

## SUSTAINABLE REMEDIATION FORUM

### BOARD OF TRUSTEES MEETING SUMMARY

March 14, 2014

- New additions to agenda
- Approve past meeting minutes
- **Reminder: to all committee and initiative chairs to hold regular meetings so that we are not using the Board for planning discussions. Board meeting time should be used for strategic planning, decision making and reviewing status.**
- Website Walk-through
- Board Members' Goals & Expectations (30 minutes)
  - 2014
  - 2015
  - 3-5 Year Planning
  - What is the future of SURF
- Integration with International Chapters (i.e. on Initiatives/projects) (15 minutes)
- Strategic Partnerships
  - Should we pursue? What are the goals & objectives? If so, we need a Board member to lead the team and map out the potential network
- Battelle – Promotional Items (Angela)
  - Motion to authorize expenditure of no more than \$300 for purchase of promotional items (e.g. lip balm) for booth at Battelle.
- SURF Recognition Awards – review/approve (Buddy)
- Proposal from THG for GSR Forum Using SRI Funding (provided via email to Board on 3/9) (Buddy)
- SURF Value Proposition – where to post on the Website
- Committee reports / Initiative Charters (1 hour)
  - Finance
  - Membership
  - Case Study Initiative (CSI)
  - Societal Objectives
  - Meetings (SURF 26 & 27 Updates)
  - Communications/Outreach
  - 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	✓	Buddy Bealer, at-large Trustee	✓
Amanda McNally, Secretary	✓	Jake Torrens, at-large Trustee	✓
Keith Aragona, Treasurer		Melissa Harclerode, at-large Trustee	✓
Karin Holland, Past President (non-voting attendee)	✓	Olivia Scance, at-large Trustee	✓

Mike Rominger	✓	Kathy Adams	✓
Kristin Mancini	✓		

Meeting called to order at 1:00 pm EDT. Quorum confirmed.

- New Additions to Agenda
- Approve previous meeting minutes – **Approved unanimously**
- Website Walk-through
  - Updates to the website are done through Jake and/or Maile
  - Membership information is confirmed through the Secretary and then posted by Jake/Maile
  - All members have the ability to upload files for committees/initiatives (under “member resources”)
  - Committee/Initiative 6 Panel Updates – Be sure to update date and “prepared by” text box. Amanda will send the updated slides to Jake monthly (as provided by leads).
- Board Members’ Goals & Expectations
  - Rick Wice: Try to get academic members involved. Move ball forward with student chapters. Overall, reestablish/maintain position in leadership/innovation within the remediation field. Maintain relevance as an organization.
  - Karin: Continue to grow and maintain position in the industry.
  - Angela Fisher: Expand partnership capabilities with like-minded organizations and other SURF groups. Leverage active membership within each organization. Getting back into the technical science of sustainability and SR.
  - Olivia Skance: Evaluating connection to broader sustainability community. Help SRI move forward with implementation and collaborate on the social aspects TI paper.
  - Buddy Bealer: Focus on implementation: stakeholder acceptance (gain through engagement with federal/state partners); case studies to demonstrate applicability; get a better handle on the social metrics.
  - Melissa Harclerode: Keep moving social aspects TI. Be a leader in the dialogue and engagement of social scientists and economists. Empower people to facilitate the implementation of SR (through SRI). Determine how to maintain academic members in the SURF organization following graduation and transition into professional roles.
  - Jake Torrens: Sustain and mature the relevance of SURF and its objective/mission. Collaboration amongst members and engagement of the membership to carry out the vision. Continue to champion the groundwater reuse paper/initiative. Expand connections/partnerships with other organizations. Advance the value proposition with respect to the remediation industry. Continue to have presence in the digital realm and be referenced as a resource for practitioners (e.g. library/website). Maintain newsfeed on the website and incorporate regular updates from the Board (e.g. quarterly). Maintain the connection to LinkedIn.
  - Amanda McNally: Engagement of members in technical initiatives and committees. Enhance communications internally and externally to maintain relevance and to be a go-to resource in the industry for SR.
  - Nick Garson: With limited resources, need to determine where and how to focus our efforts. Organizations such as ITRC and international SURF groups are advancing

within SR; need to evaluate our partnerships with these organizations and engage their members in SURF initiatives. (Noted that we would need to reevaluate the membership requirement for participation in initiatives/publications). Technical Initiatives committee (Karin and Paul) should consider focus areas for next year. Should SURF be an accreditation organization (e.g. USGBC/LEED)? Institute for Sustainable Infrastructure, Envision, USGBC and other organizations that maintain rating systems have full time staff. Need to consider this as we determine what SURF looks like in the future.

- Opportunities to engage participants from other organizations within SURF.
- Suggested to have a separate strategy meeting (i.e. WebEx/conference call) to develop these goals into a cohesive/focused strategy.
- Integration with International Chapters (i.e. on Initiatives/projects)
  - CSI Team is starting to partner with Stella Karnis of SURF Canada.
  - International Chapters have asked for more collaboration.
  - Minutes from previous international meeting have not been finalized yet. Nick will follow up and distribute when available. Activities/Initiatives and opportunities for engagement should be captured in minutes.
  - SURF ANZ, UK, Taiwan, Canada groups will be at Battelle. An informal gathering of US and international members was suggested. Nick will follow up.
- Strategic Partnerships
  - Should we pursue? What are the goals & objectives? If so, we need a Board member to lead the team and map out the potential network
    - Defer to Lean+/Six Sigma efforts (Nick Garson)
- Battelle – Promotional Items (Angela)
  - Motion to authorize expenditure of no more than \$300 for purchase of promotional items (e.g. lip balm) for booth at Battelle. **Unanimously approved.**
  - We should have pins leftover from previous events. Offered at booth for onsite membership commitments.
  - Angela will ask Brandt about possibility of membership payments onsite at Battelle.
- SURF Banner – Kathy will look into costs/logistics for replacement. Maile has the current banner. Approval of cost will be completed via a Board email.
- SURF Recognition Awards – review/approve (Buddy)
  - Minor edits provided to award write-up that Buddy provided via email.
  - Motion to recognize Rebecca Bourdon and Tom O’Neil with the Sustainable Remediation Pioneer Awards, publish the article in the newsletter, and present SURF Board awards and letters of recognition. **Unanimously approved.**
  - Kathy and Buddy to coordinate delivery of SURF Board awards and publication in newsletter.
- Proposal from THG for GSR Forum Using SRI Funding (provided via email to Board on 3/9) (Buddy). Discussion points were as follows:
  - \$30,000 provided to SURF from API to be used by SRI.
  - Key EPA stakeholders agreed to engage in a forum on GSR, with participation from DOD, industry, PRPs, etc. THG provided a proposal to facilitate the forum.
  - THG has the ability to bring in key stakeholders to a discussion on the advancement of GSR (i.e. EPA)
  - Concerns expressed regarding hiring of a consultant that is in competition with SURF member/sponsor organizations.

- Concern that SURF would be paying for facilitation services (including a markup for THG's profits) that would otherwise be provided by volunteer members or contracted facilitator (i.e. Mike Rominger).
- Role of THG is to get the key policy makers and regulators to attend and to coordinate venue, logistics, etc. Forum would be run/hosted by SURF.
- It is important that SURF is the leader of the workshop, rather than a consultant. Invitations and information should be provided by SURF (i.e. on SURF letterhead), not by THG.
- Suggested that we have another call next week to follow up on this issue. Amanda will set up the call.
- SURF Value Proposition – where to post on the Website – **Not Addressed**
- Committee reports / Initiative Charters
  - Finance – None
  - Membership – None
  - Case Study Initiative (CSI): John Simon participated to provide update. Phase I is complete. We are entering Phase II, which includes gathering the case studies. Components of strategy include: Coordination with SURF Canada, SURF UK, NICOLE; mining SURF materials/presentations for existing case studies; outreach to SURF members (email solicitation); social media (LinkedIn, Twitter, etc.); Offer early contributors opportunity to participate on white paper; recognize “gold” level case studies; promote initiative at Battelle.
  - Social Aspects: Working on Sections 1 & 2 of the white paper. Goal for completion is end of May. Meeting request to be sent next month for status update.
  - Meetings (SURF 26 & 27 Updates) – **See attached Email from Kristin Mancini**
  - Communications/Outreach – None
  - Nominations – None
- Other business – None
- US: new developments, policies, or conferences – None
- International: new developments, policies, or conferences – None

### Action Items

- Nick Garson to lead effort for strategy (Lean+/Six Sigma) meeting with Bruce Wilkinson. Will invite entire Board to planning call.
- Nick will follow up on status of International SURF meeting minutes and distribute when available.
- Nick will follow up with International SURF representatives in attendance at Battelle regarding an informal gathering during the conference.
- Angela will ask Brandt Butler about possibility of membership payments onsite at Battelle.
- Kathy will look into the costs/logistics of a new SURF banner and provide the information to the Board via email.
- Amanda will schedule a follow up call to continue discussion of THG Proposal for SRI Forum.

**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,

Amanda D. McNally, Secretary