

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

July 22, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Committee Reports
 - Meetings update
 - SURF 18 planning update
 - SURF 19 planning update
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Student Chapter update
 - Membership update
 - Nominations
- Coordinating a research foundation for sustainable remediation
- 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 11:04 am PDT / 2:04 pm EDT.

Voting Items:

1. Approve the meeting minutes from 7/8/11
 - a. Steve – motion to approve the previous meeting minutes subject to edits discussed below
 - b. Dan – motion seconded
 - Aye – 7 (Paul Favara not on the call for the vote)
 - Nay – 0

Business Discussed:

1. **Previous Meeting Minutes** – There is some discussion about the level of detail captured in the 7/8/11 meeting minutes. Maile had asked if SURF should include the specific name of a person whose comments were relayed during the Board meeting (but the person who made the comments was not on the call). Steve asks if other elements of the comments should also be modified. Maile suggest not re-phrasing the conversation if avoidable. Generally only personnel matters are redacted from the minutes. The general consensus is that

editing to remove the name and other identifying details would be appropriate, as the person did not speak to the Board directly. The final meeting minutes will reflect this change.

2. Committee Reports

1. **Meetings** – SURF 18: Mike R. reports that Stephanie is now the Meetings and Programs Committee Chair. She will be preparing a meeting plan for 2012, with Mike's support and input, for the Board to review. The committee has scheduled a training session for Committee and Initiatives leads for July 26. The objective is to facilitate purposeful and energetic committee and initiative sessions at SURF meetings. The Committee has decided not to pursue the idea of complementary dinners for invited speakers. SURF 18 planning is progressing well; the latest planning call was July 15. There is interest from the panelists and the organizers to record the panel discussion. Mike R. is investigating if the SURF 18 proceedings can be recorded (video). Maile reminds Mike that there are several questions and comments she posed in regards to recording that are still outstanding. For future meetings: Waste Management is interested in hosting a 2012 spring or fall meeting in Houston; Northgate Environmental is interested in hosting in early 2013 in the San Francisco/Oakland area, hopefully with the participation of EPA Region IX and Cal/EPA; Brandt has suggested that Washington University of St. Louis might be available; Stephanie is interested in reaching out to Rice University in Houston; and Mike R. suggests that SURF might want to head back to DC for a meeting. Dave W. adds that it might be difficult to get EPA HQ (OSWER) to host a meeting, but we can look into it. SURF 19: The agenda is well underway, the dates have been established (January 31-February 2, 2012), and the meeting space has been reserved at UC San Diego. The first day will be a larger event in partnership with other organizations. Karin envisions working with the Communications Committee to produce some advertisement. The larger, combined event would have sponsors, and Karin is seeking feedback from the Board regarding the format and placement of logos and sponsor information on the promotional material. The sponsors would be contributing to an organized lunch, a reception, and the meeting room. Karin wants to show the partnering organizations on the promotional material, and is not sure if that's conducive to using the standard SURF layout for flyers. Karin wants to really emphasize that the first day is not only a SURF event, but it's much more inclusive and includes a number of other organizations. She wants to show that the event is really in two parts, and make a distinction between the first day and the following SURF meeting. Karin is concerned that if it is all rolled into a single announcement that it might scare off less-technical folks or those who don't know anything about SURF or sustainable remediation. Dave W. mentions that since SURF is the primary organizer that the SURF logo should be slightly prominent. Dave W. adds that if you are asking for sponsorship, there is a minimal expectation that the sponsor organization shows on the advertising. There could be some way to distinguish between participating organizations and sponsoring organizations. For example, on the actual agenda you can have the logo of the sponsor again, for the portion of the meeting that the sponsor is supporting. Karin has a preliminary program, and she will probably need to go through the presenters list and start developing a concept for which participants might want or deserve a higher profile on the promotional materials. Mike R. will help Karin to develop a draft plan for the communication that they'll present to the Board for the next meeting. Maile suggests that they refer to the existing Communications Guidelines as the basis for any proposed policy. Mike R. says that they might, or might propose new policy. Karin adds that she intends to allow the sponsors to select what they might want to sponsor (e.g., lunch, reception, etc.), as opposed to setting set sponsorship levels. Also, in terms of registration fees, which is something that Karin might want to include on the promotional materials, she proposes setting the registration fee for the SURF-only portion of the meeting at \$150 (the typical registration fees are \$150 for SURF members), or free for first-time attendees, and she proposes a separate \$50 registration fee for the first day's meeting, that won't be waived, even for first-time attendees. Dan thinks this fee makes sense, since this is a different meeting format. And it's consistent with our general meeting attendance policy. Dave W. adds that the sponsorship might inform the cost of the first day's registration. Karin adds that attendees

will be getting quite a lot for \$50 (e.g., lunch, reception). The room is being provided at a discount, at \$500/day, but there are additional costs for A/V. Karin adds that it's a very nice venue. Curt adds that he is still trying to contact Jeff Telego at RTM to coordinate a joint meeting focused on SR.

2. **Finance** – Brandt reports that SURF has approximately \$60K in the bank. There is one final question on our ledger in regards to our tax filing, but it is very close to being complete. Brandt had a meeting with K&L Gates regarding the 501(c) filing; there is some final financial information needed before filing. No new sponsors and two new members. Curt recommends that Brandt ask our contacts at K&L Gates if they know Cliff Rothenstein, who used to work for the EPA UST group, and now works for K&L Gates in DC.
 3. **Technical Initiatives** – Two new TIs were recently approved by the Board. The SR Rating System initiative had their first call this week, and the Integration of SR and Sustainable Redevelopment had their first call today. An announcement for volunteers for the SR Rating System initiative went out earlier this week; the Integration of SR/Sustainable Redevelopment call-for-volunteers will go out soon. The Framework group will present a webinar in September. The three guidance TI groups are still considering preparing short course workshops for Battelle 2012. Karin is talking to ITRC to see if more of the SURF information can be pulled into the ITRC TechReg document. Dave W. wonders how much SURF-member interest has been generated by the SR Rating System initiative. Karin hasn't heard anything yet. Mike R. was on the first call, and reports that 6 to 8 people were on the call; the initiative was well received idea and there appeared to be lots of enthusiasm. Dave W. suggests that we advertise the initiative again, and try to gain more momentum. Dave W. thinks that some people might join SURF to become part of this initiative. Dan adds that he received an email from Dick Raymond requesting that Dan contact the student chapters to identify students that might be interested in participating on the initiative. Dan asks if Karin's Integration of SR/Sustainable Redevelopment initiative would like the same outreach. Karin confirms that she would. Steve reports that the Site of Sites initiative has not yet received the draft report, but the working group is still on schedule.
 4. **Communications and Outreach** – There is an outstanding action item for Maile and Paul to prepare a survey to the membership to get feedback on hosting member bios on the web. No other updates to report.
 5. **Membership** – Dan is still working with the students at Syracuse regarding how to get them up and running in the fall. The students are still out for the summer. Dan is now thinking about how to reach out to the universities/students in San Diego to coordinate a student meeting and make an effort to encourage a student chapter in Southern California. Karin reports that she has been working with the Sustainable Solution Initiative at UCSD to help organize the meeting and reach out to students. Karin has a list of contacts at four or five universities in the area, and is willing to work with Dan on the student outreach efforts. Dave W. mentions that he has a contact, Arturo Keller, at the Bren School of Environmental Management (UCSB), that Karin could also contact for participation or perhaps sponsorship. Karin mentions that she has contacts in several of the departments at UCSD but would be very willing to reach out to others as well. (Paul Favara joined the meeting at this point.)
 6. **Nominations** – No report. Paul mentions that he'll talk to Dick Raymond and start getting prepared (or back out of the chairpersonship) for the upcoming nomination season.
3. **Coordinating a research foundation for sustainable remediation** – Paul summarizes Dave E.'s idea for a SR research foundation: SURF might serve well in a stewardship role for a foundation for research in sustainable remediation. Companies that might look like (i.e. on the magnitude of) DuPont might donate research money that could be used for grants. If the foundation can get 10 companies to donate \$25K, it would have a \$250K fund for research into SR. The grants approach is easier and there is little overhead; grants are awarded based on the level of confidence in the researchers' ability to further the field of SR. Dan adds that a model of other organizations is that the research foundation is typically separate from the parent organization (i.e., keep the money separate). The SURF foundation would be the entity soliciting gifts to support the research, based on

input from SURF members or the companies providing the money for the foundation, it would prepare a call for proposals, and the foundation, with peer-review input, would review the proposals and select the recipients. Dave W. suggests that we table further significant discussion until Dave E. is available to fill in the details of his plan. The Board can think about the general concept until the next time we talk, and develop any questions that we might have. Dan can put together some information about similar organizations. (Returned to this topic after "Other Business".) Dave E. adds that the foundation could also support scholarships. Big companies sometimes support individual university projects, at quite large costs, but by banding together, the costs are shared and money is leveraged to support broader research.

4. **Other business** – US developments, policies, or conferences: Oregon has released a SR policy. Paul or Maile will share with the Board. Dave W. has been speaking with the NYDEC. AECOM will be supporting some training sessions on their GSR policy. Some of the program managers had told some AECOM PMs (contractors for the State Superfund program) to not follow the state's GSR policy. There is inertia to amend the policy with more social metrics. Curt has been asked to chair an international remediation session at Battelle 2012. Contact Curt with any ideas or proposals. Battelle session chairs may accept abstracts until August 15. Dave E. (who joined the meeting at this point) mentions that he's been encouraging Battelle to push back the abstract deadline to October. Curt shares that the California State Water Resources Control Board adopted a low-threat closure policy. Still needs to go out for public comment. This is for retail sites only right now; the fund is running out of money. The core group that developed the policy was formed of representatives from water districts, regional boards, Sierra Club, CIOMA, WSPA. Material available on the State Board website (http://www.swrcb.ca.gov/water_issues/programs/ust/lt_cls_plcy.shtml). International developments, policies, or conferences: Dave W. reports that for the "Canadian RemTec conference" in Banff in October 2011, the organizers have agreed to add a day: a half day for SR-related presentations and a half day for a SURF Canada meeting. GSR abstracts can still be submitted for the conference. There will be a keynote talk by Dave E. and he will lead a SR workshop at the CIMAS conference in Brazil in October 2011.
5. **Next meeting** – The next meeting is scheduled for 8/5/11. Dave W. mentions that he won't be on the 8/19/11 call, when he'll be backpacking (without cell reception) in Idaho. And his birthday is 8/5/11, but he intends to be on the call.

Draft Agenda for Next Meeting:

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 - SURF 18 planning update
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Meeting adjourned, 12:37 pm PDT / 3:37 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary