

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

February 18, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Welcome new Trustees
- Future Board meeting day, time, recurrence
- SURF policy summary document
- Academic Outreach Initiative Chairs
- Committee Reports
 - Meetings
 - SURF 16 recap
 - Satisfaction Survey results
 - SURF 17 and 18 planning updates
 - Technical Initiatives
 - Status of technical initiative documents
 - Membership
 - Membership update
 - Student Chapter update
 - Finance
 - Sponsorship update
 - Communications/Outreach
 - Government Outreach update
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting

Attendees:

Paul Favara, President	✓	Stephanie Fiorenza	✓
Dave Woodward, Vice President	✓	Karin Holland	✓
Maile Smith, Secretary	✓	Steve Murawski	✓
Brandt Butler, Treasurer	✓	Curt Stanley	✓
Mike Rominger (non-voting attendee)	✓	Dan Watts	✓

Quorum confirmed. Meeting (teleconference) called to order, approximately 11:03 am PST / 2:03 pm EST.

Voting Items:

1. Approve the meeting minutes from 1/28/11
 - a. Dave – motion to approve the previous meeting minutes
 - b. Dan – motion seconded
 - Aye – 9
 - Nay – 0

Business Discussed:

1. **Welcome to 2011 Trustees and Future Board Meetings** – Welcome to Karin, Curt, and Steve, new Trustees for 2011. Previous Board meetings occurred every other week for two hours; Paul asks the 2011 Trustees if that seems like a reasonable time commitment and frequency going forward. The previous Board typically used most of its time, even with relatively light agendas. There is general discussion about the best time, day, and frequency for ongoing meetings. Brandt suggests that next quarter we revisit the frequency of the meetings, as much work will be behind us by mid-year. There is general consensus that 2:00 pm on Friday works for the day/time. Paul will send out the meeting appointment for the remainder of the year.
2. **SURF Policy Summary Document** – Dan has prepared a summary document outlining the Board’s previous policy decisions. There was a previous 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). The goal is to summarize all decisions in one place for ease of reference. Steve had suggested in a 2/16/11 email that the Board review and approve policies on an annual basis. Paul asks if everyone on the Board needs to review the policies or if the task can be accomplished by a smaller team of people. There is general consensus that an annual policy review is a good idea and the first cut can be done by a smaller team of approximately three. Dave, Stephanie, and Karin volunteer to be on the policy review team and will try to review the policies and make any recommendations for modification by 4/15/11.
3. **Academic Outreach Initiative** – Mike Miller sent an email to the Trustees regarding the ongoing chairpersonship of the Academic Outreach Initiative. Pamela Dugan has offered to be a co-chair of the group. Mike Miller wonders if there needs to be a formal Board process for establishing initiative chairpersonship. There is some discussion about how much the Board should be involved in resolving this issue and managing the committees and initiatives in general. Paul adds that the leadership of the initiatives is not necessarily set in stone (not a Bylaw requirement) and there can be some flexibility there as long as there is a reliable point of contact, and that he prefers a single initiative lead. Steve adds that there is a benefit to have alternate leads, in the case that someone cannot attend a meeting or participate for a short period of time. Maile adds that it seems that the initiative leadership can be somewhat flexible, as long as there is at least one regular and constant point of contact for communications with the Board and the membership. Mike Rominger adds that Mike Miller was in close communication with him prior to SURF 16 and did a good job of delegating his lead role when he couldn’t attend the meeting in person due to weather-related travel restrictions. There is some discussion about where the Sustainable Remediation Database Initiative falls, as it encompasses elements of several committees. Maile suggests that it fall under the purview of the Technical Initiatives Committee, which is one of the six committees approved by the Board; Stephanie and Karin agree. Stephanie offers to provide oversight to the Academic Outreach Initiative on the chairpersonship issue (as the co-chair of the Communications and Outreach Committee). Stephanie will get back to Mike Miller and follow up with the Board on the outcome/resolution.
4. **Committee Reports**
 1. **Meetings** – Mike has reviewed the SURF 16 survey forms. Key feedback: the agenda needs to be established and distributed much earlier; presentations should be more focused on sustainable remediation topics; A/V needs to be better; and the remote attendees still find it difficult to follow along. Not all attendees completed a survey form, so Mike will look into options for getting better survey response. Paul echoes the feedback that we need to bring focus back to sustainable remediation for SURF 17 (and future meetings). SURF 17 is scheduled for May 17 and 18 at Chicago-Kent College of Law. Planning is moving along, and Mike sent out an email to the Board on 2/18/11 with some updates. Potential themes are being discussed: (1) is climate change relevant to sustainable remediation?, (2) urban (re-) design planning: is sustainable remediation the new brownfields initiative?, and (3) how does

sustainable remediation fit into burgeoning corporate social responsibility models? There is some discussion about the flow of the meeting. Mike and Steve are proposing that breakouts occur during the first day, during the afternoon, and the second day is focused on presentations and whole-group discussions. There is discussion about whether or not this (e.g., only one day of “general” content and presentations) would be a disincentive to new or potential SURF members to attend. Karin suggests having presentations for no more than a half-day on both of the meeting days. The SURF 17 planning team is considering not offering any real-time participation for remote attendees. Maile suggests that the planning team get together with the Communications and Outreach Committee and discuss this suggestion. There is real concern that ratcheting down remote participation will be detrimental to increasing participation and membership. There is the suggestion to record audio and video of the meeting and provide them at cost, post-meeting, and perhaps connect the proceedings to continuing education credits. There is discussion about the conflict with RemTech, which is occurring at the same time as SURF 17. There is a reminder that the Calendar on the SURF website shows many remediation events, including RemTech, and potential future conflicts can potentially be identified by ensuring that remediation events are posted and consulting the calendar early and often. SURF 18 planning is in the works. Boeing and AECOM are going to be the meeting hosts. A downtown meeting location has been established, with excellent public transportation options. A theme of “sustainable remediation in an urban environment” is being explored. SURF 19 is in the preliminary planning stages. Karin is in contact with a legal firm in San Diego, as well as UCSD. UCSD has a student chapter of Engineers for a Sustainable World that could be a good foundation for a student chapter. Karin hopes to meet with her local contacts next week to further the discussion. Mike asks for general consensus for SURF covering up to \$2,000 in meeting expenses for SURF 17 and 18.

2. **Technical Initiatives** – The LCA document is in the final phases of editing, and the initiative group is working hard to get the draft to Remediation in early March. The Metrics initiative will be issuing their materials for peer review this weekend. The draft documents are available on the SURF website. The reviewers will have a week to review the introductory text, and two weeks to review the metrics tables. The Metrics initiative group will incorporate comments and then give the document to Kathy for technical editing. There should be a window of about 2.5 weeks before the document goes to Kathy. The Framework document has been edited by Kathy, and should be available for Board review in about 2 weeks. Each of the documents should be ready to submit to Remediation in mid-March, and the initiative leads should stay in touch with John Simon regarding their timelines. Steve reports that the Sustainable Remediation Database Initiative has put together a draft plan to develop and implement the database and has had preliminary discussions with IIT and Chicago-Kent about their participation in the initiative. In their preliminary research, the initiative has found that other groups are also trying to pursue the same idea (a sustainable remediation case study clearing house). Steve is exploring if there is an easier way to accomplish the goal of providing valuable information. The initiative plans on updating the Board once they have a better idea of what this interim approach might look like.
3. **Membership** – SURF currently has 147 members, and approximately 80 members still owe 2011 dues. Dan has received an application from Syracuse University to form a student chapter. There are five students that have submitted membership applications, but only two have paid their dues. A faculty member hasn’t yet joined. Dan suggests that he continue to work with the university to get the requirements accomplished and then the Board can vote to adopt the chapter. Brandt is going to follow up with a contact at the school to work out the student membership payment. Dan continues to reach out to other interested schools.

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4. **Finance** – Brandt reports that SURF has about \$79K in the bank. WM and BP are the latest SURF Gold sponsors. Brandt is still working on the 2010 financial review. K&L Gates have filed our annual paperwork (SURF may owe them a \$25 filing fee).
5. **Communications/Outreach** – The Committee is updating the “Who Is SURF” presentation, and will have a fresh copy on the website soon. Stephanie is going to work with the Academic Outreach Initiative (as discussed above), and the Committee will follow up with the SURF 17 planning team regarding remote meeting attendance (as discussed above). Dave is hoping to organize a call for next week regarding the Government Outreach Initiative and the group will make some decisions before moving forward. Dave will provide another update during the next Board meeting. Karin has scheduled a meeting for next week to plan and organize the Battelle SURF Framework/Metrics short-course. Paul is working on the LCA short-course, as well as talking to Carlos Pachon about providing data on footprint analyses for the ASTM guide. Karin suggests that webinars (e.g., SURF meetings, short-courses) are a good benefit with which to entice new members. Paul concurs and adds the suggestion that perhaps we consider providing the webinars free of charge to members and otherwise charging.
6. **Nominations** – No report.
5. **New US and International developments, policies, or conferences** – US: No report. International: No report.
6. **Next meeting** – The next meeting is on 3/4/11. Maile suggests putting the topic of At-Large Trustee terms on the next agenda.

Draft Agenda for Next Meeting (3/4/11):

- Approve previous meeting minutes
- Additions to agenda
- At-Large Trustee Terms
- Committee Reports
 - Meetings
 - SURF 17 and 18 planning updates
 - SURF 19 planning update
 - Technical Initiatives
 - Status of technical initiative documents
 - SR Database update
 - Membership
 - Membership update
 - Student Chapter update
 - Finance
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Meeting adjourned, 1:00 pm PST / 3:00 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary