

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

October 26, 2012

- New Additions to Agenda
- Approve meeting minutes
- Battelle 2013 – follow upon SURF engagement on panels
- Membership Fees for Regulators – Update
- Invited speakers to SURF 21 and special board approval to participate in TI – confirm it's ok with board approval for next meeting.
- 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
- Approve meeting minutes – October 3<sup>rd</sup> meeting minutes proposed for approval and seconded. **approved.** October 12<sup>th</sup> will be approved during next call.
- SURF 21: ready to go.
  - Remaining questions – will there be discounts open to student or regulator members? A consideration is the constraint on number of attendees. Consideration instead: develop a student/regulator poster session for this meeting --not much time on the agenda, but perhaps can be held in the hallway outside the auditorium. Expected that this will be a

more expensive conference to attend, and we should be prepared for the question from students. Also, considering the increase in fees for the meeting we should consider this long-term. Mike R. will confirm but he feels there is room available. Board agrees that fee-waiver should be extended to students and regulators. Also, long-range planning for student and regulator pricing at meetings should be undertaken by the board.

- A conference hotel pricing is in negotiation with the Melrose Hotel.
- Three meeting sponsors have been received to date.
- Battelle 2013 – follow upon SURF engagement on panels and how to develop more proposals.
  - Individuals should use own networks to develop interest in panels.
  - Also suggest a SURF membership-wide email to solicit abstracts. Sessions haven't been formalized yet so discussion commenced on what level of information to provide – list of sessions.
    1. Email must go out M/Tu next week in order to provide enough time to meet the deadline.
    2. Email will be sent with list of SURF contacts for the various GSR tracked sessions.
- Membership Fees for Regulators – Dan Watts is still following up with our regulatory contacts.
- SURF and Regulator Impressions of Sustainable Remediation: There is a general feeling that a core group in central USEPA is pushing green remediation only. Concern that regions and states will flow down this messaging. SURFs challenge is to ID key regions and states to work on this discussion and add sustainability into the rhetoric.
  - Minnesota Pollution Control Agency (MPCA) Remediation Green Day (MI) in 12/4 for a presentation and to try out new concepts with the regulators.
  - Suggest a special presentation/webex for regulators – especially USEPA – following the line of discussion that Nick has used in the past. Karin is planning to speak additionally to Maile to come up with a path forward.
  - Nick has a presentation that Boeing has used previously with USEPA that can be incorporated.
  - Stew is presenting at RE3 in Atlantic City and will draw on Buddy Bealer's presentation for material.
- Invited speakers to SURF 21 and special board approval to participate in TI – confirm it's ok with board approval for next meeting. Karin checked and could not find any existing policy in TI guidance. Board should prepare a proposal that the non-US members can participate in SURF US TI following SURF21. Agreed that it seems essential that non-US members participate in an initiative that describes a international policy. Moved: invited speakers for SURF 21 have approval to participate in the TI dealing with international sustainable remediation. **Approved.**
- Revisit early membership renewal discount – suggestion made to push this back to next meeting to allow for discussion and refinement. Consider – this is not a discount for early renewal, but a penalty for late renewal. Many members don't renew at the beginning of the year, and there is a lot of effort to target non-renewals for membership reminders. This might save work. Also it improves revenue at the beginning of the year. Another way to phrase is a grace period for renewals early in the year.
- Committee reports
  - Meetings -- as discussed above.
  - Finance -- None
  - Technical Initiatives
    1. Ready for publication in the December issue of Remediation Journal

2. Provided a TI tracking spreadsheet to all technical initiative leads to measure on a monthly basis the status of progress and expected endpoint for tangible results.
  3. Suggestion that next year a more formalized process to be developed that will explain the initiatives and highlight progress. There will not be time for this at SURF 21 but SURF 22 will have more opportunity. Suggest the dinner have a quick presentation to discuss accomplishments of the year. Karin to check with Mike.
- Communications/Outreach
    1. WEBINAR PROGRAM: the following proposed dates for our first SURF/A&WMA (Air and Waste Management Association) webinar: Jan 31, Feb 5, Feb 6, Feb 7.
      - The webinar service provides a moderator for the webinar, with a 90 minute session, beginning at 1:00 pm eastern, with Q&A at the end.
      - Typically there are two presenters and there is a rehearsal in advance.
      - A&WMA can provide a presentation template, and will incorporate the SURF logo.
      - No fee has been set yet, but A&WMA and SURF members would presumably be provided a discount.
      - Webinar topics:
        1. (1/31) Overview of sustainable remediation and SURF.
        2. (2/5) Overview of the SURF Framework (presented by Karin Holland).
        3. (2/6) Based on the LCA/footprinting guidance (lead by Paul F., or someone who participated in that TI).
        4. (2/7) Possibly SURF 21 international white paper.
    2. SHARING/MARKETING SURF MEMBER PRESENTATIONS via newsletter and members-only section of website
    3. MEMBER TELECONFERENCE. General consensus is that we should keep it going, adding slides to the format.
    4. BUILD/STRENGTHEN RELATIONSHIPS WITH SYNERGISTIC ORGANIZATIONS: working to prioritize the list and narrow our focus into a few, key groups to work more closely with.
    5. REGULATORY OUTREACH:
      - Buddy Bealer is taking the lead in kick-starting the Sustainable Remediation Initiative, using ITRC Framework and API as a basis to educate states on sustainable remediation.
      - Group is working on a training program, varying in length, ranging from a 2-min elevator speech to a lunch time talk to an afternoon workshop. Materials are in internal group review.
      - Made a proposal to API for some funding to visit some states and make presentations. Rebecca Bourdon of MN invited SURF to make a presentation at MN's "green day", so Dan Watts is going to make a presentation, partly the "Who Is SURF?" presentation and partly SRI. Buddy is making a presentation at AEHS.
    6. Action items:
      - Email Stephanie if you're interested in working on the first A&WMA webinar.

- Maile will create the new member sharing portal on the website within ~30 days.
- Stephanie will follow up w/ Erik and begin prioritizing the synergistic organization outreach.
- Email Stephanie if you're interested in helping w/ SRI (Sustainable Remediation Initiative) and/or reviewing materials
- Angela will return to the Outreach group and ask about SURF purchasing webex software use.
- Membership -- Membership list will be finalized this weekend for use during SURF 21. There are about 185 members at this time, with approximately 60 former members who will be removed from the “active” rolls.
- Nominations – a reminder to Board to nominate all who they think would be interested in board seats.
- Other business
  - US: new developments, policies, or conferences
  - International: new developments, policies, or conferences
    1. Karin will be in Taiwan next week and will report back.
    2. International call held last week and an in-person meeting planned at the Vienna conference.
- Next meeting -- November 9, 2012. Will discuss at that time the best time to reschedule the planned call for 11/23.

**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