

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

March 2, 2012

- Welcome Mike Miller
- Additions to Agenda
- Approve last board’s final meeting minutes
- Discussion with Paul Hadley about his water re-use proposal (Paul will join us at 1 pm EST)
- ISO guidance development opportunity
- Research foundation update
- Sponsorship of student paper competition at Battelle 2012
- 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

Attendees:

Karin Holland, President	✓	Stewart Abrams	✓
Nick Garson, Vice President	✓	Angela Fischer?	✓
Karina Tipton, Secretary	✓	Mike Miller	✓
Brandt Butler, Treasurer	✓	Curt Stanley	✓
Paul Favara, Past President (non-voting attendee)	✓	Dan Watts	✓
Paul Hadley	✓	Michael Rominger	✓

Quorum confirmed. Meeting (teleconference) called to order at 1:03 EST.

- Discussion with Paul Hadley about his water re-use proposal
 - After presentations at SURF 19 prepared a proposal to present case studies and other materials related to groundwater reuse at remediation sites. Goal to finalize document outline at end of March 2012 and convene a team to prepare this document.
 - Discussion of proposal, previously shared with the Board:
 1. Universe of reuse applications: from acknowledging value of leaving water in the ground to ex-situ uses.
 2. Final deliverable content: July meeting – item to show progress. Professional publication or self published document/report or handbook by end of year.
 3. Paul Hadley taking volunteers – Dan Watts volunteered.
 4. How to implement on such a short period of time before finalized document? Emails to membership, etc.

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5. Discussion on how to involve student chapters. Possibility to have students work for extra credit.
 - Board discussion: Make sure goals and objectives can be met within proposed time frame. Ideal technical initiative is one that can be launched and completed in a year. Manage expectations of what can be done within a year period of time, perhaps suggest two deliverables – one this year and one for next year, depending on the outcome of his outline.
 - Considering the goals of the board are to be transparent and involve more people in problem solving, Karin provided recap on technical initiative themes:
- Update on Technical Initiative suggestions for this year:
 - Three problem statements developed in call with Karin, Mike R, Karina, Angela.
 1. Cleanup of water is a central focus of the remediation industry. How can SURF help practitioners better conserve water resources during remediation projects?
 2. How can SURF better collaborate with other groups both nationally and internationally to develop and implement technical initiatives?
 3. How can SURF assist practitioners to rate the sustainability of their remedial projects in a way that is aligned with other rating systems, such as Envision, LEED and SITES?
 - Board agrees that we should pursue water as an important theme for the year.
 - Brandt moves we accept the proposal from Paul Hadley and we evaluate the path forward after preparing his outline at the end of March, 2nd Mike. Unanimous approval.
 - Revisit other two themes later in the call.
- Approve last board's final meeting minutes. Moved by Dan for approval, 2nd from Angela. Unanimous approval.
- Welcome Mike Miller as At-Large Trustee.
 - Mike's overarching goals for the year: rating systems for sustainable remediation as a tool to avoid greenwashing; continued formation of student chapters at SURF and to find ways for students and professors to be involved in our work; further our participation in Battelle student paper competition so that it contains a reflection of the mission of SURF.
- Additions to Agenda: None.
- SURF representation in international venues: Brandt provided follow-up our 501(c)3 filing states we will not support international organizations and our legal response is that if we pay for SURF members or SURF activities that is within our charter, wherever they may be. If we support internationally based organizations, including funding research overseas, partially sponsoring a conference in Europe, etc. (for example) – change charter and would require refilling some papers with IRS. Therefore in the context of last meeting's discussion we should be able to support SURF members to travel overseas and represent SURF.
 - Suggestion to advance a budget which will include a component for international outreach.
 - Several international conferences have been announced: which are important and which will support SURFs goals? And how much budget should be extended for these conferences? Define at next meeting a set of guidelines for international participation and goals for SURF attendance. Task someone to come up with an outline for this discussion. Prepare a set of questions that we can forward to the board to guide the conversation. ACTION: Nick and Karin to develop and circulate next week for review prior to next BoT call.

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- Sponsorship of student paper competition at Battelle 2012:
 - Current student competition (2012) is over, awards selected but not yet presented. No sustainable remediation content this year, as was last year.
 - This year statement was included in call for papers to student papers stating that sustainable remediation was an element for judging.
 - Moving forward, may be better to have a stronger but similar statement with other judging elements, footnoted with a definition of sustainable remediation and a contact for students who need more clarification. Develop a mentorship protocol to assist students who need additional effort to include sustainable remediation.
 - Have not formally approved funding for this year and this was perhaps not clearly communicated to Battelle as we are listed as a sponsor and we were given input into the statement in call for papers.
 - Engagement in the paper competition may inform our use of space at Battelle.
 - Begin this discussion much earlier in the year next year to avoid this from occurring again.
 - Motion to approve our sponsorship of student paper competition in 2012 and pay the \$1500 sponsor ship fee. Dan 1st, Karin 2nd. Unanimously.
 - ACTION for Mike and Dan – before next spring, develop better process with Battelle to ensure sustainable remediation a component of this competition. Mike will also get input from Battelle.
- ISO guidance development opportunity: Karin spoke to Paul Nathaniel. Develop an ISO guidance that is informative, not prescriptive, to guide countries where there is nothing in place yet and to assist those who are already developing guidance. Questions: would SURF be interested in helping? Would SURF like to take part as a lead contributor? Or would SURF prefer members participate?
 - Would like to avoid friction as seen in ASTM.
 - Mission to provide guidance, not policy. Need to be comfortable that this is a guidance document
 - International aspect – coordinate with other SURF groups?
 - Determine mechanics of how this will work – other ISO experience informs that each country has a group that meets separately to determine that country's perspective/requirements on the document.
 - Not analogous to ASTM involvement because that is a company-based membership.
 - Interest to get more information and determine how we can play a role.
 - Good opportunity to influence the words that are used during sustainable remediation however, need to confirm that this doesn't bridge into advocacy.
 - Karin to get more information and relate back to the group.
- Research foundation update: Karin spoke to Dave Ellis to determine state of current research foundation – i.e., a foundation to provide funding to work on a specific topic relating to sustainable remediation. Currently, have not contacted universities. Need to establish what the problems to solve are and what also need to come up with a core group of contributing companies to fund the foundation. May need to be separate from SURF (banking and accounting mechanism).
 - May not need specific questions, rather, examples may be better suited to the academic process.

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- Aspect: moral support to research – develop a procedure that will funnel academic research through SURF for approval.
- Within Board, ID small group interested in this topic and come up with a list of questions or things to be considered. Volunteers: Stew, Dan, Karina. ACTION: 2-4 weeks to come back with suggestions. Reach out to Dave Ellis.
- Committee reports
 - **Meetings** [Mike R] – SURF 19 thank you notes sent out. Positive feedback from meeting. SURF 20 – 6-8 people have volunteered for planning team and leadership has been finalized. SURF 21 – at National Academy Sciences in December. Planning team set up at this point. Typically like board membership on planning teams. ACTION: Mike to send emails inviting Board to planning meetings. SURF 20 Angela will help SURF 21 Nick will help. Question re: role of politicians at SURF 21: serve as a welcoming committee. At next board meeting Mike R will submit list of venue expenses for next two meetings for approval.
 1. Re: Liaison – Stephanie to continue as Chair if she is inclined, and Mike R can serve as liaison. ACTION Karin will confirm would like to continue as chair of meetings.
 2. Rocky Mtn Arsenal tour for SURF 20 to be settled as before or after the proceedings.
 - **Finance** – Nothing to report.
 - **Communications/Outreach Report** [Angela]:
 1. Goal for year-- Strengthen and broaden outreach.
 2. Recent activities
 - Draft newsletter in review
 - SURF Slide submitted for upcoming US-EU perspectives on GSR on March 6
 3. Finalizing breakout session notes from SURF 19 so that new outreach activities can start, in particular, government outreach and webinar sessions. The key action items identified in the breakout session were:
 - Map synergies and partnerships (Poll membership)
 - Develop a list of potential members by reaching out to industry-related professional societies. (Poll membership)
 - Cross-reference/list complementary initiatives with similar organizations
 - Develop master list of conferences. Encourage membership to update communications group on conferences scheduled to attend in an effort to increase SURF presence at conferences.
 - Social networking.
 1. Set up twitter account: get our information from Amanda
 2. LinkedIn
 - Develop a webinar program.
 1. Identify topics
 2. Develop a style guide
 - Reach out to regulatory community
 1. Get contact list from Dave Woodward

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- Develop an outreach strategy - follow up on what was previously started by Carol Baker, Todd Martin, and
 - Develop a technical initiative to encourage industry to include GSR into Annual Sustainability Reports.
- Regulatory Outreach: Karin to follow up. Suggests reach out to ITRC group as well, and SURF to make an effort at every meeting to reach out to local and state level regulators and invite them to participate. Note: new member from WI DNR after Chicago meeting. Also: Minnesota is rolling out their program. Karin is going to meet with MI soon.
- **Technical Initiatives** –
 1. Sustainable redevelopment paper ready for review - need lead for board review and lead for membership review. Dan and Angela will review on behalf of the board. Communications Committee will send an email to larger membership requesting review as well.
 2. Paul Nathaniel is suggesting we test software Go To Meeting and may want to invest in this software to use for webinars. Karin to test during sustainable redevelopment meeting.
 3. Revisit two other theme in future meeting. Karin to email out to Board for review and future discussion.
- **Membership** – DAN.
 1. Syracuse update: Chapter advisor will be IDed by president. University has agreed to pay membership fees for 5 additional students.
 2. Speakers at student chapters: DAN is working on protocol.
 3. Karina/Dan to work together on membership renewals. ~200 people on master list, we have ~85 current 2012 paid members.
 4. Colorado School of Mines nearly done with their paperwork. Dan has volunteered to review paperwork iteratively with universities.
- **Nominations** – on hold until next year.
- Other business
 - US: new developments, policies, or conferences – Low threat closure in California is moving forward. GRA has been involved on this but not supportive. Sustainability is touched upon (but not implicit) in this protocol. May want to use this as a talking point as we move forward with GRA.
 - International: new developments, policies, or conferences – none noted.
- Next meeting will be held in 2 weeks.

Meeting adjourned, 12PST/3 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