

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

November 19, 2010

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Election process and potential changes to Bylaws
- 2011 sponsorships and logo use
- 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
 - Syracuse University Student Chapter
 - Communications/Outreach
 - Communications policy
 - Government Outreach update
 - Technical Initiatives
 - Review process for technical initiative documents
 - Finance
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
 - Nicole 2012
- Position on international SURF affiliates
- 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 the meeting minutes from 11/5/10
 - a. Paul – motion to approve the previous meeting minutes
 - b. Carol – motion seconded
 - Aye – 5 (Dan, Brandt not on the call for this vote)
 - Nay – 0
2. Launch the ballot asking the membership for their preferences for potentially changing the Trustee election process and/or terms
 - a. Maile – motion to distribute the ballot to the membership

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- b. Dan – motion seconded
 - Aye – 6 (Brandt not on the call for this vote)
 - Nay – 0
3. Adopt a policy to request that Board nominees prepare a one-paragraph biography and summary of their intentions to serve and promote SURF to inform the membership of their commitment to the organization, and between now and the time that the nomination requests go out, the Board will develop criteria for the statements.
 - a. Carol – motion to approve the policy as stated above
 - b. Dan – motion seconded
 - Aye – 4 (Brandt not on the call for this vote)
 - Nay – 2
4. Modify the policy to request that Board nominees only supply biographical and affiliation information for the purpose of the nomination process and ballot, and between now and the time that the nomination requests go out, the Board will develop criteria for those statements.
 - a. Paul – motion to approve the policy as stated above
 - b. Dan – motion seconded
 - Aye – 6 (Brandt not on the call for this vote)
 - Nay – 0
5. SURF will allow the use of the upcoming year’s sponsorship logo by current sponsors who commit to continue their sponsorship in the upcoming year in advance of receipt of their funding.
 - a. Brandt – motion to approve the policy as stated above
 - b. Dan – motion seconded
 - Aye – 7
 - Nay – 0

Business Discussed:

1. **Election Process** – Dick and Maile prepared a ballot for the membership to vote on their preferred changes (if any) to the Bylaws. Maile reviewed the activities that she and/or Dick had done so far, and informed the Board that the ballot is ready to go live unless there are any additional actions or review that the Board wants to take before launching it. Dan asks if there is any reason to wait to contact K&L Gates. Mike shares that he and Dave have a conversation about the need to get this process started. Dave E. offers to talk to K&L Gates and give them a heads-up of the ballot and potential changes to the Bylaws, and perhaps ask them to prepare draft language so that it’s ready to go when the preference results are in. Maile will set the voting deadline at 12/2/10 so that the Board has the results in time for the next call. Mike asks if he may initiate a monthly Survey Monkey account in advance of the 2011 election. All are in favor. Dave E. asks if we are going to have the same procedures for nominations as we had in 2010. One of the possible requirements is that the nominee has attended at least one meeting. Maile suggests that we check the Bylaws to see if there are provisions for nominations (such as having membership in good standing). Mike R. shares that the Bylaws only specify that nominees be members. There is some discussion about asking nominees for a bio and brief statement of intention to serve the organization for the purpose of the elections. A vote was called. Then there was more discussion about why two Trustees voted against the motion. Maile and Paul both voiced concerns with requiring a statement of intention. There was general discussion about member participation and that engaged members have access to information about other members and their intentions to support the mission of SURF through multiple means (e.g., meetings, Board and SURF meeting minutes, email communications, newsletter,

website, etc.). There was discussion about the possibility that the statements could outshine the actual work or commitment of the potential nominee. There was also discussion about the need to reach out to SURF members who live outside the US and not be exclusionary or clique-ish. A second vote was called to modify the policy to request basic biographical and affiliation information only. Dan committed to looking into examples from other professional organizations regarding what they request of their officer nominees.

2. **2011 Sponsorship and Logo Use** – Brandt summarized the email input from the Trustees that the sponsorship values in 2011 should remain the same as 2010 and that the sponsorship logo should carry the year that the sponsorship applies. Langan also asked if they could print some materials now with the sponsorship logo. The general consensus is that the Trustees are OK with Langan printing their 2011 materials now as long as they commit (email or verbal communication) to continuing their sponsorship in 2011. There is some discussion about who should provide that commitment. Brandt, Dan, and Dave E. suggest that the commitment come from an officer of the company or by a SURF member from the company. Dave W. reminds the Board that the existing sponsorship logo use policy would continue to apply. Maile will supply Brandt with the logo, and Brandt will follow up with Langan.
3. **2011 Goals and Objectives** – Mike, Maile, and Dave W. had a teleconference on 11/10/10 to discuss next steps for communicating with the membership and seeking their feedback on the proposed objectives. Maile committed to preparing a communication for review by Mike, Dave W., Dan, and Dick, after which the communication will go to the Board for its review and approval.
4. **Committee Reports**
 1. **Meetings** – A planning call occurred on 11/9/10. Themes, keynote speakers, and presenters were discussed. The theme is centering on “water”, as it relates to sustainable remediation and sustainability and Florida. Bob Armstead is working to secure a facility for the dates we want. A conservative high estimate for meeting venue costs is \$2,000. The meeting room itself is \$950, but Mike anticipates that there will likely be some ancillary costs. Paul is OK with the costs. Brandt states that we have adequate reserves to account for that cost. Maile asks if we should revisit the meeting sponsorship opportunity. Maile, Brandt, Dave W., and Paul don’t favor raising the meeting registration fee. There is general consensus that if the cost is \$2,000 or less, that SURF can cover the cost. The planning team is focusing on Thursday as a presentation day, with break-outs on Friday morning. No activity on SURF 17 and 18 yet, but Mike will start planning on these soon.
 2. **Membership** – Syracuse potential student chapter is moving forward. They had a general meeting and had a good turnout. Dan will get back with them to assist with the chapter formation. Dan is working with two universities in southern Florida. Dan is also working with the folks at IIT, and how to integrate the two campuses. He is talking to people at Indiana University, but connections are slow. Dan is continuing to think about the job marketplace idea to assist students with career planning and facilitation. Dan is going to check with CSU one last time to see if they have any objections to our use of their student chapter materials as a template. Dave E. mentioned that a non-SURF member gave a presentation on the history of SURF at the Syracuse meeting. Dan is going to check into the origin of that speaker/presentation and see if he can get a copy. Dave W. offers to reach out to the speaker and request that he join SURF.
 3. **Communications/Outreach** – The Communications Guidelines have been finalized and posted to the SURF website. Maile will distribute to the membership with the next general communication. Carol has made a few tweaks to the Government Outreach presentation and will distribute to the Board for another look. Carol and Mike will provide an opportunity for training on this presentation at SURF 16. Stephanie and Brandt had another phone call with AWMA and they are interested in making a presentation at SURF 16. They also have interest in having a joint meeting w/ SURF at some time

(perhaps the Seattle meeting). AWMA would also like to have some SURF members present at their upcoming annual meeting in June 2011. Brandt has been in contact with some Florida members (Paul F., Ben Foster, Bob Armstead) to see if they have interest.

4. **Technical Initiatives** – Paul received commitments from ~23 people to review the TI documents. Paul anticipates that the LCA paper will be first, roughly in mid-December. Framework will shortly follow, and Metrics will go out in late December. Karin reached out to John Simon, and he has gotten a commitment from Remediation to publish the documents in the summer of 2011. The deadline to get the documents to the journal is February 2011. Paul has been in communication with Dave Dzomback and he provided a contact with the editors of ES&T. Paul is going to continue to stay in contact with ES&T, but the general approach is to publish the documents in Remediation and then see if there is further opportunity for publishing in ES&T afterwards.
5. **Finance** – SURF has a bank balance of about \$40K. Not much in the way of new memberships lately. Maile and Dan will be getting together soon to talk about the year-end membership renewal process and new member drive.
6. **Nominations** – No report.
5. **New U.S. and International developments, policies, or conferences** – U.S.: Paul and Karin have submitted abstracts for papers and short courses on the LCA and Framework initiatives at the June 2011 Battelle conference. International: Dave W. gave an overview of his position on international affiliates. AECOM is working with some of their clients to encourage SURF affiliates in other countries (Brazil, Canada, and Italy). However, AECOM doesn't want to appear that they are doing this on behalf of SURF or that they are somehow "hogging" this momentum. He suggests that SURF establish a policy or guidelines as to what SURF should be doing to influence and guide the growth of affiliates.

Draft Agenda for Next Meeting (12/3/10):

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 - SURF 17 and 18 planning updates
 - Membership
 - Student Chapter guidance and update
 - Communications/Outreach
 - 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
 - International Affiliates
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Meeting adjourned, 11:16 pm PDT / 2:16 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary