

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

February 16, 2012

- Additions to Agenda
- Approve last board’s final meeting minutes
- Board’s expectations and goals for 2012
- Upcoming conference on sustainable remediation in Austria, partly organized by Carlos Pachon
- 501c submittal – questions/comments
- At-Large Vacancy
- Committee reports
 - Meetings
 - Finance
 - Technical Initiatives
 1. New TI initiative proposed by Paul Hadley
 - Communications/Outreach
 1. Academic outreach:
 - Syracuse faculty advisor position
 - Policy for SURF speakers at student chapter forums
 - Student sponsorship for Battelle in May
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting

Attendees:

Karin Holland, President	✓	Stewart Abrams	✓
Nick Garson, Vice President	✓	Angela Fischer	✓
Karina Tipton, Secretary	✓	Curt Stanley	✓
Brandt Butler, Treasurer	✓	Dan Watts	✓
Paul Favara, Past President (non-voting attendee)	✓	VACANT AT-LARGE	

Quorum confirmed. Meeting (teleconference) called to order at 1:05.

- Additions to Agenda - none
- Approve last board’s final meeting minutes (located here: <http://www.sustainableremediation.org/documents/>)
Last meeting minutes approved – Angela moved, Karina 2nd, no opposition.
- Board’s expectations and goals for 2012:
 - Expand benefits to members;
 - Expand diversity of organization (more student chapters and regulators;
 - Form new partnerships (ISI, international groups, etc.)

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- Improve regulatory relationships and remove perception of greenwashing. Concentrate on achieving regulatory acceptance and engagement. How can we bring this sustainable message out to regulators as part of a holistic sustainability message?
- Create additional SURF publications: more overview-type information, such as pamphlets and brochures that can be used by case managers, project managers, architects and redevelopers, community members, and other stakeholders with little time or layman's understanding of the technologies; checklists for use during projects by implementers; and material for use by members such as slides/lectures to bring to universities. Be the go-to source for resources.
- Create a sustaining plan for SURF – develop game plan for next 5 years, what are issues that should be evaluated, initiatives, maintain momentum. Determine the minimum amount of money to be kept in the bank, and evaluate how to use additional funds to make sure members see a financial benefit for their sponsorships/membership dues.
- Fund and support research. Support the creation of a research foundation. Continue work to understand how to provide funding to universities to carry out our proscribed initiatives. Process had started to identify existing funding resources. Discussion to find R&D budgets that will support higher level technology initiatives and the person to guide this work.
- Develop strategies that SURF can use to facilitate communication and cooperation between student chapters and between faculty advisors (key link). Support travel to SURF meetings and find ways to help students find internships and employment.
- Recruit one, two, or three potential treasurer replacements.
- Develop webinar opportunities and possibly conduct a meeting through webinar.
- At-Large Vacancy:
 - Motion to invite next runner-up from at-large general election (concluding January 2012) to fill the vacant at-large trustees position.
 - Karina moves, Dan seconds. Unanimous approval.
 - Karin Holland to contact Karrylan Mack or Mike Rominger to determine next At-Large trustee.
- Upcoming conference on sustainable remediation in Austria, partly organized by Carlos Pachon
 - Slide from upcoming presentation provided for board review. Board suggested adding a discussion that green is a component of sustainability, which is a more holistic approach and include the site-of-sites initiative. Slide discussed in group and is appropriate for use.
 - Discussion related to sending a SURF representative to this conference, and how to handle overseas conferences moving forward, including how to represent SURF with the other organizations globally?
 1. Check with attys to determine if any constraints on funding travel of members.
 2. Develop criteria for selection of conferences. What is value that it provides to SURF US and what value do we provide to our members by attending?
 3. Consider tax impacts from an international standpoint. Brandt to clarify any tax issues for international travel/current 501c submittal and representation by a member overseas (follow up with Karrylan).
- 501c submittal – questions/comments
 - IRS has received \$ for application.

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- No response expected for at least 6 months but we should operate as if we were approved and in accordance with application.
- Committee reports
 - Discussion to identify liaison mechanism to provide regular feedback and updates to board meetings from committees which are not chaired by board members.
 - Meetings (Stephanie and Mike R)
 1. SURF 20 Colorado State University – week of 7/23rd. Expecting a 3 day event with one day devoted to students. KH to follow up with MR to set up planning committee for SURF 20.
 2. SURF 21 12/12-13 at National Academy in Washington DC.
 3. SURF 19 – Review of feedback. Main comments related to hotel distance from venue and travel logistics.
 4. No liaison necessary as Mike R frequently reports to board.
 - Finance (Brandt)
 1. Brandt is closing books from last year and providing ledger to accounting firm. Expect turnaround before due date (which is July).
 2. Update website with current sponsors for 2012. KT and Maile to coordinate. Brandt to provide information on use of logo.
 3. Evaluation of alternate credit card processing vehicle was performed. Currently we use Paypal on website and point-of-service with Square. Bank of America contacted for rates and pricing package is more expensive. Recommend to stay with Paypal for the near future.
 4. Volunteer for apprentice treasurer - Grant Geckler. Suggest add this to the newsletter to canvas for additional apprentices. Brandt to provide material to Amanda.
 5. Board last year contributed to the award monies for the student paper at Battelle, and SURF has been asked to sponsor coming year's competition as well.
 - Prior papers did not include sustainable remediation. Ask if this can be a required component of papers.
 - Motion to provide \$1,500 for the Student paper competition at the upcoming Battelle conference. KH second – vote postponed until we can confirm that we will be able to note preference for sustainable remediation content. KH to ask Mike M and reschedule the vote for next board meeting.
 - Technical Initiatives (Karin)
 1. Existing TI update –
 - Integration SustRem/SDev -- Call with cochairs and hope to provide material to broader surf membership for review in next 2 weeks. Next steps will be for Kathy Adams to review
 - Site of Site initiatives – database of case studies and sust. rem practices. Students at Kent worked over the summer and at SURF 19 a small group of people gathered to move initiative forward and goal of deliverable in next few months.
 - Sustainable Rating System – no update at this time. Will look for volunteers to evaluate sites using ISI Envison

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2. New TI initiative proposed by Paul Hadley – fact sheet for reuse of water on-site. Invite Paul to next BoT meeting to present his idea further.
 3. KJT/AF/KH to meet to brainstorm additional materials that could be produced for technical initiatives.
 4. Notes from the “poll the crowd” session at SURF 19 will be distributed to BoT.
 5. Webinars – value proposition to members to have a reoccurring webinar for membership on topics of interest. Also note we have a memorandum of understanding with waste association – Stephanie F to follow up on webinars that they will jointly present.
 - Will provide value to student chapters
 - Agreed a good idea to move forward.
 - KH to speak to Paul Nathaniel and see if he can provide additional background on cost/technical expertise required.
- Communications/Outreach (Maile, Stephanie, Jake)
 1. Angela will serve as liaison
 - Academic outreach (Dan)
 1. Syracuse faculty advisor position – Don’t currently have a faculty advisor. Adjunct faculty has volunteered but would prefer a full-time faculty member to serve in this capacity. Dan to follow up with Pamela and Mike.
 2. Policy for SURF speakers at student chapter forums: Propose integration with guidelines for presentations to student chapters and requirements for sponsor/logo usage. Distinction between SURF members invited to speak to SURF chapters having the ability to present what they would like, compared to a speaker who is presenting on behalf of SURF. Dan to follow up with Pamela and Mike.
 3. Outreach to Chicago – opportunity to pilot a member facilitated student chapter. (Dan)
 4. Update on student chapters: fully incorporated chapters at Colorado State, Syracuse. In progress Colorado School of Mines, Clarkson. Other stages of discussions with IIT, Carnegie Mellon, U. South Florida, UC San Diego, and others.
 5. Student sponsorship for Battelle in May – as discussed above.
 - Membership (Dan)
 1. Dan will remain liaison and will work with Karina to refine procedures.
 2. Need to focus on renewals and what is necessary at this point to continue renewals to come in.
 - Nominations – on hold until mid-year.
 1. At-Large trustee as discussed above.
- Other business
 - US: new developments, policies, or conferences
 1. ITRC internet based training on Tuesday went very well.
 - International: new developments, policies, or conferences
 1. RemTech holding conference in Italy in September 2012 (third week). Caris Corp heavily involved in organization, trying for a full day devoted to SURF.
 - Conflict of interest statement to be distributed annually.
 - Karina to distribute to board.

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- Next meeting

Meeting adjourned, 11:50PST/2:50 pm EST.

The preceding represents the author's interpretation of the items discussed at the meeting. Please contact me with any discrepancies, changes, or clarifications in writing for inclusion in the record.

Respectfully submitted by,
Karina J. Tipton, Secretary