

SUSTAINABLE REMEDIATION FORUM

BOARD OF TRUSTEES MEETING SUMMARY

January 10, 2013

- Approve previous meeting minutes
- New Additions to Agenda
- Desired webinar capability questions to the Board so he can narrow down which webinar package we should get
- SURF25
 - Planning status
 - Registration fees for hosts
 - Speaker Honorarium
 - Board meeting in person?
 - Who from Board will lead discussion on strategy - scheduled for?
- Membership questions –
 - Evaluation of membership categories
 - Last push for 2013 members – is this appropriate?
- SURF24 – input on survey (Jake)
- Recognizing non-SURF regulators
- Sustainable Remediation Webinar/NAEP/Dick Raymond
- Sustainable Remediation Conference 2014 <http://www.sustrem2014.com/>
- Update on Nominations Process and Election
- Committee reports
 - Case Study Initiative
 - Societal Aspects Initiative update
- 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 Geckeler, Treasurer		Jake Torrens, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)		Amanda McNally, at-large Trustee	✓
Mike Rominger	✓	Kathy Adams	
Melissa Harclerode	✓		

Meeting called to order at 1:05 ET. Quorum confirmed.

- Approve previous meeting minutes – meeting minutes **unanimously approved**.
- New Additions to Agenda – as noted above.
- Webinar question – what are the desired capabilities for SURF use? Mike has investigated webinars and developed a list of questions to narrow the field.
 - Webcam capability for conferencing? A bonus but not necessary.
 - Maximum number of remote attendees expected? Most attendees ever for remote was SURF24, which was 54 registered. Most other meetings are in general 5-10
 - Desktop sharing is always available, but some services will not allow sharing of a single app. Is this necessary? No.
 - Do we want to poll attendees during a webinar or conference? A bonus but not necessary. Nice to have if it's available.
 - Would we ever want an operator assisted meeting? Not necessary.
 - Do we want the ability to host and attend meetings from mobile devices? This would be nice – prioritize over webcam or polling options. Attending is more important.
 - Should service handle both macs and pcs? Yes.
 - Is it a big deal for attendees to download an application to attend the service? This is a very big deal for some with restricted access to download to work computers.
 - Would you ever want to have more than one web or conference meeting at the same time? Breakout sessions would be a situation where this would be valuable.
 - Do you want to activate the service as-you-need it? A pay as you go service. Yes.
 - Do you want the ability to require a password to attend? Not at this point.
- SURF25
 - Planning status – weekly phone call is today. Program is about full. Dinner/Hotel set and on website. Still need sponsors for refreshments and alcohol for dinner.
 - Speaker Honorarium – AG Kawamura / Orange County Harvest is requesting a \$250 honorarium for his speaker to go towards the Veteran's Agricultural Learning Opportunities and Resources program, which is a valid non-profit. Previously we have made a donation/honorarium, and it was approved by legal council as appropriate to do so as long as it meets the mission and objectives of SURF. Tentative title of his presentation "Solutions of the Land Dialog" – farming using repurposed land by a farmer who does not own the land. The board briefly researched during discussion the Orange County Great Park organization, which has used a former Marine Corp Air Station for their park. Discussion on rationale for SURF supporting another non-profit organization and partnering with our speakers. We would like this person to attend and this is a great opportunity to provide networking and visibility for his organization, but typically SURF does not provide honorariums. Move that a yes vote would be to award the honorarium for speaking at SURF 25. Motion seconded and does not pass.
 - Registration fees for hosts – historically, the hosts have had waived registration fees. Parsons has agreed to host the meeting and provide parking free of charge. There are three individuals from Parsons who are directly hosting. Others from Parsons may want to circulate staff in and out for portions of the meetings.

Suggestion to permit circulation in if they register prior to the meeting and perhaps requesting a cap. The meeting space holds approximately 60, with two overflow rooms. Move to waive registration fee for the three hosts of the meeting (Sowmya, Shannon, and Randy). Seconded and approved. The board feels that after registration is complete, open seats can be occupied by Parsons employees for a portion of the time. Suggest that the way this is stated to Parsons is: "We welcome the opportunity to share SURF and its mission with your employees and will make excess seating available after registration is complete to those who wish to attend a portion of the meeting. We request that, if an individual plans to participate in more than half of the meeting, they pay the registration fee. We also request that all attendees are courteous to the presenters and participants and circulate in and out of meetings during session breaks so as not to disrupt the presentations." Move to accept the requirements within quotes for parsons employees seconded and approved.

- Who from Board will lead discussion on strategy - scheduled for Day 2 at 10:30 AM. Also an Overview of SURF at 8:30. Rick, Amanda, Angela will be attending remotely. Jake and Nick will be attending. Karina is waiting for approval. Jake and Buddy are uncontested board members for 2014. Jake is nominated and accepts this role.
- Board meeting in person – Nick had suggested this, but schedules preclude it.
- Meeting goals – to be cost neutral. This can be facilitated by low or free venues. Universities used in the past have not been free. Suggest a spreadsheet to evaluate prior venue costs. We have never exceeded the \$5,000 meeting cost, however, registrations don't meet all meeting costs. Request that meetings committee evaluate this and check the cost neutral goal from the Board.
- Membership questions –
 - Evaluation of membership categories, including adding new "renewing member" category and eliminating academic membership. Membership committee prepared an evaluation of membership classes. Sponsorship/government member would be away of reducing the fee to test the price of the membership and determine if this is a barrier to joining. Motion to approve the following membership categories and classes with benefits and restrictions (pending implementability through payment and membership systems) for SURF 2014 membership. **Seconded and approved.**
 - Membership classes/categories:
 - Full New Member, \$150: voting rights, authorship rights, eligible for Officer/Board position, Committee & Initiative Leadership positions, etc.
 - Full Renewing Member, \$140: voting rights, authorship rights, eligible for Officer/Board position, Committee & Initiative Leadership positions, etc.
 - Student member, \$25: no voting rights, limited authorship eligibility, not eligible for Board, Officer, or leadership position
 - Government Member, \$50: voting rights, authorship eligibility, not eligible for Board, Officer, or leadership position (meant for regulators). Can purchase full member if they would like to participate in leadership
 - Eliminate academic members

- Other suggestion – multi-year membership with a price incentive.
 - Last push for 2013 members – is this appropriate. Karina confirmed with the board the intent to take all new membership requests as 2014 memberships. Anyone with a lapsed membership will not be eligible for 2014 renewal pricing.
- SURF24 – input on survey – Please send to Jake.
- Recognizing non-SURF regulators – Buddy requests that the board vote on recognizing Rebecca Borden (MPCA) and Tom O’Neil (NJDEP) for promoting SURF with a SURF board and a press release as regulatory leaders in promoting sustainable remediation. He will prepare a write-up, as required. We have had a discussion previously about how to recognize an outstanding SURFer of the year. Suggestion to discuss this further in the future on how to make this a regular award feature. Move to that SURF approves the SURF Board or similar recognition for Rebecca Borden (MPCA) and Tom O’Neil (NJDEP) using SURF funds for their efforts in promoting Sustainable Remediation. Seconded and **approved**. Angela will let Buddy know so he can facilitate.
- Sustainable Remediation Webinar/NAEP – Dick Raymond was asked to present a 1 ½ hour webinar on Sustainable Remediation. Nick brings this to the board as FYI. Dick will coordinate with communications/outreach and SRI on presentation materials.
- Sustainable Remediation Conference 2014 – Nick presents to the board as FYI. There will be people from SURF attending. <http://www.sustrem2014.com/>
- Update on Nominations Process and Election – Mike R has prepared the survey monkey and it has been sent out. 30 votes so far. Voting continues until January 17th.
- Committee reports
 - Case Study Initiative – 6-panel reviewed. Templates for case studies are under review. Official rollout of template will be at SURF 25, after a breakout session.
 - Societal Aspect of Sustainable Remediation Initiative update – Melissa updates: meeting before the holidays to review objectives and outline. Terminology and background materials were also discussed. Next meeting scheduled before the SURF poll. Breakout session at SURF 25 and suggestion to roll out a survey. Schedule and responsibilities to be finalized at next meeting/SURF conference. Plans to post library of resources to the SURF webpage, pending approval by authors/publishers. Melisa will prepare 6-panels for board review moving forward.
 - Academic Outreach/Student Chapters update – planning call held to revitalize and redirect efforts for this group. A phone call with student chapter leadership to be held in late January to get feedback and plan. Also, would like to engage students in technical initiatives
 - Committee overview document prepared by Angela. We will need to brainstorm and communicate 2014 strategy off-line prior to SURF 25. We will block out time on the 24th to discuss goals and strategies.
- Other business
 - US: new developments, policies, or conferences – discuss in the future SURF participation at Battelle (probably in February). Also, we should discuss ways to be more sustainable with conference take-aways and materials we provide to the public.

- International: new developments, policies, or conferences

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