

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

December 2, 2011

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Board of Trustee terms
- 501(c)3 application
- Committee Reports
 - Meetings
 - SURF 19 planning update
 - future SURF meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - 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 11:00 am PST/2:00 PM PST.

Voting Items:

1. SURF will provide a gift to each official SURF student chapter of \$1,500 to fund student attendance at SURF 19 with the requirement that the funded students present a poster.
 1. Paul – motion to provide funding to student chapters as described above
 2. Dan – motion seconded
 - Aye – 9
 - Nay – 0

Business Discussed:

1. **Board of Trustee Terms** – General discussion regarding Trustee terms. The language in our By Laws is somewhat ambiguous with respect to term limits for trustees who serve one term and then serve a term as an officer. Steve asks what was the intention of the amendment to the Bylaws regarding Board of Trustee terms? Dan and Paul respond that it was to ensure that there is leadership sharing (no single individual or group of individuals

could dominate the leadership of the organization), as well as to provide continuity in institutional knowledge from year to year. Board general consensus is to reaffirm this original intent, but there is a general discussion about possible interpretations of language and the need to revise the Bylaws to clarify any ambiguities. Dan will draft the options that are available to the Board, encompassing possible changes to the language in the Bylaws to clarify the original intent, as well as various interpretations of the existing language. During our next meeting, the Board will discuss, and if necessary, vote, on what the Board needs to do to be transparent and clear when voting opens to the membership for the 2012 elections. Paul and Maile suggest that we move forward with the nominations process immediately, even without this clarification, as we are behind schedule. The clarification on terms must be resolved before balloting and voting begin, however.

2. **501(c)3 Application** – Brandt reports that he, Steve, and Paul met with K&L Gates regarding the Board’s concerns with the draft application package. He believes that everything was resolved except for the scope of SURF’s activities in regards to gifts, grants, scholarships, etc. Paul distributed a draft document to the Board for their review and input. The primary question is, when SURF gives money, how do we want to give it? It appears that SURF may not be able to give grants (money from one non-profit to another) without burdensome tax and reporting implications. The other option is giving gifts with scopes of service. Brandt’s understanding was that SURF needs to state what we intend (our vision), but the filing doesn’t need to include a detailed explanation of how we’d provide funding. The general consensus is that the application should be inclusive and flexible at this point.

3. **Committee Reports**

1. **Meetings** – SURF 19: Karin proposes that SURF provide funding to the student chapters to attend the meeting. Karin suggests that we focus on the student chapters: CSU and Syracuse. Dan reports that Clarkson may have their chapter in place by SURF 19. Brandt reports that SURF gave \$500 to CSU for a student to attend the meeting in Tampa. Paul agrees that bringing students to the meeting is a great investment. Dan asks if SURF would be doing this for every meeting, or if this is a one-time opportunity? Maile suggests that SURF provide \$1,000 to each chapter; Brandt suggests that we allow the chapters to use that funding as they see fit, with the caveat that the students prepare posters. There are no proposed changes to the registration fee policies for meeting sponsors and invited speakers. SURF 19 sponsors will be required to pay SURF 19 registration, unless they are invited speakers; fees are waived for invited speakers. Future SURF meetings: Mike R. is continuing to work with Pamela Dugan on a location for SURF 20, and with Dave E. on a location for SURF 21.
2. **Finance** – Brandt reports that SURF has received a good amount of sponsorship money for SURF 19. There are only three of the folks that Karin identified as SURF 19 sponsors who haven’t yet paid their contribution. Brandt has been working on an option for payment of corporate sponsorships via credit card. He is sending invoices to all current sponsors for payment for 2012. Brandt is wondering if the Board should consider alternative systems for credit card acceptance (other than PayPal or Square). B&A could provide the service; Brandt will investigate the cost. Brandt has submitted our tax report for last year. Brandt will look into whether or not it should be posted for availability on the SURF website. Mike R. and Stephanie are preparing a budget for 2012 meetings, which should be available for the next Board meeting.
3. **Technical Initiatives** – Not much to report. The TIs are moving along. The SR/SR initiative will be having a call with Bob Colangelo (NBA) next week to discuss the SURF value proposition, and hopes to have a draft factsheet ready in time for SURF 19.
4. **Communications and Outreach** – No report.
5. **Membership** – Clarkson ramping up their effort to establish a student chapter. Dan is working to schedule a kickoff meeting with Syracuse. Paul is continuing to talk to the University of Florida. Maile reports that membership is roughly 145, with 30 or so already having paid dues for 2012. After the nominations process has launched, she will work on the 2012 membership drive. Maile needed to drop

roughly 20 inactive members from the membership roster and website, after repeated attempts to contact them and encourage their membership renewal were unsuccessful.

6. **Nominations** – Paul will update the nominations announcement and get it back to Mike R. and Maile for review and distribution.
4. **Other business** – (1) US developments, policies, or conferences: EPA came out with their draft footprinting methodology in September, and the public comment period ended in mid-November. The EPA will now be working on how to address and incorporate the comments. Dave W. reports that a few USACE RFPs are requesting the use of the EPA methodology. Paul provided some insights on the differences between the EPA methodology and SiteWise and SRT. The EPA methodology will be a more costly approach, and the clients requiring it may not be aware or willing to pay for it. (2) International developments, policies, or conferences: SURF UK has released a new guidance document on sustainability indicators. Pamela Dugan is interested in ramping up SURF Italy.
5. **Next meeting** – The next meeting is scheduled for 12/16/11.

Draft Agenda for Next Meeting:

- Additions to agenda
- Approve previous meeting minutes
- 501(c)3 application
- Nomination process
- Bylaws and Trustee term limits
- Committee Reports
 - Meetings
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 - Future SURF meetings
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Meeting adjourned, 12:45 pm PST / 3:45 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary