

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

January 28, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- 2011 Trustee voting update
- Committee Reports
 - Meetings
 - SURF 16 planning update
 - SURF 17 and 18 planning updates
 - Nominations
 - Technical Initiatives
 - Status of technical initiative documents
 - Membership
 - Student Chapter guidance and update
 - Membership and Sponsorship renewal and recruitment drive
 - Finance
 - Communications/Outreach
 - 2011 Goals and Objectives – plan for member interaction
 - 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 10:07 am PST / 1:07 pm EST.

Voting Items:

1. Approve the meeting minutes from 1/14/11
 - a. Dick – motion to approve the previous meeting minutes
 - b. Stephanie – motion seconded
 - Aye – 7
 - Nay – 0

Business Discussed:

1. **2011 Trustee Voting Update** – Mike Rominger is tracking the 2011 Trustee voting on Survey Monkey and approximately 60 members have voted so far. 20 members voted on the first ballot, which was later updated. Mike has contacted all of those members, and 19 of the 20 have re-voted. Mike will try one more time to contact the remaining individual. There is some discussion about how to handle the one person’s selection on

the first ballot. The consensus is to accept the votes as made on the original ballot if the person does not respond. The voting window closes at 5:00 pm EST on 1/31/11.

2. Committee Reports

1. **Meetings** – Mike will finalize the SURF 16 agenda today and provide to Maile for posting to the SURF website. There have been some late speaker cancellations. Timely publication of meeting agendas continues to be a challenge. There are ~46 registered attendees as of today. There are 10 possible speakers and 5 people on the panel. A few presentations have been received, which will be uploaded to the SURF website. There are ~35 dinner reservations as of today. Brandt is assisting with the dinner payment arrangements. Mike is trying to get an early start on SURF 17. There is no new information on SURF 18.
2. **Nominations** – No report.
3. **Technical Initiatives** – Brandt has a call scheduled today to discuss formatting and review schedule for the Metrics document. The LCA paper has been revised based on comments, and Kathy will get the revised version for technical editing late next week or early the following. Karin's document is not far behind that. Both are on schedule to get the documents to Remediation by late February or the very earliest March. Paul is looking for a volunteer to take over the chairmanship of the TI Committee in 2011. This does not need to be a Trustee, but should be someone who can focus and lead the initiative. Dave W. suggests asking the new Board members if they would be interested. There is a general discussion about the need for and level of Trustee involvement in the TI Committee and work-product review. Once the documents are finalized and ready to go to Remediation, Paul will forward them to the entire Board to give them the opportunity for a final review (if they want) before publishing (focus on SURF branding and messaging).
4. **Membership** – Dan has heard from Ankit at Syracuse University, who told Dan that another student will be attending SURF 16. She will presumably be bringing the materials to establish a student chapter, and is positioned to be the student chapter's vice president. Last night Dan circulated a proposal to establish a job listings page on the SURF website, based on the interest from the CSU student chapter. Dan suggests we explore this idea further before moving forward. He would like to get more input from the students and from the companies who SURF might ask to be involved. Dick suggests using the students as much as possible to design the page (or format) and solicit the content. Maile reported that membership renewals are coming in slowly: about 20 members have renewed their memberships for 2011, but another 100 or so still need to renew and pay their dues for 2011. We need to make an announcement at SURF 16. Brandt will remind sponsors that the members taking advantage of the complimentary membership dues still need to renew (or submit an application) and enter their sponsorship code as their "payment". Dan received final authorization from CSU to use their student chapter guidance (made generic), which has now been posted to the SURF website.
5. **Finance** – Brandt reports that SURF has approximately \$65K in the bank right now. Brandt is working on categorizing and balancing the ledger at this point. Five 2011 sponsorship checks have been received: Arcadis, Boeing, CH2MHill, Terra Systems, and AECOM. DuPont, Langan, BP, and WM are in the pipeline. Brandt has not yet heard from Geosyntec. Brandt will send an invoice to Geosyntec to nudge them to renew their sponsorship. Brandt has met with SURF's accountant for an annual review and preparation for 2011 tax filing, and hasn't heard anything back yet on potential additional information that they might need.
6. **Communications/Outreach** – Maile reviewed the origin of the 2011 Goals and Objectives presentation (emailed to the Board last night) and gave an overview of how it might be delivered at SURF 16. There is some discussion about who will give the presentation and when (Dave E. was/is the target presenter;

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Maile will be the backup). The focus would be to solicit member involvement and increase leaders within the SURF organization, and to set the stage for topical discussions to follow. The current plan is that Dave E. will give the 2011 Goals and Objectives presentation, which will segue into the TI, government, and academic research discussions. Paul is planning on leading the discussion on TI, Dave W. will lead the discussion on government outreach, and Mike Miller will lead the discussion on potential academic research topics. Dave W. sent some information to the Board this morning about a recent discussion he had with PADEP, which is solidifying his opinion that (1) direct discussions with state agencies is very valuable, and (2) a “summit” or inclusive discussion with EPA might be useful to directly share what each group is doing, to avoid misperceptions and foster collaboration. The context for the summit would be to focus on education and outreach, and exploring the science and application of sustainable remediation. Paul suggests having the communication via a webinar. Dave W. suggests SURF explore the history of how risk-based corrective action evolved and gained acceptance with the regulatory community. Paul mentions that we might also look to the evolution of MNA policies and guidance.

3. **New US and International developments, policies, or conferences** – US: Stephanie is staying in touch with AWMA regarding potential future participation or collaboration with SURF. International: Nothing new reported.
4. **Policy guide** – Dan prepared a listing of the various policies that SURF has developed to-date. There was a suggestion to keep the summaries in the policy listing short, and refer the membership to the administrative documents repository on the website for the full versions of the policies (via hyperlinks). There is general consensus that this is a good idea.
5. **Next meeting** – The new Board will revisit the meeting frequency at SURF 16. If the Board continues with the bi-weekly frequency, the next meeting would be on 2/11/11.

Draft Agenda for Next Meeting (tentatively 2/11/11):

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

Respectfully submitted by,
L. Maile Smith, Secretary

January 28, 2011