

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

February 12, 2010

Agenda:

- Additions to agenda
  - Evaluating the need for insurance for SURF Board members
  - Membership committee (and others)
  - Student chapters
- Incorporation progress
- Request to Kathy Adams and Mike Rominger to create scopes of work for future routine support for design and operation of SURF meetings and as-needed support to the Board of Trustees
  - Participation in bi-weekly teleconferences
- Formation of Committees, assign Chairs, and define related processes
  - Membership
    - Sign up form
  - Meetings
    - Format
    - Frequency
  - Communications
    - SURF name and logo use
    - Requests to SURF to promote/market for other organizations
- SURF email account/addresses, website update
- SURF trademark
- ITRC, ASTM update
- Regulatory outreach/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 (teleconference) called to order, approximately 10:05 am PST / 1:05 pm EST.

Quorum confirmed.

Voting Items:

1. Authorize Dave Ellis to sign the Certificate of Registration of Alternate Name so that K&L Gates may register the SURF acronym as a Registered Name of the Corporation
  - a. Dick Raymond – motion that Dave Ellis is authorized to sign the Certificate as described above
  - b. Maile Smith – motion seconded
    - Aye – 6 (Dave Woodward not on the call for this vote)
    - Nay – 0
2. Authorize Trustees to initiate work on six initial committees: (1) Membership, chaired by Dan Watts with help from Maile Smith, (2) Communications and Outreach, co-chaired by Maile and Stephanie, (3) Finance, chaired by

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Brandt, (4) Meetings and Programs, chaired by Dave Ellis, (5) Nominations, chaired by Dick, and (6) Technical Initiatives, chaired by Paul

- a. Dick Raymond – motion to authorize Trustees to initiate committees
  - b. Paul Favara – motion seconded
    - Aye – 7
    - Nay – 0
3. Authorize Grant Geckeler of G.E.O. Inc. to handle the trademark prosecution of “SURF” and/or “SuRF” and/or “Sustainable Remediation Forum” at no cost to the organization
- a. Dick Raymond – motion to authorize Grant Geckeler of G.E.O. Inc. to file trademark on SURF’s behalf
  - b. Stephanie Fiorenza – motion seconded
    - Aye – 7
    - Nay – 0
4. Approve the 1/26/2010 meeting minutes
- a. Stephanie Fiorenza – motion to approve the minutes of the previous meeting
  - b. Paul Favara – motion seconded
    - Aye – 6 (Dick Raymond not on the call for this vote)
    - Nay – 0

Other Business Discussed:

1. **Incorporation progress, communications with K&L Gates** – Maile reviewed the status of SURF Incorporation. Certificate was filed in the State of NJ on 2/4/2010. K&L Gates suggests that we file a Certificate of Registration of Alternate Name and sign the necessary document so that we may more freely use the SURF acronym in addition to our full legal name (see vote above). Dave Ellis will continue to be K&L Gates’ point of contact for further information needed regarding an Employer Identification Number for SURF and the 501(c)(3) application process (including the conflict of interest policy, policies regarding compensation for employees/independent contractors, and the 1023 application form). Dave will forward matters to other SURF Trustees as appropriate. Maile will direct K&L Gates to the mission statement on the website for their review to ensure that it is consistent with the purposes of the tax code.
2. **Request to Mike and Kathy** – Dave Ellis has requested a proposal from Mike and Kathy; they are working on it. Tabled discussion on bi-weekly participation until their proposal has been received.
3. **Committees** – Dave suggests that we authorize certain committees so that work may commence (see vote above). There was some discussion on whether or not each “big stake” is a committee on its own, or if they are working groups within committees, or some combination of the two. The general consensus was that some “big stakes” are committees (e.g., Communications/Outreach), but that others are subsets (e.g., the Academic Outreach initiative would be a sub-set of the Communications/Outreach Committee) and others somewhat stand on their own as working groups (e.g., LCA, Framework/Metrics). Paul suggested the need for a technical oversight committee, i.e. an umbrella committee for these stand-alone, “big stakes” working groups. We also discussed the merits of having each of the initial committees chaired by a SURF Trustee. Generally agreed that initially the committees should be chaired or co-chaired by a Trustee, but that to preserve enthusiasm from other members, to incorporate non-Trustee SURF members into the leadership of the committees as soon as feasible. Stephanie suggested using the website discussion board for soliciting volunteers and input on the committees. Maile suggested adding some check boxes to the membership form to indicate committee interest. Initial committees consist of: Membership (Chaired by Dan with support from Maile), Communications

(Co-chaired by Stephanie and Maile), Finance (Chaired by Brandt), Meetings and Programs (Chaired by Dave Ellis), Technical Initiatives (chaired by Paul), and Nominations (Chaired by Dick). Additional discussion:

- a. **Membership:** Trustees should provide feedback on the draft membership form to Dick, who will circulate a revised form prior to next meeting. Maile suggests that the form be served via the SURF website and not by mail (unless specifically requested). This will allow more efficient collection of data (direct import/export in Excel format).
  - b. **Meetings:** During the 1/26/2010 meeting Maile suggested that we examine the current meeting model. Stephanie has gotten some feedback since then; many favor a large annual meeting and smaller, working-group meetings. Dave W. suggests that we target larger facilities (e.g., universities) for ongoing meetings while we're still new and there is lots of enthusiasm, and doesn't favor cutting back on meeting frequency immediately (Dave E. agrees). Dave E. had suggested during our 1/26/2010 meeting that we try to hold a SURF meeting concurrently with the Battelle conference. There was some discussion whether or not it would be possible to have a business meeting on Wednesday afternoon at Battelle, or perhaps break-out meetings for technical initiatives. General consensus is that we should plan this for next year, and that this year, SURF can have informal gatherings outside of the technical sessions and in addition to general mingling around the SURF table in the exhibition hall. There was no consensus on holding an April meeting. Acknowledged that we need to decide soon. Decision deferred until 2/26/2010 call, when Trustees should report on all potential/viable venues for a spring meeting.
  - c. **Communications:** Dave E. received a request from Langan Engineers to use the SURF name and logo. Dave W. suggested that we decline the request to use the name/logo in this instance, until we have the SURF acronym/name/logo trademarked. Dave E. will follow up with the requesting party.
4. **SURF Email Account** – Set up now. When setting up your SURF account to forward to other email accounts, work with your internal IT personnel to allow sustainableremediation.org to get through your email server.
  5. **SURF Trademark** – Maile was approached at SURF 12 by a SURF member who has offered his services to facilitate trademarking of the SURF name and logo (see vote above).
    - a. Dave will let Langan know that we can't let the logo/name out now, but will work on this for future requests.
  6. **Indemnification/Insurance Requirements** – Stephanie was alerted to the potential need for insurance when inquiring about meeting space at Rice University; Dave W. suggested that we add an indemnification clause (waiver) to meeting application form. Brandt and Dick will do some additional research into what insurance a group or the Trustees should have and/or what indemnification issues we might have.
    - a. Dave will also contact K&L Gates to ask about what restrictions on activities we incur by being a non-profit organization. For example, we're not supposed to lobby. But what, specifically, can and can't we do as an organization?
  7. **ITRC & ASTM Update** – Stephanie reports: Just got the draft overview from ITRC. ASTM framework is at a decision point; draft document was sent around for review/comment at end of December. Based on comments, mostly from EPA, team membership debating how to go forward; team leadership has a conference call scheduled w/ EPA to discuss their comments on the framework.
  8. **Accounting** – SURF 12 monies will be distributed in previous manner (pay expenses; distribute remainder to facilitator and scribe). After SURF 12 disbursement, the Treasurer will close the books, and start fresh.
  9. **Board of Trustees Meeting Summaries** – Maile asked if the meeting summaries should be available to members once the draft has been reviewed and approved by the Trustees. Consensus is that they should be available once membership is established, in the "members only" portion of the website.

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Draft Agenda for Next Meeting (2/26/2010):

- Additions to agenda
- Update on 501(3)(c) and application and Registration of Alternate Name
- Update on Proposal Request to Kathy Adams and Mike Rominger
- Update on potential indemnification/insurance requirements
- Committee Reports
  - Membership
    - Review/finalize membership form
    - Student chapters
  - Meetings
    - Discuss spring meeting
  - Communications/Outreach
    - Update on SURF trademark
  - Finance
  - Technical Initiatives
  - Nominations
- Other business
- Next meeting

Meeting adjourned, 11:45 am PST / 2:45 pm EST.

Respectfully submitted by,

L. Maile Smith, Secretary