

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

May 13, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Academic Outreach Initiative
- 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
- Committee Reports
  - Technical Initiatives
    - IIT research support for Sustainable Remediation Site Database Initiative
    - Battelle short course update
    - Providing an advance copy of the TI documents to the ITRC Tech/Reg team
    - Publication of Viewpoints describing our TIs in ES&T
  - Membership
    - Student Chapter update
    - Membership update
  - Finance
    - Insurance
  - Communications/Outreach
    - Academic Outreach (see above)
    - Government Outreach
  - Nominations
- Other business
  - US: new developments, policies, or conferences
  - International: new developments, policies, or conferences
    - SURF CN update
- 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)	✓	Mike Miller (non-voting attendee)	✓

Quorum confirmed. Meeting (teleconference) called to order, approximately 11:04 am PDT / 2:04 pm EDT.

Voting Items:

1. Approve the meeting minutes from 4/29/11
  - a. Stephanie – motion to approve the previous meeting minutes
  - b. Steve – motion seconded

- Aye – 7
  - Nay – 0
2. Board approves the Sustainable Remediation Site Database Initiative’s recommendation to enlist students affiliated with IIT and its sister schools to perform research on sustainable remediation sites and generally support the Sustainable Remediation Site Database Initiative
    - a. Paul – motion to approve (as stated above)
    - b. Stephanie – motion seconded
      - Aye – 7
      - Nay – 0
  3. Board approves the renewal of SURF’s insurance policies
    - a. Brandt – motion to approve (as stated above)
    - b. Dave W. – motion seconded
      - Aye – 7
      - Nay – 0

Business Discussed:

1. **Academic Outreach Initiative** – Mike Miller joined the meeting to discuss the topic of volunteerism in general and Academic Outreach in particular. Mike has heard that volunteerism and enthusiasm is depressed because the Board is taking very close control of work being done on behalf of the organization. He has heard from several SURF members that new ideas are presumed and expected to be rejected. He feels that this has cut back on volunteerism in Academic Outreach, and at times when the group discusses ideas, in a number of cases when ideas have been generated, they have been placed on hold because the group is unsure if/how the Board is going to or should weigh in. Curt suggests that as long as a member is working on a project in a manner consistent with the framework document, then they should be OK. If not, the Board would need to look more closely. Curt recommends looking at the SURF Framework document and checking to see if there work is aligned with that and using that as the benchmark. Maile doesn’t follow Curt’s suggestion and asks for clarification: does Curt mean the procedural document for proposing new technical initiatives (TIs)? Curt responds “no”. Paul asks Mike to continue his comments. Mike mentions that several academics have considered joining SURF but either can’t or won’t join the organization due to a perception that SURF doesn’t have anything concrete to offer them. Maile asks for examples of ideas that the Academic Outreach Initiative proposed but were rejected. Mike says that a framework to provide support for research grant proposals was proposed and summarily dismissed by the Board. There was a proposal put forth, e.g. a letter of support, and Academic Outreach put together a proposal and the answer from the Board was “no”. The perception was that the Board’s response was a “knee jerk” response. Stew brought the proposal to the Board, and at least two academics had helped him work on it. Some Board members don’t recall the proposal. Maile will locate previous meeting minutes, correspondence, and the proposal and share it with the Board. Mike’s perception is that the Board is not open and receptive to new ideas. Paul mentions his appreciation for sharing this information with the Board and wants to work toward a solution. There is some general discussion about how many members share Mike’s perception and what types of solutions they might have for the situation. Maile mentions her concern that the members who have these negative perceptions seem to be looking to the Board for solutions, but it seems that the solutions and suggestions have a better chance of being successful if they come from the members instead. Mike proposes that the members and Board have further discussions to generate solutions. Stephanie asks Mike if he would be a liaison between the membership and the Board, and he agrees. Stephanie wonders if there is a lack of knowledge about how to meet with the Board or if they are hesitant to approach the Board for other reasons (time commitments, shyness, etc.). She suggests providing other mechanisms for providing direct input to the Board, such as a suggestion box. Mike Rominger suggests himself or Dave Ellis as providing facilitation for the discussion. Mike Miller wasn’t envisioning a facilitated

discussion, but something less structured. For those are available, the next discussion will occur over dinner on the Wednesday night proceeding SURF 17. (Mike Miller dropped off the call at this point.)

## 2. Committee Reports

1. **Meetings** – SURF 17 is shaping up well. The panel discussion will occur as planned with some small changes: Minnesota (Rebecca Bourdon?) will participate by phone, the contact from Michigan (Mark Ducharme?) has disappeared, and the others will participate in person. The agenda and plan for dinner has been set and has been emailed to the distribution list. No updates on SURF 18 and 19.
2. **Technical Initiatives** – (1) IIT has offered to provide the services of four students (2 from Chicago-Kent law school, 1 from IIT/engineering school, and 1 from Stewart/business school) to do research for the database initiative. The students will figure out objective ways to present existing sustainable remediation information that's already on the internet. IIT and Chicago-Kent are both excited about it. The work will occur during a 6 to 8 week summer course of the Chicago legal clinic, SURF will be treated as a client, and there will be weekly meetings on progress. The students will provide their initial information, research, and a report at the end of summer. Ray Lewis and Steve believe this is a great opportunity, and is consistent with the TI as proposed. Steve asks the Board to approve this work and allow Paul Anderson at IIT to give an update at SURF 17. Stephanie asks about the interface between the schools, students, and SURF. Steve and Ray are invited to participate in the weekly meetings. Steve will be the primary contact, with Ray as alternate. There is some general discussion about the result and use of the work. Steve volunteers to put together a brief statement of the research objectives (i.e. a scope of work). Curt suggests that we find a place to share this statement, and statements on other TIs, on the SURF website. (2) The LCA and Framework/Metrics courses received a small bump in Battelle 2011 Short Course sign-ups with the additional outreach over the last couple weeks. However, critical mass wasn't achieved so the course leaders have decided to postpone the courses until Battelle 2012. Dave Ellis suggests that the SURF courses consider joining up with the ITRC courses, given that ITRC is mandated to hold their training courses. Paul asks if there would be opportunity to present SURF's unique perspective, or if the course is focused on ITRC's technical/regulatory guidance document. Stephanie adds her understanding that ITRC's training is focused on the technical/regulatory guidance document. There is some general discussion about how ITRC conducts their training and the general content of the tech/reg document. Paul asks Stephanie to keep her eyes and ears open about opportunities and mechanisms for joining forces with ITRC.
3. **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. Maile understands that Dan is continuing to follow up with the students regarding this issue. Maile reports that 113 members have paid their 2011 dues, with about 44 members not renewing from 2010. The CSU Student Chapter made a field trip to the Rocky Mountain Arsenal and Kevin McCoy provided a summary of the event and some photos, which has been posted to the SURF news page.
4. **Finance** – Brandt has received the annual insurance renewal proposal. General liability insurance from Endurance American is \$2500; Directors and Officers coverage from Darwin National Assurance is \$926, and with miscellaneous fees the annual premium totals \$3434.33. The costs and terms have not changed from last year. There is some discussion about the need for the Board to provide annual review and approval of insurance, and the general consensus is that the Board should do so, even if costs and terms have not changed. In the course of preparing taxes, Brandt learned that our 501(c)(3) tax exemption status was not filed in 2010. K&L Gates does not believe this is an issue. Our accountant understands differently, so Brandt recommends that K&L Gates makes the filing. There is some general discussion about the timing, schedule, and implications of the filing. Brandt will follow up with K&L Gates with some direction and suggestions from Steve.
5. **Communications and Outreach** – Stephanie is going to provide the draft MOU with A&WMA to K&L Gates for review next week. Maile reports that John Simon has provided his draft introduction to the

upcoming TI publications in Remediation, which will be used as a general basis for a press release and outreach materials for the upcoming TI documents. She hopes to have a draft ready to share with the Committee during the breakout at SURF 17. Dave W. reports that SURF CN (Canada) has asked for more direct help and guidance during the formation of their organization. They asked that SURF be more actively engaged with each international group. They want our direction, advice, experience, etc. and view that as helpful and not controlling or meddling. Paul wonders if there is a way we can have a general call with the international affiliates as an outreach measure. Curt mentions that the time differences might prove problematic for an all-hands meeting. He also mentions that more direct help would not be necessary for some groups, such as SuRF-UK, which is very far along. Dave E. mentions that he has heard some negative comments regarding SuRF-UK's closed (invite-only) membership. Curt suggests consolidating contact names and numbers of the international affiliates (Canada, Brazil, Italy, France, Japan, Netherlands, Australia, UK, etc.). Maile agrees that this would be a good idea and the Board members with contacts for these organizations will assist with the compilation.

6. **Nominations** – No report.

3. **Other business** – US developments, policies, or conferences: no report. International developments, policies, or conferences: SURF Canada will informally meet again at the RPIC conference on 5/31/11 and will formally meet again in October at the Canadian RemTech conference in Banff, Alberta. SURF Canada expressed to Dave W. that they were very grateful to have SURF representatives at their first meeting (Stella Karnis and Dave W.). Other: Stephanie mentions the TI policy, and that it's not on the SURF policy summary. Maile and Dave E. recall that the Board agreed to a process, and Maile will locate it and forward it to the policy review team for inclusion with the other policies. Dave W. heard that EPA is working on a White Paper on how to extract sustainability or sustainable remediation metrics out of the nine CERCLA criteria.

4. **Next meeting** – The next meeting is scheduled for 5/27/11.

Draft Agenda for Next Meeting:

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Meeting adjourned, 1:02 pm PDT / 4:02 pm EDT.

Respectfully submitted by,

L. Maile Smith, Secretary

May 13, 2011