

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

February 15, 2013

- New Additions to Agenda
- Approve previous meeting minutes
- Goals and Objectives for 2013
- SURF 22 – Berkeley Planning Update
- SURF 23 – Planning Update
- Org Chart and Technical Initiatives Slides
- Brownfields 2013 Sustainability Panel
- SURFs participation in ISO
- 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:

Nick Garson, President	✓	Rick Wice, at-large Trustee	✓
Angela Fisher, Vice-President	✓	Stewart Abrams, at-large Trustee	
Karina Tipton, Secretary	✓	Buddy Bealer, at-large Trustee	✓
Grant Geckler, Treasurer	✓	Jake Torrens, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)	✓	Amanda McNally, at-large Trustee	✓
Mike Rominger	✓	Kathy Adams	

Quorum confirmed. Meeting called to order at 1:02 ET.

- Additions as shown above.
- Approve previous meeting minutes -- motion to approve minutes approved by board.
- Welcome to Amanda!
- Goals and Objectives for 2013:
 - Nick: Increase transparency and communication within the membership. Angela: SURF to formally define sustainable remediation. Establish a relationship with other professional organizations, including IPS (international phyto society) – still in progress. Publish more general and technical material. Longer term goals: What role will SURF plan in 5 years (est) as sustainable remediation becomes the new norm? Establish SURF as a continuing education credit provider.

- Karina: prepare and implement a new member packet for on-boarding members and introducing them to the culture of SURF. Also position SURF as a clearing house
- Grant: long term goals: make sure we remain in good financial standing. Short term goals: make sure immediate financial needs are met and we are well positioned for upcoming meetings. Long term – transfer record keeping from an excel format to a more automated format to make statements to board easier to prepare. Discussion: long term investment strategy may be a good idea to meet future needs.
- Rick: continue outreach and growing membership, particularly with an eye towards bringing in more social and economic-leaning individuals and potentially developing a white paper. Immediate goal is to reach out to Society and Engineering dept at CMU. Keep the membership vibrant and growing.
- Buddy: better define what we mean by the term “Sustainable Remediation” – develop a common understanding, or develop different interpretations. Develop a standard presentation package that can be used in any presentation with standardized language. Have general US regulatory acceptance of the concepts of sustainable remediation (state and federal). Long term: keep an eye on the future - what do we do when sustainable remediation is generally accepted? Discussion – we do have some standard presentation materials through the communications team, and SURF needs to better present these tools to the members. Amanda notes that newsletter can present a feature “what’s on our website,” to let people know what is available. The communications committee has recently updated the “Who Is SURF” presentation this year. We not only need to remind membership of resources, but we also need to remind them that if they speak on behalf of the group there are materials that should be used. Also, work with membership to develop a culture of presenting sustainable remediation within the frameworks SURF has worked so hard to develop, and to be ambassadors for SURF every time sustainable remediation is discussed.
- Jake: Expand our network and develop a global practice area. This is in process with social media and our other web tools but they are under utilized and could use more individuals to manage them. Reempower the people who are part of the organization to encourage their participation and emphasize the ability to work collaboratively with others in this industry through the communications, initiatives, and partnering with other organizations that SURF does. Also, goal to use the website better to broadcast information and share resources with people. Start a regular blog and use social media to drive traffic to the website. Develop links to others who are contributing to sustainable remediation as well, and develop a grass roots network. Grow more student chapters and grow membership in general.
- Amanda : The blog would be a great feature to add to the website, and the initial challenge will only be getting the volunteers lined up. Short term goal: communication on the progress of an initiative – newsletter will provide some of this now, but in the future could be posted on the website or the (future) blog. Longer term goals – establishing common ground with regulators in the US – an on-going goal that needs additional work. ISO standards and ASTM standards emphasizes this and the need to work together. Work towards legitimacy as an organization and a professional society – position SURF as a go-to organization for sustainable remediation.
- Karin: Continue last years work towards integration of various committees and clarify the mission statements of some of the committees. Would like to see more active participation of new people. Many new members and we should have a more concerted effort to get them involved.

- Discussion: more interaction with the international SURF organizations, and keep an eye on opportunities to collaborate on technical initiatives. Note that SURF Brazil stated that much of their growth has occurred through blogging and social networking.
- SURF 22 – Berkeley Planning Update – Things are on-track and moving forward. There are going to be 33 in person and 1 remote to date. The initiative groups are clarifying the objective of their breakout sessions so it's accessible to new people/members. Some last minute changes to speakers but the agenda is published on the website. Consider – sending the agenda to the email list with the times and call-in information to grow participation for some of the breakout sessions. There will be a main venue room and a breakout room, and each room has a go to meeting account that will be published. Go To Meeting is limited to 25 attendees, but it isn't anticipated that we will have that many people calling in. Opening the meeting to remote attendees on a piecemeal basis will help get more people involved in the working groups and technical groups. Jake will contact Maile and work with her on that communication. A common comment is that we don't understand the societal objective of the triple bottom line – an effort was made to find someone for this meeting, but it wasn't found. This is an area we should continue to focus on for future presentations.
- SURF 23 – Planning Update. Potential themes were sent to the planning team, but have not yet been evaluated. The board is welcome to join the planning team to discuss these ideas. Mike R is leading the planning team, and Pamela Dugan is a strong support person for UIC. Planning team has secured sufficient rooms for the week of July 22 - if any conflicts please update the team. Krishna Reddy is the UIC contact. Rick Wice volunteered to be Board contact on the Planning Team.
- SURF 24 – Stephanie is working on this to pin down a location and dates for the Fall ASAP. This will be in Houston.
- Org Chart and Technical Initiatives Slides
 - Org chart to be used in meetings to discuss and provide visibility to what is going on and who is involved in SURF operations. Org chart updated in call to represent current engagements. Also plan to add all the student chapters to the org chart. Lots of overlap between the different committees, and there is some confusion between what each group is doing. This is a place where committee mission statements could be revisited and refined to reflect activities that they are currently performing. Also, create a slide for every committee, as well as every initiative.
 - Goal is to have board representation for each of the different committees so they can report back to the board regularly. At this time we have good representation within the committees. In the past there were regular reports back through board liaisons for those committees who don't have direct board member engagement at this time.
 - Student chapters are made up of non-voting student members and a voting faculty advisor. Not clear what a student membership relationship is to SURF – are they a subsidiary? What are their responsibilities in reporting back to us, and what are our obligations to them? Karina to ask Mike and Pamela to summarize and clarify this relationship and how it works, and Rick would like to get involved with the academic outreach group as board liaison
 - Can we use SURF 22 to reach out to committee chairs and refresh their roles, objectives, and missions? Suggestion to have a draft run through of committee slides in a smaller group for discussion, or to have an email conversation with the chairs to confirm everyone is interested in continuing in their current roles.
 - Technical initiative slides – fill these out at SURF 22 and use as a reporting function to the Board moving forward. Updated with board liaison during the call. The charts will

emphasize where work is being done, and what resources are needed to meet the objectives.

- Angela will send an email to all committee chairs and initiative leads with the template as a heads up for preparation at SURF 22.
- At SURF 22 work this template into the meeting discussion. There is a session on Day 2 for committee and initiative report backs (if not formally then this will be added).
- Discussion on how to capture the accomplishments of the committee and initiatives – a gantt chart type presentation to track the timelines and milestones.
- Org chart – has lots of sub-committees/initiatives. Examine how these committees fit together and how they should move forward within the reporting structure. Example: Student committees fall under membership committee right now, but could also fall under academic outreach, and may be a large enough job that they could be their own committee.
- Brownfields 2013 Sustainability Panel – Request Marianne Horinko -- former USEPA administrator who spoke at SURF 21 – has been asked to sit on a panel at Brownfields, and is now a SURF member and will potentially need support to travel. Last year SURF travel request form developed and approved by the board to provide support for these activities. There is an application form and procedure in place which evaluates how the travel supports the mission of SURF and what amount of money is requested to support this activity. Grant provided a 10-second overview of finances – last year we ran a deficit because of the amount of monetary support in student chapters and the travel support for SURF 21 but we do have money in the bank. Suggestion to cover the hotel and a portion of the air fair. Emphasis should be placed on how these funds would support the mission of SURF. Motion that we request Maryanne to submit the form. Seconded and approved. The form will be discussed at the next board meeting.
- SURFs participation in ISO – Karin has developed an abstract of the ISO Standard but this has not yet been sent to the Board or the Membership. Overview of abstract. The ISO initiative has kicked off and many SURF members are involved on an individual level. There are still opportunities for SURF engagement formally, but would need to partner with ASTM. The abstract will be sent to the membership for their review and further discussion. Nick is going to follow up with Karin on status to get this out, and Amanda is including in the newsletter. We expect feedback from the membership and we also need to follow up with USEPA to discuss previously raised concerns.
- Committee reports – in the interests of time, these reports will be submitted at a later meeting.
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences

Next board meeting will be held in person at SURF22.

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