

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

June 21, 2010

Agenda:

- Approve previous meeting minutes (6/4/10)
- Additions to agenda
- Committee Reports
  - Membership
    - Membership approval process
    - Student chapter guidelines
  - Meetings
    - SURF 14 and 15 planning updates
    - One-time “trial” meeting attendance for non-members
  - Communications/Outreach
    - Consoil conference
  - 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 10:06 am PDT / 1:06 pm EDT.

Voting Items:

1. Approve meeting minutes from 6/4/10
  - a. Dick – motion to approve previous meeting minutes
  - b. Dan – motion seconded
    - Aye – 6 (Paul and Carol were not on the call for this vote.)
    - Nay – 0
2. Approve the Membership Requirements as circulated by Dan on 6/21/10, for immediate use and information submitted on membership applications subject to verification by the Membership Committee
  - a. Dick – motion to adopt the membership requirements
  - b. Carol – motion seconded
    - Aye – 8
    - Nay – 0
2. Adopt the following meeting registration and associated fee policy: SURF offers to waive the meeting registration fee for invited guests and for students from the hosting university who provide assistance with onsite meeting organization; SURF will charge a premium of 1/3 of the members’ meeting registration fee to non-member attendees, who may attend one SURF meeting prior to officially joining the organization.
  - a. Dave E – motion to adopt the policy summarized above

- b. Carol – motion seconded
  - Aye – 8
  - Nay – 0

Business Discussed:

1. **Committee Reports:**

- a. **Membership** – Dan distributed draft membership requirements on 6/21/10. No one has any specific comments on the draft text, as it pertains to general membership. There is some general discussion about how the process will work, and how the requirements for students will differ. Dave E. asks how and when will the membership committee verify the information provided on the membership application. There is discussion regarding the level of verification, e.g., should the membership committee verify every application, verify a set number but random selection of applications annually, or only if/when an issue is raised by the membership? There is general consensus that the verification process should be conducted as necessary and when an issue is raised by the Board or the membership. Stephanie suggests that we add language stating something like “The SURF Membership Committee reserves the right to verify the information provided in this membership application.” Maile asks if we should wait to include student requirements to the policy before the Board takes action on it. Dan offers to update the text during the call. Dan updated the membership guidelines and recirculated to the Board during the call. There is general agreement that they are now inclusive of our current membership categories (including student members), and should be adopted (see vote above). The policy will go into effect immediately. Maile will update the website and application acknowledgment to reflect this language. Dan will continue to work on the student chapter guidelines so that they are completed prior to SURF 14.
- b. **Meetings** – Dave E. is working to convene a Meetings and Programs Committee teleconference, but only three people out of the entire group that had previously expressed interest in the committee have responded with their availability for a teleconference. The plan is to have a committee teleconference prior to SURF 14. The SURF 14 agenda and announcement to register for the meeting will go out this morning, after the Board meeting. SURF’s venue at CMU will take up to 65 people. If we end up with more interest than 65, we’ll talk with Pitt about using their facilities as an alternative. There is some discussion regarding “trial” meeting attendance. Paul asks if other organizations have the same flexibility. Dan offers that some organizations allow meeting attendance by non-members, but typically a higher registration fee is required. It allows those who don’t know much about the organization, or are wondering if the organization is a good fit, to get a sense of what the group is about and how we function. Dave, Paul, and Stephanie ask about registration fees; should they be higher for non-members? if so, by how much? should they be lower for students? should registration be free for hosting-university students, perhaps in exchange for providing onsite meeting organization and assistance? For invited guests, including invited government attendees, we discuss waiving fees if the individual makes a presentation, prepares a poster, or participates on a discussion panel. We discuss a \$25 registration fee for students in general, with a waiver for students of the hosting university provided that they provide meeting assistance. Dick suggests that we charge a 30% premium for non-member meeting registration.
- c. **Communications and Outreach** – No update regarding general communications or outreach.
  - i. **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, but he does not yet definitively know. Paul Nathanail or Alessandro Battaglia may be alternates if Dave W. cannot attend.
  - ii. **EPA conference call regarding Green and Sustainable Remediation** – Stephanie is available to provide a 10 minute presentation for the conference call, which will be from 10:00 am - 12:00 pm EST on July 12, 2010. Dave E. will forward the information to Stephanie.

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

- d. **Finance** – Brandt circulated a treasurer’s update via email. The SURF bank account balance is currently \$45,371.22. Outstanding insurance premium to be paid, as well as accounting services. Our accounting services will be roughly \$2,500 annually. No new sponsors since our last meeting.
  - e. **Technical Initiatives** – All three initiatives are making progress, and will have annotated outlines at SURF 14.
  - f. **Nominations** – No report.
2. **Other Business** – The next Board meetings are scheduled for 7/2/10 and 7/16/10. The Trustees agree that the 7/16/10 meeting can be rescheduled to occur at some point during SURF 14 (perhaps over lunch or at the end of Day 1’s agenda). The 7/2/10 meeting will proceed as scheduled.

Draft Agenda for Next Meeting (7/2/10):

- Approve previous meeting minutes (6/21/10)
- Additions to agenda
- Committee Reports
  - Membership
    - Student chapter guidelines
  - Meetings
    - SURF 14 and 15 planning updates
  - Communications/Outreach
  - Finance
  - Technical Initiatives
  - Nominations
- Other business
- Next meeting

Meeting adjourned, 11:15 pm PDT / 2:15 pm EDT.

Respectfully submitted by,

L. Maile Smith, Secretary