

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

March 4, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Resolution and Amendment No. 1 to the Bylaws
- At-Large Trustee Terms
- Committee Reports
 - Meetings
 - SURF 17 and 18 planning updates
 - SURF 17 schedule conflicts – timeframe for resolution
 - Proposal to pay Region V expenses to attend SURF 17
 - SURF 19 planning update
 - Technical Initiatives
 - Review of technical initiative documents
 - Membership
 - Membership update
 - Student Chapter update
 - Finance
 - Communications/Outreach
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
 - Eurodemo/ConSoil interactive internet seminar (roundtable)
- Next meeting

Attendees:

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

Quorum confirmed. Meeting (teleconference) called to order, approximately 11:00 am PST / 2:00 pm EST.

Voting Items:

1. Approve the meeting minutes from 2/18/11
 - a. Dan – motion to approve the previous meeting minutes
 - b. Stephanie – motion seconded
 - Aye – 5 (Maile, Steve, and Paul not on the call for this vote)
 - Nay – 0
2. It is RESOLVED that Amendment No. 1 to the Bylaws is hereby approved, ratified, and confirmed.
 - a. Maile – motion to adopt the resolution to
 - b. Karin – motion seconded
 - Aye – 6 (Steve and Paul not on the call for this vote)

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- Nay – 0

Business Discussed:

- 1. Addition to Agenda** – Stephanie has been in contact with AWMA to discuss potential partnerships and activities with SURF. AWMA is proposing to collaborate with SURF on the production of webinars. AWMA already has a staff and system set up for hosting webinars. They have a technical team that supports the development of topics. The hosting cost is roughly \$2,000, which is recouped through webinar fees. She will work with the Communications and Outreach Committee to develop this idea further and report back to the Board on the progress of this teaming opportunity.
- 2. Resolution to Adopt Amendment No. 1 to the Bylaws** – The Trustees voted by email to adopt Amendment No. 1 to the SURF Bylaws. Voting was as follows:
 1. Paul Favara – Aye (3/3/11)
 2. Dave Woodward – Aye (3/2/11)
 3. Maile Smith – Aye (3/4/11)
 4. Brandt Butler – Aye (3/1/11)
 5. Stephanie Fiorenza – Aye (2/28/11)
 6. Karin Holland – Aye(2/28/11)
 7. Steven Murawski – Aye (2/28/11)
 8. Curt Stanley – Aye (3/3/11)
 9. Dan Watts – Aye (3/4/11)
- 3. At Large Trustee Terms** – Item tabled.
- 4. Committee Reports**
 - 1. Meetings** – Mike R. distributed a summary of the SURF 17 planning status (3/4/11). The planning team is considering moving the meeting to Thursday and Friday to accommodate those SURF members who are attending the RemTec conference the same week. Dave is concerned that we establish the dates as soon as possible to allow the SURF planning team, members, and other attendees ample time to plan and organize the meeting. Dave is looking into the possibility of an AECOM location for the meeting, Steve is looking into a location at EPA Region V (and has a connection at DePaul). The Board has no objections to moving the meeting dates, with the caveat that the decision is made quickly. Mike R. and Steve confirm that they are confident that they can find a venue to accommodate the new dates. The planning team will work out the scheduling. Dave and Karin suggest ending early on Friday to allow traveling that day; Maile prefers a two-full-day meeting. Mike R. and Steve wonder if the Board is open to paying any travel expenses for SURF speakers. Steve proposes travel reimbursement for government or not-for-profit employees willing to speak on sustainable remediation matters, in particular, regulators from Region V. There is some discussion regarding whether or not this is acceptable under SURF Bylaws and Conflict of Interest Policy, and if the targeted individuals are able to accept funding under their internal ethics guidelines or policies. The Board also discussed if travel funding is a true barrier to SURF 17 attendance. Mike R. and Steve will circle back to the planning team and the potential government invitees to determine what the barriers are, if any, to participating at SURF 17. A SURF 18 planning call is scheduled for next week. Karin is working on preliminary planning for SURF 19 at UC San Diego. Karin asks if SURF has a general rule-of-thumb or policy for funding meeting expenses. Mike R. has come to the Board as necessary for funding, and to date facility expenses have been in the \$1,000 to \$2,000 range. Stephanie raises the idea of establishing a Meetings and Programs Committee budget. Dave W. and Mike generally discuss the planning for SURF meeting locations, and that future planning should

consider (and perhaps weight) objectives such as location diversity, free meeting space, synergy with other conferences and meetings, and proximity to regulators/agencies that SURF wishes to interface with. (Dave Ellis joined the call around this time in the agenda.)

2. **Technical Initiatives** – The LCA and Framework documents are, or will be soon, available for final Board review and approval. The Framework document was provided to the Board on 3/3/11 and approval is requested no later than 3/11/11. The LCA document will be ready for review on 3/7/11 and approval is requested no later than 3/14/11. Dave asks if the documents need to go to the entire membership. Karin thinks not, as the entire membership has had ample time to review the document and provide input and comments. Maile adds that the process appears to be following the TI Work Product Review Policy. The Metrics documents are currently in peer review. Comments are due back on 3/4/11 and 3/11/11. Karin asks if we need a disclaimer at the front of each document, similar to what went with the White Paper. Karin and Paul suggest that we do. Stephanie suggests that we modify the TI Work Product Review Policy to establish that every SURF document carry a disclaimer. Curt asks if there should be a stand-alone executive summary for each of SURF's papers? There is general concurrence that this is a good idea, and helps with outreach and publicity. Karin asks what the proper citation should be. Should these documents follow the SURF White Paper model? The SURF White Paper model seems appropriate, with primary author bios and an acknowledgement of reviewers in a summary paragraph. Karin also asks about the timing for posting the documents to the SURF website. Dave and Maile recall that we delayed posting the White Paper to the website for 30 days. (*Post Script: Maile later reviewed a 6/18/09 email from Dave E. that indicated that the White Paper was published in mid-June and SURF delayed personal distribution of the paper until 6/30/09, or approximately 2 weeks.*) Dan asks if technical appendices, which won't be included in Remediation, are referenced in the papers. If so, it might be appropriate to post those appendices at the same time the documents are published. Karin will follow up with John Simon to see if he has an expectation and/or preference. Karin also gave the Board the heads up that the technical editing budget may be exceeded by a few hours. There is no general concern for this small overrun.
3. **Membership** – SURF currently has 150 members, and 68 members still owe 2011 dues. There is some discussion about potential groups or barriers to renewal, and the item is tabled for further discussion during the next meeting. The Board will try to get Mike Miller and the Academic Outreach Initiative on the call for the next meeting to further examine any barriers or potential issues. Dan and Brandt are working with Syracuse University to formalize the student chapter and get membership dues paid. Dan will also follow up with Tom Sale to ensure that he pays his dues so that the CSU chapter remains in good standing. (Paul joined the call around this time in the agenda.)
4. **Finance** – No report. Karin mentions that the SURF members who paid by check at SURF 16 still need receipts. She will follow up with Brandt.
5. **Communications/Outreach** – Stephanie provided an update on outreach with the AWMA (covered above). The Committee has updated the "Who Is SURF" presentation, and a fresh copy is on the website. Maile acknowledged the efforts of Paul and Karin for their efforts to keep SURF and sustainable remediation out there, including: Florida Engineering Society article (Paul), American Institute Pacific Northwest regional Conference on Sustainability (Karin), and Association for the Advancement of Sustainability in Higher Education (Karin). Maile also mentions that John Simon is looking for responders to the upcoming Sustainable Remediation Panel question in the Remediation journal. Dave W. is hoping to organize a call soon regarding the Government Outreach Initiative. Dave will provide another update during the next Board meeting.
6. **Nominations** – No report. Paul mentions that we might want a Trustee on the committee now that Dick is not on the Board.

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- 5. New US and International developments, policies, or conferences – US:** Stephanie and Karin report that ITRC is still moving forward. Dave W. reports that the EPA seems very in favor of the green remediation (as opposed to sustainable remediation) approach. Dave W. has a meeting next week with the NYSDEC. They are looking into the idea of providing training sessions. WISC is delayed, but there is still hope of finalization in the next couple of months. International: Eurodemo/ConSoil interactive internet seminar (roundtable) is coming up on 3/15/11. There is a dry run scheduled on 3/10/11. Stephanie is participating on behalf of SURF. Dave W. reports that AECOM, Golder, and CN have been in discussions about the establishment of SURF Canada. Curt Stanley and Dave Ellis will also be participating in this effort. There is a call in March and likely a meeting in the next couple of months. There is an idea to hold a joint meeting on May 31-June 1 with a regional government agency conference focused on sustainable remediation. Dave W. will be submitting an abstract for the Real Property Institute of Canada, Federal Contaminated Sites regional work shop.
- 6. Next meeting –** The next meeting is scheduled for 3/18/11. Curt and Stephanie will be unavailable for the call.

Draft Agenda for Next Meeting (3/18/11):

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Meeting adjourned, 1:00 pm PST / 3:00 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary