



AGENDA for Face-to-Face Board Meeting September | 26-27, 2023

Meeting: September 26, 2023, 8:00 am to 5:00 pm Mountain Time
September 27, 2023, 8:00 am to 5:00 pm Mountain Time

Location: In-Person;
Zoom Meeting
<https://zoom.us/j/8256677745>
Meeting ID: 825 667 7745

SEPTEMBER 26, 2023

ATTENDEES

Presiding Officer:

Korey Hampton – **Chair**

Board Member Attendees:

Rohan Shahani – **Vice Chair** Leslie Sohl – **Member** Jason Ong – **Member**
 Michael Smith – **Secretary** Kennerly de Forest - **Member** Billy Simpson – **Member**
 Erik Marter – **Treasurer** Connor James – **Member**

Quorum?

Yes No

Guests:

John Voegtlin
Heather Brooks
Melissa Webb

Meeting called to order at x:xx am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | 8:00a (Korey)

Approval of Agenda | 8:00a – 8:05a (Korey)

Motion: Review and approve the meeting agenda
Made by:
Seconded by:
Discussion:
Vote: In Favor –
Opposed –
Abstaining –
Motion Carries: Yes No



Welcome our new Executive Director | 8:05a – 8:15a (Korey and Melissa)

Approval of Minutes from 08/16/2023, 2/6/2023, & 2/7/2023 | 8:15a – 8:30a (Korey)

Motion:	Review and approve the minutes from Regular Board Meeting August 16, 2023.
Made by:	
Seconded by:	
Discussion:	
Vote:	In Favor – Opposed – Abstaining –
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Review and approve the minutes from Face-to-Face Board Meeting February 6-7, 2023.
Made by:	
Seconded by:	
Discussion:	
Vote:	In Favor – Opposed – Abstaining –
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Committee Reports | 8:30a – 12:00p

- Treasurer's Report | 8:30a – 9:30a (Erik, Melissa, Korey)
 - Approve Q4 Financials
 - Employee Retention Tax Credit (ERTC) Update
 - SBA Loans
 - Finance Committee – Direction & Tasking of the Committee

- TIRE Committee | 9:30a – 10:00a (Leslie)
 - Report
 - Direction & Tasking of the Committee

BREAK | 10:00a – 10:15a

Committee Reports (continued)

- International Committee | 10:15a – 10:40a (Jason)
 - Report
 - Terms of Reference



- Insurance and Risk Management Committee | (Mike)
- Leadership & Nominations Committee | (Kennerly)
- Compliance Committee | 10:45a – 11:00a (Korey & Melissa)
 - Update
- Accreditation & Certification Committee | 11:00a – 12:00p (Rohan & Heather)
 - Report
 - Program Work Group Update

LUNCH | 12:00p – 1:00p

Committee Reports (continued)

- Accreditation & Certification Committee | 1:00p – 1:30p
 - ICE Insurance Requirements

<p>Motion: To approve insurance updates to the ICE policy.</p> <p>Made by: Michael Smith</p> <p>Seconded by:</p> <p>Discussion:</p> <p>Vote: In Favor – Opposed – Abstaining –</p> <p>Motion Carries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bylaws Revision Update | 1:30p – 4:00p (Korey)

BREAK | 3:00p – 3:15p

ANSI ASD Topics | 4:00p – 5:00p

- Request name change from Secretariat to “ASD Task Force” | 5 minutes (Leslie)
- Update from the Accredited Process Task Force (APTF) | 5 minutes (Leslie)
- Consensus Group Update | 50 minutes (Connor, Leslie)
 - Tasking / Comments
 - CG Membership & Outreach

ADJOURN MEETING | 5:00p

There will be a venue tour following the end of the meeting.



SEPTEMBER 27, 2023

ATTENDEES

Presiding Officer:

Korey Hampton – **Chair**

Board Member Attendees:

Rohan Shahani – **Vice Chair** Leslie Sohl – **Member** Jason Ong – **Member**
 Michael Smith – **Secretary** Kennerly de Forest - **Member** Billy Simpson – **Member**
 Erik Marter – **Treasurer** Connor James – **Member**

Quorum?

Yes No

Guests:

John Voegtlin
Heather Brooks
Melissa Webb

Meeting called to order at x:xx am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | 8:00a (Korey)

Approval of Agenda | 8:05a – 8:10a (Korey)

Motion:	Review and approve the meeting agenda
Made by:	
Seconded by:	
Discussion:	
Vote:	In Favor – Opposed – Abstaining –
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Staff Reports | 8:10a – 9:30a

- Executive Director | 8:10a – 8:30a (Melissa Webb)
- Programs | 8:30a – 8:50a (Heather Brooks)
- Office | 8:50a – 9:10a (John Voegtlin)



- Events | 9:10a – 9:30a (Melissa Webb)
 - Conference “Hot Seat” Topics
 - AGM in OKC

Executive Director Update and Next Steps | 9:30a – 10:15a (Melissa & Korey)

BREAK | 10:15a – 10:30a

Volunteer and Membership Policy Updates | 10:30a – 11:10a (Mike & Melissa)

- Volunteer Reimbursement Policy | 10:30a – 10:40a (Melissa)
 - Update
- Employee and Volunteer Technology Use (“Tech Use”) Policy | 10:40a – 10:50a (Mike)

Motion: Approve revisions to the ACCT Employee and Volunteer Technology Use Policy.
Made by: Michael Smith
Seconded by:
Discussion:
Vote: In Favor –
Opposed –
Abstaining –
Motion Carries: Yes No

- Conflict of Interest/Non-Disclosure Agreement (“COI/NDA”) | 10:50a – 11:00p (Mike)

Motion: Approve revisions to the ACCT Conflict of Interest Policy.
Made by: Michael Smith
Seconded by:
Discussion:
Vote: In Favor –
Opposed –
Abstaining –
Motion Carries: Yes No

- ACCT Membership Policy | 11:00a – 11:10a (Mike)

Motion: Adopt the ACCT Membership Policy.
Made by: Michael Smith
Seconded by:
Discussion:
Vote: In Favor –
Opposed –
Abstaining –
Motion Carries: Yes No



Government Relations Work – Update & Next Steps | 11:10a – 12:00p (Korey)

LUNCH | 12:00p – 1:00p

Vendor Accreditation Program | 1:00p – 3:00p

- Vendor Auditor | 1:00p – 1:40p (Heather & Korey)
- VAP Fee Structure | 1:40p – 2:20p (Heather & Mike)

<p>Motion: Made by: Seconded by: Discussion: Vote: In Favor – Opposed – Abstaining – Motion Carries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

- VAP Punch List Items | 2:20p – 3:00p
 - Insurance Policy for Accredited Vendors | 2:20p – 2:40p (Heather & Mike)

<p>Motion: Made by: Seconded by: Discussion: Vote: In Favor – Opposed – Abstaining – Motion Carries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

- Accredited Vendor Agreement | 2:40p – 3:00p (Heather)

New Business | 3:00p – 5:00p

- Time has been set aside for new business or to dedicate to agenda items which were not resolved.

ADJOURN MEETING | 5:00p



ACCT Mission Statement

The Association for Challenge Course Technology (ACCT) establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course programs. ACCT develops, refines, and publishes standards for Installing, maintaining, and managing challenge courses; provides forums for education and professional development; and advocates for the challenge course and adventure industry.

ACCT Anti-Trust Statement

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and state antitrust laws. No activity or discussion at any Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (a) raise, lower, or stabilize prices;
- (b) regulate production;
- (c) allocate markets;
- (d) encourage boycotts;
- (e) foster unfair trade practices;
- (f) assist monopolization, or
- (g) in any way violate federal or State antitrust laws.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Chair of the Board of Directors.