

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

July 20, 2012

- New Additions to Agenda
- Approve meeting minutes
- SURF submission and participation in Brownfields 2013 – revisit topic from last month
- Communications Policy from Maile – finalize
- USEPA late presentation request
- Fees for meeting attendance and/or membership
- Student Paper Competition proposal for Battelle 2013 (Mike Miller)
- SURF 21 Proposal by Maile (11AM PT)
- Last Minute SURF 20 Items
- 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	✓	Maile Smith	✓

Quorum confirmed. Meeting called to order at 1:03 ET.

- Additions to Agenda – added above.
- SURF submission and participation in Brownfields 2013 – revisit topic from last month
 - Deadline is August 3rd for idea submittal. Note to prepare thoughts and come prepared with ideas before the next call (8/3).
- Student Paper Competition proposal for Battelle 2013

- Battelle has responded to suggestions to improve student poster competition with additional proposals. This contains all components the board desired for a SURF supported paper competition. Note that we should also remind student chapters to submit papers as well. SURF supports the student competition financially currently. Motion to accept the Battelle offer for a SURF student paper competition as part of the upcoming bioremediation symposium. Seconded and approved.
- Last Minute SURF 20 Items
 - SURF 20 coming along very nicely – approximately 63 registered. Dinner up to 53 people attending dinner and Arsenal tour has 19+.
 - Day 1 focused on student presentations and a SURF tutorial led by Dave Ellis.
 - Day 2 Speakers from the CO area
 - Day 3 breakouts and additional papers in the morning. Goal to adjourn by noon for tour.
 - Meetings and Programs guidance has been revised and will be tested during SURF 21 planning. The goal is to have communications policy guide the schedule for meetings.
 - Local EPA regulator would like to attend for July 25th and has a poster for presentation. Question for board: extend last minute attendance and presentation for this regulator? In San Diego two DoD members attended under student registration based on their current enrollment in a graduate program. Recommend bringing up the question of regulatory fee policy at future meetings. Board agrees to allow regulator to attend the meeting and present his poster.
- Fees for meeting attendance and/or membership – request for board to discuss raising fees for meeting attendance, especially in light of additional costs for SURF 21.
 - Venue costs are expected to be approximately \$3,200, including normal A/V support. Currently, most venues are nearly cost-free. SURF 20 anticipated to be less than \$1,500, but financial planning reserves \$5,000 for each venue.
 - Food must be provided by specified caterer, which may run up to \$80/pp for all food over 2 days. Planning committee evaluating how to manage this additional cost and will make a recommendation to handle this.
 - First night dinner will be held off-site.
 - Suggestion for implementing a tiered fee structure: provide SURF members benefit by reducing their cost of attendance. Also this meeting will be very popular.
 - Question surrounding fee raise: do we prioritize raising fees to generate income or are we more concerned about recouping all meeting costs? In light of open communication with SURF members it is important to clearly state, if fees are raised for SURF 21, the rationale for this.
 - Mike R to discuss with planning committee (8/1) and revisit at next board meeting.
 - Also consider that membership should have ability to register before the venue is opened to general public. May increase membership. Also should discuss membership term and if a late-calendar-year membership will be for only a couple of months.
- Meetings and Programs Guidance – Maile and Stephanie have recently updated. Move to approve the guidelines as circulated by Maile. Approved by the board.
- SURF 21 Proposal by Maile
 - Proposal to prepare a second white paper – provide a status of sustainable remediation across the globe. Would like to accomplish most of the white paper leading up to and at the SURF 21 meeting. Need fast review and turnaround from the board. Attendees and participants will primarily be from SURF affiliated organizations from around the world. Board approval necessary for technical editing as well.

1. SURF affiliates have been approached about their participation by Dave Ellis and Robert Armstead.
 2. Karin: International SURF teleconference has been implemented with discussion on how to collaborate on Tuesday (7/17) and this can be discussed further in that group.
- Also requesting sponsorship from SURF to fund some of the invited guests. Other invited guests for SURF 21 have been sponsored by SURF members and their organizations.
 - Timing: Group would like permission to forward announcement to National Academy notifying them that this will be an international meeting and generate a white paper. Board approval requested for the concept of the white paper.
 - Announcement draft read by Maile. Two announcements – one for membership and one for NAS.
 - Some concerns re: budget, and if it can be afforded this year. FYI technical editing was 48 hours on prior topics.
 - Concern to make sure not spreading too thin – but appears to be a global effort, so will not impeded SURF US current technical initiatives.
 - Need to confirm if SURF 19 was also billed as an international conference – if so, revise announcement draft for SUR F 21.
 - Request for distribution of the SURF 21 Theme and call for abstracts, including statement that information and opinions shared at SURF 21 will be compiled into a Sustainable Remediation White Paper, the details of which will be agreed upon and the budget approved by the SURF board at a later date.
 - Urgency of request is due to the need of international SURF chairs to attend visas and the requirement of the NAS to approve communications.
 - Move to accept the proposal – seconded and approved.
- Committee reports
 - Meetings – no additional items other than those discussed above.
 - Finance – no additional topics.
 - Technical Initiatives – no new items.
 - Communications/Outreach
 1. Student chapters – May try to assign an additional SURF member to each chapter as mentor and guide. Need to make sure that the advisor will be engaged as the mentor to the group, but SURF member would be on-point to help with SURF procedures and protocols.
 2. (Maile update) – SURF Newsletter out this week and will be preparing at least one before SURF 21. Also reaching out to American Geophysical Union
 - Membership
 1. New student chapter forming at Stanford. Forms nearly complete but university will not approve until November. After application received Dan plans to request provisional approval of chapter pending university approvals.
 2. Fees for attending meetings – some students at Colorado School of Mines – would like to attend as students “walking in” as CSU do. In this case, SURF members agreed to sponsor Colorado School of Mines students but final details not yet reached.
 - Nominations – on hold
 - Other business
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1. International SURF call will be held every three months. Secretarial role supported by SURF UK and meeting minutes will be prepared after each meeting.
 2. Platform presentation submitted for Vienna conference by Karin and accepted, and hopeful a SURF representative will be able to attend.
- Next meeting

Meeting adjourned, 2:40 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