SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY
May 7, 2010

Agenda:
- Approve previous meeting minutes (4/23/10)
- Additions to agenda: (1) update on logo terms of use, (2) request for accounting services
- Final Conflict of Interest Policy
- Insurance proposal
- Request to use data from White Paper
- Committee organization/approval
    - Committee chairs and members
- Committee Reports
    - Membership
        - Student chapter update
        - Academic membership rate/category
        - Draft membership approval process
    - Meetings
        - SURF 14 and 15 planning update
    - Communications/Outreach
        - Battelle outreach planning update
    - Finance
        - Sponsorship update
    - Technical Initiatives
    - Nominations
- 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	✓
Mike Rominger (non-voting attendee)	✓	Dave Woodward	✓

Quorum confirmed. Meeting (teleconference) called to order, approximately 10:08 am PDT / 1:08 pm EDT.

Voting Items:
1. Approve meeting minutes from 4/23/10
    a. Carol – motion to approve previous meeting minutes
    b. Dan – motion seconded
        - Aye – 6 (Brandt not on the call for this vote)
        - Nay – 0
2. Approve adoption of Conflict of Interest Policy as circulated by Dave E. on 4/26/10
    a. Dick – motion to adopt Conflict of Interest Policy
    b. Dan and Carol – motion seconded
        - Aye – 7

- Nay – 0

3. Approve a membership category for those employed by academic institutions and annual dues the same as that established for government employees as defined by the policy circulated by Dan for review on 5/6/10
   a. Maile – motion to adopt an academic membership category and corresponding policy
   b. Carol – motion seconded
      - Aye – 7
      - Nay – 0

Business Discussed:

1. **SURF Logo Terms of Use** – Dave W. mentions that he hasn't yet contacted K&L Gates to review the proposed logo terms of use, but will do so as soon as possible (likely prior to the next Trustees meeting). In the meantime, Dave W. proposes sending out an email to SURF sponsors notifying them that we're working on some guidelines and will have them ready in time for the SURF logo to be used in exhibitor booths at Battelle.

2. **Final Conflict of Interest Policy** – Dave E. distributed the final Conflict of Interest Policy on 4/26/10. Paul asks for any final comments or concerns prior to voting on adoption. No additional comments.

3. **Insurance Proposal** – Dick distributed a revised insurance proposal from Endurance American Insurance Company on 5/7/10. Dick recommends procuring this insurance (as opposed to the original proposal). Dick believes that this version addresses the previous concerns of K&L Gates, and recommends forwarding it to them for their review. Mike Rominger has some questions regarding the general liability coverage as it pertains to his services. General consensus is that this should be forwarded to K&L Gates for review (Dick will send it to Jessica this afternoon).

4. **Request to Use White Paper Content** – Gulliver Conroy, a Masters of Biotechnology candidate at Flinders University, Australia, is investigating the sustainable values of stakeholders in the remediation industry and is seeking permission to add to a survey that he prepared four questions (questions 4.1 to 4.4) whose results were published in the White Paper. Maile received the request from the SURF website, and circulated the draft survey to the Trustees for review on 5/6/10. The survey does not reference the White Paper or its conclusions. There is no general concern with the inclusion of the questions in the survey. Maile will let the author know that SURF is fine with the inclusion of the questions, will ask if he is a member of or knows about SURF Australia, and ask if he would be willing to share his results with SURF when his project has concluded.

5. **Committee Organization and Approval** – Maile explains that this agenda item was suggested by Dave E. during the 4/23/10 Board meeting. Dave E. wanted the Trustees to settle on a mechanism to identify and appoint members of the committees after reviewing the pertinent Bylaws. Maile's interpretation of the Bylaws is that the Board should approve the formation of committees, but the articles are not prescriptive regarding the establishment of chairpersons or members. Brandt comments that he thinks committees should be somewhat autonomous, and is not in favor of the Trustee's having to review and approve a list of committee member names. Dick and Maile agree. There is general consensus that the Board should approve the committees, but the committees should act on their own to assign chairpersons and generally set and enact their missions. The only identified restriction on committee membership is that non-members (of SURF) should not be participating. Dave W. asks if we should have K&L Gates review the Bylaws again. Maile notes that during the 2/12/10 Board meeting, six committees were approved: 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 with support from Mike Rominger), Technical Initiatives (chaired by Paul), and Nominations (chaired by Dick). Paul notes that there may be a concern that as work continues and the committees grow, committees should have a Trustee as a chair or co-chair to ensure that the committee is acting in accordance with the Bylaws and Articles of Incorporation. For example, Mike Miller chairs the Academic Outreach initiative, but is not a Trustee. However, Dan works closely with Mike on the initiative, and the initiative itself currently falls under the umbrella of the Communications and Outreach Committee. Maile

wonders if the initiatives (government outreach, academic outreach, framework, metrics, and LCA) should become stand-alone committees. Paul suggests we table this topic until the next meeting to ensure that Dave E. has a chance to voice his concerns, which we may not have captured in the discussion.

6. **Committee Reports**:
   a. **Membership** – Dan doesn't have guidelines for student chapters yet, but he's working on it. The guidelines should be ready for the next meeting. Dan is wondering how we collect the membership dues for student members, and proposes two options: (1) the student chapter president will collect membership applications and dues, perhaps add a local chapter fee, and then submit the applications and dues to SURF, or (2) SURF collects the applications and dues and perhaps sends some funds back to support the student chapter of the member. Maile is in favor of the second option for membership record-keeping purposes, which are currently streamlined through the website. Dan suggests that if we adopt that option, that we add a line to the membership application to identify the applicable student chapter. Dan then reviewed the two options that he prepared for the Academic membership category, which he circulated for review on 5/6/10. Dave W. is in favor of keeping the membership categories as-is. Dick asks if our membership fees are in-line with other professional societies. Dan thinks they are, based on his research. Maile is in favor of Option 1, which sets restrictions on who qualifies for the category and has annual dues equal to government members. Dave W. wonders if this might raise issues with those who have already joined. Maile points out that the academic members who have joined have interpreted our categories inconsistently (e.g., some have signed on as government and some as regular members).   Dave W. suggests that we keep with the status quo and make the change at the end of the 2010 membership term. Paul asks if we need to have a policy or if we can simply change the membership application. There is agreement that we need the policy. The group seems to be leaning towards Option 1, so Paul asks if anyone wants to make a motion to adopt the category and policy (vote summarized above). Dave W. asks about membership and sponsorship terms, given that we started our membership terms late in the year. Dan confirms that our membership year begins February 1 and runs to January 31. Brandt confirms. Dave W. suggests that we communicate to sponsors the term of the sponsorship. Dan is working on the membership approval process, and hopes to have something to distribute for review before the next Board meeting.
   b. **Meetings** – Mike reports that SURF 14 is still on for July 13-14 at Colorado State University. Dave E. and Mike are still working on the meeting theme and soliciting presentations. Mike and Dave will be working with the SURF members who have expressed interested in being part of the Meetings Committee. Mike, Dave E., and Dave W. have determined that SURF 15 will be held October 5-6 at Carnegie Mellon University in Oakland, Pennsylvania (near Pittsburgh).
   c. **Communications and Outreach** – Maile gives an overview of Battelle outreach planning. Carol has just received the large banner for the outreach table, and other members are working on the We Are SURF presentation, flyer, and posters. A staffing matrix for working the outreach table has been prepared. Dick suggests creating a "talking points" memo for the table volunteers. Maile will create one based on our short-form We Are SURF presentation. Maile will send the 2010 sponsorship logo to Paul, Dave W., and Dick for potential use at their booths at Battelle.
   d. **Finance** – No new sponsorships received since the last meeting. Dave E. and K&L Gates suggested that SURF engage an accountant as soon as possible (before hiring contractors). Brandt distributed a draft Request for Accounting Services on 5/7/10. Brandt thinks that a rough order of magnitude cost for a year of accounting services might be between $1500 and $2000. Brandt will distribute the Request for Accounting Services with the hopes of having some proposals to review by the next Board meeting. Brandt will be working on a quarterly report for the Board's review during the next meeting.
   e. **Technical Initiatives** – Framework and Metrics had a call last week. Going forward, those initiatives will meet separately. LCA initiative will be meeting soon. Brandt and Paul note that after SURF 13 we said we'd cajole non-members to join or cut them off from discussion. The technical initiative chairs are going to reach out to their volunteers and encourage non-members to join, with the caveat that they

won't be invited to participate in future discussions following the end of May. Brandt asks Maile to create a SURF email account for Karin so that she can access and update the committee calendar, which she hasn't been able to do from her business account.

    f.   **Nominations** – No report.

Draft Agenda for Next Meeting (5/21/10):
- Approve previous meeting minutes (5/7/10)
- Additions to agenda
- SURF logo terms of use
- Insurance proposal/policy
- Accounting proposal(s)
- Committee Organization and Approval
- Committee Reports
  - Membership
    - Student chapter guidelines
    - Membership approval process
  - Meetings
    - SURF 14 and 15 planning updates
  - Communications/Outreach
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Meeting adjourned, 11:25 pm PDT / 2:25 pm EDT.

Respectfully submitted by,

L. Maile Smith, Secretary