

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

June 4, 2010

Agenda:

- Approve previous meeting minutes (5/21/10)
- Additions to agenda
- Battelle re-cap
- SURF presence at Consoil 2010
- Accounting proposal(s)
- Committee Reports
 - Membership
 - Student chapter guidelines
 - Membership approval process
 - Meetings
 - SURF 14 and 15 planning updates
 - Communications/Outreach
 - Kevin Finneran NSF proposal (academic outreach)
 - Non-member participation on SURF committees (government 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 10:03 am PDT / 1:03 pm EDT.

Voting Items:

1. Approve meeting minutes from 5/21/10
 - a. Dan – motion to approve previous meeting minutes
 - b. Dick – motion seconded
 - Aye – 8
 - Nay – 0
2. Committee chairs can bring recommendations to the Board, for Board vote of approval, for non-member participation in workgroup calls for the remainder of 2010, so that SURF can incorporate key non-member input into our work products; at the end of 2010 the Board will reconsider this position.
 - a. Paul – motion to adopt the temporary policy as stated above
 - b. Brandt – motion seconded
 - Aye – 8
 - Nay – 0

Business Discussed:

1. **Battelle Conference Re-Cap** – Sessions on green and sustainable remediation were well attended. There was a lot of interest and a lot of questions. Seems like the concept is moving quickly towards the mainstream. Comments at the SURF booth were positive; many stated that SURF is doing good work, provides useful information, and they are interested in joining. Overall, the conference was a very positive experience. Regulators from around the US approached folks at the SURF booth to say that they learned a lot and will continue to follow SURF. There appears to be increasing pressure on regulators to broaden their perspectives. All EPA regions now have a green remediation policy. Many GSR presentations (the non-case study ones) were saying the same things, meaning they were consistent and the definitions of green and sustainable remediation are congealing. EPA said that they could use in-house regulator training on how to apply sustainability principles to the remedy selection and/or optimization process. Several folks from EPA Region 3 said they will likely attend SURF 15. A key milestone will be if EPA regulators join SURF and resume regular attendance at our meetings. SURF has been invited to help plan the Battelle conference in Reno in 2011. The Battelle steering committee is working to make positive changes to the abstract and presentation process and quality. The panels seem to be very popular. The lack of a regulatory framework doesn't seem to be an impediment to people assessing the sustainability of their remediation programs. SURF needs to continue to work towards a consensus on what to measure and how (e.g., continue to work on SURF's technical initiatives).
2. **SURF Presence at Consoil 2010** – SuRF-UK has organized a session for sustainable remediation. There is a slot for SURF, if anyone can attend. Dave W. might be able to attend.
3. **Accounting Proposal** – Brandt distributed an update on the accounting proposal on 5/21/10. We forwarded questions to K&L Gates. We've determined that finalizing contracts with Mike and Kathy are not impeded by the lack of an accountant, as long as insurance is in place. If we have less than \$250K in annual receivables, then we can go with an annual review of accounting practices and an audit is not required. Brandt has submitted an inquiry to an accounting firm for a T&M proposal within 10 days. By next week we should have two proposals to select from. The proposals will include services for the annual accounting review, annual tax filing, ad hoc needs and advice.
4. **Committee Reports:**
 - a. **Membership** – Membership now at 98. Dan continues to work on the student chapter guidelines and membership application procedure. He should have something for the Board to review by the next Board meeting.
 - b. **Meetings** – Working diligently on planning for SURF 14. Real-world examples of sustainable remediation will be the theme for the CSU meeting. If any Trustees have applicable presentations, they should let Dave E. or Mike know. SURF 14 has had two planning calls and will have another one June 7. SURF 15 has been scheduled for CMU in October. Planning is in progress. We were originally were told that they could accommodate 100, but it actually may be limited to about 65. There will be an official planning call soon to discuss this and other issues. In 2011, SURF needs to schedule the year's meetings up front and in advance in order to allow our members to better plan for attendance. Maile and Brandt will work to set up the SURF 14 meeting registration form so that it's ready to roll once the registration fee and dinner cost are established (hopefully during the 6/7 planning call).
 - c. **Communications and Outreach** – Outreach efforts were very well received at Battelle. Membership increased by 10 during and immediately after the conference. Maile intends to send an email message to our distribution list on Monday (will include a general update, an inquiry about attendance at SURF 14 and SURF 15, a reminder to become formal members even if one was a past participant, etc.). Government outreach: EPA said that they could use in-house regulator training on how to apply sustainability principles to the remedy selection and/or optimization process. (See #1 above.) During the last call, Paul requested a quick discussion regarding the participation of non-members on SURF committees and initiatives (e.g., encouraging EPA and other regulator involvement). Dave E. asks how we can manage this so that we're not giving benefits to non-members that other members "pay" for

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through their membership dues. Paul suggests limiting the non-member participation to committee/initiative calls, and not access to meetings unless they are invited speakers. Dave W. suggests that we consider a one-meeting introductory offer to potential new members, so that anyone can try out SURF before formally becoming a member. There is general consensus that this could be a good idea; need to discuss further. There is general agreement that we can make exceptions on a case-by-case basis for non-member participation in working group calls (see vote above). Academic outreach: Kevin Finneran has emailed the SURF academic outreach committee information about his NSF proposal and request for individual support. If funded, the program will require that involved faculty (Clemson) will join SURF, and the university will start a SURF student chapter. Kevin has proposed links between SURF members and SURE-UP students (his proposed program) to provide real-world research problems for the involved students. Kevin's request for support is to the academic outreach committee members, but not to SURF as a whole. However, we discuss in a general sense whether or not these types of requests should be forwarded beyond the initial recipient(s). Dave E. asks how we might evaluate which proposals get forwarded to the SURF membership. Maile points out that there is a bulletin board on the SURF website that is only accessible to SURF members. SURF members are free to post their ideas and requests there, and only SURF members can view and respond. Dan offers to get in touch with Kevin to talk about his proposal and the various issues related to SURF support of these types of proposals.

- d. **Finance** – Discussed above (#3).
 - e. **Technical Initiatives** – Work on annotated outlines on the technical initiatives is ongoing in preparation of SURF 14.
 - f. **Nominations** – No report.
5. **Other Business** – The next Board meeting will be rescheduled from 6/18 to 6/21 to accommodate more Trustee attendance.

Draft Agenda for Next Meeting (6/21/10):

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

Respectfully submitted by,

L. Maile Smith, Secretary

June 4, 2010

Page 3