

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

April 9, 2010

Agenda:

- Approve previous meeting minutes 3/26/10
- Additions to agenda
 - Draft Conflict of Interest Policy
 - Summary of Potential Agency Employee Ethical Considerations
 - Langan postcard and logo request
- Insurance proposal
- Preparations for SURF 13
 - Board of Trustees report
- Committee Reports
 - Membership
 - Student chapter guidelines
 - Meetings
 - Communications/Outreach
 - Finance
 - Sponsorship update
 - Technical Initiatives
 - Nominations
- Other business

Attendees:

David Ellis, President	✓	Carol Baker	
Paul Favara, Vice President	✓	Stephanie Fiorenza	✓
Maile Smith, Secretary	✓	Dick Raymond	✓
Brandt Butler, Treasurer	✓	Dan Watts	✓
Mike Rominger (non-voting attendee)	✓	Dave Woodward	✓

Meeting (teleconference) called to order, approximately 10:05 am PDT / 1:05 pm EDT.

Quorum confirmed.

Voting Items:

1. Approve meeting minutes from 3/26/10
 - a. Stephanie – motion to approve previous meeting minutes
 - b. Dan – motion seconded
 - Aye – 7 (Dick not on the call for this vote.)
 - Nay – 0
2. Participation on Committees and Initiatives after SURF 13 will be limited to SURF members, subject to special exceptions recommended by the respective chairpersons and approved by the Board (for example, as warranted for regulatory, academic, or non-profit outreach efforts); Dave E. will make an announcement of this policy during the Trustees report at SURF 13
 - a. Stephanie – motion to adopt the policy as summarized above
 - b. Paul – motion seconded
 - Aye – 8
 - Nay – 0

Business Discussed:

1. **Draft Conflict of Interest Policy** – Stephanie think that the policy is pretty straightforward and standard. Seems reasonably easy to complete. Dave W. thinks it looks fine as well. Paul wondered if anyone could interpret this policy in such a way that we can't be doing business with each other? Paul will draft a brief statement that clarifies that this is not a conflict, as well as serving on advisory or scientific committees (e.g., ASTM, ITRC, etc.), and will forward it to K&L Gates for consideration.
2. **Agency Ethical Considerations** – Paul thinks that K&L Gates' summary is a very conservative interpretation and not reflective of SURF's situation. SURF's work is primarily focused on learning and education, and he doesn't think that this analysis adequately reflects that. Dan refers to the example that SURF might comment and lobby on EPA regulation (policy, rules, or guidance), which we are prevented from doing. Dan thinks we should take this analysis and identify the things that SURF should not do, and then not do them. Stephanie gave an overview of some emails that went back and forth with the regulatory outreach group. A few regulators generally stated that they understand SURF's mission and are personally OK with it, but they are nonetheless concerned with the *perception* of a conflict of interest. (Dick joined the call at this point.) Maile agrees with Dan's suggestion that we identify potential issues so that we can avoid, to the best of our abilities, the perception or reality of ethical conflicts. Dan offers to compile a list for later discussion.
3. **Langan Postcard and Logo Request** – Brandt has discussed the logo and wording issue with Langan, and if the logo is used as provided in place of the statement on the postcard, then the language issue (sponsor vs. member) is taken care of. Dave W. is working on a paragraph regarding limitations of use of the logo; it would be nice to refer to our Trademark in the limitations of use statement, but our Trademark might not be final in time for Langan's request. Dave W., Dan, and Dave E. think we should select one sponsor logo and limit use to that one logo. General agreement that there will be one logo that we will allow sponsors to use, and that we will direct Langan that they can use the logo and postcard, but that we will shortly issue guidelines for further/future uses (Brandt will communicate this to Langan). Dave W. thinks that we can finalize and vote on a limitations of use statement prior to Battelle (with the goal of voting on the policy by the next Trustees meeting). Dan points out that we need to be clear that sponsors cannot state that they are endorsed by SURF. Dave E. points out that the logo or any statement of sponsorship cannot appear on any regulatory reports. Stephanie asks about the use of the sponsorship logo on marketing materials. Dan and Dave E. think that some uses could be acceptable, but there might be some limitations on wording. Dave W. will distribute a draft paragraph on general logo use to the Trustees for review within the next week or so. Maile will check in with Grant Geckeler regarding the status of our Trademark application.
4. **Insurance Proposal** – Jessica Cornett of K&L Gates provided comments on our insurance proposal. Considering that we just received the comments this morning, the Trustees haven't had time to adequately review them. There is general agreement that Dick should probably discuss the comments with the insurance broker, and then provide responses to Jessica for her consideration before proceeding with the policies.
5. **Preparations for SURF 13** – Mike provided an overview of the meeting planning process. Brandt mentions that Langan and AECOM have paid their sponsorships, and should therefore be acknowledged at the meeting. (Mike dropped off the call at this point.) Dave E. will give the report on behalf of the Trustees, which will highlight the tasks the Board been working on since SURF 12. Maile asked when we intend to bring up the topic of non-members participating on committees and initiatives. We revisited the topic of non-member participation and what the limitations might be. Dave E. asks if the committee chair should make the call whether or not a non-member may participate, or if the Board must approve the participation. Stephanie suggests that we set up the guidelines such that membership is a requirement for Committee and Initiative participation, and then leave it to the chairpersons and Board to suggest/approve exceptions to the policy. The Trustees agree on this; Dave E. will include this in his report at SURF 13.
6. **Committee Reports:**

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- a. **Membership** – Dan has looked over the student chapter guidelines from CSU. They are generic in some areas, and specific to CSU in others. Dan suggests going over the guidelines with the Academic Outreach group at SURF 13, and then distributing them back to the Trustees for review after that. Dan does not think that we'll have any students in attendance at SURF 13, so suggests that we wait to finalize any guidelines until SURF 14, when we'll have many students in attendance. Dan and Dave E. think that it would be a good objective to issue the first student charter to CSU at SURF 14. Dan has asked some other organizations for input, e.g. if the organization provides funding to the student chapters, but hasn't received much feedback at this point. Maile sent the current membership roster to the Trustees via email. We have 72 members as of today.
- b. **Meetings** – Dave E. reports that the meetings and programs committee hasn't done much formally, but will discuss meeting planning at SURF 13. Dave E. would like to identify potential meeting sites for the next 12 months so that we can plan meetings in advance. Dave W. suggests that he reach out to CMU for tentative dates for SURF 15 prior to SURF 13.
- c. **Communications and Outreach** – Stephanie reports that we'll be having a couple of break-out sessions during SURF 13. We'll meet with the two outreach initiatives jointly for some part. We've also set aside some time on the agenda for a general discussion re: outreach at Battelle. Maile reports that we are making preparations for staffing the table at Battelle and providing outreach materials. We have also set aside some time to finalize the "We Are SURF" presentation, in particular the slide highlighting the benefits of joining SURF so that it is inclusive of all types of members (e.g., regulatory, academic, and industry).
- d. **Finance** – Brandt reports that we have \$19,490 in our account as of today. Langan and AECOM have submitted their checks for sponsorship. Other sponsors have checks in their pipelines (DuPont, WM, Boeing, Terra Systems, CH2MHILL, etc.). National Grid and Geosyntec have also expressed an interest in sponsorship.
- e. **Technical Initiatives** – Paul reports that the Life-Cycle Assessment initiative will have break-out sessions have been planned for SURF 13, at which time they expect to form their scope, schedule, and deliverables. Brandt reports that the Framework and Metrics group has plans for break-out sessions at SURF 13, and has some working documents in progress.
- f. **Nominations** – No report.

Meeting adjourned, 11:40 pm PDT / 2:40 pm EDT.

Respectfully submitted by,

L. Maile Smith, Secretary