

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

July 2, 2010

Agenda:

- Approve previous meeting minutes (6/21/10)
- Additions to agenda
- Committee Reports
  - Membership
    - Student chapter guidelines
  - Meetings
    - SURF 14 and 15 planning updates
    - Registrations to-date
  - Communications/Outreach
    - Government Outreach initiative: approved “trainers” for training module
    - Feedback survey
  - Finance
  - Technical Initiatives
  - Nominations
- Other business
- Next meeting (during SURF 14)

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 6/21/10
  - a. Paul – motion to approve previous meeting minutes
  - b. Dan – motion seconded
    - Aye – 7 (Dick not on the call for this vote.)
    - Nay – 0
2. Approve the student chapter guidelines as drafted by Dan and circulated 7/2/10
  - a. Paul – motion to approve the student chapter guidelines
  - b. Carol – motion seconded
    - Aye – 7
    - Nay – 1
3. Enter into a T&M contract with Nihill & Reidley for one year of accounting services, which would be drawn up as outlined in our request and their proposal
  - a. Brandt – motion to contract with Nihill & Reidley for accounting services
  - b. Dan – motion seconded
    - i. Aye – 8
    - ii. Nay – 0

Business Discussed:

1. **Committee Reports:**

- a. **Membership** – Dan distributed draft student chapter guidelines on 7/2/10. Dan read through the details of the guidelines. Dave E. asked if the university recognizes the chapter before the organization or the other way around, and what process would SURF follow to recognize the chapter. Dan reports that for ACS, the university recognizes the chapter first, and then the organization. CSU asked for an acknowledgement from SURF first, however. (CSU is waiting on SURF to provide a letter that we approve and acknowledge the chapter prior to the university’s official recognition.) A hybrid approach is that SURF would issue a letter to the chapter advisor saying that we approve chapter formation subject to approval by the university. Regarding the potential process, the ACS has a staff person that handles student chapter requests (SURF does not have a staff person, so would have a designated trustee or volunteer), that person reviews the application for completion, the person would issue a letter and contact the chapter advisor, and there would be follow-up reports on a periodic basis (yearly, every other year, etc.) outlining activities and ongoing communications with the chapter advisor. Most organizations don’t appear to provide direct funding to chapters, but some provide limited funding for travel to meetings. Carol mentions that it would be good to provide some funding because students might otherwise be limited to attending only the meeting at their own universities. Stephanie mentioned that there might be a conflict with our guidelines and the draft CSU constitution regarding the number of required officers (our draft guidelines require 4 officers). Stephanie is concerned that the four-officer requirement might be difficult for a chapter to achieve. Dan mentions that having four officers and a five-student minimum helps to provide continuity from one year to the next. Currently, CSU has three student members (possibly four), so Dan will raise the issue of the number of members and officers when he next speaks to the CSU chapter. There is general agreement that we may adopt the guidelines as Dan has proposed, and consider modifying them if the four-officer, five-member criteria are too difficult to achieve. Dave E. invites the trustees to meet with the CSU students at their first chapter meeting on Monday, 7/12, and will circulate the meeting information to the trustees for their consideration.
- b. **Meetings** – Dave E. says that CSU has been great to work with and the meeting is shaping up to be a good one. The agenda and registration page is up on the website. Dave E. reminded the trustees to fill out the survey for the Meetings committee. The committee will have one more conference call prior to SURF 14, and the survey responses will help them complete their tasks at SURF 14, which include making decisions about meeting planning, locations, and frequency going forward.
- c. **Communications and Outreach**
  - i. **Need for speakers and trainers** – Carol is wondering if we should limit who is “allowed” to make the We Are SURF presentation or present the future regulator training module, or could any SURF member represent SURF. There is general consensus that those members who have been active participants in SURF would likely be capable of representing the organization. Dick asks if we could perhaps ask for volunteers and then offer a “train the trainer” session at SURF 15. Maile and Carol like that idea, and Carol confirms that the first government outreach training module should be ready by that time. After SURF 15, the government outreach initiative will forward recommendations to the Board for their review (and approval if necessary). The Board will also be asked to provide constructive feedback on the training module itself, likely prior to SURF 15.
  - ii. **Feedback survey** – Maile is going to prepare a survey for SURF 14, asking for feedback on the meeting and other items. This will be a one-page hard copy survey that members can fill out during the meeting and leave with the committee before they depart. The hope is to get more feedback and survey participation (online survey participation is varied), and get some insight into what the membership thinks works and what doesn’t. Trustees are invited to provide a

short list of questions by the end of next week for possible inclusion on the survey. Dave E. mentions that the meetings committee will certainly have a few questions to include and will find the responses very useful.

- d. **Finance** – Brandt circulated a treasurer’s update via email on 7/1/10. The SURF bank account balance is currently \$53,225.76. Outstanding Bills: Insurance premium(s) for recently acquired coverage. Committed Costs: SURF 14 Facilitator and Scribe (~\$10,000). Two responses to our request for Accounting Services Proposal for Accounting Review (Not Audit), Tax filing, Ad Hoc Support were also provided: Michael Morley, CPA, Morton, PA (estimated annual cost: \$6,400 at \$150/hr), and Nihill & Reidley, CPA, Philadelphia, PA (estimated annual cost: \$7,730 at \$195/hr). Brandt has received a request from a Navy engineer asking if he can pay with a credit card through any other means besides PayPal. BofA has a service that would allow us to take credit cards, also for a fee. Brandt will look into this service, but likely we won’t be able to make any changes to our payment methods prior to SURF 14. Brandt will forward the proposal and Board’s decision to K&L Gates so that they may draw up the contract. As of 7/1/10, Brandt has received PayPal and checks for 26 registration payments and 11 dinners for SURF 14.
  - e. **Technical Initiatives** – All three initiatives are making progress, and will have annotated outlines at SURF 14. With the ASTM and ITRC documents nearing completion, it will be important to reach out and work towards getting some acknowledgements or honorable mention in those documents for SURF’s contributions, which have been significant.
  - f. **Nominations** – Dick reminded the Board that we had previously discussed the need to provide continuity in leadership by possibly staggering Trustee terms. He asked the Board begin to think about this issue, and add this to our next meeting agenda. Maile will also follow up with Mike to ask if there is room on the SURF 14 agenda to bring up this topic to the membership.
2. **Other Business** – During the last meeting the Trustees agreed that the 7/16/10 meeting would be rescheduled to occur at some point during SURF 14. The meeting is tentatively scheduled for lunch on 7/14/10. Brandt mentions that our block of rooms at the Fort Collins Hilton is now full, and that they require the meeting coordinator (Mike) contact them to inquire about adding rooms to our block.

Draft Agenda for Next Meeting (7/14/10):

- Approve previous meeting minutes (7/2/10)
- Additions to agenda
  - Topics/issues raised during SURF 14
- Committee Reports
  - Membership
  - Meetings
  - Communications/Outreach
  - Finance
  - Technical Initiatives
  - Nominations
    - Trustee terms
- Other business
- Next meeting

Meeting adjourned, 11:22 pm PDT / 2:22 pm EDT.

Respectfully submitted by,  
L. Maile Smith, Secretary