



Agenda for Board Meeting – June 21, 2017

Meeting Logistics:

6/21/17 11:00 am MST to 12:30pm MST

Preparation / To Dos:

- Review documents in Dropbox meeting folder

Location:

Phone: 218-936-3817

Pass code: 510426#

Board Members:

x Ben Kopp - **Chair**

x Bahman Azarm – **Vice Chair**

x Carson Rivers - **Treasurer**

x Scott Andrews - **Secretary**

x Micah Henderson

x Michelle Hepler

x Ryan Olson

Dylan Burt

Sara Bell

x Shawn Tierney – *Executive Director*

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 the 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 Association Executive Director or the Chair of the Board of Directors.

Absent: Dylan Burt and Sara Bell

Quorum present? yes

Others Present: Jim Converse, Natalie Hill, Bill Weaver

Proceedings:

Meeting called to order at: 11:02a MDT

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Ryan Olson
Seconded by: Bahman Azarm
Discussion: NONE
Motion Carried: Unanimous
- II. Review and Approve Meeting Minutes from May 17, 2017 **Approved**
- III. Executive Director Update (*copy attached*)
- IV. Managing Matters Update: (*copy attached*)
- V. Monthly Financial – April and May (*copy attached*)
- VI. Cash Flow Projections (Shawn)



Unfinished Business

- VII. Insurance Committee Chair (Dylan and Shawn)

Motion: Appoint Gary Nesbitt as Chair of Insurance Committee: Bahman Azarm
Second by: Michelle Hepler
Discussion: None
Motion: Unanimous

- VIII. Standards Translation Update (Shawn) *Company hired to do translation. Definitions in the Standards have been forwarded to a small group of Spanish speaking ACCT members to assure that definitions are correctly translated. Expected to complete translation and publication of standard by OCTOBER 2017.*

- IX. 2017-2018 Budget Review and approval (Carson)

Motion: Approve Fiscal Year 2017-2018 Budget as presented: Scott Andrews
Second by: Micah Henderson
Discussion: whether or not to change amount in savings account reflect amount to be moved in last week of June 2017. Change was made to budget as presented.
Motion: Unanimous

- X. Organizational Goals (Ben) *to be updated regularly and placed in the "Working Documents Folder"*

New Business

- XI. ASNI/ACCT procedures (Ben and Jim C) *Jim Converse described what is changed and why this is important. Describe the role of the Secretariat. Discussion of who is responsible for supporting and encouraging all parties to move standards forward. Scott Andrews stated that the board as the secretariat must move to support the relationship between the Standards Writing Committee and the Consensus Group to get the process moving forward. Action step will be to continue to discuss procedures and encourage conversation with SDC and Consensus Group. Ben and Scott will work on Procedures edits and communication with SDC and Consensus Group.*

- XII. XOLA Sponsorship Changes (Shawn) *Existing relationship has been terminated with the agreement of XOLA. They plan to continue as a conference sponsor.*

- XIII. Managing Matters Contract (Shawn) *Addressed in ED report*



XIV. **Adjourn**

Motion to Adjourn

Motion to Adjourn by: Carson Rivers

Second by: Micah Henderson

Motion: unanimous

Time: 11:40 MDT



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 6/14/17

RE: June Board Report

Summary of Activities

FY18 Draft Budget: I've placed the final draft of the FY18 budget in Dropbox, which we will review briefly and vote on during the meeting. The most noticeable differences are: a projected \$107,842k net income, and the line items on the executive summary page to see the amounts to be deposited in a savings account by the end of June 2017, along with the total projected amount in savings by the end of FY18. Once approved, I will work with our accountant to get the FY18 budget set-up in Quickbooks, with the goal of having the previous month's financial statements for each BOD meeting.

Financial Statements: the April and May financial statements are in Dropbox for review prior to the BOD meeting.

Translation of Standards into Spanish: the work to translate our standards into Spanish has begun. A team of ACCT volunteers has reviewed/edited the glossary of terms that are used throughout the document. NetTranslators has received the InDesign file and they are currently working on the translation. We should have the first draft of the document back from them by the end of June or early July, at which time the ACCT volunteers who are native Spanish speakers will review and comment on the document.

Insurance Committee: I had a phone conversation with the individual that Dylan and I will be recommending to the Board for the Chair position. This individual is interested in being the Chair but before committing he would like to see the final terms of reference for the committee, especially if the focus changes from the original intent and the scope expands to include both insurance & risk management elements. The TOR and the TOR with comments/questions by the recommended Chair are in Dropbox for review.

PR/Marketing Support: I solicited two bids for PR/Marketing and Communications support, and will be selecting a firm in Boulder called the Weiss Group. Their expertise is content, graphic design, public relations, marketing strategy and communications. The principal and founder has worked in the publishing industry for 25+ years and has worked for Outside Magazine and other major publications as a senior editor and writer. The initial scope of work will be developing a two-year PR/marketing and communications plan along with an ACCT communications manual that will include a style guide, document templates, and policies and procedures for internal/external communications.

GRC Support: I have had an initial conversation Jason Keith, who is the founder and managing director of an outdoor industry policy firm located in Moab, Utah. Jason is an attorney who is also on retainer with the Access Fund as their policy director. The initial scope of work that I am discussing with Jason will primarily involve developing a two-year government regulations strategy, and developing resources for the website and for stakeholders / regional contacts with the aim of building effective working relationships with regulators and elected officials.

ANSI/ACCT Procedures: Jim Converse will be on the BOD call to discuss the ANSI/ACCT procedures document and whether any updates are necessary in preparation for the ANSI audit that is scheduled to take place October. The procedures document is in Dropbox for review prior to the call.

The ANSI audit will primarily focus on the our procedures for standards development, along how the Consensus Group activities are administered. Bill Weaver will be working with Jim to assemble all of the documentation required for the audit. The audit will not require an in-person meeting.

Consensus Group: we are in the process of polling the members of the Consensus Group as to their availability for a face-to-face meeting in August (sometime between Aug 2-11) or September (at the time of the BOD meeting) in the Denver area. The purpose of the meeting will be to engage and fully activate the group going forward, clarify roles (Secretariat, SDC, CG, staff, etc.), review a finalized procedures document, and prepare the group for the submission of new standards prepared by the SDC.

XOLA Subscription Revenue: we received the final payment from XOLA for the subscription revenue from year-two of the sponsorship agreement, which has officially ended as of May, 2017. XOLA will continue to be a strong supporter of ACCT, and they are considering other conference related sponsorship and exhibiting opportunities going forward.

Staff Evaluations: I will be conducting Melissa's year-end evaluation in Boulder during the week of June 12th, and I will be traveling to MD at the end of June to conduct evaluations of both Bill and Joyce.

Clipboard / Parallel Lines: the monthly Clipboard publication is back in circulation with an edition that came out at the beginning of June. An advertising issue that has the ad rates for both Clipboard and Parallel Lines, ad terms, etc., will be out the week of June 12th. The summer issue of P-Lines is currently in production and will be out in Mid-July.

Exhibitor/Sponsor/Advertiser Prospectus: we have a first draft of the 2018 exhibitor/sponsor/advertiser prospectus. Melissa and I are currently reviewing pricing information along with adding additional sponsorship opportunities. The prospectus will be ready for circulation by mid-July, and we anticipate opening exhibitor registration in August.

MM contract: I have renewed the Managing Matters contract for another one-year term which begins in May, 2017 and ends in May, 2018.

To: ACCT Board of Directors

From: Natalie Hill (Account Coordinator), Jenny Faucher (President), and Nicole Cork (Account Manager)

Date: June 21, 2017

Strengthening the ACCT Brand

This report is intended to provide an update on our action items, activities, improvements, and initiatives we have completed since the last Board meeting, held on May 17, 2017. This report will be provided to the board on a monthly basis.

Our team, led by Natalie Hill, has been putting a significant focus on customer service excellence to the ACCT membership. This has been done by promptly communicating with members via e-mail, phone and contact forms, and providing answers efficiently and in a timely manner.

We are always looking for ways to save ACCT money and bring fresh ideas to the table.

Board & Committee Support

- MM has been communicating with the Membership Work Group, and organizing monthly meetings, in order to implement membership growth ideas.
 - A meeting will be scheduled in July, which will include the PR committee.
- MM has created 5+ invoices for PVM application payments.
- MM has shipped 10+ copies of the ACCT/ANSI 03-2016 Standards and 2 copies of the 8th Edition Standard.
- MM has reached out to the relevant Committees to begin the Career Center initiatives.
- MM has updated membership metrics and yearly membership comparison spreadsheets for Board review.
- MM has liaised with Shawn in regards to sending out monthly Clipboard publications on time and developing a new media edition for advertising.

General Management

- MM has assisted with 10+ PVM training dates by adding them to the website calendar.
- MM has assisted with adding 5+ job postings to the Career Center.
 - Total of 15 Job posting since May
- MM has sent out Reminders for Parallel Lines Summer Edition submissions.
 - MM has created a folder for all incoming submissions.
- MM received 4+ membership payments by credit card over the phone.

- MM has fielded 90+ membership calls since the last board meeting. Receiving an average of 3-4 calls a day. Some call highlights include:
 - Membership renewal assistance
 - Locating the Standards online
 - Print-on-Demand assistance
 - Membership category clarification
 - PVM Applications & payments
 - Job postings
 - Training dates and Challenge Course information and sign ups
- MM has responded to 90+ emails and 20+ contact forms via email and through the website.
- MM has created and sent Shawn the May membership revenue report from YM.
- MM has forwarded 5+ contact forms and 5+ phone calls to Bill in regards to certification and testing related questions.

Next Steps

- MM will continue to assist ACCT members with membership renewals and general inquires.
- MM will continue to grow the ACCT membership and will involve the Membership Work Group in the process.
- MM will be preparing the July Clipboard publication and setting up a monthly schedule thereafter.
- MM will continue to make calls to lapsed members and check in on the progress the Membership Work Group has made.
- MM will send out Thank you letters to members, as a membership recognition initiative.
- MM will continue to work with Bill and Joyce in regards to invoicing and reaching out to members for the PVM application process.
- MM will send out copies of the ACCT/ANSI Standards on a bi-weekly, or as needed, basis.
- MM will continue to update the website and Career Center to make membership more valuable.
- MM will continue to update membership metrics and compare our yearly membership revenue/renewals/new sign ups.
- MM will continue to find ways to better leverage the Career Center and will start to send monthly communications on career opportunities early July.

Management Report

Association for Challenge Course Technology
For the period ended April 30, 2017



Prepared by
Kristi Hattig, CPA LLC

Prepared on
May 30, 2017

Association for Challenge Course Technology
Balance Sheet
As of April 30, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
5/3 IL Checking	50.00
5/3 MoneyMarket Savings	33,756.07
5/3 Savings-Wire Transfers	0.00
Chase Operating	377,548.67
Chase Savings	25.00
IL Wire Transfer Account	0.00
Total Bank Accounts	\$ 411,379.74
Accounts Receivable	
4200 Publication Sales	4100.02
Accounts receivable	6,669.60
Total Accounts Receivable	\$ 6,669.60
Other Current Assets	
Prepaid Expenses	4,384.65
Retainers	0.00
Uncategorized Asset	1,278.30
Undeposited Funds	572.13
Total Other Current Assets	\$ 6,235.08
Total Current Assets	\$ 424,284.42
TOTAL ASSETS	\$ 424,284.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,418.76
Total Accounts Payable	\$ 1,418.76
Credit Cards	
Chase Card	-23,432.28
Chase Card - 0614	4,385.48
Chase Card - 1061 Shawn	21,162.90
Chase Card - 1344	2,711.43
Total Chase Card	\$ 4,827.53
Credit Card 6102	0.00
Credit Card 8878 - Bill	0.00
Total Credit Cards	\$ 4,827.53
Other Current Liabilities	
Accrued Paypal Fees	0.00
Accrued Payroll	0.00
Prepaid Dues	0.00
Wires In Liability	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 6,246.29
Total Liabilities	\$ 6,246.29
Equity	
Opening Bal Equity	0.00
Retained Earnings	99,422.48
Net Income	318,615.65

No assurance is provided on these financial statements

Association for Challenge Course Technology
Balance Sheet
As of April 30, 2017

	<u>Total</u>	
Total Equity	\$	<u>418,038.13</u>
TOTAL LIABILITIES AND EQUITY	\$	424,284.42

Tuesday, May 30, 2017 12:44:22 PM GMT-7 - Accrual Basis

Management Report

Association for Challenge Course Technology
For the period ended May 31, 2017



Prepared by

Kristi Hattig, CPA LLC

Prepared on

June 15, 2017

Association for Challenge Course Technology
Balance Sheet
As of May 31, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
5/3 IL Checking	50.00
5/3 MoneyMarket Savings	100.00
5/3 Savings-Wire Transfers	0.00
Chase Operating	384,314.32
Chase Savings	25.00
IL Wire Transfer Account	0.00
Total Bank Accounts	\$ 384,489.32
Accounts Receivable	
4200 Publication Sales	4100.02
Accounts receivable	19,500.60
Total Accounts Receivable	\$ 19,500.60
Other Current Assets	
Prepaid Expenses	2,671.30
Retainers	0.00
Uncategorized Asset	1,278.30
Undeposited Funds	572.13
Total Other Current Assets	\$ 4,521.73
Total Current Assets	\$ 408,511.65
TOTAL ASSETS	\$ 408,511.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,418.76
Total Accounts Payable	\$ 1,418.76
Credit Cards	
Chase Card	-25,432.28
Chase Card - 0614	4,623.47
Chase Card - 1061 Shawn	21,193.00
Chase Card - 1344	2,741.42
Total Chase Card	\$ 3,125.61
Credit Card 6102	0.00
Credit Card 8878 - Bill	0.00
Total Credit Cards	\$ 3,125.61
Other Current Liabilities	
Accrued Paypal Fees	0.00
Accrued Payroll	0.00
Prepaid Dues	0.00
Wires In Liability	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 4,544.37
Total Liabilities	\$ 4,544.37
Equity	
Opening Bal Equity	0.00
Retained Earnings	99,422.48
Net Income	304,544.80

No assurance is provided on these financial statements

Association for Challenge Course Technology
Balance Sheet
As of May 31, 2017

	<u>Total</u>	
Total Equity	\$	403,967.28
TOTAL LIABILITIES AND EQUITY	\$	408,511.65

Thursday, Jun 15, 2017 02:06:26 PM GMT-7 - Accrual Basis