

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

April 1, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- At-Large Trustee Terms
- Board approval of TI documents
- Press release/campaign and promotional material for upcoming TI publications
- Three potential topics for A&WMA/SURF webinars
- SURF involvement in the 2012 Battelle chlorinated conference
- NBA benchmarking project to compare Brownfield management practices of publicly traded companies
- Feasibility of SURF/DoD and/or academia partnership on SERDP/ESTCP research projects
 - Other grant opportunities
- Committee Reports
 - Meetings
 - SURF 17 and 18 planning updates
 - SURF 19 planning update
 - Technical Initiatives
 - Membership
 - Membership update
 - SURF membership attrition, renewals, benefits, and enticements
 - Student Chapter update
 - Finance
 - Communications/Outreach
 - Academic Outreach Initiative
 - Government Outreach Initiative
 - 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	✓
Dave Ellis, Past President (non-voting attendee)	✓	Dan Watts	✓
Mike Rominger (non-voting attendee)			

Quorum confirmed. Meeting (teleconference) called to order, approximately 11:05 am PST / 2:05 pm EST.

Voting Items:

1. Approve the meeting minutes from 3/18/11
 - a. Dave W. – motion to approve the previous meeting minutes
 - b. Stephanie – motion seconded

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- Aye – 8
 - Nay – 0
2. The Board acknowledges that the TI document review process was followed, concurs that comments received were appropriately addressed, and approves the publication of the Framework document
 - a. Maile – motion to approve publication as stated above
 - b. Dave W. – motion seconded
 - Aye – 8
 - Nay – 0
 3. The Board acknowledges that the TI document review process was followed, concurs that comments received were appropriately addressed, and approves the publication of the Metrics document
 - a. Maile – motion to approve publication as stated above
 - b. Dan – motion seconded
 - Aye – 8
 - Nay – 0
 4. The Board acknowledges that the TI document review process was followed, concurs that comments received were appropriately addressed, and approves the publication of the Footprint/LCA document
 - a. Maile – motion to approve publication as stated above
 - b. Dan – motion seconded
 - Aye – 8
 - Nay – 0

Business Discussed:

1. **At Large Trustee Terms** – Maile sent a communication to the At Large Trustees asking for preferences on taking a 1-year term. One trustee responded. During today’s meeting, Dan and Stephanie also volunteer. Dan doesn’t feel strongly; Stephanie would greatly prefer a one-year term. Maile will follow up with another communication to the At Large Trustees acknowledging the two one-year term volunteers (Steve and Stephanie) and soliciting any final comments, concerns, or objections.
2. **Board approval of TI documents** – Paul reminds the Board that the TI review document is not prescriptive on how the Board should formally approve the release of TI documents. Paul asks if anyone feels strongly regarding how to do so. Brandt suggests that we vote. Paul will update the TI review document to include a final Board vote for approval to publish document. The metrics document went to the Board for review last Saturday. Paul and Maile provided review on behalf of the Board. Karin and Dave E. have provided some additional comments. Brandt is working with Kathy to edit the document in preparation for submittal for Remediation. A decision regarding where the metrics table documents will reside on the SURF website needs to be made (including case studies for the LCA document as well). The Board discussed and voted on the three TI documents (see votes above). Brandt agreed that he will send the Metrics document out to the Board for one last look prior to sending to John Simon.
3. **SURF/A&WMA Collaboration** – Stephanie heard back from A&WMA that they are very interested in establishing a relationship with SURF and co-hosting some webinars, potentially on the upcoming TI documents. The estimated cost per webinar is \$2,000. The Board needs to evaluate how to share the administration/cost of the webinar. Stephanie mentions that the potential timeframe will be in the third or fourth quarter of 2011. SURF and A&WMA would likely want to memorialize our partnership in a Memorandum of Understanding (MOU). A&WMA typically offers free or discounted webinars to membership, and charges non-members. (Dave E.

joined the call at this point.) Stephanie will follow up with A&WMA and move forward on drafting a MOU that the Board can review and potentially vote on.

4. **Press release/campaign and promotional material for upcoming TI publications** – Paul would like to develop a press release or other outreach materials for the upcoming publication of the TI documents in Remediation. Karin approached John Simon to ask if he would be willing to write an introductory synopsis or executive summary that touches on each of the three documents and how they interface and work together. John has offered to do so. The Communications/Outreach Committee asks if DuPont (Dave Ellis and Tim Ireland) would be willing to assist with a press release, in a similar manner as they did for the White Paper, that could use John’s summary as a basis. Dave E. asks if we have a “hook” with these documents, such as we did with the White Paper, to get the attention of the press. The Communications/Outreach Committee can spend some time thinking about the key selling points and circle back to Dave E. and Tim Ireland regarding the press release.
5. **SURF involvement in the 2012 Battelle chlorinated conference** – Paul will follow up with Russ Sirabian regarding opportunities for an outreach table at the 2012 Battelle conference. Maile will reach out to Mike Miller regarding costs for a table at the upcoming Green and Sustainable Remediation conference in Amherst.
6. **NBA benchmarking project** – Steve forwarded an email to the Board on 3/14/11 from Robert Colangelo with the National Brownfields Association. Steve asks if the Board would agree to forward an email to the membership announcing the opportunity to participate. Steve is going to follow up with Robert and ask for some additional information on the project, including an estimate of the effort required to participate, and will forward this information to the Board before a communication is made to the membership.
7. **Feasibility of SURF/DoD and/or academia partnership on SERDP/ESTCP or other research projects** – Paul has been examining the idea of expanding our research opportunities and efforts. He suggests that the Board discuss the pros and cons of partnering with various research organizations or universities. Dave W. offers the viewpoint that grant/research opportunities are a marketing effort, not money-makers, for his company. As a consultant, he might be faced with a decision to pursue a good grant opportunity as AECOM or SURF. Industry members don’t have that dilemma. Stephanie has some experience writing proposals for ESTCP, and receiving projects as an in-kind participant (no grant money involved). Dave W. would include the AFCEE Broad Agency Announcements in SURF’s potential avenues for research funding. Dan mentions that SURF is not currently set up to enter a contract with the Federal government. Setting up the contracting system to do so is not impossible, but it would be a fair amount of work. He offers that SURF might want to look for a company or organization to partner with that is already set up on the contracting side. Stephanie mentions that this would also be a concrete example of a benefit of SURF membership to academia. Paul is looking for a champion for exploring this idea further. Dan offers to do some research, and Stephanie will also follow up with Mike Miller and Pamela Dugan to get their input.
8. **Committee Reports**
 1. **Meetings** – Steve provided an update on SURF 17. Four state representatives from Region V will attend the meeting on Thursday. The panel discussion will begin at 1:00 pm on Thursday. The EPA regional administrator will also be invited. Curt asks if there will be meaningful discussion of green and sustainable remediation during the panel. Steve thinks so; there is a broad spectrum of regulators attending. Robert Colangelo from NBA will speak on Friday. Henry Henderson from NRDC will also speak on Friday. Dick Raymond will also make a presentation on the PLACES program. Steve will follow up with Mike R. and get a detailed agenda to the Communications/Outreach Committee in short order (late next week). Planning for SURF 18 is also well underway. Dave W. reports that John Ryan appears to be making successful connections with regulators in Region X.

2. **Technical Initiatives** – Paul is working on transitioning the leadership of the TI Committee to Karin. TI documents are in the final stretch (see votes above). The next focus is coming up with ideas for new initiatives.
3. **Membership** – Dan is following up with Syracuse to establish the student chapter. The primary outstanding issue is identification of a faculty advisor and ensuring that they join SURF. Dan is waiting to hear back from the potential faculty advisor. Dues payments have been made. Dan will continue to follow up with other potential chapters. Maile reports that we have approximately 95 members paid for 2011; approximately 55 members have yet to renew and pay their dues for this year. The Board has acknowledged that there appears to be some stagnation on membership growth, and perhaps some attrition. There is some general discussion about why we are seeing this plateau, and what potential reasons might be behind the observation. Curt suggests a demonstration or further case studies could better advertise how sustainable remediation is valuable and generate interest in SURF. He suggests that any time we have a good example of the value of sustainable remediation we need to get that back to our members and out to our distribution list.
4. **Finance** – SURF has \$68,534.83 in the bank. Outstanding debts are paid. We have spent approximately 25% of the budget for TI document editing. Brandt will follow up regarding SURF's tax exempt filing.
5. **Communications/Outreach** – Nothing additional to report (items covered above).
6. **Nominations** – No report.
9. **New US and International developments, policies, or conferences** – US: While looking into the purchase of carbon offsets, Paul learned that (1) the Chicago Climate Exchange collapsed last year, and (2) currently carbon offsets are going for \$13/ton. International: Dave W. was approached by the Real Property Institute of Canada, and has been asked to make a key note presentation on SURF for the Federal Contaminated Sites regional work shop. Dave's talk will focus on SURF and its international affiliates. There will be a SURF Canada meeting (the second meeting of the group) on May 5, 2011. Paul believes that SURF Brazil will be meeting in conjunction with a conference on October 4-6, 2011.
10. **Next meeting** – The next meeting is scheduled for 4/15/11. Dave W. will lead the call (Paul will be unavailable).

Draft Agenda for Next Meeting:

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Meeting adjourned, 12:55 pm PST / 2:55 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary