

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

June 22, 2012

- New Additions to Agenda
- Approve meeting minutes
- SURF Budget Status
- SURF 20 Communications and Agenda
- SURF Communications Guidelines (attached)
- Additional Assistance for Pamela
- Committee reports
  - Meetings
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
  - Nominations – on hold.
- 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 Fisher	✓
Karina Tipton, Secretary	✓	Mike Miller	✓
Brandt Butler, Treasurer	✓	Curt Stanley	✓
Paul Favara, Past President (non-voting attendee)	✓	Dan Watts	✓
Mike Rominger			

Quorum confirmed. Meeting called to order at 1:05

- Next board call – move 7/6 meeting to 7/11.
- Additions to Agenda – None
- SURF Budget Status
  - Brandt sent a summary of 2012 costs (actual 1H2012 and projected 2H2012). Summarized the assumptions and discussion on costs and income to the organization.
  - Suggestion that the Washington DC registration fee be increased to accommodate any additional food and beverage costs required by the facility. Also may want to increase the meeting cost to reflect the smaller venue/limited attendance.

- Requests specific direction from the board to address student chapter sponsorship. Board notes that no commitment to sponsor students at SURF 21, but that we will provide them funds for SURF 20 and they can also apply that towards SURF 21 if funds remaining. Student chapters have been informed that the sponsorship was ensured only for SURF 20, with no future guarantee.
- Grant Geckler is interested in participating as treasurer, and will be on-site at Colorado State to manage registrations.
- Shows that we will overspend our income this year and erode our existing assets.
- Student sponsorship is a new policy and has jumped quickly. Remarks that it does not appear to be sustainable, and perhaps the student chapters could be awarded chapter prizes based on plans for current year or accomplishments of previous years. Also continuing on the student poster contest, or a set annual award to student chapters to use at their purview. This is an item to keep on the radar as we continue to plan for future meetings.
- Need to emphasize local sponsorship at meetings and more corporate sponsors of the organization. Should consider this in 2013 budget process. Suggest starting this after the next SURF meeting. Also should evaluate how to create incentives to advance to higher level of
- All student chapters are recommended for sponsorship at SURF 20, with the ability to use this money to attend SURF 21 for special cases such as Colorado State, who is hosting SURF 20. Brandt will distribute money. Colorado State University, Colorado School of Mines, University of Illinois-Chicago, Syracuse University, Clarkson University.
- Suggest we revisit the budget every 4-6 weeks.
- SURF 20 Communications and Agenda
  - Since last call preliminary publicity released and immediately received negative feedback from many with concerns too much of a focus on alternative energy and exploration, with little remediation content. Followed by a call on 6/14 with several board members, Mike R, and Tom Sales, to determine how we can re-envision the meeting to conform more to the SURF mission. Planning communication has revamped the publication and Karina and Karin reviewed and finalized to Maile.
  - Karin has been in close and frequent communication with concerned parties to resolve concerns.
  - This brought to light some communications and thematic concerns related to how SURF plans and communicates to its membership. These have been addressed through the process and moving forward SURF will be in a better place to manage the efforts of volunteer planning committees without micromanaging, while guiding the meetings towards clearer support of the mission without restricting it.
  - Agenda publication will be key to on-board concerned members, and will be posted to the website ASAP as well. Noted that even for talks that are more specific to the energy industry, there is cross-boundary information that can be shared and learned from.
  - Day 1 in the afternoon – originally time off scheduled, but because of the appearance of the half-day to non-student members wanted to create a benefit to attend on Day 1 and give the students the best audience of professionals possible.
  - Rocky Mountain Arsenal confirmed to be day three after lunch.
  - Student posters to take place on Day 2, to permit greater professional engagement with students.

- SURF Meetings Guidance – prepared by Maile, Stephanie, and Kathy to guide and structure future meetings. Karina, Dan, and Angela to provide comments to Maile prior to next board meeting.
- SURF Communications Guidelines – Board requested to revisit the guidelines and promote them to the membership/committees as a refresh.
  - Finalize first week in July.
- Committee reports
  - Meetings – SURF 20 covered above. SURF 21 planning call scheduled for July 21.
  - Finance – covered above.
  - Technical Initiatives
    1. Sustainable Redevelopment paper with Kathy for review and editing. Expect it to be finalized in next 1-2 months.
    2. Ratings System initiative kick-off meeting held this week.
  - Communications/Outreach
    1. Note discussion on guidelines as above.
    2. Academic Outreach Committee has now reached 5 student chapters, and the quick increase has increased the work load significantly. Currently one point-of-contact with all student chapters, and the need to diversify amongst additional individuals is clear.
      - Proposal to assign a SURF member to each student chapter as a liaison, starting with process of forming the student chapters.
      - Will need to create some procedures/guidance, and request volunteers to assist. Also keep in mind that the faculty advisors should be engaging directly with SURF and advising their student chapters and their commitment to SURF will have long lasting benefits for both the educational institutions and SURF.
      - SURF 20 would be a good venue to discuss this because of the student chapter focus and the
      - This is a good cue – need additional discussion with other responsible individuals around
  - Membership
    1. No report for this meeting
    2. Additional questions received – do first time members have discounted or comped membership? We had specifically voted on SURF 19 but not for future meetings. Currently also providing a 20% discount to first time membership registrations made at meetings. Discussion surrounding the question: is this an incentive if it is passed through to corporate expense reports.
    3. Motion made to grant the 20% discount extended for initial membership to people attending a SURF meeting be continued through the end of 2012, and recommend that the next board revisit the issue for 2013 and later.
    4. Discussion that others who are not included in the bi-weekly board calls may feel distance from SURF. Suggestion received that a regular “all-hands” SURF membership call be scheduled to discuss board agenda with Q/A, what’s going on outside of SURF, and other action items. Potentially an hour 1x a month or every two months.

- Agree that this would be a good way to keep the membership in-touch, but want to make sure that the scope can be restrained to a monthly call. Quarterly calls may be more appropriate.
- Meeting minutes are on the website and committees' updates might be useful as well.
- Also disconnected feeling after SURF meeting – a recap call may be required for these as well.
- Can a calendar to track the SURF meetings and opportunities for engagement be easily embedded to the website?
- Karin suggests this be presented to the membership at SURF 20 for discussion. This can also be educational, and to share the various ways to interact (i.e., meeting minutes, committee reports, etc) with SURF. Suggest various ways to get in touch – podcasts, rss feeds for minute updates, etc. How to propose? Suggest a brainstorming session at SURF 20. Will give people a voice to make suggestions. Note to discuss further at Board call immediately before SURF 20.
  - Nominations – on hold until early August.
- Other business
  - US: new developments, policies, or conferences - none today.
  - International: new developments, policies, or conferences
    1. First SURF international chapter call set up for July 17<sup>th</sup>.
- Other business -- none to discuss today.
- Next meeting to be held on July 11<sup>th</sup>.

Meeting adjourned, 2:30 pm ET.

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