

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

October 12, 2012

- New Additions to Agenda
- Approve meeting minutes
- Confirm pricing to SURF 21 – priority system for registrations
- Confirm registration text for SURF 21
- Revisit all-members call
- Battelle 2013
- Membership Fees for Regulators – Update
- Report back on TI deadlines and how to maintain momentum – update at next call
- Invited speakers to SURF 21 and special board approval to participate in TI – finalize on next call
- Revisit early membership renewal discount
- Committee reports
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - 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.

- New Additions to Agenda – as noted above
- Approve meeting minutes – to be approved on the next board call.
- Update on SURF 21 –
 - Sponsorships up to \$4K with URS, Geosyntec, and Langan. Planning is going well.

- Prototype for prioritization of registrations developed by planning committee. A sample paragraph is recommended to help open registration, but if the registration fills may need to be prioritized based on a set of general rules. Karin suggests rewriting the prioritization to assure members that they are a priority. Also suggest limiting to 1-2 people per organization to ensure that a mix of organizations are able to attend. In the past, there have been at least 2 meetings with waiting lists and these were able to be cleared entirely. There are a total of 100 seats available in the auditorium, and 20 seats set aside for invited speakers, dignitaries, and local individuals so there are 80 seats available. This really emphasizes the need for adequate phone and remote meeting attendance capabilities. Suggestion for advance notice to members alerting them when registration will be open. Also if we open registration to members a few days before the general population it will show the benefit to SURF membership and preclude any discussion of priorities. Karin will refine the wording for these emails to membership – one to members describing how it is opened early, and a second describing that attendance is limited due to seating, registration will be open early, and will be limited to two individuals from each firm.
 - Group dinner at SURF 21 – Two sign-ups for meeting and dinner discussed, but this is preferred against. Dinner venues have not yet been refined. Do not want to wait on the dinner plans to open registration.
- SURF 22, 23, 24: Still in progress. Clarkson has expressed an interest in participating in this as well.
- Revisit all-members call (October 9) – about 50 people participated on the call.
 - Limited engagement from membership. Would like to work on additional participation opportunities from members, and not just a news-flash.
 - Audio could be augmented by visual presentation. Slides would be helpful, and will help people reinforce the message.
 - Work on the concept of being more varied in “something for everyone.” For example a mini-talk on one particular technical initiative.
 - Two speakers would be preferred but the 2nd speaker was unable to participate this time. Delivery and coverage of material was very good. A good opening to this type of engagement with members. Preparation was heavy, and one person shouldn’t have to shoulder this burden.
 - General themes may increase participations.
 - Future – research needed to accommodate more people
- Battelle 2013 – seven sections on GSR as well as a panel, and would like to highlight SURF activities through abstracts. Also would like to highlight to SURF membership that abstracts are due and under solicitation. Also, several sessions are similar and need to make sure they aren’t overlapping. Suggest having a coordination call. Angela, Mike, Stephanie F, Dan Watts, Curt, Dave Ellis, Paul Nathaniel are all listed as tentative session chairs for the GSR track, and there is also a Sustainable Site Management track with another six opportunities. Follow up on next board call.
- Report back on TI deadlines and how to maintain momentum – Paul and Karin have spoken about this, and have determined to reach out to various publications for opportunities and to reach out to chairs and confirm that they are moving forward and if they need more support.
 - SRI ratings initiative – summary of case studies could use additional help. Suggest we connect students to the initiative to help out.
- Committee reports
 - Finance

1. Brandt provided via email tax forms and would request Board review prior to finalization. Due by October 17th to Brandt.
 - Technical Initiatives
 1. Nothing additional to add.
 - Nominations
 1. Brandt is working on candidates and will poll the board for intentions for next year. Expects a note soliciting nominations from the membership in next two weeks.
 - Meetings – as discussed above.
 - Communications and Outreach
 1. No update at this time.
 - Academic Outreach Initiative
 1. Student design competition in process and an update anticipated for next meeting.
 - Membership
 2. No update at this time.
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
 - Next meeting – Friday October 26th.

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