

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

March 16, 2012

- Additions to Agenda
- Approve last board’s final meeting minutes
- Proposed SURF Travel and Conference Guidelines, circulated by KH on 3/7/12
- Discussion of Proposed SURF TI Themes for 2012
- Meetings Committee Liaison position volunteer
- Update on Karin Holland’s discussion with USEPA
- Proposed Research Foundation: level of SURF engagement and Next Steps
- 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	✓
Mike Rominger	✓		

Quorum confirmed. Meeting (teleconference) called to order at 1:15 EST.

- Additions to Agenda – Student Chapter Memberships.
- Approve last board’s final meeting minutes – moved and approved.
 - Note: expedite move towards using a document sharing program such as go-to meeting during these calls to help share materials visually.
- Discussion of Proposed SURF TI Themes for 2012 – suggested overarching themes to govern selection of technical initiatives. Problem statements as previously proposed are:
 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?

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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?
 - Angela clarifies that #2 “other groups” does not refer to only sustainable remediation groups. Need to determine how we will create a framework or structure to liaison and work with other groups. Karin has been interacting as point person with other international groups.
 - Motion to make 2nd and 3rd overarching goals for setting initiatives to be #2 and #3 as described above. Mike M moved. Dan 2nd. Unanimous.
 - Discussion if this precludes creating a 4th overarching goal for 2012. Understanding that it does not, but it will help the membership refine technical initiatives into more focused endeavors.
 - Get board leadership for 1, 2, and 3. Communicate progress on the initiatives, interact with specific TI leaders. Dan Watts has already volunteered to work on #1 (water).
 - Next steps: Board to explain initiatives to enrich content within each idea. Send out an email with the help of Stephanie/Communications. Should include: how do I participate, what ideas are solicited, who are they sent to? Karina/Karin/Angela to draft this email.
- Proposed SURF Travel and Conference Guidelines
 - Draft guidelines circulated for review by the board. Initial feedback from BoT discussed herein. Context – upcoming meeting in Austria has lead to questions if SURF would be officially involved, and if they would support their representative in expenses/travel to the meeting. Add an introduction to the guidance which describes the purpose: to facilitate SURF representation and participation at international conferences. Only stipulation from legal is that the representative must be a member of SURF, and out-of-pocket expenses would be reimbursed. Ensure that Board members, if they are applying, should be excluded from the discussion during approval process. Stipulate that requestors first exhaust parent organization sponsorship prior to requesting funds from SURF. Key is that the Board will use its discretion to determine if the activity provides demonstrable value to SURF. Also add national policy to this document and reformat as “Travel Guidelines.” Request additional comments to be sent to Nick, who will incorporate send a revision out prior to next meeting. Also request statement of what is permissible expense as per IRS/Mission/Charter to be attached to final guidelines. Brandt to reach out to Karylann for this component.
- Update on Karin Holland’s discussion with USEPA Region 5:
 - EPA region 5 would be happy to provide the venue for another SURF meeting.
 - Proposed ideas on potential technical initiatives that would be helpful to them. These EPA-proposed TIs include:
 1. A fact sheet discussing the sustainability of different sources of energy to power remediation equipment (e.g. solar vs. wind, coal vs. natural gas...)
 2. A fact sheet on worker safety – Discussion: not clear which group of workers this is limited to.
 3. Provision of webinars (this would be very helpful in light of the EPA travel restrictions) – Discussion: format of these webinars – would this be proceedings at meetings, or webinars specific to sustainable remediation topics. How to avoid redundancy with other groups like ITRC and Clu-In?

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4. Case studies piloting ASTM guidance and the EPA methodology for understanding and reducing a project's environmental footprint
 - Invite Deb Goldblum (EPA Reg 3) to a BoT call to discuss these Technical Initiatives and clarify. Ask Karin to invite Deb for further discussion.
 - Note on video of panel discussions: state regulators were excited to participate in a recorded panel and USEPA eager as well, however, legal implications were not fully evaluated and equipment was not available to video at the time.
- Proposed Research Foundation: level of SURF engagement and Next Steps [Stew]
 - Call held with Dave Ellis, who has pursuing funding from larger corporations to support sustainability research. At this time the board needs to determine if it should pursue engagement as a research foundation (with all that this entails). Many questions remain to be answered – such as where will money come from, how will it be managed, what involvement will SURF have to manage the funds and how they are involved in discussions.
 - This does fit under current mission statement.
 - BoT in agreement that this is an interesting idea and would like to pursue it. Include a working group in Colorado to further drill into it.
- Battelle attendance: Brandt, Stew, Nick, Mike Miller, Karin, and Angela will be in attendance. Also plan for booth staffing during the Battelle conference – discuss at next BoT meeting a SURF get-together and booth staffing.
- Committee reports
 - Meetings [Mike R]: Planning teams for SURF 20 and 21 have been expanded and budget estimates should be completed shortly for BoT review at next meeting.
 - Finance [Brandt]: 501(c)3 status accepted by the IRS. Next efforts are to finalize books for 2011 and send to accountant for timely tax filing (due in July). Also Carus not noted as a sponsor in the newsletter, and this will be corrected in newsletter and on the website. Has developed a budget evaluation for actual costs/revenues for last 2 years [see table attached]. Can we measure how membership has grown over the last few years, and do we expect it to continue to grow? Brandt, Karina, and Maile to discuss payment of memberships in the fall and how it can be applied towards 2012. Also clarify in the newsletter and on the application form to avoid any confusion. What additional information would the BoT like from Brandt: Year end tax statements have been posted to website as year-end statements. No formal treasurers report submitted to the membership to date – suggest the table to be submitted by Brandt will be used as a regular reporting format. Brandt to develop a report form that shows what has been spent and what is expected to be spent.
 - Technical Initiatives
 1. Academic Outreach [Mike] – SURF 19 brainstorming sessions submitted to Pamela and Mike M by student chapters for review and to create a value proposition for academic participation in SURF. Also Pamela gave a presentation at a university in Chicago and a student organization is being formed there as well.
 2. Sustainable Redevelopment – The communications committee will be sending an email to the SURF membership soliciting volunteers to review the sustainable remediation and redevelopment perspective paper

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3. Paul Nathanail continues to reach out to international SURF groups (and others) regarding the development of an ISO guidance document on sustainable remediation. More information will be shared as this develops.
- Communications/Outreach [Angela on behalf of]: telecom to discuss 2012 objectives – determine to strengthen and broaden outreach to include professional societies and to map and link synergies with existing groups. Facilitate and market SURF attendance at conferences and other presentations. Develop a webinar program. Initiatives with GSR/CSR – encourage remediation reporting. Create additional SURF materials as described in BoT goals. Tentative date to meet next month with full committee and form working groups.
 - Membership [Dan] –
 1. New Student Chapter Memberships: Colorado School of Mines and Clarkson. Both have completed application and the constitution of the chapters meet SURF requirements. Dan has confirmed that 5 student members and an advisor at each school have joined and are paid. Dan will confirm with the Clarkson advisor that they have official approval to continue. Move that conditional on this item, SURF accept these two new student chapters. 2nd and approved unanimously.
 2. Syracuse U requesting a SURF member to serve on a panel discussion about green jobs – who can discuss within the NYS context.
 3. Board would like to recognize Pamela Dugan for her successful efforts to expand SURF student chapters
 4. Current 2012 membership: 98 paid in full and 118 not yet paid. Dan to work with Maile to discuss reaching out to members.
 - Nominations – on hold until end of year.
- Other business -- none to discuss today.
 - Next meeting to be held on March 30th.

Meeting adjourned, 11:51PT/2:51pmET.

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