

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

January 27, 2012

Agenda:

- Additions to agenda
- Approve previous meeting minutes
- Nominations/elections Update
- Committee Reports
  - Meetings
    - SURF 19 planning update
      - Vote on Student Poster award (formalize email poll: not to exceed \$1,000 to attend SURF 20, Dave W., Stephanie, Paul, Brandt, Maile, and Karin voted yes)
    - Future SURF meetings
- 501(c)3 application
- Committee Reports (continued)
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
- 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 PST/2:04 pm PST.

Voting Items:

1. Motion to approve the meeting minutes from 12/16/11.
  1. Dan – motion to approve the previous meeting minutes
  2. Karin – motion seconded
    - Aye – 5 (Stephanie, Dave W., Brandt not on the call for this vote)
    - Nay – 0
2. Motion to fund an amount not to exceed \$1,000 to attend SURF 20 or 21, awarded to the winner of the student poster competition at SURF 19, the winner to be selected by a committee composed of Dave E., Dan, and Paul.
  1. Maile – motion to approve the award noted above
  2. Stephanie, Paul – motion seconded
    - Aye – 8

- Nay – 0
3. Motion to approve the 501(c)3 application forwarded to the Board by Paul Favara on January 12, 2012. K&L Gates is acting as SURF's representative in the process (Power of Attorney).
    1. Paul – motion to approve the 501(c)3 application
    2. Dave W. – motion seconded
      - Aye – 8
      - Nay – 0
  4. Motion to approve a 2012 contract renewal for Mike Rominger.
    1. Brandt – motion to renew Mike's contract
    2. Paul – motion seconded
      - Aye – 8
      - Nay – 0
  5. Motion to approve a 2012 contract renewal for Kathy Adams.
    1. Brandt – motion to renew Kathy's contract
    2. Paul – motion seconded
      - Aye – 8
      - Nay – 0

Business Discussed:

1. **Nominations and Elections update** – Candidates for all open positions. Mike has received 40 votes as of today. Last year SURF received roughly 60 votes. Maile will send out weekly reminders for SURFers to vote.
2. **Committee Reports**
  - a. **Meetings** – SURF 19: All things looking good. Final details are being worked out, in particular A/V equipment and communications. Mike suggests that the 2012 Board stays over and has a quick orientation meeting. Future SURF meetings: Colorado School of Mines has fallen through as a SURF 20 location. Mike has received an offer to host from CSU. The plan is to get the SURF 20 meeting location confirmed by SURF 19. If CSU is confirmed, Curt can facilitate a field trip to the Rocky Mountain Arsenal. Dave E. is working on the National Academy for a fall meeting, likely November. Curt may also be able to facilitate a field trip in Washington, DC. Mike has prepared draft meeting preparation guidance, which the Communications/Outreach Committee will review and modify to bring in-line with SURF policies, guidance, and communications styles.
3. **501(c)3 Application** – The application absolutely must be submitted by the end of February. Paul would like to know if any Trustee needs additional time to review the application. Several Trustees acknowledge that they've reviewed and have no additional comments. Paul recommends that every incoming Trustee review the 501(c)3 application for our "do's and don'ts", in addition to reviewing and understanding the SURF Bylaws. Paul suggests that the Treasurer, who is the steward of the document, raise this topic at the first meeting of the incoming Board. Dave W. suggests that we provide a very brief overview at SURF 19. Paul will follow up with K&L Gates regarding if the 501(c)3 application should be posted on the SURF website.
4. **Committee Reports (continued)**
  - a. **Nominations** – Covered above.
  - b. **Finance** – Brandt reports that sponsorships are coming in. Annual tax report (Form 990) can be posted on the SURF website (per K&L Gates). After SURF 19, Brandt will work on 2011 tax information. [SECTION REDACTED. CONFIDENTIAL PERSONNEL DISCUSSION.] Brandt is continuing to explore PayPal alternatives for credit card payments.

- c. **Technical Initiatives** – The SR/SR initiative is moving forward. A draft fact sheet has been prepared and will be reviewed/discussed at SURF 19. A draft for distribution will follow Ray and Dick are preparing a breakout session for SURF 19 as well.
  - d. **Communications and Outreach** – Mike Rominger has prepared some draft meeting guidance for SURF 19 that the committee will review and modify to bring in-line with SURF policies, guidance, and communications styles. The Committee will also be working with the Meetings Committee on its outreach efforts to encourage and facilitate broader member involvement in meeting planning and programs. SURF is now listed on the industry and technology advisory page on the Clu-In GSR website.
  - e. **Membership** – Dan has not heard anything from Clarkson or Syracuse regarding their Student Chapter status. The 2012 membership drive will begin concurrently with the 2012 voting period. Dan will make an announcement at SURF 19 as well. Brandt is following up with Syracuse regarding funding for student attendance at SURF 19.
5. **Other business** – (1) US developments, policies, or conferences: (2) International developments, policies, or conferences:
  6. **Next meeting** – The next meeting is scheduled for 1/27/12.

Draft Agenda for Next Meeting:

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Meeting adjourned, 12:45 pm PST / 3:45 pm EST.

Respectfully submitted by,  
L. Maile Smith, Secretary