

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

April 15, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Committee Reports
 - Meetings
 - Proposal to video tape SURF 17
 - Proposal to compensate dinners for all invited guests, speakers, panelists
 - SURF 17 and 18 planning updates
 - SURF 19 planning update
 - Tentative dates: Jan 31-Feb 2
 - Technical Initiatives
 - Providing an advance copy of the TI documents to the ITRC Tech Reg team
 - Publication of Viewpoints describing our TIs in ES&T
 - Reminder to submit proposals to Karin for SURF's next TIs
 - TI proposals will be discussed further at SURF 17
 - Membership
 - Student Chapter update
 - Membership update
 - Finance
 - Communications/Outreach
 - Call for SURF Newsletter contributions
 - Nominations
- Other business
 - National Brownfield Associations' communication to SURF membership
 - 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 11:15 am PST / 2:15 pm EST.

Voting Items:

1. Approve the meeting minutes from 4/1/11
 - a. Dan – motion to approve the previous meeting minutes
 - b. Brandt – motion seconded
 - Aye – 5
 - Nay – 0

Business Discussed:

1. Meetings Committee –

1. SURF 17: Mike R. reports that planning for SURF 17 is well underway. Working on the 4 to 5 topics for the panel discussion. One of the panelists has suggested to Mike R. that SURF video tape the discussion. Mike R. would like the Board to authorize the Communications/Outreach Committee to make arrangements and conduct video recording of the panel discussion. Mike R. also would like the Board to consider inviting and paying for dinner of invited guests, speakers, and panelists. He has been offering this unofficially for quite some time (prior to incorporation), and would like the Board to adopt a formal policy. Dave W. asks what the costs for video recording might be. Mike R. thinks it would be approximately \$1500 based on similar (but slightly lower) costs in Wilmington. Brandt suggests that we look in to streaming video capabilities. Suggests that this would also be a way to share meetings with remote attendees. Dave W. mentions that a digital video file of any substantial length has a very large file size. Suggests that we have a clearly defined objective for using this material and how it would be distributed before making a decision to move forward. Maile concurs, and adds that the file size would likely exceed the maximum file size allowable on the SURF website and would have to be hosted elsewhere if we want web distribution. Steve mentions that there are legal restrictions in Illinois to recording individuals, and SURF would need to get consent in advance from all parties that would be recorded. Brandt mentions that we'd need to put a disclaimer on our meeting registration forms as well, as meeting attendees may be recorded during the discussion. Steve is going to look for some potential waiver language. Mike R. is going to speak to EPA Region V about their in-house video recording capabilities (if any). Mike R., Maile/Communications Committee, and Brandt will look into other commercial or corporate options and costs. Regarding inviting and paying for dinner for invited guests, Dave W. states that he either forgot or didn't know that we were offering dinners to our invited guests. He mentions that at AECOM he isn't even allowed to make the offer for a gift to his clients or regulators. Steve thinks that there is a distinction because AECOM is a for-profit corporation and SURF is a non-profit. Dave W. asks if SURF has paid for dinner of invited guests in the past, or if the cost of the dinners of the invited guests were covered by an overage paid by paying SURF members. While we don't track this explicitly, Brandt states that SURF is in the red when it comes to dinner receipts (i.e., SURF has paid more than it has taken in). Mike R. states that we have not set previous dinner fees assuming that paying attendees will cover the non-paying attendees. Brandt thinks that we should make the offer to pay for guests' dinners, and if their policies prevent them from accepting the offer, then they have the ability to decline. Dave W. suggests that we move towards a policy, but not renege on the offer that Mike R. has already extended to the SURF 17 guests, speakers, and panelists. Dave W. asks how many people would be extended this offer for SURF 17 and SURF 18. Mike R. states that it would be 7 or 8 or more. Dave W. asks if all speakers would be offered dinner gratis, or only speakers that SURF has specifically solicited for presentations. Sometimes SURF meetings have speakers that approached SURF and volunteered to make presentations; how would SURF distinguish between solicited and unsolicited speakers/panelists? Dave W. asks if we should vote on an interim policy now. Steve suggests that SURF go back to K&L Gates and get their advice about a policy, and what SURF can and cannot do. Maile concurs, and adds that she doesn't want Mike R. to rescind any offers already made but thinks it's too early to vote on any policy, interim or otherwise. She adds that we can likely find private sponsors to cover dinner costs of anyone who accepts if it turns out that SURF does not approve a policy to pay for the invited speakers/panelists. The general consensus is that Dave W. will follow up with K&L Gates to get more information, and then share with the Board at the next Board meeting (or earlier via email).

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2. **SURF 18** – Planning is well underway. Mike R. will be working with the planning team to firm up the agenda and theme.
3. **SURF 19** – Karin is moving forward with organization. Mike R. will work with Karin regarding the meeting length and format.
2. **Technical Initiatives** – The three SURF TI documents are in the hands of John Simon and Remediation.
3. **Finance** – WRSCcompass has indicated that they want to be a Silver Sponsor.
4. **Other** – A&WMA MOU is in the works. Stephanie will forward it to the Board as soon as it's ready.
5. **Next meeting** – The next meeting is scheduled for 4/29/11. Agenda topics tabled during today's meeting will be carried forward to the next meeting or addressed via email.

Draft Agenda for Next Meeting:

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 - Academic Outreach
 - Government Outreach
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Meeting adjourned, 12:00 pm PST / 3:00 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary