



Agenda for Board Meeting – March 15, 2017

Meeting Logistics:

3/15/17 11:00 am MDT to 12:30pm MDT

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

Michelle Hepler

x Ryan Olson

Dylan Burt

x 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: Michelle Hepler and Dylan Burt

Quorum present? **yes**

Others Present: Natalie Hill (*Managing Matters*)

Proceedings:

Meeting called to order at: 11:02a MDT

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Sara Bell
Seconded by: Ryan Olson
Discussion: None
Motion Carried: Carried by voice vote
- II. Review and Approve Meeting Minutes from 1/30/17
Motion Carried: Abstain: Carson Rivers Carried by voice vote
- III. Review and Approve Meeting Minutes from AGM 2/1/17 (**tabled to next meeting to attached correct financial report**)
- IV. Review and Approve Meeting Minutes from 2/4/17 (**approved by voice vote**)



- V. Executive Director Update (*copy attached*)
- VI. Managing Matters Update: (*copy attached*)
- VII. Monthly Financial – November, December, and January (*copy attached*)
- VIII. Cash Flow Projections (Shawn)

Unfinished Business

- IX. Renaming Operations, Training and Certification and DPI Committees (Scott) **need to adjust the definition of work group on Volunteer Organization Chart to include the work being done by Operation, Training and Certification and Design, Performance and Inspection. In addition, a desire to have the Accreditation and Certification Committee discuss if and how they would take on the role of maintaining the Certification Rules. (Certification "rules" because they are not part of the ANSI Standard) That conversation will happen at the face to face meeting in late March 2017.**
- X. Insurance Committee Status (Ben and Dylan)
Response to who has applied for the Insurance Committee and suggestions to change the language of the Terms of Reference. Changes in the language are suggested by Randy Smith in his recent board letter.
- XI. Emeritus Board Members (Micah) **Micah Henderson would like to discuss with other board members in face to face meeting how to maintain information from Emeritus Board Members. Request that legal counsel give us parameters on how to pass down advise from past board members. Micah Henderson request agenda time at the April Face to Face meeting. No current timeline for completing these projects.**

New Business

- XII. Committee Budget development contributions (Scott and Carson) **There is a need to pay attention to needs of committees. There is currently no formal process for committees to engage in the budget development.**
- XIII. Legal Counsel succession planning process (Shawn)
Beginning process of having Reb Gregg help us develop a plan for legal counsel over the next to 10 years. Reb Gregg is and has been extremely important to the Association and will continue to be very important to the industry and the Association.
- XIV. Voting for PVM Seats at AGM and payment of dues (Scott) **need to be clear on process and practices to assure all paid PVMs can vote at the AGM and those who have not paid are not eligible to vote and do not vote.**
- XV. 2017-18 fiscal year goals and Board 2017-2018 goals (Ben) **Board will spend time at Face to Face reviewing 1) Board Goals; 2) what are our passions and what do**



we need to work on; 3) Strategic Plan. Each board member should carefully read the strategic plan and understand when and where it was written and how we might go forward. Mr. Kopp will put the most current version of the Strategic Plan in the next board meeting folder.

Adjourn

XVI. Motion to Adjourn

Motion to Adjourn by: Bahman Azarm

Second by: Sara Bell

Motion: Carries by voice vote

Time:12:33p MDT



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 3/15/17

RE: March Board Report

Summary of Activities

Financial Statements: the November, December and January financial statements will be in Dropbox for review prior to the BOD meeting. I've also placed a cash flow worksheet that shows projected cashflow through the end of the current fiscal year. The income projections are conservative while the expenses are as close to accurate as possible with current information. I will be working with a new accountant going forward (Jessica) as our previous accountant recently left the firm for a new position. This has caused some delay in the delivery of the financial statements as I work with her on classifying income and expenses.

FY18 Budget: Carson and I will be meeting in the week ahead to review the budget planning process. I would like to have an initial draft of the FY18 budget ready for review during the April BOD meeting in TX. Prior to that, we will need to activate the Finance committee to be involved in the budget, and to help with the creation of finance policies.

Preliminary Conference numbers: Overall, the conference did extremely well from a financial perspective with actual income largely exceeding the amount we budgeted, and expenses slightly under budget. We also had strong conference attendance (1,100+), and feedback has been overwhelmingly positive. We will have specific survey results later in March, along with more exact budget vs. actual numbers regarding income and expenses. As of March 13th, all of the conference expenses have been paid in full.

Acc/Cert Committee Meeting: I am in the process of planning a 1.5-day meeting in Atlanta on March 27 & 28th with the Accreditation & Certification committee. It appears that the entire committee (7 members), myself, Bill, and Sara as the BOD liaison will be in attendance. The primary purpose of the meeting will be reviewing roles/responsibilities between the committee, the panels, the liaison and staff; assessing where we are with respect to program accreditation; and determining the scope of work necessary to continue moving the program forward.

Translation of Standards into Spanish: we have a quote from a company in Costa Rica for translating the standards into Spanish. The quote is less than the money we had budgeted for this service, but we will need to have the contract reviewed by legal counsel which will add to the cost. I am in the process for finding local counsel for this service before we move forward.

Insurance Committee: as a result of a member announcement that went out earlier in March we have received a total of 6 applications for the newly forming insurance committee. The deadline for applications is March 24th, after which Dylan, Ben and I will review the applications and recommend a chair to the BOD. There are a few more pending application that we need to receive based on conversations with those individuals who expressed an interest in serving on the committee.

Insurance Policies: I recently renewed the general liability policy, and I am moving forward with binding a “cyber” insurance policy with a \$1M policy limit. This was one of the final recommendations from the Dan Free audit.

Incident Database and Analytics System: I had a call with Rick Curtis, who is the outdoor program director at Princeton University last week to get a preview of a cloud-based incident reporting and analytics system that he has been developing over that past few years. It appears to be a very robust system for both reporting and generating accident/incident data. A tool such as this could provide a useful and consistent way to collect industry-wide data. I will continue to explore the potential uses and applications with Rick over the next few months.

April BOD Meeting in TX: the meeting will be held at the Sheraton Hotel in Fort Worth. The Sheraton, along with the Omni are the two host hotels for the 2018 conference. A draft agenda for the meeting is currently in the works.

Consensus Group: there was a desire on the part of the Standards Development Committee to have the Consensus Group meet face-to-face at the April BOD meeting. After a conference call on March 13th with the chairs of the respective groups it was determined that trying to arrange a meeting in the next month will not be possible. Rather, Standards Development will draft an update to the Consensus group describing the work that they wish to undertake, and will deliver a draft of the work product that the operations/training and standards writing panel is working on (i.e., some changes to Operations standards and other possible additions/revisions). In the meantime, the Consensus Group will hold a conference call to bring its members up to speed on the current “charge,” roles, and procedures for the CG.

Oregon Lawsuit: on March 10th we received notice from our attorney that the plaintiff is appealing the court’s judgment dismissing the lawsuit, to the Ninth Circuit Court of Appeals. The Notice doesn’t specify whether plaintiff is appealing the entire judgment, or only the portion pertaining to the primary defendant. Our attorney will ask the plaintiff to clarify with the court that the appeal is not directed to ACCT. Our attorney believes we may have an argument that the appellate court doesn’t even have jurisdiction to hear any issues relating to ACCT, as plaintiff did not object to the Magistrate Judge's Findings and Recommendations dismissing ACCT, at the trial court level. Our attorney will be in touch when he has further information to share.

Management Report

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



Prepared by

Kristi Hattig, CPA LLC

Prepared on

March 14, 2017

For management use only

Association for Challenge Course Technology

Balance Sheet

As of January 31, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
5/3 IL Checking	5,542.45
5/3 MoneyMarket Savings	26,611.10
5/3 Savings-Wire Transfers	0.00
Chase Operating	651,675.56
Chase Savings	25.00
IL Wire Transfer Account	0.00
Total Bank Accounts	\$ 683,854.11
Accounts Receivable	
4200 Publication Sales	4100.02
Accounts receivable	14,370.69
Total Accounts Receivable	\$ 14,370.69
Other Current Assets	
Prepaid Expenses	4,384.65
Retainers	0.00
Uncategorized Asset	6,446.58
Undeposited Funds	-1,227.87
Total Other Current Assets	\$ 9,603.36
Total Current Assets	\$ 707,828.16
TOTAL ASSETS	\$ 707,828.16
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,516.52
Total Accounts Payable	\$ 4,516.52
Credit Cards	
Credit Card 6102	0.00
Credit Card 7635 - Melissa	0.00
Credit Card 8878 - Bill	107.40
Total Credit Cards	\$ 107.40
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	\$ 4,623.92
Total Liabilities	\$ 4,623.92
Equity	
Opening Bal Equity	0.00
Retained Earnings	99,422.48
Net Income	603,781.76
Total Equity	\$ 703,204.24
TOTAL LIABILITIES AND EQUITY	\$ 707,828.16

Tuesday, Mar 14, 2017 12:23:44 PM GMT-7 - Accrual Basis

No assurance is provided on these financial statements

To: ACCT Board of Directors

From: Natalie Hill (Account Coordinator), Jenny Faucher (President)

Date: March 15, 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 past Board meeting, held on January 30th & 31st, 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 answering all e-mails, phone calls and contact forms in an efficient and timely manner.

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

Board & Committee Support

- MM has relayed 10+ committee applications to ED Shawn.
 - Conference Committee
 - ICE Committee
 - Accreditation Panel
 - Training/Certification Standards
- MM has been communicating with the Membership work group to meet once a month and implement membership growth ideas
- MM has taken over the logistics of all orders of the standards. This has included:
 - Ordering 50 copies from Blurb.
 - Sending out 5+ copies in the past 30 days.
- MM has taking on all PVM and Ops Dept. invoicing. As a result, all invoices will now be created in YM.
- MM is working with Bill & Joyce to ensure that all PVM invoices are paid and up to date. We have set up payment products for tracking of invoices.
- MM sent 5+ e-blasts to the membership database for member correspondence.
 - Non-member conference Attendees (Join Now)
 - Mailing address
 - Parallel Lines x2
 - Insurance Committee

- MM has been working with Bill and Joyce to update the PVM directory listings on website, as well as the PDF version.
- MM has discussed Parallel Lines Ad pricing and ideas for future editions with Shawn.
 - Will be adding Ad prices to spring issue
 - Adding Tool Box again
- MM has updated membership metrics and yearly membership comparison spreadsheets for board review.

General Management

- MM has assisted with 50+ PVM training dates by adding them to the website calendar.
- MM has collected articles for Parallel Lines and contacted members in regards to content.
- MM received 10+ membership payments by credit card over the phone.
- MM has fielded 100+ membership calls since the conference. Receiving over 5 calls a day. Some call highlights include:
 - Membership renewal assistance.
 - Locating the Standards.
 - Print-on-Demand assistance.
 - Membership category differences.
 - PVM Application & payments
 - Training dates and Challenge Course information and sign ups.
- MM has responded to 150+ emails and 30+ contact forms from membership email & ACCT website.
- MM has input 10+ membership cheques into YM sent from Shawn/Accounting.
- MM has forward 40+ contact forms to Bill in regards to certification and testing related questions.
- MM has sent out e-blast to +100 non-member conference attendees to spark their interest in joining.
 - Just over 3 member sign ups

Next Steps

- MM will continue to assist ACCT members with membership renewals and general inquires.

update on matters

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- MM will continue to grow the ACCT membership and will involve the membership work group in the process.
- MM will be preparing the spring edition of Parallel Lines, which will go out in April.
- MM will continue to make calls to lapsed members and check in on the progress the membership work group has made.
- MM will look into producing a clipboard/newsletter for membership recognition and updates.
- MM will continue to work with Bill and Joyce in regards to invoicing and reaching out to members for PVM application process.
- MM will send out copies of the ACCT/ANSI Standards on a bi-weekly (or as needed) basis.
- MM will connect with Mandy and Shawn on ideas to make the career centre more valuable to members.
- MM will be working on a “membership verification” notification or “thank you for registration” notice.
- MM will continue to update membership metrics and compare our yearly membership revenue/renewals/new sign ups.

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