

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

December 3, 2010

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Election process and potential changes to Bylaws
- Committee Reports
  - Meetings
    - SURF 16 planning update
    - SURF 17 and 18 planning updates
  - Membership
    - Student Chapter guidance and update
  - Communications/Outreach
    - Government Outreach update
    - Boeing request to use Government Outreach presentation
  - 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
    - Nicole 2012
- 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 10:05 am PST / 1:05 pm EST.

Voting Items:

1. Approve the meeting minutes from 11/19/10
  - a. Paul – motion to approve the previous meeting minutes
  - b. Stephanie – motion seconded
    - Aye – 6 (Brandt not on the call for this vote)
    - Nay – 0

Business Discussed:

1. **Next Meetings** – It was suggested that we reschedule the 12/31/10 Board meeting to 1/4/11. Those on the call agreed to this change.

2. **Election Process and Potential Bylaw Changes** – The Board reviewed the ballot results for potential changes to the election process and Bylaws. Approximately 28% of the members voted; Dave E. will contact K&L Gates with the results and ask them to prepare the draft Bylaw amendment, requesting a one-week turn-around if possible. Dave E. will ask the Board for their review of the K&L Gates document by the end of next week (assuming it is drafted in that timeframe) so that it can be presented to the membership for a formal vote as quickly as possible. Dan asks if Dave E. will also get some clarification regarding the term “consensus” and voting requirements as stated in Section 8.2 of the Bylaws. The goal is to get the draft Bylaw amendment(s) out to the membership for voting to conclude by the end of December and prior to initiating the voting process for 2011 Trustees.
3. **Committee Reports**
  1. **Meetings** – A planning call occurred on 11/23/10, and another is scheduled for 12/9/10. Mike R. was not on the call so Maile read his latest email updates to the Board. Dave E. says that he talked to Tom Sale at the SERDP meeting and Tom said that definitely someone from CSU will attend SURF 16. Dan will contact Tom to find out who might be attending. No activity on SURF 17 and 18 yet.
  2. **Membership** – Dan is still working on outreaching to Syracuse and other potential student chapters. Dan and Maile will be working on a membership and sponsorship outreach plan to get out to the member and distribution list in December.
  3. **Communications/Outreach** – Carol sent a note that Nick Garson with Boeing is going to be meeting with EPA Region IX and would like to use the Government Outreach presentation. The Board supports his government outreach activities, and per the Communications Guidelines, will request that he share his presentation with the Communications and Outreach Committee. Dave E. will be meeting with Delaware state regulators, but they won't be providing a formal presentation. He will report back on any feedback that they might have for SURF.
  4. **Technical Initiatives** – Karin got the Framework document out to its review team. Paul got the LCA document out to its review team. Comments are due back before the holidays. Paul intends to hand revised drafts off to Kathy Adams in February. He emailed her this morning to ask her for an estimate of her cost to perform this task. Remediation is poised to publish these documents in the summer issue. Metrics will go out to its reviewers in late December, but is on the same schedule for technical editing by Kathy (i.e. February). Metrics is internally working on the format for the metrics table.
  5. **Finance** – SURF has a couple of invoices from Mike R. and Kathy waiting for approval. SURF has a bank balance in the upper \$30K range. Langan has an invoice (and logo) in hand for 2011 sponsorship. Arcadis has committed to being a 2011 sponsor and Brandt has provided Kurt Beil with an invoice. Brandt will prepare invoices for the other 2010 sponsors and forward them to the companies asking them to consider renewing for 2011. Stephanie asks Brandt to send her an invoice as well. Brandt is talking with SURF's accountants and intends to meet with them by year's end to determine what information they need in order to prepare for tax filing in mid-2011.
  6. **Nominations** – Potential election process and Bylaw changes covered earlier. Dan Watts searched a few professional organizations for nominee statements, to see what they do in regards to providing information about officer nominees to voting members. Dan noticed that there is a large variation in the quality of the statements. Most are long format. Based on our discussion during the last Board meeting, we appear to be leaning towards a shorter format. Dan suggests that we prepare a questionnaire to request the information we want, and then set someone to compile and write up the biographical statements. Dick is going to work on a nominations statement, which he will provide to Maile and Mike R. by Monday. A questionnaire for biographical information, which Dan will draft for the Board to review, will go to nominees after they accept their nominations.

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- 4. New US and International developments, policies, or conferences – US:** Dave E. was at the SERDP meeting most of this week, and he thought there was a lot of interest in and curiosity about SURF. Stephanie was also at the meeting and has been reaching out and recruiting for SURF membership. Dave E. and Stephanie shared some thoughts on the presentations that they attended. Stephanie reports that Paul Nathanail has created a SURF listserv, that Stephanie and Brandt received notices for. No other Board members received notices, and Maile didn't receive a request for the SURF membership distribution list, so it isn't clear if the listserv is for SURF or SuRF UK. Paul F. reports that he heard from Russ Sirabian that session chairs for Battelle 2011 will be getting abstracts next week. Brandt is still in communication with the AWMA regarding their 2011 annual conference. International: Nothing new to report regarding international affiliates or on NICOLE at this time. Dave E. mentions that many UK agencies are facing severe budget cutbacks.

Draft Agenda for Next Meeting (12/17/10):

- Approve previous meeting minutes
- Additions to agenda
- Bylaw Amendments
- 2011 Goals and Objectives – plan for member interaction
- Committee Reports
  - Meetings
    - SURF 16 planning update
    - SURF 17 and 18 planning updates
  - Membership
    - Student Chapter guidance and update
    - Membership and Sponsorship renewal and recruitment drive
  - Communications/Outreach
    - Government Outreach update
  - Technical Initiatives
    - Review status of technical initiative documents
  - Finance
  - Nominations
    - Schedule/plan for 2011 elections
- Other business
  - US: new developments, policies, or conferences
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Meeting adjourned, 11:25 pm PST / 2:25 pm EST.

Respectfully submitted by,  
L. Maile Smith, Secretary