

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

November 5, 2010

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Election process and potential changes to Bylaws
- Communications: ITRC discussion, policy document
- Committee Reports
 - Meetings
 - SURF 16 planning update
 - SURF 17 and 18 planning updates
 - Membership
 - Student Chapter guidance and update
 - Communications/Outreach
 - Government Outreach update
 - Technical Initiatives
 - Call for reviewers for technical initiative documents
 - Finance
 - Nominations
 - Schedule/plan for 2011 elections
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- 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 10:07 am PDT / 1:07 pm EDT.

Voting Items:

1. Approve the meeting minutes from 10/22/10
 - a. Stephanie – motion to approve the previous meeting minutes
 - b. Dave W. – motion seconded
 - Aye – 5 (Carol not on the call for this vote)
 - Nay – 0

Business Discussed:

1. **Communications** – ITRC discussion: Stephanie described a situation during last week’s ITRC meeting when one SURF member prematurely shared SURF’s framework approach. Karin Holland has been working on both the ITRC document and the SURF framework document and was also in the meeting, and was caught unaware that the draft process and approach would be shared. Stephanie spoke to the SURF member after the discussion, letting the member know that the document should not be discussed outside of SURF until SURF’s work

products have been internally reviewed and cleared for publication. Stephanie asked if SURF needs a confidentiality footer on our draft documents to alert members that the draft documents are for internal use only. Paul concurred that a “Confidential – For Internal Distribution Only” footer would be appropriate. Paul also asked what the specific concern was with the conversation at ITRC. Stephanie said that the concern was possibly that SURF’s approach is internally considered unique and the authors of the draft document felt that their “proprietary” ideas are special and could possibly be usurped, or possibly that the person sharing the idea wasn’t giving credit to those who actually developed the SURF framework approach, although Stephanie noted that the conversation and information shared at ITRC wasn’t presented in such a way that indicated that the member intended to take credit. Paul shared an alternate position, in which the cross-pollination and sharing of ideas and thoughts could strengthen SURF’s ideas and approaches. Also, if ITRC did end up adopting a similar approach to SURF, presumably in a document published after SURF’s document had been published, that would validate SURF’s approach and provide a link to the originator, i.e. SURF. Dave W. mentioned that a key issue seems to be that credit is given where credit is due. There was some discussion about the difference between communications during meetings, which SURF considers non-confidential, and draft documents and works-in-progress, which SURF would consider for internal use only until they are cleared by Committee chairs and the Board for publication. Paul will draft a statement that outlines how members should conduct themselves in regards to discussing SURF’s works-in-progress that could be read during SURF meetings and working groups. Communication Guidelines: Stephanie distributed a draft Communications policy to the Board on 9/22/10 for their review and discussion. She recently incorporated a few additional comments and will finalize the guidance document soon, after which a vote on adoption will be called.

2. Committee Reports

1. **Meetings** – The Communications/Outreach Committee had a call 11/4/10 to discuss potential invitees and themes for the SURF 16 meeting. There might be a snag with the proposed dates, but Bob Armstead is working diligently to find accommodations as scheduled. A planning call is scheduled for 11/9/10. No activity on SURF 17 and 18.
2. **Membership** – Paul met with a couple professors at the University of Florida and they are going to try to get to SURF 16. Other topics tabled until Dan’s return from vacation.
3. **Communications/Outreach** – There was some general discussion regarding government outreach and if SURF’s existing membership and meeting fees and policies are flexible and affordable enough to entice more government employees to participate. Dave W. encourages the Trustees to talk to the regulators that they know and ask why they haven’t or can’t participate. Dave W. talked to NYSDEC recently and heard that they are making a stronger connection between Brownfields and “green” remediation amongst other feedback. Maile mentions that she’s heard that travel funds are difficult, but not impossible if there is legitimate reason to attend a meeting, such as making a presentation. The key, however, is communicating the SURF meeting themes and agendas early enough to allow development of a proposed presentation and for the regulator to go through their internal request/approval process. Paul asks if we should reach out to the GSR coordinators in each EPA region. Dave W. proposes that we create a confidential survey to ask regulators what their key issues and barriers are, and is willing to take the lead in developing something for committee and/or Board review.
4. **Technical Initiatives** – Karin, Brandt, and Paul are on track to get the draft documents out for review by the end of the month. Paul has prepared a draft communication to send to the membership to solicit volunteers for reviewing the documents. The TI group has submitted abstracts for Battelle short courses for the LCA and Framework components, and the Metrics component would possibly be worked in somewhere. The short courses are going to lean on the SURF guidance, and will be lead by SURF members, but may not be billed as a SURF workshop. There is some discussion about the pro’s and

con's of this being a "SURF" workshop. Paul will follow up on this item, possibly revising and resubmitting the short course abstracts.

5. **Finance** – The fiscal year is winding down. SURF has a bank balance of about \$45K, with an outstanding invoice from Mike R. and possible one more due from Kathy A. A meeting is scheduled with our financial accounting team to get ready for end of year reporting and taxes. Brandt hopes to have a solid understanding of what needs to be prepared within a week or two. Mike R. will send his year-end accounting of expenses to Brandt to assist with planning for 2011. The Steinbrenner Institute incurred some costs for technical support for SURF 15, which they donated to SURF at no cost.

6. **Nominations** – No report.

3. **New U.S. and International developments, policies, or conferences** – U.S.: NYSDEC is currently doing internal training on their policies; external training will be happening soon. New ASTM document in progress, which Carol will distribute to the Trustees. International: Environment Canada would like to create a French/metric version of the SRT. Erica Becvar has been in communication and is willing to facilitate this connection. They also want to have a day or day and half meeting with SURF to learn about the organization and begin the process to establish a SURF Canada. AECOM has already been providing some support via an employee in Toronto. Stephanie will follow up with Erica as well as the Environment Canada folks to set up next steps (perhaps a conference call or attendance at SURF 17). SURF Brazil had their kickoff meeting on October 18. Nicole is working on a guidance document, which they are now pilot testing. They intend to publish case studies at some point. In 2012 there may be a joint meeting and guidance document. Carol asks that we discuss this further when Dave E. and others are on the call.

Draft Agenda for Next Meeting (11/19/10):

- Approve previous meeting minutes (9/24/10 and 11/5/10)
- Additions to agenda
- Election process and potential changes to Bylaws
- Goals and objectives for 2011: proposed next steps
- Committee Reports
 - Meetings
 - SURF 16 planning update
 - SURF 17 and 18 planning updates
 - Membership
 - Student Chapter guidance and update
 - Proposed Membership and Sponsorship renewal process
 - Communications/Outreach
 - Communications policy
 - Government Outreach update
 - Technical Initiatives
 - Review process for technical initiative documents
 - Finance
 - Nominations
 - Schedule/plan for 2011 elections
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
 - Nicole 2012
- Next meeting

*SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY*

Meeting adjourned, 11:16 pm PDT / 2:16 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary