

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

September 24, 2010

Agenda:

- Approve previous meeting minutes (9/10/10)
- Additions to agenda
- Proposed election process for 2011 and beyond
- Goals and objectives for 2011
- International SURF affiliate policy statement
- Committee Reports
 - Meetings
 - SURF 15 planning update
 - Membership
 - Update on Student Chapter guidance
 - Communications/Outreach
 - Update on government outreach initiative
 - Proposed communications guidelines
 - Technical Initiatives
 - Draft review process for technical initiative documents
 - Finance
 - Nominations
- Other topics held over from last meeting:
 - Consoil 2010 and SURF representation
 - Closing the loop: (a) Board feedback and/or action on Stew Abrams’ draft research support policy, (b) Scott Denson’s suggestion to use Constant Contact for email communications, using Battelle registration listing to augment SURF distribution list, co-hosting a webinar necessitating sharing of SURF distribution list
- Other business
- Next meeting (10/8/10; perhaps meet during SURF 15 instead?)

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	✓
Kathy Adams (non-voting attendee)	✓		

Quorum confirmed. Meeting (teleconference) called to order, approximately 10:20 am PDT / 1:20 pm EDT.

Voting Items:

1. Approve 9/10/10 meeting minutes
 - a. Stephanie – motion to approve previous meeting minutes
 - b. Dick – motion seconded
 - Aye – 5
 - Nay – 0 (Dave W. not on the call for this vote)

Business Discussed:

1. **SURF 15 Planning Team Update** – Mike reported that, as of yesterday morning, 30 people registered for SURF 15 and 22 plan to attend dinner. Paul noted that when signing up for dinner online, the charge is \$50 (vs. the correct amount of \$40). Mike said that reimbursements will be necessary. Dave W. anticipates that a couple people representing PADEP will be coming to SURF 15. The SURF 15 agenda is shaping up nicely. General topics along with lodging and transportation information are posted on the website. A modified refreshment plan similar to the “Paul Hadley model” will be used to keep costs at a minimum. Mike is working with committee chairs on their breakout sessions, mission, and objectives. Mike told the Board about Brandt’s injury and his inability to attend SURF 15. Paul volunteered to serve as the point of contact at the registration table. Mike will work with Brandt and Paul to make sure the registration table is covered at SURF 15. Dave E. mentioned and all seemed to agree that it may be helpful to have a backup treasurer in cases where the appointed treasurer is unavailable. The group recalled that the President already had this role. All agreed that Dave should have a few checks and a separate credit card in cases of emergency. Dave E. will discuss this issue with Brandt to make this happen. Dave W. said that SURF was invited to be a keynote speaker at Lockheed’s annual remediation conference. Over 70 people attended, and Dave W. gave a presentation introducing SURF and discussed green vs. sustainable remediation. He anticipates that a couple of people from Lockheed will be attending SURF 15.
2. **Committee Reports** –
 - a. **Meetings and Programs** – Dave E. announced that the Meetings and Programs Committee convened via teleconference call and tentatively scheduled SURF meetings for 2011. He said the committee is trying to hold meetings on Wednesdays and Thursdays in the third week of month as much as possible. Next year’s meetings will be held as follows:
 - i. Late January/Early February 2011 in Tampa, Florida at University of South Florida in Tampa, FL. (The original dates were 1/20/10, but USF is holding remediation science event on Friday, 2/4 and would like to coordinate the meeting with this one.) (Contact: Robert Armstead and Ben Foster)
 - ii. May 18 and 19, 2011 in Chicago, Illinois at the Chicago Kent School of Law (Contact: Steven Murawski)
 - iii. September 21 and 22, 2011 in Seattle, Washington at Boeing (Contact: Nick Garson)
 - b. **Membership** – Dan said he recently sent information to people at Carnegie Mellon University about a student chapter and is waiting for a response. He is also trying to get information from Western Michigan University. Dan said that the key to success seems to be finding a faculty member who is energized about SURF. Most of the time, people need to be brought up to speed on the concept first and then sold on SURF. Dan said he would contact Tom Sale to extrapolate Colorado State’s success in forming a student chapter to other schools. Dan mentioned that it would be helpful to have information about the benefits of SURF to attract and entice members. Dave W. said that he thinks that CMU will push SURF with students after SURF 15 and that Dave Nakles would be the appropriate faculty contact. Dave E. suggested that we try to get students at the SURF 15 to participate. Dave W. volunteered to contact Dave Nakles to see if he can facilitate student participation. Dan suggested laying the groundwork now with South Florida University for the winter meeting.
 - c. **Communications and Outreach** – The committee developed a draft communications policy and completed its internal review of the document. Stephanie sent the Board of Trustees the proposed draft communications policy for review. Some issues were raised in reviewer comments that were appropriate for the Board to consider during their review (e.g., roles of Board members). Rather than integrating or dismissing comments, Stephanie included both the original and revised versions in the e-mail so the Board could see the changes. Board members on the call expressed that they had not had a chance to review the documents. This topic will be discussed at next board conference call on Friday, 10/8/10. Stephanie told the group that none of committee co-chairs will be attending SURF 15. The

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committee will have a call with the initiative groups (academic and government) prior to SURF 15 so that to keep apprised of progress.

- 3. Other Business** – Stephanie and Dave W. discussed the importance of keeping in touch with global efforts involving sustainable remediation. Both stressed that it is important to know what's going on and participate so that SURF's view of sustainable remediation can be communicated. The group agreed that it is necessary to stay engaged.

Meeting adjourned, TIME pm PDT / TIME pm EDT.

Respectfully submitted by,
Kathy Adams, Dave Woodward