

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

August 3, 2012

- New Additions to Agenda
- Approve meeting minutes
- SURF submission and participation in Brownfields 2013 – come prepared with ideas for submittal – the deadline has been extended to August 24.
- Reflections on SURF 20
- Fees for meeting attendance and/or membership – revisit after discussion with SURF 21 committee. Also check in on student for local universities – should they receive free attendance as the host universities do?
- Membership discussion: should members who join in the end of calendar year have full membership for the next year as well?
- Introduction to SURF “social gatherings”
- Nominations Chair
- Discuss how to support student chapters in future, including mentor role and funding.
- Student Chapter – Stanford University
- 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 1:03 ET.

- New Additions to Agenda – as shown above.

- Approve meeting minutes – approved.
- Student Chapter – Stanford University – membership application and constitution received. Both look fine. Will need to be confirmed all members are SURF members. Group is asking for provisional status until the University approves the student chapter, anticipated in November. Currently no commitments to any student groups for SURF 21. Dan moves that the Stanford group is recognized as a provisional chapter with the condition that all members are SURF members and the condition that the group will be approved by Stanford University as a student organization by 12/31/12, and if not, the status of the group will be revisited.
  - Question of prior funding for student chapters. This is a case-by-case (by each chapter and each SURF meeting) decision. Recommendation that a policy be developed to address this decision. Dan has committed to prepare this document.
  - Motion 2nded and Approved.
- SURF21 – travel costs for speakers. This is an application of travel policy and will be addressed when we receive the request.
- SURF21 – additional costs for food. Preliminary estimates indicate that with additional catering required by the venue the cost will be an additional \$80.
  - We are considering raising conference fees to address the shortfalls within this conference budget.
  - Also we need to estimate the requests for assistance (travel assistance for student chapters, and international speakers) that will be coming up.
  - What sponsorship opportunities are available to augment the meeting costs?
  - Raise the fees a small amount and accommodate the remainder with sponsorship? This worked well at SURF19.
  - Historically one of the reasons for the relatively low cost of meetings was a key goal of the board to have as many people attend the meetings as possible. This was subsidized by industrial supporters/sponsorships/membership fees. If we want to provide this support to other causes such as student chapters it would be in alignment with historic board actions to increase fees on professional attendees to do so.
  - Important to have the conference fee keyed into a key goal of the board.
  - How to balance the regulators and their budgetary limitations for meeting fees.
  - Student chapters did have an allocation for SURF20.
  - How to address paying vs non-paying attendees – will need to pick up their higher food costs as well.
  - SURF meeting costs generally range from <\$1,000 to over \$10,000. Additional costs are for staffing at about \$15,000. Registration fees are approximately \$5,000. This is, on general, \$10,000 cost to SURF per meeting.
  - Can the board create a policy that all meetings must be net-zero cost? It may not be feasible unless the registration fees are increased generally by 3x.
  - How many attendees at SURF meetings are generally members?
  - Suggestion to increase the fee for non-members and create an incentive to join. At SURF 21 it is at the end of the year, so could create a discount for renewing into 2013 at the time of meeting attendance.
  - Karin will speak to the planning committee for SURF21: benefit of being member – open registration earlier than non-members, update on costs and discussion of increased fee for this meeting to accommodate costs. Also schedule for abstract requests.
- Reflections on SURF 20
  - No feedback yet from the attendees.

- Student participation was superb and the student talks were well done. High level of engagement and networking.
- Breakout sessions – an important function of meetings to bring members together for face-to-face discussions. When there is only one breakout sessions members are forced to choose. At this meeting they were somewhat disorganized and didn't do a good job of engaging new members. Chairs and leaders of breakout groups should spend more time introducing the project to new meeting attendees. Schedule of breakout sessions was in constant flux and very last minute.
- Meeting format at 2 ½ days – option to use rooms for the last ½ day to complete technical group work. Some committee chairs are frustrated with the open breakout session format, because it doesn't meet the needs of the committee to accomplish deliverables/initiatives that are required.
- Can we supplement and guide breakout and technical work with recaps of technical initiatives in global calls prior to meetings?
- Subject matter – was somewhat an elephant in the room, but was an excellent learning experience. A big struggle to relate it back to remediation. This was a good learning experience for the board and shows how we need to have at least one board member (and preferably two) on the planning committee team and be able to voice opinion and restate the goals and priorities of SURF as a group.
- Suggestion to start requesting an information submittal from planning committees to the board with two questions: 1. What is the topic for this meeting and 2. How does this support the goals and mission of SURF?
- Very important for planning committees to have enough lead time to ask for abstract submissions. This is in the meeting guidelines and should be reinforced to each planning committee.
- Communication to SURF membership to go out within the week and discussed – includes a general call for abstracts.
- Historically presenters have been awarded a complementary meeting registration. This should be evaluated at SURF21 because, in part, the limitations on space and attendance.
- Introduction to SURF “social gatherings” – Dick Raymond at Terra Systems has offered to host a social event in Philadelphia. This will probably be limited in attendance to regional attendees. Board discussed the benefit of having more social gatherings to enforce that we are a national group. Suggestion to launch similar events around the country at similar/different times. The Terra event would be a good pilot study to see how many attendees could be enrolled. Board could also request that Dick provides a photograph and paragraph summary for the newsletter. Board moves and votes to accept Dick's offer.
- How to keep members informed outside of social gatherings?
  - Communications team working on webex or similar account. Discussions on quarterly webinar to go through what SURF has been working on. Also updates to website planned.
    1. Webinar series that are possible: educational webinars and updates on SURF programs. Suggest to include these two things together so we have a larger draw to attendance.
    2. First webinar planned for 3<sup>rd</sup> Quarter of this year. Karin to suggest to combine SURF updates with technical/educational information.
- SURF submission and participation in Brownfields 2013 – come prepared with ideas for submittal – the deadline has been extended to August 24. – Revisit at next board meeting.

- Nominations Chair – Role is to oversee the process and work with the committee to ensure that nominees are suggested and appropriate timeframes followed. Paul Favara was nominations chair last year. Karin will confirm if he would like to continue. Also need to establish timing for the nominations process – new president is generally introduced at the Jan/February meeting, but we do not have one scheduled for then. Need to evaluate bylaws and determine how to handle this/how to manage voting. Discuss at next meeting.
- Discuss how to support student chapters in future, including mentor role and funding. Discuss at next meeting.
- Committee reports
  - Meetings – discussed above in detail.
  - Finance (Brandt) – Grant Geckler served well at SURF20. Brandt is currently reviewing tax return for past year and will return to auditors by next meeting for submittal.
  - Technical Initiatives (Karin) – Comments received from Kathy for Sustainable Remediation and Redevelopment and paper to go out in next 6 weeks. SURF20 breakout sessions went well for sustainable ratings system and water reuse technical foundations. Research foundation was also a breakout session as well.
  - Communications/Outreach (Angela/Mike) – Stephanie is working on CLU-IN webinars for case-studies. Also working on communications leaving SURF for SURF21 meeting. Also great presentation at SURF20 and a follow-up discussion resulting in outreach to regulatory groups action items. Would like to provide more training to regulators. Academic outreach – nothing new. Discuss in the future: Student Focused Meetings in the future?
  - Membership (Dan/Karina) – Statement by Dave Ellis at SURF20 that membership is not as great as it was. Need to evaluate membership trends. Dan/Maile/Karina to work on this evaluation. Karina to generate a list of inactive members for the board to use – outreach to determine if there is a specific reason they did not renew.
  - Nominations – to be discussed next time.
- Other business
  - US: new developments, policies, or conferences:
    1. NJ Remediation Guidance Documents – Sustainable Remediation guidance is up for authorship and Karina and Stew are working to be involved with this effort.
    2. AGU – American Geophysical Union convergence – approximately 20,000 remediation professionals in San Diego. Only accepting abstracts from members of the Union.
  - International: new developments, policies, or conferences – none.
- Next meeting – August 17<sup>th</sup>.

Meeting adjourned, 2:53 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