

**SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY**

January 26, 2010

Agenda:

- Additions to agenda
- Approve the SURF By-Laws and the Certificate of Incorporation
- Request to Kathy Adams and Mike Rominger to create scopes of work for their future support of SURF
- Consider the SURF Australia letter asking about representation on their steering group
- Commission those responsible for the SURF bank account
- SURF email account/addresses
- Regulatory participation
- Other business
- Next meeting

Attendees:

David Ellis, President	✓	Carol Baker	✓
Paul Favara, Vice President	✓	Stephanie Fiorenza	✓
Maile Smith, Secretary	✓	Dick Raymond	✓
Brandt Butler, Treasurer	✓	Dan Watts	✓
		Dave Woodward	✓

Meeting called to order, approximately 12:15 pm, Cal Center, Sacramento, California.

Quorum confirmed.

Voting Items:

1. Ratify SURF By-Laws
 - a. Brandt Butler – motion that By-Laws be ratified
 - b. Dan Watts – motion seconded
 - Aye – 9
 - Nay – 0
2. Pass a resolution to authorize the Certificate of Incorporation and to authorize Karyllan Mack, K&L Gates, to file these in the State of New Jersey
 - a. Dick Raymond – motion for a resolution to authorize and file Certificate of Incorporation
 - b. Dave Woodward – motion seconded
 - Aye – 9
 - Nay – 0
3. Request a proposal from Kathy Adams and Mike Rominger for Scope of Services for (a) routine support for design and operation of SURF meetings, and (b) as-needed, on-call services to the SURF Board of Trustees, for the service period beginning February 1, 2010 and ending January 31, 2011
 - a. Dave Woodward – motion to request a proposal from Kathy Adams and Mike Rominger
 - b. Carol Baker – motion seconded
 - Aye – 9
 - Nay – 0

*SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY*

Other Business Discussed:

1. **Routine teleconferences for Board communications** – Dave E. suggested frequency is bi-weekly, for 2-hour blocks beginning at 1:00 pm EST. Start date is February 12, 2010. Secretary (Maile) will send calendar appointments to Board.
2. **Contracting** – Dave W. suggested that K&L Gates will provide legal support for contracting. Four Board officers will be authorized signatories for the SURF bank account; one signature will be required on checks.
3. **SURF email address** – Brandt suggested that Board members be issued sustainableremediation.org email addresses. Maile is working on setting this up. Will also set up mechanism for shared documents, distribution lists, and contacts.
4. **Outreach** – Several Board members suggested that we need to encourage our regulatory members to be advocates for the work that SURF is doing, and to encourage regulators to provide more feedback and input to SURF. Likewise, we need to recruit and engage academia and non-profits. SURF needs to work diligently to balance our membership, and not overly represent any single sector (e.g., industry).
5. **SURF meetings** – Maile suggested that we examine the current meeting model. Our membership size is outgrowing our ability to have quarterly meetings with the full membership. Dave E. suggested that one way we can do this is to hold annual meetings jointly with one of the large remediation conferences (e.g., Battelle, SETAC).
6. **Certification and Training** – Dick suggested that the Board explore the idea of a Sustainable Remediation practitioner certification. This would be a long-term initiative. In the shorter term, SURF can focus on individual training and short-course opportunities at the large remediation conferences.
7. **SURF Australia** – Dave E. has been contacted by CRCCare, suggesting an increase in the frequency of communication between SURF and the incipient SURF Australia group. Dave E. suggests that we assign Curt Stanley as our intergroup liaison to report between the SURF Australia steering committee and the SURF Board.
8. **SURF Trademark** – Maile will explore getting the SURF name and logo trademarked. We have a SURF member who has offered his services to conduct this task.

Meeting adjourned, 1:30 pm.

Respectfully submitted by,

L. Maile Smith, Secretary