

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

December 17, 2010

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Bylaw Amendment
- Contract renewals
- 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
 - International: new developments, policies, or conferences
- Next meeting – January 4, 2011

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 10:00 am PST / 1:00 pm EST.

Voting Items:

1. Approve the meeting minutes from 12/3/10
 - a. Dick – motion to approve the previous meeting minutes
 - b. Dan – motion seconded
 - Aye – 5 (Maile, Dave E., and Brandt not on the call for this vote)
 - Nay – 0
2. Approve Mike Rominger’s 2011 proposal to support SURF in the role of Facilitator and direct K&L Gates to draw a contract for the President’s signature
 - a. Paul – motion to approve Mike Rominger’s 2011 proposal
 - b. Dick – motion seconded
 - Aye – 6 (Dave E. and Brandt not on the call for this vote)
 - Nay – 0

*SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY*

3. Provide \$500 to the CSU Student Chapter to support CSU student travel to and participation at SURF 16
 - a. Paul – motion to provide \$500 to CSU Student Chapter
 - b. Dick – motion seconded
 - Aye – 6 (Dave E. and Brandt not on the call for this vote)
 - Nay – 0
4. Approve Kathy Adams' 2011 proposal to provide SURF meeting support and direct K&L Gates to draw a contract for the President's signature
 - a. Paul – motion to approve Kathy Adams' 2011 proposal
 - b. Maile – motion seconded
 - Aye – 8
 - Nay – 0

Business Discussed:

1. **Bylaw Amendment** – The Trustees have reviewed a draft amendment prepared by K&L Gates and concurred via email on some minor edits and clarifications. Dave E. has provided the proposed changes to K&L Gates and asked for a revised document. The goal is to get the draft Bylaw amendment out to the membership for voting to conclude by the end of December and prior to initiating the voting process for 2011 Trustees.
2. **Contract Renewals** – Trustees have received 2011 proposals from Mike and Kathy. [SECTION REDACTED – CONFIDENTIAL PERSONNEL DISCUSSION.]
3. **Committee Reports**
 1. **Meetings** – A planning call is scheduled for 12/22/10. Mike R. has prepared a draft announcement for SURF 16, which he will send to Maile for distribution by Monday 12/20/10. The venue and general agenda for SURF 16 has been established, and lodging and meal details are being worked out. No activity on SURF 17 and 18 yet; work will start after the first of the year. Dave W. talked to Boeing recently, and has heard that Boeing is looking for a downtown location to host the meeting. Mike R. will follow up with Nick.
 2. **Membership** – Maile and Dan have prepared a message for membership renewal and soliciting new members. Maile is updating the website and will be sending out the announcement today. Dan has been in contact with Cal State Chico and Syracuse. Not much action due to folks being out for the winter. Dan has also been in touch with Kevin McCoy about CSU student attendance at SURF 16. Kevin estimated that it would cost \$1,880 for two students to attend SURF 16. They have approximately 50% of the funds. Dave W. suggests that SURF donate \$500. Dick says that his company would be willing to kick in \$500 as well. Dan mentioned that he's talked to Kevin about a future job fair. Kevin suggests that it would be very helpful if SURF could identify potential summer internships. He also mentioned that CSU is developing its Spring 2011 curriculum, and it would be great if a SURF member or two could come speak at the university at some point. Dan will be meeting with the Membership Committee during SURF 16 to discuss activities for 2011.
 3. **Communications/Outreach** – No report.
 4. **Technical Initiatives** – The Framework and LCA documents are currently in review. Comments are due on 12/23/10. The goal is to incorporate edits and get revised drafts to Kathy for review and editing by the end of January. The documents are due to Remediation in February. Steve Murawski had a call recently to discuss the sustainable remediation database proposal, which Paul attended. They have set up a couple of focus groups and are moving forward.
 5. **Finance** – No report.

SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY

6. **Nominations** – Dan prepared a draft questionnaire for biographical information that will go to nominees after they accept their nominations, which he circulated to the Trustees this morning. There is general consensus that the minimal approach is good. Dan will send a “prettier” version to the Trustees later today, which the Nominations Committee will provide to nominees once they are established. Dick, Maile, and Mike R. discuss the next steps for the nomination and voting process. Once the final Bylaw Amendment document is received from K&L Gates, Maile will distribute it to the membership for voting. Voting will close by the end of the year. The nomination window is open until December 24. Between December 24 and 31, Dick and/or Mike R. will confirm that all nominees accept their nominations. Mike R. is currently working on the 2011 Trustees ballot on a third-party website. Once the nominees are confirmed and bio information has been received, he will drop that information into the draft ballot. The ballot will be launched the first week of January and voting will run through the end of the month. All positions are up for vote this term, and new terms as outlined in the Bylaw Amendment will take effect in 2011.

4. **New US and International developments, policies, or conferences** – US: UMASS abstract approvals went out this week. International: Nothing new to report.

Draft Agenda for Next Meeting (1/4/11):

- Approve previous meeting minutes
- Additions to agenda
- Bylaw Amendment, Nominations, and 2011 Trustee voting update
- 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
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting

Meeting adjourned, 11:10 pm PST / 2:10 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary