SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY
May 21, 2010

Agenda:
- Approve previous meeting minutes (5/7/10)
- Additions to agenda
- Insurance proposal/policy
- Accounting proposal(s)
- SURF logo terms of use
- Committee Organization and Approval
- Committee Reports
    - Membership
        - Student chapter guidelines
        - Membership approval process
    - Meetings
        - SURF 14 and 15 planning updates
    - Communications/Outreach
    - Finance
    - 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 10:04 am PDT / 1:04 pm EDT.

Voting Items:
1. Adopt the sponsor logo terms of use, with the change of SuRF to SURF, and distribute to sponsors
    a. Dave W. – motion to adopt the logo terms of use
    b. Stephanie – motion seconded
        - Aye – 7 (Dick not on the call for this vote)
        - Nay – 0
2. Obtain the insurance policy distributed to the Board on 5/7/10 and endorsement as distributed on 5/17/10
    a. Dick – motion to obtain the proposed insurance policy
    b. Dan – motion seconded
        - Aye – 8
        - Nay – 0
3. Approve meeting minutes from 5/7/10
    a. Dick – motion to approve previous meeting minutes
    b. Dan – motion seconded
        - Aye – 8
        - Nay – 0

Business Discussed:

1. **SURF Logo Terms of Use** – K&L Gates has provided comments on the logo terms of use. Dave W. has made some minor formatting fixes, but it's otherwise ready to go. Brandt or Dave W. will need to disseminate the policy to our current sponsors. In the future, Brandt or Dave W. will provide the policy when the sponsorships come in.

2. **Insurance Proposal** – Dick distributed K&L Gates comments and an Additional Insured endorsement for the insurance proposal from Endurance American Insurance Company to the Trustees on 5/17/10. The policy covers our contractual obligations and our event situations (up to 4 meetings/year). The premium will likely not increase if we get additional sponsors. Dave W. asked if the consultant coverage issue has been resolved. Dave E. points out that Mike R. will have his own coverage independent to this policy. Dick explains who the insured are: officers and employees, volunteers, etc. (independent contractors are not in the list). Independent contractors are responsible for their own insurance. Mike R. and Kathy are independent contractors. The policy premium is $2,518.

3. **Accounting Proposal** – Brandt distributed an update on the accounting proposal on 5/21/10. The Board quickly reviewed Brandt's email, but the consensus is that we need more information or explanation from Brandt to make a decision. Maile suggests that we table the topic until the next Board meeting. Dave E. suggests that we forward questions to K&L Gates (Dan has some questions), discuss the topic in detail during our next meeting, and then take a vote via email in the days immediately after the meeting to expedite the process.

4. **Committee Organization and Approval** – Maile reviewed the discussion from the last Board meeting. Dave E. thinks that the committee missions should be validated or approved by the Board to show support. Dave E. had previously suggested that chairs or co-chairs be general members and not Trustees, in order to develop new leaders and get more members familiar with the workings of the organization. Dave E. also mentions that the SURF Bylaws may or not mention sub-committees, but we might consider some initiatives as sub-committees. Paul likes the idea of spreading leadership around. Dan suggests we use "longevity of need" as the criteria for committees vs. sub-committees. Paul suggests that if/when the committee missions are approved, that they are promoted and shared on the website. Dave E. wonders if there needs to be formal processes to become committee members. He suggests that for the time being we keep it flexible and informal; if SURF members want to work on committees and sub-committees, they just do so, and the chair(s) keep track of their individual participation lists. If the chair(s) thinks that their committee(s) are getting to large or unwieldy, they can raise the issue with the Board and we'll consider establishing a formal process at that time. We discussed whether or not to be prescriptive about committee leadership (e.g., each committee must be chaired by a non-Trustee, must be co-chaired by a Trustee, have a specific term, etc.), with the general consensus that if things are working well, then there is not a need to formalize a procedure or be bureaucratic. Dan raises the issue that we should set a time (e.g., annually, at the first meeting of the year) to check into committee leadership, asking for feedback on changes, reorganization, new volunteers, dissatisfaction, etc. There is general consensus that this is a good idea.

5. **Committee Reports**:
   a. **Membership** – Dan has been working on the student chapter guidelines and membership application procedure. Dan is struggling with the question, "Why would we turn anyone down"? The bylaws also state that the membership committee needs to approve annual renewals. Paul F. thinks that the reasons why we'd turn anyone down will likely be pretty rare. Dan thinks that we'd want to confirm that the selected membership category is appropriate when someone applies for membership (e.g., at the reduced government or academic rate), but otherwise, doesn't see any significant anticipated prohibitions.
   b. **Meetings** – Mike reports that SURF 14 has had one planning call and will have another one the week after next. The team is working on the meeting theme, with focus on the social and economic aspects of sustainable remediation and various types of outreach. There will be time for committee breakouts, Board reports, and any membership voting items. SURF 14 will likely be in the $150-range. SURF 15 has

been scheduled. Show-stoppers have been eliminated, but the team is still working out the details. The team consists of Mike, Dave E., Dave W., and two members of the Steinbrenner Institute at CMU (one of whom will be at SURF 14). Carol asks when are we going to evaluate the meeting frequency? Mike and Dave W. mention that the frequency will be re-evaluated in 2011, because there was much to do in 2010 and four meetings seemed appropriate for accomplishing the tasks at hand.

    c. **Communications and Outreach** – Stephanie mentions that we've been very busy with outreach for Battelle. Maile confirms that we are prepared with our outreach materials. Carol mentions that ASTM is taking a lot of her time, and she is working closely with regulators on the GSR guide.

    d. **Finance** – Brandt emailed his finance update, which included (1) that Waste Management (Gold) and Geosyntec (Silver) are our newest corporate sponsors, (2) he received the invoice for the SURF pins and issued a reimbursement check to John Simon ($700), and (3) an update on the needed SURF accounting services, for which we need to evaluate if we require an "audit" (~$5,000) involving third-party verification, or a "review" of our accounting methods in accordance with generally accepted accounting principles and does not incorporate third-party checking.

    e. **Technical Initiatives** – Paul has prepared an outreach flyer for the technical initiatives, which has been reviewed by the Communications and Outreach committee. The various initiatives are keeping up-to-date on each other's activities. Brandt has proposed Chris Glenn as a co-chair for the Metrics initiative.

    f. **Nominations** – No report.

6. **Other Business –** Dave E. and Mike had a discussion last week about using a RACI diagram to document key SURF tasks and responsible parties, who should be consulted about each, and who should be informed. Mike has started a diagram, which he will send to the Board for review. It may help to indentify if we have any holes in our organizational leadership and structure. Mike also mentioned that K&L Gates is working diligently on the contracts for Kathy and Mike, which will be used as prototypes for other contracts. Paul would like a quick discussion during the next meeting regarding the participation of non-members on SURF committees and initiatives (e.g., encouraging EPA and other regulator involvement).

Draft Agenda for Next Meeting (6/4/10):
- Approve previous meeting minutes (5/21/10)
- Additions to agenda
- Battelle re-cap
- Accounting proposal(s)
- Non-member participation on SURF committees
- Committee Reports
  - Membership
    - Student chapter guidelines
    - Membership approval process
  - Meetings
    - SURF 14 and 15 planning updates
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Meeting adjourned, 11:16 pm PDT / 2:16 pm EDT.

Respectfully submitted by,

L. Maile Smith, Secretary