

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

March 12, 2010

Agenda:

- Approve previous meeting minutes (2/26/2010 and 3/5/2010)
- Additions to agenda
- Sponsorship levels and benefits
- Proposals from Kathy Adams and Mike Rominger
- Staggering Trustee terms
- Potential indemnification/insurance requirements
- Committee Reports
  - Membership
  - Meetings
    - SURF 13 planning update, registration fees (also related to regulatory outreach efforts)
    - Non-member attendance (e.g., from host organization) – tabled from 3/5/2010 call
    - Registration fees for government members – tabled from 3/5/2010 call
- Communications/Outreach
  - Battelle conference outreach planning update, budget request
  - Participation survey update, responses to date
  - Regulatory outreach efforts (also related to registration fees for SURF 13)
  - Academic outreach, discussion forum post and survey request
- Finance
- Technical Initiatives
- Nominations
- Other business
- 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	✓

Meeting (teleconference) called to order, approximately 10:03 am PST / 1:03 pm EST.

Quorum confirmed.

Voting Items:

1. Approve previous meeting minutes
  - a. Brandt – motion to approve 2/26/10 meeting minutes
  - b. Carol – motion seconded
    - Aye – 7 (Dick Raymond not on the call for this vote)
    - Nay – 0
2. Approve previous meeting minutes
  - a. Dan – motion to approve 3/5/10 meeting minutes
  - b. Dave W. – motion seconded

*SUSTAINABLE REMEDIATION FORUM  
BOARD OF TRUSTEES MEETING SUMMARY*

- Aye – 7 (Dick Raymond not on the call for this vote)
  - Nay – 0
3. Approve a \$200 meeting registration fee for SURF 13, but communicate to the membership that any shortfall from SURF 13 would be considered when setting the SURF 14 registration fee, and do not impose a late fee for SURF 13
    - a. Dave W. – motion to approve the SURF 13 registration fee as described above
    - b. Paul – motion seconded
      - Aye – 8
      - Nay – 0
  4. Approve the sponsorship levels and benefits as outlined in the spreadsheet Dave W. prepared and circulated 3/10/10 with additional wording provided that levels of contributions are minimums
    - a. Dan – motion to approve the sponsorship levels as described above
    - b. Dave W. – motion seconded
      - Aye – 8
      - Nay – 0
  5. Dave E. will contact K&L Gates and direct them to draft contracts for Mike Rominger and Kathy Adams using their most recent proposals and scopes of work, and ensuring that the contracts provide not-to-exceed values and that all work will be performed at the direction and approval of the Board only
    - a. Dave E. – motion to initiate the process described above
    - b. Carol – motion seconded
      - Aye – 8
      - Nay – 0
  6. Approve a \$75 remote attendance meeting registration fee for SURF 13
    - a. Carol – motion to approve the SURF 13 registration fee as described above
    - b. Dan – motion seconded
      - Aye – 8
      - Nay – 0

Business Discussed:

1. **SURF 13 Meeting Registration Fee** – Dave W. prepared and circulated a spreadsheet with sponsorship levels and benefits to the Trustees on 3/10/10, which incidentally generated a lot of discussion on the revenue model and in particular, the SURF 13 meeting registration fee. Kathy has also submitted a revised proposal with lower costs based on her anticipated scope of work. Dave E. thinks that the SURF 13 registration fee will need to be \$200 to \$250 to cover meeting costs to pay for Mike’s and Kathy’s support. Brandt adds that for SURF 12, meeting registration costs were \$180, and approximately half signed up late (and paid a premium on the registration fee). There is a concern that we are pricing government employees out of the meetings. Dave W. reminds us that we’re not factoring in meeting sponsors as a revenue source. Dave W. suggests that we set a \$200 meeting registration fee for SURF 13, and indicate that any shortfall from SURF 13 would be considered when setting the SURF 14 registration fee, and not impose a late fee for SURF 13. The Board will have to continue working on the economic model for meetings as we gain new members and sponsors, and reserves the right to change the meeting registration fees accordingly.
2. **Sponsorship Levels and Benefits** – Dave W. prepared and circulated a spreadsheet with sponsorship levels and benefits to the Trustees on 3/10/10. Summing up the comments, he suggests that we may need to adjust the benefits to aim for an 80% revenue goal. No one is opposed to enacting the sponsorship levels and benefits as Dave W. outlined, even if we come in under the 80% goal. Dan would like some clarity on the levels that

indicates that these levels are minimums, or to list a range (e.g., Silver is a minimum of \$2500 or in the range of \$2500 to \$4999), so as to not discourage a sponsorship at a dollar value somewhere between Bronze and Silver, between Silver and Gold, or in excess of Gold.

- a. Gold = \$5,000
- b. Silver = \$2,500
- c. Bronze = \$1,500

Maile will draft a communication intended for the distribution list informing them of the sponsorship levels, benefits, and process. The draft communication will be circulated to the Trustees for review and approval prior to emailing it to the distribution list. Dave W. and Dave E. suggest that the communication should indicate that if the member needs to pay dues before the sponsorship is final (e.g., in order to register for a meeting), then that dues payment will be refunded and/or credited as appropriate. The communication will direct respondents to Brandt. Going forward, the Membership and Finance Committee will transition into leading the sponsorship development activities.

3. **Proposals from Mike Rominger and Kathy Adams** – Kathy submitted a revised proposal on 3/3/10, which Dave E. forwarded to the Trustees. She submitted another one on 3/11/10. [SECTION REDACTED – CONFIDENTIAL PERSONNEL DISCUSSION.] There was some general discussion about SURF's economic model, but the Trustees were generally in favor of moving forward with the contracting, with the caveat that the contacts with Mike and Kathy would stipulate that their work is at the will of the Board and that they could be directed to stop work should SURF's financial situation warrant it.
4. **Trustee Terms** – In a previous communication, Dan raised the issue of staggering Trustees' term so that there is continuity in leadership throughout SURF's lifespan. Dave E. and Carol have volunteered to step down after the first year to start the staggering process. Carol thinks a two-year term is appropriate, and that the President could transition into a Past President position or an At-Large position for a second two-year term. Dave W. thinks that the Board should be proposing some alternatives, but this should be brought to the general membership for a vote. He also thinks that this is not urgent, and could we ask for proposals from Board members for discussion at subsequent meetings. Dave E. agrees. Dave E. suggests that we consider the Past President as an ex-officio role (non-voting), and Dave W. suggests we consider a transition period (e.g., 3 months) during which outgoing Trustees serve but don't have voting privileges. Dan asks if this would be a change that would amend our Bylaws; Maile responds that it is. Dave E. will draft an email to circulate to Trustees for input, and after some discussion, we'll propose our next action, which could be circulating alternatives to the distribution list and/or raising the topic for discussion during a general meeting (e.g., SURF 13).
  - a. **Meeting Minutes** – As a side note, Maile reminded the group that SURF will be posting meeting minutes on the website. This led to the Trustees having a brief discussion about what information should/could be redacted (e.g., personnel or contractual details). Dave W. suggests that going forward we have a confidential section for our meeting minutes that can be omitted from the meeting minutes that are posted for the membership to review.
5. **Potential indemnification/insurance requirements** – Dick is soliciting quotes at the moment; some carriers have declined and some have agreed to write a policy and produce a quote. Dick anticipates having a letter from an insurance agent outlining the policies and costs in time for the next Trustees meeting (but he will circulate the information sooner if he gets it before then).
6. **Committee Reports:**
  - a. **Membership** – SURF has received 25 membership applications as of 3/11/10. Student committees are forming at CSU and IIT. Dan and Paul will work on outreach to the student committees.
  - b. **Meetings** – First planning call for SURF 13 has been conducted. The college is very excited about the upcoming SURF meeting. They have offered classroom space for breakout sessions (~7 hours total). The meeting committee is working with Maile to get registration forms active on the web. Invited guests will not be required to pay a membership fee. Government members would be asked to pay the same registration fee as regular members. Call-in participants would be asked to pay a registration fee as well

*SUSTAINABLE REMEDIATION FORUM  
BOARD OF TRUSTEES MEETING SUMMARY*

(although this fee would be less than the onsite fee). Dave W. is concerned with the balance of the remote participation fee so that it doesn't incentivize not coming to the meeting. He points out that the primary cost is meeting support (e.g., Mike and Kathy), and that remote attendees benefit from that support as well. Maile adds that SURF hasn't excelled at serving remote attendees in the past, and that we should consider our fee with the reality of the quality of web/phone connection. Carol relays information regarding regulator outreach efforts and their feedback to her, and stresses that we need to be aware of their restrictions on travel and professional development budgets in planning and incentivizing their attendance and participation. Paul points out that most folks want to attend the meetings in person, and get more out of the in-person attendance, so doesn't think that the registration fee is a disincentive to meeting attendance. There was general discussion about making sure that the remote attendees are getting decent quality connections to the meeting and to the breakout sessions. Dan and Dave W. suggest that we will have an easier time and more effective chance at working out our IT/teleconferencing issues in advance by scheduling and setting our meeting locations in advance. Carol suggests trying a \$75 remote attendance registration fee for SURF 13, with the caveat that this might change in the future.

- c. **Communications and Outreach** – Maile mentions that committee members have been working on the plan for outreach at the Battelle conference. There will be a budget request to fund SURF lapel pins. Maile will circulate the proof to the Trustees, and will bring the budget request for a vote at the next teleconference. Maile has circulated the participation survey responses to date to the Trustees and Mike. The survey will stay up as long as the meeting planning team wants it active. Carol has already provided a regulatory outreach update. Maile mentions that the academic outreach team recently requested access to the SURF distribution list. Stephanie and Maile directed the group to post their survey request in the Discussion Forum on the website, and Maile sent an email that alerted the distribution list to its presence. Maile suggests that given we're near the end of today's meeting that the Trustees table the topic for now, but that during our next teleconference we discuss how SURF should respond to requests to access and use the SURF distribution list.
- d. **Finance** – Brandt is developing a budget and proposes quarterly reconciliation of the books. Each quarter the finance committee will review the reconciled books and forward it to the Board. An audit will be performed annually, and Brandt will be getting a quote from a CPA for providing that service. Membership dues are coming in via PayPal.
- e. **Technical Initiatives** – No report.
- f. **Nominations** – No report.

**Draft Agenda for Next Meeting (3/26/2010):**

- Approve previous meeting minutes (3/12/2010)
- Additions to agenda
- Contracting with Kathy Adams and Mike Rominger
- Staggering Trustee terms
- Potential indemnification/insurance requirements
- Committee Reports
  - Membership
  - Meetings
  - Communications/Outreach
    - Budget request
    - Requests to access or email the SURF distribution list
  - Finance
  - Technical Initiatives
  - Nominations
- Other business

*SUSTAINABLE REMEDIATION FORUM  
BOARD OF TRUSTEES MEETING SUMMARY*

- Next meeting

Meeting adjourned, 12:00 pm PST / 3:00 pm EST.

Respectfully submitted by,

L. Maile Smith, Secretary