

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

December 21, 2012

- New Additions to Agenda
- Approve meeting minutes – 11/30
- SURF 21 – Recap
- SURF 22 – Planning update/Agenda
- Revisit goals from 1/2012
- Additional help for SURF ops?
- Revisit time and day for SURF calls
- Committee reports
  - Meetings
  - Finance
  - Technical Initiatives
  - Communications/Outreach
  - Membership
  - Nominations
- Other business
  - US: new developments, policies, or conferences
  - International: new developments, policies, or conferences

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 – 11/30 will be reviewed by board and approved next meeting.
- SURF 21. Response from USEPA and from international participants has been very positive. Discussion on dinner – the interactive dinner was very nice but the food was a real concern. Understanding that the restaurant was very difficult to find, because of the holiday season.
- SURF 22. Meeting is in planning for Berkeley for either 2/27-28 or 2/28-29, depending on room availability. Some concerns with attendance. Some people volunteering for all of the work, and we must make a concerted effort to get more involved. Use the announcement to draft language emphasizing that the real benefit to SURF membership is the creation of new material

during technical initiatives. Mike is working with the committee to schedule the meeting in Berkeley and to get an agenda together for the board to evaluate and to begin advertising to membership.

- Revisit and discuss goals from 2012.
  - Develop a sustaining (5-year) plan for SURF.
    1. Long term opportunities such as ISO and student chapters. However many are including sustainability as a status quo now.
  - Produce more overview materials to introduce people to sustainability and clearing house of materials for meetings set-ups and takeaways for professional use.
    1. Karina and Brandt have been developing descriptions of their roles to hand on to next person on the job. Roles and responsibilities of Board of Trustees should be developed for all roles.
  - More agreement around def of sustainability
  - Figure out minimum reserves for SURF treasury and understand how to use our funds.
    1. We've gone a long way towards using our funds well, but we haven't pinpointed our "sweet spot" range for optimum capabilities. Need to continue to work on sponsorships as well. Also advertise the opportunity to do a matching gift for time spent volunteering.
    2. ID what SURF wants to spend money on – for example, US isn't a technical participant on the ISO development standard. Two ways for SURF to participate formally – team with ASTM or take on the role of formal administrator. There are seven subcommittees and we would only need to be admin for one of the subcommittees.
  - Recruit a treasurer replacement – Check!
  - Webinars – webinar will be held 2/7/12 with AWWA. Increase membership
  - Improve regulatory alignment
    1. Last meeting has gone far towards regulatory engagement but still need to focus on this.
    2. Who are the regulators who are on the fence? There are early adaptors and those who are not going to participate.
- Extra help for SURF? Would it be useful for extra help from interns or student chapters? Activities could include scouting for meeting dinners, processing membership applications and website log-ins, reconciling payments for memberships and renewals, sending personalized emails to each new member, helping with meeting registrations.
  - Suggestion to ask the student chapters how they can provide value.
  - Board to prepare bullet points for what students can help with and what time commitment would be involved, and Pamela Dugan and Mike Miller to speak at next call and see how to engage students. Karina to send an email out
- Karina to ask Maile about extending membership registration/early renewal fee.
- Reschedule date/time of SURF call. Historically Friday were selected because of travel which occurs within the week. Consensus is that Friday is the best day, and next years board should decide if they want to change the date.
- Committee reports
  - Finance – New bronze sponsor – TetraTech. Brandt is closing the books and all looks well. The board formally thanks Brandt for his years of service as Treasurer.
  - Technical Initiatives – Sustainable remediation and Redevelopment is 99% there, and has gone to Remediation Journal. To be published in Spring 2013. John Simon offered to publish international white paper in Remediation Journal as well. Water Reuse team is

on schedule and a draft for end of February. Additional request to submit questionnaire for site ratings TI.

- Communications/Outreach – No report at this time. USEPA has asked Nick for a case study, and he suggests that this would be a formal way to present sustainable remediation to the regulators for their use in Clu-In and other ways.
- Academic Outreach – None today.
- Membership – Consider developing a new-member package and a more formal process for welcoming people to the organization and letting them know how to get involved. SURF 21 gained approximately 15 new members as part of the meeting registration process. We should revisit this incentive in the future to see how we can gain new members. We are at approximately 200 members, and Karina will confirm final number and share with Maile.
- Nominations – We have a confirmed and willing slate for the Board and at-large positions. Deadline is end of this month. Maile is working on the bios for the candidates. Revisit the process: 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, at the latest. Need to check bylaws to see when the new board takes over, but Karin checked with legal advisor and as long as the turnover occurs within the first quarter it's fine. Board must determine if it should be at the beginning or end of February. Should there be an overlap meeting? Role of past-president is to shepherd in the new board slate and advise as necessary. We will anticipate the new board will have their first meeting on 2/1/13 and if there is a run-off the position in question will not attend, pending finalization of the voting.
- Other business
  - US: new developments, policies, or conferences
  - International: new developments, policies, or conferences
- Next meeting – next meeting be held on 1/4/13.

**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