

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

October 3, 2012

- New Additions to Agenda
- Approve meeting minutes
- Fees for SURF 21
- Membership Fees for Regulators
- Report back on TI deadlines and how to maintain momentum
- 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 1:05 ET.

- Approve meeting minutes – **August 27th and September 14th were approved unanimously with Mike Miller’s comments included.**
- SURF 21 update.
 - Speakers roster set and international speakers engaged.
 - Currently working on first night dinner and hotel options.
 - Agenda is 90% firm and will be publicized soon.
 - Sponsorships have not yet been set and this impacts setting the meeting fees. Constraint is that registration should be opened soon, ideally by October 12th. Requests that board set the registration fee within next week.

- Have set aside seats for those in the DC area who would like a seat at the table – 10 seats saved for invited speakers and 10 for other organizations who are additive to SURF.
- First night dinner is still under development. National Academy is relatively far away from food, restaurants, and hotels.
- We have two sponsorships, and have saved on meetings fees by reducing the number of rooms. Suggested that we could recoup higher food prices by charging an additional \$50 for each registration.
- The invited speakers do not pay the registration fees but the invited guests will be requested to pay.
- SURF-supported speakers – the sponsorship forms include \$50/per diem for the speakers over five days. This per diem could be requested as additional cost for food from the speakers with the understanding that they are not paying the registration cost.
- Assuming that if no additional sponsorships will need to cover \$3500 in food costs due to the proprietary caterer at the NAS. Previous suggestions have been to 1. Increase the costs for everyone at the meeting because of the prestigious forum, 2. Present a tiered registration cost, and/or 3. Open up the registration to SURF members first before non-members are allowed to register.
 1. A tiered membership could have a price difference as the SURF membership for a year. This provides benefit for the attendee to register but considering the additional cost of the venue may be fairly steep.
 2. Suggest \$200 for members and \$320 for non-members, with non-members receiving a SURF membership for 2013. (Currently all new memberships after 10/1/12 carries forward to 2013.) This is standard across many industry conferences and within academia. Also, this is a 20% discount on membership in alignment with the Board’s motion on 6/22/12.
 3. Also include language along the lines of “special introductory membership rate” to assuage current members who are renewing at a higher rate. Suggest offer ALL members the opportunity to early-renew at the discounted rate as well.
 - 4. Motion: to approve a tiered fee structure for SURF 21 as described in item 2, with \$200 fee for members and \$320 for non-members. Unanimously approved.**
 5. Karin will write up the language for this tiered membership and provide to Maile for distribution and use in registration materials. Karin will also provide update at next SURF 21 planning call.
 6. Invited speakers – They will be participating in white papers, and as a rule, participants in SURF technical initiatives must be members. There is a policy that states that non-members can be invited with board approval to participate in technical initiative. Karin will look into this and we will revisit on the next board call.
- Next meetings: SURF 22 working meeting probably in February at Rice in Houston. SURF 23 in Chicago and SURF 24 in Bay Area.
- Membership Fees for Regulators – prompted by regulator concern in MN. Dan Watts has followed up but no response. Another inquiry from WI as well, who was not a full time employee – this was resolved. No updates at this time and will carry forward.
- Report back on TI deadlines and how to maintain momentum – Karin and Paul F are speaking about this tomorrow, and will update the board at the next meeting.

- Update on Sustainable Redevelopment TI – Paper with Board for review. Can publish in Remediation Journal but must be completed by 11/1/12. Dan and Angela to provide comments by mid-next week.
- Committee reports
 - Finance
 1. Brandt provided via email tax forms and would request Board review prior to finalization.
 2. Forwarded revised travel reimbursement forms. Board had conditionally approved the expenditure pending receipt of the revised forms to the SURF standard format. Brandt is currently reaching out to the speakers to determine the best way to transfer the funds to them prior to the meeting, and welcomes any suggestions. Suggests using our bank to transfer the funds. Paypal and HSBC were also recommended. We are not providing travel insurance.
 3. Brandt is following up with accountants to determine what tax reporting obligations we must file for these sponsorships as well as student grants.
 - Technical Initiatives
 1. AWMA webinars are in progress with Stephanie on point.
 2. Pamela Dugan presented SURF to Tech conference in Ferrera, Italy and it went very well. General impression is that the regulators are still not on-board or pushing sustainable remediation, much as they are in the state.
 3. Further brainstorm tomorrow, as discussed earlier.
 - Nominations – no updates at this time. Brandt is evaluating what nominations are required and who will be eligible for these.
 - Meetings – as discussed above.
 - Communications
 1. The “Who is SURF” presentation is under update and Stew and Dan are presenting it next month.
 2. Next committee call scheduled for 10/16.
 3. The committee has heard back from A&WMA and are gearing up for getting the webinar series established.
 4. The committee has downloaded and is beginning to analyze the membership survey that was conducted earlier this year, and will be working towards making recommendations for improving membership retention and participation.
 5. The fall newsletter went out yesterday, and committee is supporting communications (and general planning) for SURF 21.
 6. Committee is also working on getting the membership and email lists up-to-date, in preparation for upcoming Board nominations/elections and membership renewal drive.
 - Outreach Initiative – Student paper competition – have already missed the school deadlines for participation in this years curriculum so new plan is to roll it out next year.
 - Membership – evaluation of membership trends
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
 1. Karin will be attending a conference in Taiwan in October presenting SURF and sustainable remediation in the US. She will also be heavily promoting SURF 21.
 2. Karin will also attend the Vienna conference and will be hosting a quarterly face-to-face meeting

- Next meeting – Friday October 12th.

Motion to adjourn the meeting – unanimously approved.

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