

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

January 14, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda – ASTM Workgroup Meeting summary
- Bylaw Amendment and 2011 Trustee voting update
- Battelle Student Paper Competition – reviewer highlights
- 2011 Goals and Objectives – plan for member interaction
- Committee Reports
 - Meetings
 - SURF 16 planning update
 - SURF 17 and 18 planning updates
 - Nominations
 - Technical Initiatives
 - Review status of technical initiative documents
 - Membership
 - Student Chapter guidance and update
 - Membership and Sponsorship renewal and recruitment drive
 - Finance
 - Communications/Outreach
 - Government Outreach update
- 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 10:05 am PST / 1:05 pm EST.

Voting Items:

1. Approve the meeting minutes from 1/4/11
 - a. Dave W. – motion to approve the previous meeting minutes
 - b. Dick – motion seconded
 - Aye – 7 (Dave E. not on the call for this vote)
 - Nay – 0

Business Discussed:

1. **Bylaw Amendment and 2011 Board Voting** – Bylaw Amendment No. 1 passed unanimously and the results have been sent to K&L Gates for preparation of the final document. Mike Rominger is tracking the 2011 Trustee voting on Survey Monkey and approximately 30 members have voted so far. There was an error in the first

ballot, which was quickly corrected and a notice sent to members. Mike is tracking the small number of members who voted on the incorrect ballot to be sure that they submit their votes on the correct ballot. The voting window closes at 5:00 pm EST on 1/31/11.

2. **Review of Student Papers** – Mike Miller has requested that reviewers of the student papers for the Battelle Student Paper Competition, several of whom are Trustees, to notify him of any papers that particularly stood out or are directly applicable to sustainable remediation. Mike M. is holding a teleconference at the same as this Board meeting, so Mike requested that the Trustees touch on these two particular criteria during this Board meeting and get back to him as soon as possible following our meeting. A final review form is due to the conference organizers on 1/18/11, which Mike M. will compile and send.
3. **2011 Goals and Objectives** – Topic tabled. Maile reviewed the origin of this agenda item, but is not quite prepared with a proposal yet; will forward proposed communication to the Trustees via email.
4. **Committee Reports**
 1. **Meetings** – SURF 16's keynote speaker and five presentations are set for Day 1 of the meeting. We also have a panel discussion set to talk about the Deepwater Horizon spill and response in the Gulf. Dinner is set for the first night as well. Day 2 is devoted to discussion of SURF's initiatives for 2011 and the afternoon will be spent interacting with []. SURF 17 planning has kicked off and Mike R. and Steve Murawski are working on logistics. Mike R., Nick Garson, and John Ryan are also working on planning for SURF 18, including finding a downtown location for the meeting. Logistical information for SURF 16 is up on the SURF website and there are currently 25 registrants. Maile will send out a reminder to register today.
 2. **Nominations** – No report.
 3. **Membership** – Dave W. is concerned that we're not growing more than we are and that we didn't have more nominations. Seems that we need more active participation. Paul is wondering what the ongoing obstacles are for regulator membership. There may still be a misperception of what SURF is and what we do, and some feeling that there is a conflict of interest with regulator job responsibilities. Several trustees think that there is a distinct difference between state and federal perceptions of SURF, willingness to participate, and ability to travel. There is general discussion about how to increase participation in a difficult economic time. Dave E. reminds the Trustees of the feedback he received during his meeting with the State of Delaware, which were discussed during the last Board meeting. Paul H. is still out pitching for sustainable remediation and will be attending SURF 16 in Tampa. [Trustees moved on to Technical Initiatives, and then returned to the topic of Membership.] Dan is working on reaching out to student groups at the Florida universities to try to kick off efforts for student chapters and/or participation at SURF 16. Dan is still working on the student group at Syracuse, which hasn't officially gotten off the ground yet. Maile reviewed the current membership numbers and renewal numbers. Paul asked about the timing and trend of membership applications/dues payment in 2010, which Maile reviewed (membership kicked off in March 2010, during which month about half of SURF's current members joined).
 4. **Technical Initiatives** – Comments have been received on the Framework and LCA documents and the documents are currently being revised. The Metrics document will be going out for review at the end of January or the first week of February. Brandt will give Kathy a heads-up so that she has an idea of what to expect. Paul circulated a PowerPoint presentation from the recent ASTM meeting. The draft screening categories for green remediation practices has been slightly revised to allow for fewer tiers and a less complicated process. Paul recommends that Brandt share the SURF metrics with the working group to save the group some time compiling a list on their own. Paul reviewed the meeting attendees and the general scope of the meeting. The objective of the meeting was to work out where best

management practices (BMPs) come in and where quantitation comes in. Paul summarized the meeting discussion for the Trustees. Paul generally shared with the ASTM group an overview of the initiatives that SURF is working on. There doesn't appear to be a lot of overlap on the Framework side of things, due to the granularity difference between the two. Paul thinks that there will be some mutual benefit to sharing the metrics work, and Paul recommends that some of the work that the metrics group has done be available for the ASTM appendix. The LCA group would like to share their case studies to be run through the ASTM standard. Paul asks if any of the Trustees have concerns with sharing our draft documents. Stephanie shares some concerns, and reminds the group of the limitations we all agreed to in the Communication Guidelines. Dave E. wants SURF to focus primarily on SURF's initiatives and not get too sidetracked with the work products of other organizations. Maile asks if Paul could summarize in a brief proposal what he recommends sharing with ASTM, because for those who are not closely involved in the development of both documents, it is difficult to weigh in on the topic; there seems to be pros and cons to each side. Brandt asks if information that ASTM has compiled could also be shared with SURF. Paul is also looking for volunteers to take the leadership baton for the Technical Initiatives Committee if he is voted in as the President of SURF.

5. **Finance** – Arcadis, Boeing, Terra Systems, and AECOM have provided 2011 sponsorships. Brandt has not yet received pledged sponsorship checks from BP or CH2MHILL. We have received several membership renewals and sponsorships and finances generally look strong (approximately \$62K). Brandt has met with SURF's accountant for an annual review and preparation for 2011 tax filing. Brandt inquired about SURF's tax-exempt status. Dave E. said that the process takes quite some time, at least a year.
6. **Communications/Outreach** – Maile is still looking for someone to take over the Newsletter Editor role. The next newsletter will go out before SURF 16, and she asks if any of the Trustees would like to submit something for the letter. Dave E. has written an introduction as SURF's first and outgoing President. Mike R. is willing to prepare a "Facilitator's corner", and Dave W. suggests a segment on student perspectives. Any additional input would be needed by 1/14/11 at the latest. Dave W. will also check with Amanda McNally to see if she has interest in taking on the Editor role. Stephanie will circle back with the AWMA group for future collaboration opportunities. Dave W. has taken over the Government Outreach co-chair and coordinator role for Carol. He is planning a conversation with Todd Martin (the co-chair for the initiative), and the group will continue to work on the Government Outreach presentation. Mike R. is looking for information on the group regarding their needs for time at SURF 16. Dave E. will share with the Trustees a draft of Paul H's upcoming outreach presentation.
5. **New US and International developments, policies, or conferences** – US: Nothing new to report. International: SURF Brazil is moving forward nicely. John Ryan with AECOM and James Henderson with DuPont are both working closely with the group and acting as informal "ambassadors" to SURF Brazil. AECOM is also working on a handbook on sustainable development of Brownfield land in China, which has generated some interest in developing a SURF China, and when Dave W. finds more information he will share it with the group. Dave E. mentions that DuPont is working on something similar; a class on the topic.

Draft Agenda for Next Meeting (1/28/11):

- Approve previous meeting minutes
- Additions to agenda
- 2011 Trustee voting update
- Committee Reports
 - Meetings
 - SURF 16 planning update

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Meeting adjourned, 11:50 pm PST / 2:50 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary