

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

April 29, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Meetings update
  - SURF 17 planning update
    - Proposal to video tape SURF 17
    - Proposal to compensate dinners for all invited guests, speakers, panelists
  - SURF 18 planning update
  - SURF 19 planning update
    - Tentative dates: Jan 31-Feb 2
- A&WMA MOU with SURF
- National Brownfield Associations' communication to SURF membership
- Committee Reports
  - Membership
    - Student Chapter update
    - Membership update
  - 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
    - Proposals for SURF's next TIs
  - Communications/Outreach
    - Academic Outreach – UMass conference call for abstracts
    - Government Outreach
  - Finance
  - 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 11:03 am PST / 2:03 pm EST.

Voting Items:

1. Approve the meeting minutes from 4/15/11
  - a. Karin – motion to approve the previous meeting minutes
  - b. Stephanie – motion seconded
    - Aye – 6 (Brandt not on the call for this vote)
    - Nay – 0

Business Discussed:

**1. Committee Reports**

1. **Technical Initiatives Committee** – (1) The LCA and Framework/Metrics courses have five attendees booked for the Battelle Conference in June. Karin and Paul are faced with a decision to go forward, put the courses on hold, or cancel the courses. Paul and Karin are leaning towards postponing any decision until May 10<sup>th</sup>, which is the new deadline for registering for the course. Karin states that it only makes sense to hold the course if they have ~15 people attending, as there are 7 trainers for each course. The SiteWise and SRT training course also has a low number of attendees. Maile asks if there is a way to contact conference registrants to directly advertise the courses. Paul will follow up with the Battelle organizers to ask if this can be done. Paul and Karin both intend to develop the training materials regardless of the decision to go forward with the courses at the Battelle meeting. Paul will prepare a communication to the SURF membership as well, which he'll send to Maile to bounce to the distribution list. (2) Karin has prepared Viewpoints describing our TIs for publication in ES&T. Paul asks if the Viewpoints will be presented by Karin Holland the SR practitioner, or Karin Holland on behalf of SURF. Karin isn't certain, but her recollection is that the authorship would be framed the same way as the short course. Paul has reviewed the Viewpoint already and Stephanie will also review prior to publication. (3) Karin wants to establish new TIs for SURF. A list was developed at SURF 16, and now we need to further develop it into a short list. Mohit has suggested a local versus regional impact TI, but Karin hasn't gotten any other direct proposals. Karin asks if the Board can brainstorm about TI ideas and how to incentivize membership to take ownership and move their ideas open. Maile asks if it might not be a little early to do so; there seems to be a low (or lower than historical) level of energy within SURF in general, and she suggests that rather than have the Board push ideas out to the membership that we work on having more exciting and interactive meetings and more personal communication amongst the membership to stimulate the membership to generate ideas. Stephanie generally agrees and thinks that we need to better empower the membership and help to ensure they know that they have the ability and power to take ideas forward. Stephanie also reports that the Academic Outreach Initiative is moving forward with their brainstorming ideas, which may generate some TIs. Curt adds that he thinks that every meeting should attempt to have a regulatory outreach component, strongly recruit local SURF members and SR practitioners, and reach out to other local/regional organizations regarding their technical/policy efforts learn and draw inspiration from that. Steve suggests that the Board survey the membership and get their feedback and ideas on how they would like to engage with the organization, what they like/don't like, what barriers they see preventing people from joining or becoming more involved, etc. Karin suggests that we could also ask what TIs they want to see move forward, perhaps starting from the SURF 16 list. Regarding the survey, Maile states that SURF might want to take the temperature of the membership first, and focus on the bigger picture, and get feedback on the TIs at SURF 17 before pushing out a short list of options to the membership.
2. **Meetings Committee** – (1) SURF 17: Mike R. reports that planning for SURF 17 is in the final stages. The panel is established, and introductory topics are being firmed up. Region 5 representatives are currently exploring their video capabilities. Mike R. had previously asked the Board to authorize the Communications/Outreach Committee to make arrangements and conduct video recording of the panel discussion and the Board had asked for further information. Mike is tentatively planning on using GoToWebinar for remote attendance and sharing the presentations and discussion. Mike mentions that the meeting will be open to the public, as is EPA's policy. Maile asks if Mike has confirmed meeting A/V

capabilities. Mike says that he thinks everything should be fine, but he will follow up with the A/V contact at the meeting location, and asks Maile if she can send him her questions or concerns. Once he knows more about the potential in-house video recording capabilities, he will report back to the Board for further discussion. Mike confirms that there will be no facility costs. (2) SURF 18: Planning is well underway. Mike R. will be working with the planning team to firm up the agenda and theme. The meeting planners are in the process of contacting speakers. There is a draft agenda, which is very preliminary at this time. AECOM/Boeing have agreed to pick up costs exceeding the \$2000 that the Board has agreed to expend. (3) SURF 19: Tentative dates are January 31-February 1, with February 2 in reserve. Karin is moving forward with meeting organization. Mike R. will work with Karin regarding the meeting length and format. The first day would likely be a joint meeting with other groups, with the second and possibly third day devoted to SURF business. Maile suggests that we go longer rather than shorter, given that this is the first meeting of the year and there is much SURF business to cover. Karin reports that she has tentatively reserved the meeting facility for the 3-day period.

2. **NBA Communication** – Robert Colangelo has provided the additional information that the Board had requested regarding the level of effort anticipated in his project. Steve will forward the final communication to Maile, who will forward the communication to the SURF membership on behalf of the Board.
3. **A&WMA MOU** – Stephanie has forwarded a draft MOU to the Board for review. Steve asked for clarification on the number of events and topics. Stephanie provided a general overview (topics are still to be determined, and the MOU is for a minimum of one event). The idea is to start with a co-hosted webinar, perhaps on one of the SURF TIs, and go from there. Paul will review the MOU and provide comments. Maile states that she has no comments. Stephanie will incorporate any comments received and intends to respond to A&WMA next week or so.
4. **Committee Reports (Continued)**
  1. **Membership** – The Syracuse Student Chapter is still in the works; the membership dues are paid and everything is ready to go except for the student advisor. Dan continues to follow up with the student regarding this issue and will provide ongoing guidance. Maile reports that a little over 100 members have paid their 2011 dues, with about 45 outstanding. Each reminder sent to our distribution list provides another small influx in renewals. Curt reports that a CSU Student Chapter field trip to the Rocky Mountain Arsenal has been scheduled; Curt will send Tom Sale and Kevin McCoy an email asking if they can share a summary of the event and some photos. Steve suggests adding access to member biographies and contact information to the website as an additional membership incentive. Maile asks if Steve can provide an example of what he has in mind.
  2. **Communications and Outreach** – Stephanie reports that the SURF Newsletter has recently gone out, and the Academic Outreach committee has recently met. Pamela Dugan and Mike Miller are working on moving the brainstorming ideas developed at SURF 16 forward. Maile reports that the Communications/Outreach Committee plans to have a breakout session at SURF 17, likely in conjunction with the Meetings group, with the objective of brainstorming on how to better empower and incentivize the membership to grow SURF (in general, and meeting attendance in particular). Maile asked (after the Finance update, below) if there were lessons to be learned from our sponsors on how to successfully “market” or sell SURF internally. There was some general discussion about how some organizations are already in line with SURF’s objectives (and hence, no “marketing” is necessary), and some others, like regulatory agencies might be slower to shift. There was also some general discussion regarding the possible ongoing misperceptions of SURF’s activities and perspectives, which may simply take time to dispel. Stephanie reported on the general opinions and comments that were expressed during the recent ASTM meeting. There is still general reluctance to embrace social and economic considerations

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in some organizations, and the misperception that GSR is being used as a strawman to weaken standards. Curt mentions that the meeting in Chicago will be an opportunity to address and discuss some of these issues. Steve believes that SURF 17 will be an opportunity to hear alternative views on sustainability, and not an opportunity to attack opposing views. He wants to ensure that the discussion will be open and respectful.

3. **Finance** – Brandt reports that SURF’s insurance has been renewed, and he is now working on the tax filing. WRScompass is now a Silver Sponsor. The current SURF balance is \$67,970.
4. **Nominations** – No report.
5. **Other business** – US developments, policies, or conferences: no report. International developments, policies, or conferences: SURF Australia is going through some growing pains, and the group is looking at ways to diversify its participants. The group lead, who is from CRC Care, has stepped down, and a new candidate to lead SURF Australia is being sought.
6. **Next meeting** – The next meeting is scheduled for 5/13/11.

Draft Agenda for Next Meeting:

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Meeting adjourned, 12:40 pm PST / 3:40 pm EST.

Respectfully submitted by,  
L. Maile Smith, Secretary