

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

September 16, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Time-sensitive committee reports or requests
- SURF activities and objectives
- SURF value proposition
- SURF meeting format and schedule
- 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 9/2/11
 - a. Stephanie – motion to approve the previous meeting minutes
 - b. Brandt – motion seconded
 - Aye – 7 (Dan not on the call for this vote)
 - Nay – 0

Business Discussed:

1. Committee Reports

1. **Finance** – Brandt has pilot tested a credit card processing service called Square, which looks promising as an alternative to PayPal. Our 501(c)3 application is almost complete.
2. **Technical Initiatives** – No update.
3. **Communications and Outreach** – No update.
4. **Membership** – Several new CSU students have joined since our last meeting, which is a good sign for the continuity and growth of their student chapter.
5. **Nominations** – No update.
6. **Meetings** – No update.

2. **Other business** – US developments, policies, or conferences: no update. International developments, policies, or conferences: SURF Canada: Group is moving forward. SURF’s technical initiatives have really helped to establish credibility of the movement and are helping to gain support. Paul will follow up with Stella Karnis and let her know that she is welcome to share SURF’s incorporation and by-law documents if it helps with the formation of SURF Canada. Co-locating a meeting adjacent to a conference is really helping with the outreach

and growth of the nascent SURF affiliates (SURF Canada, SURF Brazil). Dave W. thinks that this might be a good outreach model for SURF as well.

3. **SURF Activities and Objectives** – Paul emailed a mind map figure (9/14/11) to initiate the conversation. Maile also sent the 2011 goals and objectives overview to remind the Board of the input and ranking that the Board and SURF membership compiled earlier this year. Before hammering out a value proposition, the Board will discuss the components of what SURF can, does, and/or should provide to the practice and practitioners of sustainable remediation.
 1. **Research:** Paul begins the conversation by suggesting SURF explore the idea of a sustainable remediation journal. There is some general discussion about the style and scope of example journals, and whether or not there would be enough interest. The general consensus is that a journal would be a tremendous amount of work, that it would be difficult to compete and fill an entire journal with sustainable remediation-specific content, but that perhaps SURF could provide enough content to team with existing journals for sustainable remediation-themed or focused issues. SURF has begun exploring the idea of a research foundation. Dave E. mentions that DuPont is exploring plans for two NSF centers at universities that would focus on remediation. AECOM has an internal research fund and would be interested in discussing the concept of a partnership with SURF. Dave W. suggests that perhaps there is some way to link the research foundation with the funding from sponsorships. There are many questions that still need to be answered, such as whether or not SURF would have influence on the direction of research; how much guidance would SURF provide to the researchers; and how will updates and benefits of the research be communicated amongst the parties. The general consensus is that a research foundation in some form is important and SURF should continue to explore this idea.
 2. **Education:** Paul directs the conversation to education, and specifically, student chapters. Student chapters continue to slowly grow. Paul asks how SURF will continue to work with student chapters. Curt thinks that each student chapter needs a mentor or someone to guide them and provide continuity with the organization. Paul asks if we should send someone (a Board member or volunteer member) to travel/meet with the chapters. Dan thinks this is a good idea, and is trying to do this with Syracuse University at the moment. The challenge is greater when the academic advisor is not actively participating in SURF. Dan thinks we need to give more thought about the benefit to students of participating in the student chapter to facilitate the recruitment of more students. The chapters will be better sustained with more members. Dave W. thinks that if the academic advisor is not engaged and interested, then the student chapter has little chance of success. He suspects that a research foundation will grab the attention of more professors, but in the meantime, we need to focus on universities that have professors that already have an interest in sustainability or sustainable remediation and will stay engaged. Paul asks if there are any other things SURF should be doing for academic outreach. Maile thinks we need to continue to hold meetings at universities, when feasible. Paul asks if there is way SURF can influence curricula to incorporate aspects of sustainable remediation. He suggests that we could come up with a few 1-hour modules (maybe webinars) that could fit into a broader scope of a lecture series. SURF could identify a small number of topics. Dan mentions that NJIT recommended that the university, departments, and individual faculty members reach out to the companies that hire many of the graduates and find out what they think should be included in the curricula (i.e., what skills do they need or are they lacking to work for their companies). Should SURF do this same type of outreach, topics could follow upon those responses.
 3. **Influence:** Does SURF need a higher level of communication and collaboration with SURF affiliates? Dave W. mentions that we currently respond to the need as requested by the affiliates, but we could explore the idea of assigning someone to act as a liaison to the affiliates and actively shepherd them through the start up process (using SURF China as an example). Paul thinks that it would be good to set up a network of success stories and case studies that can communicate the value of sustainability. Paul asks if SURF should be seeking out membership in other organizations, or if SURF member participation

is adequate? Karin thinks that SURF member participation in other organizations has been successful, e.g., ASTM and ITRC. Maile agrees, however, points out that we've been successful as an organization at influencing the practice and concept of sustainable remediation through these efforts, but doesn't think that SURF has really gained more visibility or recognition as an organization (even while SURF members have gained that visibility and recognition). Dave W. adds that this is a difficult concept, because SURF members often are faced with representing their personal views, company views, and SURF's views when they make presentations and participate in education and outreach efforts. Stephanie asks about the level of influence SURF may have with the restrictions in our Bylaws regarding advocacy and lobbying. The general consensus is that technical advocacy and outreach is clearly part of our mission. Several Trustees mention that we need to publish and present more as an "entity" (e.g., SURF webinars, SURF publications, a SURF conference, etc.). Paul mentions that we've done very well in this effort at Battelle, but asks if we should be doing this at more conferences.

4. **Membership** – How does SURF maintain continuity of leadership? Several Trustees are term-limited and won't be on the Board next year (e.g., Paul, Maile, Stephanie, Dave W.). Dave E. and Dick Raymond are willing to work on recruiting members for leadership roles in the coming years. There is some general discussion about the diversity of the Board and desire to seek a balance of various stakeholders (e.g., industry, government, consultants, etc.). Are we satisfied with the membership numbers that we have, or does the group need to grow? And if so, what is the optimum number? Could we grow by a few hundred in the next five years and a few thousand in a 10-year timeframe? Dave W. mentions that while he wants the membership to grow, he feels that active participation of a higher number of members is perhaps more important. Paul asks for our ballpark breakdown of membership types. The majority of members are consultants, with smaller percentages of representatives from industry and academia (academic members mostly composed of students). There is some general discussion about how consultants get permission to participate in SURF (is it limited?). Maile asks if we should explore the idea of a corporate membership or something that is more transferable than individual memberships. Dave W. suggests that we explore outreach to industry. In his conversations with industry representatives, many folks have expressed interest in learning more about SURF and sustainable remediation, but haven't had the funding and time to come to a meeting yet. There is some general discussion about our regulatory outreach efforts and whether or not it is worth continuing. Several Trustees think that it is worth continuing, as demonstrated by the regulatory participation in SURF 17 and SURF 18.

4. **Next meeting** – The next meeting is scheduled for 9/30/11. Maile will be absent for the 10/14/11 meeting, and will see if Kathy Adams can record the meeting minutes.

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- Committee Reports
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting

Meeting adjourned, 12:55 pm PDT / 3:55 pm EDT.

Respectfully submitted by,
L. Maile Smith, Secretary