

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

November 9, 2012

- New Additions to Agenda
- Approve meeting minutes – 10/12 and 10/26.
- Battelle 2013 – follow upon SURF engagement on panels
- Membership Fees for Regulators – Update
- Revisit early membership renewal discount – please refer to KJT suggestion sent 10/26
- SURF Election Process: notification and announcement procedures and tie-breaker procedures.
- SURF 21 Sponsorship Benefits
- 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 – reschedule 11/23rd call

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 – 10/12 and 10/26
 - Q on 10/12 - -coordination between SURF member meeting chairs at Battelle Conference mentioned. Is this possible in our timeframes? With the delay due to Sandy there is more time now after receipt of abstracts. Suggest that we continue to work on this within SURF and as involved with Battelle to ensure that sessions don't overlap.
 - Q on 10/26 – acronyms to be further described. Performed during discussion.
 - Moved to approve as modified and **approved**.

- SURF 21 Sponsorship Benefits: Question from sponsor – will they have additional seats open to them for SURF 21?
 - Board discussed that sponsorships did not have any such guaranteed benefits, and there are 11 sponsors, which would significantly impact the make-up of the conference. It is agreed that the diversity of the meeting is one of the primary benefits to members as well as sponsors.
 - Point that we must make a waiting list open date ASAP and let people know so they can make travel arrangements. We do have a waiting list started, and at this time there are 25 registrants for the conference. There is a plan to send an email to those on the waiting list. It's important that we let people know ASAP that they are on the waiting list, so they can coordinate their travel arrangements.
 - Point that some organizations have several active committee members and will have to attend remotely, but this meeting doesn't have any committee discussions planned.
 - With this meeting registration being so limited, perhaps we should have a cut-off date to end registration so the waiting list can be rolled in.
 - Suggestion that sponsors can have a third person moved to the top of the waiting list.
 - ACTION – Karina to update board over the next week on how registration is going so we can address this issue by the end of November.
 - Suggestion that we keep registration open until November 30th so we can let people know on the waiting list, and allow cancellations until December 5th.
 - Also of note: this meeting is free to attend remotely, so while there is a loss of networking
 - ACTION – Karina to work with Maile to update mailing to open registration.
- SURF Election Process: notification and announcement procedures and tie-breaker procedures.
 - Refer to prior procedures: where a tie, count the number of meetings which were attended. This is not ideal because some of the early meetings were by invite only. Recommend some other way to tie break, such as a second electronic survey for vote. Note that this will need to be built into the process.
 - Also announcement to SURF membership at January meeting – often many who shouldn't have known were congratulating newly elected when it had been requested to wait for the formal announcement.
 - Motion that the SURF election process will be initiated with the following schedule: nominations will be accepted until midnight December 31, 2013, ballot finalized by January 3, 2013, and voting from January 4 to January 18, 2013. If, due to a tie, a run-off is needed, a second voting period will occur from January 21 through 27, 2013. Results to be announced by February 1, 2013 by email. Seconded and **approved**.
- Revisit early membership renewal discount – please refer to KJT suggestion sent 10/26:
 - (Pricing for Example: Membership Price: \$150 New Members Special Pricing \$120 (i.e., conference sign-ups, etc) Grace Period Pricing \$120)
 - “Current SURF members who renew before [[1/31/13]] will receive special grace period pricing of \$120, set at the same discounted price for new members. All renewals received after 1/31/13 will be processed at the standard membership fee of \$150.”
 - Board prefers “early renewal.”
 - Could also extend the same benefit to academic and government rates. Students should stay at \$25.
 - Current membership price is \$150. The economic pressure that the organization faces is essentially funding student chapters, which could run up to \$20,000. Because the bulk of funding comes from corporate sponsorship, the membership fee revenue will not

significantly impact SURFs ability to fund student chapters. Suggest the next board tackle the funding question to develop a longer term strategy.

- Motion to establish a discount for early renewal, stated as: "Current SURF members who renew before [[1/31/13]] will receive special early bird pricing of \$120, set at the same discounted price for new members. All renewals received after 1/31/13 will be processed at the standard membership fee of \$150." **Approved.**
- Battelle 2013 – follow upon SURF engagement on panels.
 - Email went out this week so members can contact chairs while they are developing GSR tract abstract.
 - This Battelle conference doesn't deal with Green v. Sustainable remediation, but Karin is participating on this type of panel next week in Vienna.
- Membership Fees for Regulators – Dan has contacted VT regulator, but no response. Karin has also requested that Maile follow up with the gentleman from California.
- SURF 21 Update – moving along well and finalizing food and other items.
 - Request that the meetings committee provide the agenda to the board for review prior to the meeting
 - Nick to speak to Mike R to evaluate an informal networking opportunity for those who arrive prior to the meeting.
- Committee reports
 - Finance –
 1. Tax forms for 2011 will be in place by next meeting.
 - Technical Initiatives – Karin is working with John Simon to publish Sustainable Remediation and Land Use paper and goal is to publish in March 2013 Remediation Journal.
 - Communications/Outreach –
 - Academic –
 1. Stanford student chapter is just about ready and waiting for official recognition from university.
 2. Tom Sale stepping down as faculty advisor at CSU but another advisor is lined up.
 3. A chapter is in progress at University of Michigan. Students are very busy now, but will probably not kick off until Spring.
 4. Student design competition is in progress.
 5. Outreach from Syracuse University – they are having difficulties keeping people involved. Would like to ask that SURF members always keep Syracuse in mind for presentations when in the area, and involve students more in TIs. For TIs, request that a paragraph be generated requesting support from students.
 6. Dan is reaching out to student chapters to make sure they are still active and have an advisor.
 - Membership – 183 members as of this week. The membership rolls were purged of non-paying and inactive members. We are prepared to accept 2013 members.
 - Nominations – Need to establish the date that nominations are required for, and develop lead-time to get sufficient nominations.
 1. Process should be opened ASAP to provide time for corporate review. Brandt proposes to open nominations next week (approximately November 19th), and close by January 4th to provide sufficient nominations prior to voting.
 2. Voting will occur immediately after, approximately January 7th through January 18th. Board discussed that 2 weeks would be sufficient for voting.

3. Tie breaking will occur within next two weeks if necessary, and will complete February 8th.
 4. Moved that: Nominations to open for 4 officers and 3 at-large trustee positions on November 19th 2012 and close on January 4th 2013. Ballot open for voting on approximately January 7th 2013 and close on January 18th 2013. Tie breaking, if necessary, will be concluded by February 1st 2013. **Approved.**
- Meetings -- no update at this time.
 - Other business
 - US: new developments, policies, or conferences – none at this time.
 - International: new developments, policies, or conferences
 1. Karin presented technical initiatives in Taiwan last week and found that those in attendance, including government regulatory agencies, fully endorsed sustainable (not just green) remediation and the SURF Taiwan was formed at the close of the conference.
 - Next meeting – reschedule 11/23rd call to 11/30th at same time.

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