

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

January 4, 2011

Agenda:

- Approve previous meeting minutes
- Additions to agenda
- Battelle student paper submissions - call for reviewers (Mike Miller)
- Committee Reports
 - Nominations
 - Bylaw Amendment, Nominations, and 2011 voting process/schedule update
 - Meetings
 - SURF 16 planning update
 - SURF 17 and 18 planning updates
 - Membership
 - Student Chapter guidance and update
 - Membership and Sponsorship renewal and recruitment drive
 - Technical Initiatives
 - Review status of technical initiative documents
 - Finance
 - Annual accounting review
 - Sponsorship update
 - Communications/Outreach
 - Government Outreach update
- Other business
- US: new developments, policies, or conferences
- International: new developments, policies, or conferences
- Next meeting – January 14, 2011

Attendees:

David Ellis, President	✓	Carol Baker	
Paul Favara, Vice President	✓	Stephanie Fiorenza	
Maile Smith, Secretary	✓	Dick Raymond	✓
Brandt Butler, Treasurer	✓	Dan Watts	
Mike Rominger (non-voting attendee)	✓	Dave Woodward	✓
Mike Miller (non-voting attendee)	✓		

Quorum confirmed. Meeting (teleconference) called to order, approximately 10:03 am PST / 1:03 pm EST.

Voting Items:

1. Approve the meeting minutes from 12/17/10
 - a. Maile – motion to approve the previous meeting minutes
 - b. Dick – motion seconded
 - Aye – 6
 - Nay – 0
2. Authorize Kathy Adams’ 12/16/10 proposal for technical editing and review of the technical initiative documents for submission to and publication in Remediation
 - a. Paul – motion to authorize Kathy’s proposal
 - b. Dave W. – motion seconded

- Aye – 6
- Nay – 0

Business Discussed:

- 1. Review of Student Papers** – Mike Miller has received 15 student paper submissions for the upcoming Battelle conference. After taking a quick peak, Russ Sirabian thinks that only one is strictly sustainable remediation-related. Mike spoke with Carol and Gina and confirmed that not every reviewer needs to review every paper (the papers can be split up amongst reviewers). Mike has two questions for the Board: (1) is the Board alright with accepting all papers into the competition, and (2) willing to review the papers? There is some discussion regarding how confident Russ is that only one is GSR-related (not strongly). Mike suggests that the Academic Outreach Initiative group be solicited as reviewers. Dave E. asks if this is the same group that reviewed the paper solicitation announcement. Maile will see if she has Mike's original request for review of the announcement. The reviews need to be complete by January 17, and a single review worksheet is returned. Each paper is ranked in four criteria and written comments are optional. The winner is awarded \$1500 and there is no second or third place. There is general discussion about the pros and cons of asking the general membership to volunteer to review a small number of papers or to have a small number of reviewers review all 15. Maile confirmed that the original request for review of the contest announcement went to the Academic Outreach group, and a final document was reviewed by the Trustees. Dave E. suggests that we put the request out to the general membership and go from there. Mike will draft a brief email today and Maile will send it to the membership on Mike's behalf. (Mike dropped off the call after this discussion.)
- 2. Committee Reports**
 - 1. Meetings** – Mike R. sent out a rough agenda to the planning team yesterday. The meeting will probably be limited to ~5 presentations, which will largely fall on the first day. There will also be a panel discussion about the response to the oil spill in the gulf. Another planning call is scheduled for 1/5/11. Mike is working with the committees to determine what time we have available for breakouts and general discussions. A general announcement has gone out and we are poised to launch the meeting registration form as soon as PayPal links are available. Dave W. asks for some details on the interaction with the USF College of Engineering 2011 Eminent Scholars Lecture Series, such as if SURF members must register, pay a fee to attend, and if it's in the same location as the SURF meeting. Mike confirms that this portion of the meeting will be in the same building, but he doesn't know if there is any additional fee or coordination that needs to occur. Boeing is still working on an alternate SURF 18 location, as Boeing's facility might be too far from downtown Seattle. Mike received an inquiry from Angela Fisher regarding the lengths of the meetings and whether or not the membership had requested longer meetings. Mike confirms that the membership requested a 2 or 2.5 day meeting, so the Meetings Committee will keep this in mind when planning subsequent meetings. Dave E. mentions that the Meetings Committee will aim to have the 2012 meeting dates and locations lined up by SURF 18.
 - 2. Membership** – Maile and Dan prepared and distributed a message for membership renewal and soliciting new members. Roughly 12 to 15 members have renewed to date, and the Committee will continue to send out reminders periodically. Brandt sent out 2011 sponsorship invoices to 2010 sponsors, but he hasn't received responses since the last meeting. DuPont, CH2MHILL, and AECOM have verbally committed to Gold sponsorships. We have received sponsorship renewals from Boeing and Terra Systems.

3. **Nominations** – Officer nominees include Paul Favara for President, Nick Garson for Vice President, Maile Smith for Secretary, and Brandt Butler for Treasurer. At Large nominees consist of Karin Holland, Curt Stanley, Dave W., Stew Abrams, Mike Miller, Rick Wice, Karina Tipton, Jake Torrens, Dan W., and Stephanie F. Dave E. also nominated Steve Murawski for an At Large position. Dick is working on getting nominee acceptances and biographic information. Mike R. is ready to launch the ballot as soon as the Bylaw Amendment voting period closes and the results are reported. Mike R., Kathy, and K&L Gates will confirm the results and certify the winners as a committee as soon as the voting period closes. Mike R. will contact the winners directly and announce results at SURF 16. An email to the complete membership will follow the announcement at the meeting.
 4. **Technical Initiatives** – Paul recommends that we accept Kathy’s proposal for the review and editing of the TI documents. It is a NTE proposal, so if fewer hours are expended, then fewer hours will be billed. The Framework and LCA documents are currently in review. Comments have been received. Documents are being revised. The Metrics document will be going out for review in about 2 weeks. All documents will be ready for Kathy to work on after SURF 16. The documents are due to Remediation in February. There is some discussion regarding if SURF 16’s agenda will allow for a general discussion on future technical initiatives. Paul points out that if we don’t establish some direction on technical initiatives quickly, we lose the opportunity to work on new ideas between SURF 16 and SURF 17. Perhaps the agenda needs to be reconsidered or reevaluated for priorities. Mike R. agrees that reshuffling the agenda can be addressed during the planning call tomorrow. Mike R. will try to work in general discussion time for three topics: (1) 2011 Goals and Objectives, (2) Academic Research opportunities (Mike Miller is point-person), and (3) ideas for 2011 technical initiatives (Paul is point-person). Mike R. will aim to issue a revised draft SURF 16 agenda by week’s end.
 5. **Finance** – We have received some membership renewals and sponsorships, and have a few invoices to pay, but finances generally look strong (close to \$38K). Brandt has a meeting next week with SURF’s accountant for an annual review and preparation for 2011 tax filing. Brandt has currently abandoned efforts for accepting credit cards directly (as an alternative to PayPal). There is no groundswell of need and no easy option. If the Board hears otherwise, they should let Brandt know. Brandt anticipates that all 2010 sponsors will renew, plus one new Gold sponsor (Arcadis).
 6. **Communications/Outreach** – Dave E. held a meeting with the State of Delaware in December using the SURF outreach presentation. Feedback was that if regulator participation is linked to professional development goals then funding is more easily accessible. Maile recalls seeing a request for a certificate of attendance and will look for the request to forward to Brandt. There is some discussion about providing something more substantial than a certificate of attendance, such as continuing education credits, but several Trustees with experience in this area state that issuing CE credits has the potential for onerous requirements depending on the state involved. General consensus is that SURF is not prepared to investigate CE credits at this time. Carol is (or shortly to be) out of pocket for Regulatory Outreach. Dave W. is willing to fill in for Carol on the Regulatory Outreach Committee if needed.
3. **New US and International developments, policies, or conferences** – US: Nothing new to report. International: SURF Brazil is moving forward nicely. SURF Japan is moving forward, but slowly. Dick will continue to work with interested individuals in 2011. Dick participated in four technology transfer sessions in November (sponsored by the US Embassy) and received lots of positive feedback and interest.

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Draft Agenda for Next Meeting (1/14/11):

- Approve previous meeting minutes
- Additions to agenda
- Bylaw Amendment and 2011 Trustee voting update
- 2011 Goals and Objectives – plan for member interaction
- Committee Reports
 - Meetings
 - SURF 16 planning update
 - SURF 17 and 18 planning updates
 - Nominations
 - Technical Initiatives
 - Review status of technical initiative documents
 - Membership
 - Student Chapter guidance and update
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Meeting adjourned, 11:45 pm PST / 2:45 pm EST.

Respectfully submitted by,
L. Maile Smith, Secretary