

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

September 14, 2012

- New Additions to Agenda
- Approve meeting minutes
- SURF 2013 Meetings – conference and meetings concept
- SURF 2013 Meetings – elections and schedule
- SURF 21 Funding Requests
- Membership Fees for Regulators – POSTPONED TO NEXT CALL
- Battelle Student Competition
- Report back on TI deadlines and how to maintain momentum – POSTPONED TO NEXT CALL
- Committee reports
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership – evaluation of membership trends
 - 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 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.

- Approve meeting minutes – Will be handled via email within a week.
- SURF 2013 Meetings – conference and meetings concept
 - Description of SURF Conferences (1x a year, revenue generating, open to all) and Meetings (2+x year, working sessions and advance the SURF mission, open to membership only).
 - Overall concept is well received by the board.
 - If launched, describe as a tentative approach for 2013.

- Technical initiatives may want to have more formal meetings in order to continue to advance their work products – at the discretion of the committee chairs.
- Breakout and committee meeting time would take place at the working meetings
- Virtual attendance must be improved for SURF meetings to make it available to all members
- SURF membership benefits must be promoted and highlighted in order to make sure the value of SURF membership – as an active and engaged committee member – is clear and understood.
- How can we advertise interactive meeting concept and ensure engaged and enthusiastic membership attendance?
- Do we need a theme for meetings? Need to advertise as a “working meeting,” but want to make sure it’s engaging enough for people to want to participate.
- Recommend this as a discussion on the October 9th membership call, but don’t want to add too many discussion points to that agenda.
- Work with Amanda and newsletter – highlight immediately after each meeting both the fun and the productivity aspects. Not to candy-coat the activities, but publicize as a professional working engagement
- Agree with the goal of ensuring continuation of SURF productivity without spending too much \$ on meetings.
- Motion proposed for a pilot working meeting during the 1st Q of 2013 and we continue discussing at next board meeting. Approved by board.
- SURF 2013 Meetings – elections and schedule.
 - Bylaws state that we must have elections early in the year and will be announced at the annual meeting in the beginning of the year.
 - If we have a working meeting during 1st Q 2013 we can maintain the conference type meetings already in planning stages, and announce the results of the election at this time.
 - Nominations Chair (Brandt) is ok with this.
 - Board agrees to proceed with this.
- SURF 21 Funding Requests – received 4 requests for funding to assist with travel to the SURF 21 meeting.
 - Review of budget: at end of 4Q 2012 indicates that we will have sufficient funds to meet all expected expense through the next several quarters, with projections based on recent revenue and expenses. Also, corporate sponsorships expected to hit in 4Q and 1Q2014.
 - First time receipt of funding requests – how did forms work?
 - Expectation that SURF will be able to fund requests for financial support – need to establish this process clearly with the membership.
 - These attendees will be presenting at SURF 21 and actively developing and preparing a white paper from the proceedings.
 - Speakers will influence nature of meeting. This meeting is geared towards international discussion. Some politicians are invited to speak and will hopefully emphasize to the politicians the nuance of green and sustainable remediation.
 - SURF form was not used for this and a new form developed to ensure that all appropriate information was collected. Board feels that the correct form should be used in order to maintain an apples-to-apples comparison and full transparency, as well as to establish sufficient detail for a potential audit. Board to confirm that procedures must be met and request that the appropriate form filled out prior to disbursement of funds.

- The purpose of attendance is not included on the substituted forms, and the benefits for SURF are more clearly called out on the approved forms.
- Motion to approve the four individuals (Garry John Smith, Paul Nathanail, Mengfan Chen, and Toshihito Kondo) for funding as requested for travel to SURF 21 with the condition that prior to any disbursement of travel funds, the SURF Travel Policy Request for Reimbursement forms be filled out and submitted to the Board. Approved by the board.
- Question re: Lobbying – with the attendance of the politicians and other conference attendees many corporations will require advance notification for member attendance. An agenda will be necessary for compliance with corporation requirements and will be finalized as soon as possible. For government officials, the agenda must include “invited speaker” to clarify that there are no lobbying opportunities at this event.
- SURF 21 updates – Maile working on communication to advertise the event and will include a sponsorship appeal for food. Agenda is complete but working to ensure panel discussions are more interactive. Mike R will travel to Washington DC to confirm facility.
 - 4 abstracts submitted from SURF membership, and 2 were selected.
 - Expected costs for food will run between 90-100/person, so approximately \$10,000. Facility fee for rooms and associated support will be \$3,200 max. With the revised program may need to drop 2nd room, and will reduce budget additionally.
- Battelle Student Competition:
 - Mike Miller is in communication with Battelle organizers and the website for the upcoming Bioremediation Symposium does not include Student Paper Competition. Mike M will provide a summary for the paper, but also needs to provide a link to content that will go up on the SURF website. Mike will follow up with Maile.
 - Committee is moving forward with student competition and has identified requirements for participation. Board recommends increasing the number of students on the design team to 75%.
- Committee reports
 - Meetings – Stephanie is developing a meetings/conference proposal, discussed earlier on this call.
 - Finance – Brandt provided an update on finances and expected income/expenses through 1Q2014. The budget is in good shape and we are at roughly where we started in 2013.
 - Technical Initiatives –
 1. Completing the TI for Sustainable Redevelopment. Next step will be review by the board, and then evaluation of publication options.
 2. Other TI are moving along nicely with no additional report.
 - Communications and Outreach:
 1. Maile has been really busy with SURF 21.
 2. Team has a call planned next week to refresh the communications plans.
 3. Team is working on updating the Who is SURF presentation for the RE3 conference.
 4. Stephanie F is trying to spend more time developing the ideas of a SURF meeting vs. a SURF conference.
 5. Next week EPA’s Science Advisory Board panel to discuss ‘Value of Water’ (Curt S will be participating and report out)

6. Curt S and Carlos P are chairing the sustainable remediation session at the RemTech conference
- Membership – no significant change.
 - Nominations –
 1. Brandt B & Paul F have been in communication and plan to start early with the nominations process
 2. Brandt will be contacting each Board member to determine who is eligible and/or intentions for next year
 3. ACTION ITEM: each board member should be responsible for nominating at least one person for a board position
 - Other business
 - US: new developments, policies, or conferences –
 1. Karina has been invited to organize a session at Battelle “Incorporation GSR into remedy selection”; several other SURF members have also been approached to organize a Battelle session
 - International: new developments, policies, or conferences
 2. Karin H has been invited to attend/speak in a Sustainable Remediation session at a conference in Taiwan at the end of October (stemmed from SURF 20)
 3. Communications with other SURF organizations (Karin H reporting):
 - i. another call is scheduled for the end of October;
 - ii. possibly a face-to-face meeting as many international SURF affiliates will be at the Sustainability conference in Vienna in mid-November
 - Next meeting – September 28

Meeting adjourned.

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