

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

August 5, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Committee Reports
  - Meetings update
    - SURF 18 planning update
    - SURF 19 planning update
  - Membership
    - Agency request for complimentary SURF membership
    - Student Chapter update
    - Membership update
  - Technical Initiatives
    - Site of Sites (database) Initiative update
  - Communications/Outreach
    - SURF-sponsored student paper competition for Battelle 2012
    - Survey for member feedback on SURF-hosted member bios
  - Finance
  - Nominations
- Research foundation for sustainable remediation
- Proposed SURF Policy for "Coordinating Organization" Situations
- 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 7/22/11
  - a. Dan – motion to approve the previous meeting minutes
  - b. Karin – motion seconded
    - Aye – 6 (Dave W. not on the call for this vote)
    - Nay – 0

Business Discussed:

**1. Committee Reports**

1. **Meetings** – SURF 18: Stephanie reports that the draft agenda is posted on the website and registration is open. Stephanie is working with the planning team to finalize the refreshment situation. Karin is

organizing SURF 19. SURF 20 is tentatively planned for Houston. WM has offered to host, but Rice University could be a potential backup if the WM location doesn't work out.

2. **Membership** – A regulatory agency sent a request via the SURF website for a complimentary membership. *“I am the librarian for the [State] EPA. One of our Associate Directors is very interested in your website but we cannot purchase a membership. Lots of budget problems in [State] right now, and we cannot get permission to pay a membership fee. Would you consider granting us a complimentary membership for one year?”* Potential options are to grant a complimentary membership, provide member-like access to the website, or deny the request. (Dave Woodward joined the call at this point.) Dan points out that the request is unclear if they want a single membership or if they want an organizational membership. Dave points out that the organization would only need to have one single member, who could share everything that they acquire with the remainder of their organization (as many do). Stephanie asks if we can restrict website access to a single individual. Maile says that we do issue website access and member benefits to individuals, but we really can't police if an individual shares their member ID. Paul offers, for the sake of discussion, whether SURF should offer an extremely inexpensive membership fee for regulators. Should the fee structure change to provide a lower entry point for revenue-limited organizations? Dan mentions that we already offer a reduced rate for academics and government employees, and that the Board would need to consider the impact of any changes on the other classes of membership. The general consensus is that SURF needs to be equitable to our members, and the request for a complimentary membership should be politely denied. Maile will respond to the submitter, however, and ask if there is something in particular that they are looking for, and offer to guide them through the many materials already available to them on the public portion of the website. Dan continues to work with the Syracuse student chapter to set up a meeting and get the group off the ground. Dan will work with Karin on student outreach during SURF 19. Maile reports that there are no new members since the last Board meeting.
3. **Technical Initiatives** – Ray Lewis and Steve Murawski have received a draft report from IIT that they are currently reviewing. They will continue working with IIT over the next few weeks to finalize a draft of the report. Once fully vetted, they plan to forward a draft of the report to the Board. The initiative remains on target to have the report finalized for discussion/presentation/distribution/publication during SURF 18. Karin asks if the group will follow the same TI review/publication process as is SURF's policy. Paul agrees that they should. Karin agrees to contact Steve and Ray to remind them about the TI review/publication policy and guidance. The SR/Sustainable Redevelopment initiative is getting off the ground. Karin got a few more volunteers as a result of the newsletter email that went to the distribution list this week. Karin also received an email from the EPA asking some questions about the SR Site Rating initiative. In general, the question regarded how the SURF initiative compares to the ASTM GSR document that is currently in progress.
4. **Communications and Outreach** – Pamela Dugan of the Academic Outreach initiative asked the Board (via a 7/29/11 email to Paul) if SURF would be willing to provide a \$1,500 prize for a SURF-sponsored student paper competition at Battelle in Monterey (2012). SURF sponsored a student paper competition for Battelle Reno. The consensus is that SURF is willing to consider this sponsorship, but there is a desire that there is a sustainable remediation focus. Maile will ask Pamela to clarify how the donation would be used, and whether SURF can have input on how the guidelines or instructions to students are written. Stephanie thinks that our mission for education is broader than a sole sustainable remediation focus, so her inclination is to sponsor, even if the competition isn't SR-focused. Karin asks what SURF can do to reach out to our student chapters to encourage them to get involved with the competition. Dan will definitely reach out once the details are established. Brandt asks if we could further incentivize the student chapters by offering a “bonus” on top of the sponsorship should one of the SURF student chapter members win the competition. 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. **Finance** – Brandt is finalizing our tax filing; it is very close to being complete. Brandt has not received any update from K&L Gates regarding the 501(c) filing.
6. **Nominations** – No report.
2. **Coordinating a research foundation for sustainable remediation** – Dan put together some information about four different organizations that have research foundations (emailed to the Board on 8/4/11). ACS has a petroleum research fund. ACS was given a trust with several million dollars, with the stipulation that they spend the money on annual petroleum-related research. AWWA and WER used to have in-house research groups, with a similar model: decide on the research topic, make a selection, and award the money. A couple decades ago, AWWA and WER spun off their in-house research groups to separate foundations. Both get grants and awards from the federal government, which might have been one of the major incentives for moving the research arm into stand-alone foundations. GSA also spun off a foundation, which has been strongly funded by bequests. The society itself decides where the money should be spent. Dan adds that the 501(c) filing is a key issue, and also that the Board meetings in their current incarnation might not be the ideal platform for research proposal peer reviews and making decisions on research funding. There is some general discussion about the need for a mission or specific functions of a potential research foundation, and developing and defining the specific mission and value before we move forward. Paul adds that this would benefit SURF as well, as the definition of GSR is still nebulous in many people’s minds. We haven’t yet identified the “iconic” SR projects that can be used to provide the prime example that defines the state of the practice. SURF needs to be able to demonstrate a “pay off” for investing in SR (as opposed to some other topic, technology, or application, many of which will compete for research dollars). Paul suggests that perhaps the academic outreach initiative could start the ball rolling by coming up with some critical and valuable research needs. Paul will talk to Mike Miller and give him a general overview of what the Board has discussed, is considering, and how his initiative might help. Paul will also follow up with Dave E. on additional steps forward.
3. **Proposed SURF Policy for "Coordinating Organization" Situations** – Mike R. and Karin developed a proposed policy for when SURF is a partnering organization in regards to coordinating events (emailed to the Board on 7/29/11). Stephanie mentions that the proposed policy is a bit confusing as presently worded and suggests that definitions be provided up front. She also mentions that it is reminiscent of the draft MOU between SURF and AWMA, and that Karin should review. Dan asks for clarification on the meaning of “not act as a bank”. Karin explains that SURF would not be a middle man for paying expenses related to the coordinated event. Brandt adds that SURF can assemble and distribute multi-source funds, but SURF would not want to be in the position of “holding the bag”. There was a similar concern in developing the AWMA MOU. Paul and Stephanie suggest that the AWMA MOU be used as a template, and revise this proposed policy accordingly. There is some general discussion about the specifics of what funding might be used for at SURF 19. Karin asks if the Board has any initial feedback on moving forward with the “participating” and “coordinating” and “sponsoring” organization designations on the development of the flyer. There is some general discussion about what the next steps are. Maile suggests that Karin develop a draft, which really is necessary in order for the Board to give her specific advice on the format and hierarchy of logos.
4. **Other business** – US developments, policies, or conferences: EPA is presenting a webinar on 8/10/11 on the EPA’s process for environmental footprinting. The “EPA Region IX spreadsheet” is an integrated workbook that is very similar to SiteWise. It uses several LCA databases. A link to the webinar is on the SR calendar on the SURF website. Karin’s ES&T viewpoint will be published in the next issue. International developments, policies, or conferences: no report.
5. **Next meeting** – The next meeting is scheduled for 8/19/11. Paul will be on vacation for the next call. Brandt and Dave W. won’t be on the 8/19/11 call either, and Karin may not be available either. Maile can host the call if it goes as scheduled. Paul will send out a reminder to the Board, to see if we can anticipate a quorum or not.

Draft Agenda for Next Meeting:

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Meeting adjourned, 12:28 pm PDT / 3:28 pm EDT.

Respectfully submitted by,  
L. Maile Smith, Secretary