amanda)
 - Charity for Donations
- Funding Approval for CSI
 - Kathy's time for editing case studies
 - \$500 for incentives
- SURF News Topics
- Committee reports / Initiative charters
 - Meetings
 - Finance
 - Technical Initiatives
 - CSI
 - Social Aspects
 - SRI
 - Communications
 - Membership
 - Education & Outreach
 - Nominations
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
 - International Call – Amanda is providing a SURF and SURF27 overview to Nicola Harries
 - 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	✓	Olivia Scance, at-large Trustee	✓
Mike Rominger	✓	Kathy Adams	✓
Kristin Mancini	✓		

Meeting called to order at 1:05 pm EDT. Quorum confirmed.

- New additions to agenda
- Approve meeting minutes from last Board call. **Unanimously Approved.**
- While Karyllan Dodson-Mack is on maternity leave, we will have legal support from Eileen Welsh (eileen.welsh@klgates.com) and Bill Hyatt (william.hyatt@klgates.com) at K&L Gates. We will need support for elections and contract renewal for Kathy and Mike.
- SURF27 Update
 - Survey & PDH Certificate. Amanda to follow up with Jake.
 - Meeting Planning Guidelines are not up to date. We have several lessons learned from SURF27. Kristin will schedule a meeting with the SURF27 planning team to determine appropriate revisions to Meeting Planning Guidelines.
- SURF28 Update
 - Dates of meeting are February 24-26, 2015. Working on identifying the theme. Dick Raymond, Nick Garson, Buddy Bealer, Karin Holland, John Simon, Amanda McNally, Mike Rominger, Kathy Adams, Rick Wice. Current theme is “Moving Sustainable Remediation Forward.” During SURF27, it was suggested that we should create a value proposition for PRPs and regulators to embrace, promote, or fund SR. Suggested format of the meeting will include high level discussions about the intersection of SR and climate change (climate change adaptation, price of carbon, long- and short-term impacts) on Day 1 and discussion panels from EPA, States, DOD, DOES, and PRPs on progress made to date and how SURF can help move that forward. On Day 2, we would organize working groups and develop a path forward for SURF. Karin was identified as a point of contact for the ASTM standard on climate change. Day 1 may not be a full day in order to facilitate more participation from government participants. Day 2 will include breakouts for Technical Infinitives and working groups to discuss the SURF path forward. Will also allow time for outgoing and incoming Board members to meet and transition roles. Day 2 would be intended for SURF members but open to all meeting participants if interested.
 - Suggested to include case studies on Day 1 since it was discussed as an outcome of the GSR Roundtable. Should also discuss the outcomes of the Federal Remediation Technologies Roundtable in November (Brandt Butler, Mike Miller, Maile Smith). Rick is going to be speaking at the DOE Savannah River National Laboratory and this would be a good outlet to identify resources. Carol Dona (USACE) also indicated she was interested in attending SURF28. John Simon was planning to contact Beth Moore at DOE and Amy Hawkins at the Navy.
 - We could reach out to the National Academy Presses for participation. They recently hosted a webinar on using sustainability tools in environmental decision making. There was a lot of focus on the social aspects of sustainability. Mike Kavanagh has been involved in SURF in the past. Should ask John Simon about points of contact.
 - Because the SURF28 venue is provided at no cost from Boeing and there is a cafeteria onsite for refreshments, it is anticipated that the meeting be provided at no cost to government attendees. Despite the low registration cost for government attendees (\$25), it is a hassle for them to get approval and reimbursement.
 - Suggested to notify potential attendees of the date so that it gets put on their calendar ahead of time.

- Next SURF Meetings?
 - Discussion of bylaws that have guided when SURF meetings are held based on election cycles. The current timing of meetings may not be the most amenable to travel. During the call, Nick confirmed that the bylaws give flexibility in selecting meeting times separately from annual elections.
 - The board discussed the spacing of the meetings relative to commonly busy times for different companies and severe weather, as well as reasonable spacing to facilitate reasonable requests for travel funding (i.e. a meeting in November and then turnaround with a meeting in January/February). Suggested locations include Colorado State (Ft. Collins, CO), Carnegie Mellon (Pittsburgh, PA), Parsons HQ (Pasadena, CA), Houston, TX.
 - Suggested to have a Meetings committee call to continue this discussion. Rick volunteers. Kristin will organize this meeting.
- Battelle
 - Technical (Rick) – Only two papers on SR submitted for the student paper competition. Tracks 10 and 11 had a nice response to the call for abstracts. Abstracts will be sent to the session chairs for final review and selection within the next couple of weeks. Working on a panel for ecological and natural resource value in SR. Reaching out to Carol Dona, Nature Conservancy and CH2MHill and Montclair State University. A few sessions may be eliminated due to insufficient abstracts.
 - Booth/Marketing Materials (Amanda) – The banner stand style displays are \$495 each (anticipated that we will get three). AECOM marketing has volunteered time to complete the graphic design. Amanda and Angela will work together to develop the content. Kathy will upload the graphics files she has to the Google Drive. Angela will contact Maile for any source files not included there.
 - Charity for Donations. On last Board call we discussed collecting business cards to match donations to other non-profit organizations. Board members suggestions include:
 - www.Water.org – safe drinking water in developing countries, microfinance tools
 - World Vision – safe drinking water in developing countries
 - Girl Scouts of America (Social) - STEM
 - Conservation International – sustainability related work, ecosystem services, community engagement
 - Arbor Day Foundation – replanting in communities affected by natural disasters (\$1 = tree)
 - Engineers Without Borders (Economic) – providing infrastructure/building services in developing countries, engineers and geologist that match SURF organization background

We should indicate with each of these organizations if there is a specific project/focus area where to money will be directed. Angela will email K&L Gates about any restrictions on donations from SURF.
- Funding Approval for CSI
 - Discussion of what is included in Kathy's contract. The Board currently does need to approve additional tasks/hours that are not included in her current contract. However, it was suggested that we try to estimate the "extra" technical initiative

costs anticipated for 2015 and include those from the outset so we can plan financially. Keith will contact committee chairs for anticipated 2015 level of effort from Kathy.

- Keith will gather all open requests for Kathy's time and determine to total proposed amount. The Board will vote on the next call to approve this funding.
 - \$500 for incentives. Amanda will ask John for a more detailed description of the plan for this funding and an updated 6 Panel slide for Board consideration on the next call.
- SURF News Topics
 - Board members should continue to consider topics for regular website postings. Amanda will write a piece for November.
- Committee reports / Initiative charters
 - Meetings
 - Finance – Checking account balance is remaining stable. Balance of API funds is around 5,000-6,000. Yearend balance projection is 42,000. End of Q1 2015 balance projection is \$37,000. Total meeting costs were around \$5,000. Income was around \$2,500 (large student attendance at little to no cost). BP will be a Gold sponsor in 2015 (\$5,000). No word from Buddy on request for additional funding from API. The current budget projects costs into Q2 2015, including anticipated sponsorships. Keith received an email from Envirocon to become a Bronze sponsor. He has sent a PayPal invoice for that sponsorship. Keith will be reaching out to Sponsor POCs to discuss anticipated sponsorships for 2015 and will generate invoices based on those discussions. Amanda, Kristin, and Olivia are working on garnering sponsorships for 2015 from AECOM, Arcadis, and Chevron, respectively.
 - Technical Initiatives
 - CSI
 - Social Aspects
 - SRI
 - Communications
 - Membership – We had a total of 125 paid members in 2014. We currently have 24 members already paid for 2015 (i.e., paid dues after October 1, 2014). Board members currently reaching out to new members or people that attended SURF27 for future participation in meetings and initiatives.
 - Education & Outreach – Mentorship program is developing.
 - Nominations – Angela asked to send another email requesting nominations for open board positions. Suggested to send an email after the Thanksgiving holiday so it does not get lost or overlooked. Jake will send a reminder either Tuesday or Wednesday during the week after Thanksgiving.
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
 - International Call – Amanda is providing a SURF and SURF27 overview to Nicola Harries
 - Taipei International Conference – Taipei City, Taiwan, Nov 25 – Dec 1, 2014

Action Items:

- Kristin will organize a Meetings committee call to discuss scheduling of future meetings. Contact Kristin if you are interested in participating.

- Banner stand Conference display: Amanda and Angela will work together to develop the content. Kathy will upload the graphics files she has to the Google Drive. Angela will contact Maile for any source files not included there.
- Angela will email K&L Gates about any restrictions on donations from SURF.
- Keith will gather all open requests for Kathy's time and determine to total proposed amount. The Board will vote on the next call to approve this funding.
- Amanda will ask John Simon for a more detailed description of the plan for CSI incentive funding and an updated 6 Panel slide for Board consideration on the next call.
- Amanda will write a news piece for the website in November.
- Jake will send a Nominations reminder email to the membership on either Tuesday or Wednesday during the week after Thanksgiving.
- Next Meeting Agenda Topics
 - Action plans for student chapter mentorship/outreach
 - Sustainable Remediation Award

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