



## Agenda for Board Meeting – April 24, 25, 2017

### Meeting Logistics:

4/24/17 8:00am CDT to 4/25/17 12:00pm CDT

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location:

Sheraton Hotel Ft. Worth, Texas

### 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 Dylan Burt

x Sara Bell

x Ryan Olson

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:* none

*Quorum present?* Yes

*Others Present:* None

### Proceedings:

*Meeting called to order at:* 7:59a CDT

### Agenda

- I. Review and Approve Agenda  
Motion to Approve by: Ryan Olson  
Seconded by: Michelle Hepler  
Discussion: Stay moving  
Motion Carried: unanimous
- II. Review and Approve Meeting Minutes from 2/1/17 **approved**
- III. Review and Approve Meeting Minutes from 3/15/17 **approved**
- IV. Executive Director Update (*copy attached*)
- V. Monthly Financial – Q2 (*copy attached*)
- VI. Cash Flow Projections
- VII. Managing Matters Update (*copy attached*)



## Unfinished Business

- VIII. Standards Spanish Translation (Shawn) Discussed quote for Spanish translation and specific needs for the translation.
- IX. Consensus Group Procedures Update and Revision (Ben) Ms. Henderson walked BOD through the ANSI Procedures and some history of the process. Mr. Kopp will forward a letter to the Consensus Group about a desired meeting in the summer.
- X. September Meeting Dates (Scott) Rescheduled to September 18 and 19<sup>th</sup> 2017
- XI. Insurance Committee Terms of Reference (Dylan) Discussed the feedback from those who applied to the committee. Tabled Terms of Reference. Mr. Burt and Mr. Tierney will reach out to potential members about their interest in being the chair of Committee
- XII. Insurance Committee Chair (Dylan) tabled
- XIII. Motion: To approve additional funds in FY16/17 for the translation of the ACCT/ANSI 03-2016 Standard into Spanish. The total budget amount will be increased from \$2,500 to \$5,000.  
Motion by: Micah Henderson  
Seconded by: Michelle Hepler  
Discussion: Shawn will come back to us if there are cost overruns  
Motion Carried: unanimously
- XIV. Motion: To dissolve the Insurance Advisory Group and thank them for their service.  
Motion by: Dylan Burt  
Seconded by: Carson Rivers  
Discussion: Ben will reach out to the committee  
Motion Carried: unanimously

## New Business

- I. Fiscal Year 17/18 Organizational Goals. Review of FY2016-2017 goals and progress toward these goals. Created list of potential FY2017-2018 goals. Board Identified priorities:
- I. Savings Plan: 200,000 in reserves by end of FY2017. Extra \$100,000 at end of FY2018 with a goal of \$500,000 by end FY2020.
- II. Government Relations:
- I. Hire consulting firm by August 2017
- II. Update position statement
- III. Organize volunteer system



- IV. Jurisdictional approach strategy
  - V. Update website w/current standing in each jurisdiction.
- III. Program Accreditation
- I. Accreditation Framework and business plan
  - II. Piolet program complete by November 2017
  - III. Functioning by June 30, 2018 with limited opening of 5 programs
- IV. Raise Professionalism of Conference Workshops
- I. Paid Presenters
  - II. Mapping out presentations topics
- V. Standards Development
- I. Consensus Group Face to Face
  - II. Regular Consensus Group Meeting and Reporting Schedule
  - III. Standards Development Committee regular meetings and reporting to Board and Consensus Group
  - IV. Standards Revisions publication
  - V. Spanish Translation
- VI. Document + File Management System
- I. Pick a new tool
  - II. File Organization and naming policy
  - III. File Structure chart
  - IV. Understanding needs from ACCT groups
  - V. Transition to new structure and system
  - VI. Get Hard Copies Digitized
  - VII. Train Users
- VII. Fiscal Year 2017-2018 Budget Development (Shawn and the representative from Boone, NC, the Honorable Mr. Rivers MS) [Review proposed FY2017-2018 budget. Mr. Rivers and Mr. Tierney outlined the changes in the budget format, and the thinking behind the FY2017-2018.](#)
- VIII. Into recesses at 5:30p Back in session at 8:00a Tuesday April 25, 2017



- IX. Program Accreditation Purpose update (Sara) Reviewed  
current work of ACC and the Purpose statement
- X. Terms of Reference Update for Program Accreditation Panel (Sara) Reviewed draft  
TOR. Board likes the direction this is going.  
Motion to go into closed session by: Michelle Hepler  
Seconded by: Sara Bell  
Discussion:  
Motion Carried: unanimously
- XI. External organizations interpretations of Standards (Ben, Scott)  
Motion to come out of closed session by: Michelle Hepler  
Seconded by: Carson Rivers  
Discussion: none  
Motion Carried: Unanimous
- XII. Association Sponsorship Review (Shawn) Discussed  
Sponsorship and will not renew the existing agreement
- XIII. Committee/Staff Reports (Liaisons)  
I. Received report from SDC and Ethics Committee, Finance Work Group, Nominations which is looking at volunteer and leadership development in the Association. Leadership Development would require a small change in the Terms of Reference for Nominations. ACC staff report missing. Board needs to know who those companies are who are in the Accreditation pipeline. Reviewed Melissa's report
- XIV. Board and Association File Handling Structure and protocols (Scott)  
Scott will redo the file naming memo and bring it back to the board as a policy at the May Meeting.
- XV. Consensus Group support realignment (Shawn) Ben,  
Shawn, and Dylan will address requests for realignment. They will express the BOD's desire for a face to face CG meeting.
- XVI. Association Direction Conversation – Regional Conferences (Scott and Shawn)

## Adjourn

- XVII. Motion to Adjourn  
Motion to Adjourn by: Michelle Hepler  
Second by: Bahman  
Motion: unanimous  
Time: 12:00p



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 4/21/17**

**RE: April Board Report**

### **Summary of Activities**

**Financial Statements:** the January and February financial statements are in Dropbox for review prior to the BOD meeting. As a reminder, last month I 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.

**FY18 Draft Budget:** I've also placed a first draft of the FY18 budget in Dropbox, which we will review during the April meeting. I am planning to make any adjustments to the draft over the next 3-4 weeks and to have a final budget ready for BOD approval during the May BOD meeting. I've been working with the treasurer throughout this process and you will note the "re-tooled" format for laying out the budget - which is by monthly totals rather than total amounts for the year. The final budget will have further notes about how figures were calculated along with other data such as a more detailed conference spreadsheet attached as an addendum that provides greater insight into conference income and expense numbers.

**Acc/Cert Committee Meeting:** the Accreditation & Certification committee met on March 27 & 28<sup>th</sup> in Atlanta. The entire seven-member committee, myself, Bill, and Sara as the BOD liaison were in attendance. The primary purpose of the meeting was to review 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. There will more updates during the BOD meeting.

**Translation of Standards into Spanish:** we have quotes from two companies (price for the service only) for translating the standards into Spanish, and one quote/proposal from another company. I have placed the quote/proposal from the company that I am recommending we go with. We will have more discussion around this topic during the meeting.

**Insurance Committee:** We received a total of 6 applications for the newly forming insurance committee. Dylan, Ben and myself met to review the applications, and collectively we raised additional questions that we will share during the meeting. In the interim, we

sent another round of questions to applicants to gather additional thoughts from them about the terms of reference, areas we might have overlooked, etc.

**2017 Research Grant:** I am in the process of finalizing and sending the research grant award letter to the recipient of the \$1,500 grant. I will also draft a member announcement that will go out at the end of April, along with placing the information about the recipients grant proposal on the research page of the website.

**Parallel Lines / Clipboard / Career Center:** the spring issue of Parallel Lines will go out May 1. The draft is currently being reviewed and edited by a number of staff and volunteers. We are looking at re-tooling the advertising price sheet so that we can start selling more ad space in the summer issue, which will come out in August. We will also resume sending out clipboard on a monthly basis beginning in May as an additional member communication piece. We are also looking at how to improve the career center on the website to make it a more attractive member benefit. Once we determine the best way to re-tool the site we will actively publicize the changes and features. Currently shooting to have this done in May.

**ANSI/ACCT Procedures Document:** following discussions with the Standards Development Committee, the Consensus Group, staff, Jim Converse and the BOD chair it became clear that we needed to update and revise our procedures document. The proposed draft is in Dropbox for review and we will discuss this item further during the meeting.

**Regus Office Lease:** I am in discussion with the Boulder center staff about discontinuing our office space lease due to a recent price increase and the fact that the office receives very little actual use. I would like to retain our Regus membership, which would allow ACCT to use the mailing/shipping address (4770 Baseline Rd., Ste 200), conference center, etc., along with retaining privileges (conference room use, etc.) at Regus locations around the country. The total for just the membership is \$79/mo.

**Managing Matters Contract:** the contract is coming up for renewal in May, and I have a call with Jenny (CEO) at Managing Matters at the end of April to discuss how the engagement has been going, etc. I intend to renew the contract for another year, and I will also be discussing some changes that I am considering in the structure of the contract (price, terms, scope of work, etc.).

# Management Report

Association for Challenge Course Technology  
For the period ended February 28, 2017



Prepared by

**Kristi Hattig, CPA LLC**

Prepared on

**April 20, 2017**

For management use only

# Association for Challenge Course Technology

## Balance Sheet

As of February 28, 2017

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
5/3 IL Checking	5,542.45
5/3 MoneyMarket Savings	26,611.10
5/3 Savings-Wire Transfers	0.00
Chase Operating	538,089.58
Chase Savings	25.00
IL Wire Transfer Account	0.00
<b>Total Bank Accounts</b>	<b>\$ 570,268.13</b>
<b>Accounts Receivable</b>	
4200 Publication Sales	4100.02
Accounts receivable	5,370.69
<b>Total Accounts Receivable</b>	<b>\$ 5,370.69</b>
<b>Other Current Assets</b>	
Prepaid Expenses	4,384.65
Retainers	0.00
Uncategorized Asset	13,445.70
Undeposited Funds	572.13
<b>Total Other Current Assets</b>	<b>\$ 18,402.48</b>
<b>Total Current Assets</b>	<b>\$ 594,041.30</b>
<b>TOTAL ASSETS</b>	<b>\$ 594,041.30</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	12,206.77
<b>Total Accounts Payable</b>	<b>\$ 12,206.77</b>
<b>Credit Cards</b>	
Credit Card 6102	0.00
Credit Card 7635 - Melissa	0.00
Credit Card 8878 - Bill	107.40
<b>Total Credit Cards</b>	<b>\$ 107.40</b>
<b>Other Current Liabilities</b>	
Accrued Paypal Fees	0.00
Accrued Payroll	0.00
Prepaid Dues	0.00
Wires In Liability	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 12,314.17</b>
<b>Total Liabilities</b>	<b>\$ 12,314.17</b>
<b>Equity</b>	
Opening Bal Equity	0.00
Retained Earnings	99,422.48
Net Income	482,304.65
<b>Total Equity</b>	<b>\$ 581,727.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 594,041.30</b>

Thursday, Apr 20, 2017 11:49:04 AM GMT-7 - Accrual Basis

No assurance is provided on these financial statements



# Association for Challenge Course Technology

## Budget vs. Actuals

July 2016 - February 2017

	Total			% of Budget
	Actual	Budget	Budget	
<b>Income</b>				
Billable Expense Income		0.00	0.00	
Events			0.00	
Advertising Income	6,375.00	4,000.00	2,375.00	159.38%
Conference fees	\$ 481,076.11	404,750.00	76,326.11	118.86%
Event Sponsorships	16,500.00	15,000.00	1,500.00	110.00%
Exhibit Hall Fees	131,675.00	140,000.00	-8,325.00	94.05%
Symposia	13,146.00	11,250.00	1,896.00	116.85%
<b>Total Events</b>	<b>\$ 648,772.11</b>	<b>\$ 575,000.00</b>	<b>\$ 73,772.11</b>	<b>112.83%</b>
Membership	2,849.70		2,849.70	
Awards Revenue		1,500.00	-1,500.00	0.00%
Individual Memberships	28,294.95	62,000.00	-33,705.05	45.64%
Organizational Memberships	123,646.83	120,000.00	3,646.83	103.04%
<b>Total Membership</b>	<b>\$ 154,791.48</b>	<b>\$ 183,500.00</b>	<b>-\$ 28,708.52</b>	<b>84.36%</b>
Operations			0.00	
Inspector Certification	35,320.00	45,850.00	-10,530.00	77.03%
Operation Accreditation	305.00	2,500.00	-2,195.00	12.20%
Vendor Accreditation	78,825.14	76,300.00	2,525.14	103.31%
<b>Total Operations</b>	<b>\$ 114,450.14</b>	<b>\$ 124,650.00</b>	<b>-\$ 10,199.86</b>	<b>91.82%</b>
Other Income			0.00	
Interest	6.70		6.70	
Miscellaneous	-9.07		-9.07	
<b>Total Other Income</b>	<b>-\$ 2.37</b>	<b>\$ 0.00</b>	<b>-\$ 2.37</b>	
Publication & Retail Sales			0.00	
Job Listings	425.00	1,575.00	-1,150.00	26.98%
Publication Advertising		2,000.00	-2,000.00	0.00%
Standards Sales	22,466.50	30,000.00	-7,533.50	74.89%
Store	252.00		252.00	
<b>Total Publication &amp; Retail Sales</b>	<b>\$ 23,143.50</b>	<b>\$ 33,575.00</b>	<b>-\$ 10,431.50</b>	<b>68.93%</b>
Recovery Income			0.00	
Reviewer Travel Expense Fees	1,298.40	0.00	1,298.40	
Standards Shipping Fees	434.61	0.00	434.61	
<b>Total Recovery Income</b>	<b>\$ 1,733.01</b>	<b>\$ 0.00</b>	<b>\$ 1,733.01</b>	
Sales of Product Income	9,610.00		9,610.00	
Sponsorships & Fundraising			0.00	
Auction		1,300.00	-1,300.00	0.00%
Corporate Sponsorships	18,826.00	30,000.00	-11,174.00	62.75%
<b>Total Sponsorships &amp; Fundraising</b>	<b>\$ 18,826.00</b>	<b>\$ 31,300.00</b>	<b>-\$ 12,474.00</b>	<b>60.15%</b>
Uncategorized Income-1	0.00		0.00	
<b>Total Income</b>	<b>\$ 971,323.87</b>	<b>\$ 948,025.00</b>	<b>\$ 23,298.87</b>	<b>102.46%</b>
<b>Gross Profit</b>	<b>\$ 971,323.87</b>	<b>\$ 948,025.00</b>	<b>\$ 23,298.87</b>	<b>102.46%</b>
<b>Expenses</b>				

No assurance is provided on these financial statements

# Association for Challenge Course Technology

## Budget vs. Actuals

July 2016 - February 2017

	Actual	Budget	Total Budget	% of Budget
<b>Bank Fees</b>	50.00		50.00	
Credit Card Finance Charges	712.46		712.46	
Merchant Service Fees	14,138.02	27,000.00	-12,861.98	52.36%
Paypal Fees	36.51	500.00	-463.49	7.30%
Service Charges	1,019.52		1,019.52	
<b>Total Bank Fees</b>	<b>\$ 15,956.51</b>	<b>\$ 27,500.00</b>	<b>-\$ 11,543.49</b>	<b>58.02%</b>
<b>Board of Directors &amp; Governance</b>			0.00	
BOD & Committee Meeting Expenses	3,409.92	18,000.00	-14,590.08	18.94%
BOD & Committee Telephone		1,000.00	-1,000.00	0.00%
BOD & Committee Travel	6,180.89	27,000.00	-20,819.11	22.89%
<b>Total Board of Directors &amp; Governance</b>	<b>\$ 9,590.81</b>	<b>\$ 46,000.00</b>	<b>-\$ 36,409.19</b>	<b>20.85%</b>
<b>Events-</b>			0.00	
<b>Conference Expenses</b>	83,751.47		83,751.47	
Audio Visual	0.00	19,990.00	-19,990.00	0.00%
Conference Materials & Supplies	0.00	17,000.00	-17,000.00	0.00%
Cvent/Crowd Compass	4,322.76	8,645.00	-4,322.24	50.00%
Food & Beverage	15,000.00	206,828.00	-191,828.00	7.25%
Hotel Room Fees	50,000.00	19,830.00	30,170.00	252.14%
Keynote Speaker	3,027.57	7,500.00	-4,472.43	40.37%
Miscellaneous Conference Expenses	0.00	3,250.00	-3,250.00	0.00%
Publicity	0.00	4,000.00	-4,000.00	0.00%
Signage	0.00	5,000.00	-5,000.00	0.00%
Site Selection	0.00	3,000.00	-3,000.00	0.00%
<b>Total Conference Expenses</b>	<b>\$ 156,101.80</b>	<b>\$ 295,043.00</b>	<b>-\$ 138,941.20</b>	<b>52.91%</b>
<b>Exhibit Hall Expenses</b>			0.00	
Conference Service Provider	19,943.73	26,250.00	-6,306.27	75.98%
Decorator	0.00	13,000.00	-13,000.00	0.00%
Security	0.00	8,000.00	-8,000.00	0.00%
<b>Total Exhibit Hall Expenses</b>	<b>\$ 19,943.73</b>	<b>\$ 47,250.00</b>	<b>-\$ 27,306.27</b>	<b>42.21%</b>
Symposia Expenses	0.00	2,000.00	-2,000.00	0.00%
Workgroup Expenses	0.00	5,000.00	-5,000.00	0.00%
<b>Total Events-</b>	<b>\$ 176,045.53</b>	<b>\$ 349,293.00</b>	<b>-\$ 173,247.47</b>	<b>50.40%</b>
<b>General Operating 1</b>			0.00	
Meals & Entertainment	182.66	700.00	-517.34	26.09%
Professional Development	0.00	1,500.00	-1,500.00	0.00%
Software Subscriptions	2,181.82	3,500.00	-1,318.18	62.34%
Staff Travel- General	445.94	12,000.00	-11,554.06	3.72%
Travel	9,449.92		9,449.92	
Travel Meals	2,310.38		2,310.38	
<b>Total Staff Travel- General</b>	<b>\$ 12,206.24</b>	<b>\$ 12,000.00</b>	<b>\$ 206.24</b>	<b>101.72%</b>
<b>Total General Operating 1</b>	<b>\$ 14,570.72</b>	<b>\$ 17,700.00</b>	<b>-\$ 3,129.28</b>	<b>82.32%</b>
<b>General Operating 2</b>			0.00	

No assurance is provided on these financial statements

# Association for Challenge Course Technology

## Budget vs. Actuals

July 2016 - February 2017

	Total			
	Actual	Budget	Budget	% of Budget
Office Rent & Storage	6,060.84	8,600.00	-2,539.16	70.47%
Office Supplies	340.33	2,000.00	-1,659.67	17.02%
Outside Labor	19.80	200.00	-180.20	9.90%
Postage and Shipping	1,434.09	6,000.00	-4,565.91	23.90%
Printing	49.18		49.18	
<b>Total General Operating 2</b>	<b>\$ 7,904.24</b>	<b>\$ 16,800.00</b>	<b>-\$ 8,895.76</b>	<b>47.05%</b>
<b>Insurance</b>			0.00	
Conference Cancellation	0.00	1,900.00	-1,900.00	0.00%
Directors & Officers	5,002.90	3,200.00	1,802.90	156.34%
Errors & Omissions	0.00	4,800.00	-4,800.00	0.00%
General Liability	7,383.00	7,000.00	383.00	105.47%
Workers Comp	640.31	850.00	-209.69	75.33%
<b>Total Insurance</b>	<b>\$ 13,026.21</b>	<b>\$ 17,750.00</b>	<b>-\$ 4,723.79</b>	<b>73.39%</b>
<b>Licenses/Taxes/Dues</b>	249.24		249.24	
Colorado Fees	103.28		103.28	
Delaware fees	455.00	75.00	380.00	606.67%
<b>Total Licenses/Taxes/Dues</b>	<b>\$ 807.52</b>	<b>\$ 75.00</b>	<b>\$ 732.52</b>	<b>1076.69%</b>
<b>Marketing</b>			0.00	
Exhibit Booth & Supplies	0.00	1,700.00	-1,700.00	0.00%
Exhibit Fees	0.00	1,700.00	-1,700.00	0.00%
Office/Online Advertisements	0.00	700.00	-700.00	0.00%
Other	0.00	1,800.00	-1,800.00	0.00%
Printing	0.00	900.00	-900.00	0.00%
Website Fees	4,709.98	6,800.00	-2,090.02	69.26%
<b>Total Marketing</b>	<b>\$ 4,709.98</b>	<b>\$ 13,600.00</b>	<b>-\$ 8,890.02</b>	<b>34.63%</b>
<b>Membership Workgroup</b>			0.00	
Awards	870.12	1,000.00	-129.88	87.01%
Workgroup Expenses	0.00	500.00	-500.00	0.00%
<b>Total Membership Workgroup</b>	<b>\$ 870.12</b>	<b>\$ 1,500.00</b>	<b>-\$ 629.88</b>	<b>58.01%</b>
<b>Operations-</b>			0.00	
Inspector Certification Expenses	2,948.34	5,680.00	-2,731.66	51.91%
New Program Start Up Expenses	0	12,500.00	-194.66	98.44%
Panel & Work Group Expenses	12,305.34	4,600.00	7,946.92	272.76%
Standards Development	12,546.92	35,800.00	-31,154.35	12.98%
Vendor Accreditation Expenses	4,645.65	30,800.00	-26,154.35	15.08%
<b>Total Operations-</b>	<b>\$ 32,446.25</b>	<b>\$ 89,380.00</b>	<b>-\$ 56,933.75</b>	<b>36.30%</b>
<b>Professional Services</b>			0.00	
Accountant	9,327.50	18,600.00	-9,272.50	50.15%
Attorney	6,657.50	6,000.00	657.50	110.96%
Delaware Representation	0.00	300.00	-300.00	0.00%
Management Company	31,034.83	65,000.00	-33,965.17	47.75%
Other services	0.00	1,500.00	-1,500.00	0.00%

No assurance is provided on these financial statements

# Association for Challenge Course Technology

## Budget vs. Actuals

July 2016 - February 2017

	Actual	Budget	Total Budget	% of Budget
<b>Total Professional Services</b>	\$ 47,019.83	\$ 91,400.00	-\$ 44,380.17	51.44%
<b>Publications &amp; Retail Sales</b>			0.00	
Postage & Shipping	0.00	1,000.00	-1,000.00	0.00%
Standards Publication	490.61	2,000.00	-1,509.39	24.53%
<b>Total Publications &amp; Retail Sales</b>	\$ 490.61	\$ 3,000.00	-\$ 2,509.39	16.35%
<b>Salaries, Wages, &amp; Related</b>			0.00	
Payroll Processing Fees	1,319.50	1,800.00	-480.50	73.31%
Payroll Taxes	31,094.86	21,000.00	10,094.86	148.07%
Salaries & Wages	127,431.38	199,222.00	-71,790.62	63.96%
<b>Total Salaries, Wages, &amp; Related</b>	\$ 159,845.74	\$ 222,022.00	-\$ 62,176.26	72.00%
<b>Telecommunications</b>			0.00	
Internet	281.92	1,200.00	-918.08	23.49%
Telephone	791.03	8,000.00	-7,208.97	9.89%
<b>Total Telecommunications</b>	\$ 1,072.95	\$ 9,200.00	-\$ 8,127.05	11.66%
<b>Uncategorized Expense</b>	\$ 4,320.96		4,320.96	
<b>Total Expenses</b>	\$ 488,677.98	\$ 905,220.00	-\$ 416,542.02	53.98%
<b>Net Operating Income</b>	\$ 482,645.89	\$ 42,805.00	\$ 439,840.89	1127.55%
<b>Other Expenses</b>				
Other Miscellaneous Expense	341.24		341.24	
<b>Total Other Miscellaneous Expense</b>	\$ 341.24	\$ 0.00	\$ 341.24	
<b>Total Other Expenses</b>	\$ 341.24	\$ 0.00	\$ 341.24	
<b>Net Other Income</b>	-\$ 341.24	\$ 0.00	-\$ 341.24	
<b>Net Income</b>	\$ 482,304.65	\$ 42,805.00	\$ 439,499.65	1126.75%

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# Association for Challenge Course Technology

## Profit and Loss

July 2016 - February 2017

	Total	
	Jul 2016 - Feb 2017	Jul 2015 - Feb 2016 (PY)
<b>Income</b>		
<b>Events</b>		
Advertising Income	6,375.00	4,250.00
Conference fees		428,217.26
Conference - Other	67,526.36	
Conference Registration	335,767.50	
Conference Sessions	76,121.00	
Processing Fee	1,661.25	
<b>Total Conference fees</b>	<b>\$ 481,076.11</b>	<b>\$ 428,217.26</b>
Event Sponsorships	16,500.00	14,607.50
Exhibit Hall Fees	131,675.00	103,197.50
Symposia	13,146.00	3,975.00
<b>Total Events</b>	<b>\$ 648,772.11</b>	<b>\$ 554,247.26</b>
<b>Membership</b>	2,849.70	
Awards Revenue		1,805.00
Individual Memberships	28,294.95	43,745.00
Membership Dues Refund		-700.00
Organizational Memberships	123,646.83	83,449.25
<b>Total Membership</b>	<b>\$ 154,791.48</b>	<b>\$ 128,299.25</b>
<b>Operations</b>		
Inspector Certification	35,320.00	44,736.57
Operation Accreditation	305.00	
Vendor Accreditation	78,825.14	72,000.00
<b>Total Operations</b>	<b>\$ 114,450.14</b>	<b>\$ 116,736.57</b>
<b>Other Income</b>		
Interest	6.70	10.94
Miscellaneous	-9.07	5,884.33
<b>Total Other Income</b>	<b>-\$ 2.37</b>	<b>\$ 5,895.27</b>
<b>Publication &amp; Retail Sales</b>		
Job Listings	425.00	1,175.00
Standards Sales	22,466.50	5,475.00
Store	252.00	2,431.00
<b>Total Publication &amp; Retail Sales</b>	<b>\$ 23,143.50</b>	<b>\$ 9,081.00</b>
<b>Recovery Income</b>		
Reviewer Travel Expense Fees	1,298.40	9,267.90
Standards Shipping Fees	434.61	549.00
<b>Total Recovery Income</b>	<b>\$ 1,733.01</b>	<b>\$ 9,816.90</b>
<b>Sales of Product Income</b>	9,610.00	
<b>Sponsorships &amp; Fundraising</b>		
Auction		3,000.00
Corporate Sponsorships	18,826.00	
<b>Total Sponsorships &amp; Fundraising</b>	<b>\$ 18,826.00</b>	<b>\$ 3,000.00</b>
<b>Uncategorized Income-1</b>	0.00	0.00
<b>Total Income</b>	<b>\$ 971,323.87</b>	<b>\$ 827,076.25</b>
<b>Gross Profit</b>	<b>\$ 971,323.87</b>	<b>\$ 827,076.25</b>
<b>Expenses</b>		
Bank Fees	50.00	
Credit Card Finance Charges	712.46	216.84

No assurance is provided on these financial statements

**Association for Challenge Course Technology**  
**Profit and Loss**  
July 2016 - February 2017

	Total	
	Jul 2016 - Feb 2017	Jul 2015 - Feb 2016 (PY)
Merchant Service Fees	14,138.02	23,852.87
Paypal Fees	36.51	14.14
Service Charges	1,019.52	348.34
<b>Total Bank Fees</b>	<b>\$ 15,956.51</b>	<b>\$ 24,432.19</b>
<b>Board of Directors &amp; Governance</b>		
BOD & Committee Meeting Expenses	3,409.92	
BOD & Committee Telephone		622.74
BOD & Committee Travel	6,180.89	2,940.17
<b>Total Board of Directors &amp; Governance</b>	<b>\$ 9,590.81</b>	<b>\$ 3,562.91</b>
<b>Events-</b>		
Conference Expenses	83,751.47	60,564.37
Cvent/Crowd Compass	4,322.76	
Food & Beverage	15,000.00	
Hotel Room Fees	50,000.00	
Keynote Speaker	3,027.57	
<b>Total Conference Expenses</b>	<b>\$ 156,101.80</b>	<b>\$ 60,564.37</b>
Exhibit Hall Expenses		
Conference Service Provider	19,943.73	
<b>Total Exhibit Hall Expenses</b>	<b>\$ 19,943.73</b>	<b>\$ 0.00</b>
Workgroup Expenses		2,755.60
<b>Total Events-</b>	<b>\$ 176,045.53</b>	<b>\$ 63,319.97</b>
<b>General Operating 1</b>		
Meals & Entertainment	182.66	726.90
Professional Development		224.32
Software Subscriptions	2,181.82	2,853.79
Staff Travel- General	445.94	7,672.48
Travel	9,449.92	
Travel Meals	2,310.38	
<b>Total Staff Travel- General</b>	<b>\$ 12,206.24</b>	<b>\$ 7,672.48</b>
<b>Total General Operating 1</b>	<b>\$ 14,570.72</b>	<b>\$ 11,477.49</b>
<b>General Operating 2</b>		
Moving Expenses		128.68
Office Rent & Storage	6,060.84	10,010.60
Office Supplies	340.33	1,324.63
Outside Labor	19.80	
Postage and Shipping	1,434.09	6,882.21
Printing	49.18	
<b>Total General Operating 2</b>	<b>\$ 7,904.24</b>	<b>\$ 18,346.12</b>
<b>Insurance</b>		
Conference Cancellation		1,420.00
Directors & Officers	5,002.90	560.00
General Liability	7,383.00	8,500.00
Workers Comp	640.31	820.00
<b>Total Insurance</b>	<b>\$ 13,026.21</b>	<b>\$ 11,300.00</b>
Licenses/Taxes/Dues	249.24	
Colorado Fees	103.28	

No assurance is provided on these financial statements

# Association for Challenge Course Technology

## Profit and Loss

July 2016 - February 2017

	Total	
	Jul 2016 - Feb 2017	Jul 2015 - Feb 2016 (PY)
Delaware fees	455.00	
<b>Total Licenses/Taxes/Dues</b>	<b>\$ 807.52</b>	<b>\$ 0.00</b>
<b>Marketing</b>		
Exhibit Booth & Supplies		399.33
Exhibit Fees		625.00
Office/Online Advertisements		382.84
Printing		144.06
Website Fees	4,709.98	6,823.95
<b>Total Marketing</b>	<b>\$ 4,709.98</b>	<b>\$ 8,375.18</b>
<b>Membership Workgroup</b>		
Awards	870.12	1,982.63
Workgroup Expenses		213.00
<b>Total Membership Workgroup</b>	<b>\$ 870.12</b>	<b>\$ 2,195.63</b>
<b>Operations-</b>		
Inspector Certification Expenses	2,948.34	9,834.18
Panel & Work Group Expenses	12,305.34	180.79
Standards Development	12,546.92	15,938.89
Vendor Accreditation Expenses	4,645.65	8,463.55
<b>Total Operations-</b>	<b>\$ 32,446.25</b>	<b>\$ 34,417.41</b>
<b>Professional Services</b>		
Accountant	9,327.50	3,100.00
Attorney	6,657.50	13,188.00
Delaware Representation		333.00
Management Company	31,034.83	
Other services		52.40
<b>Total Professional Services</b>	<b>\$ 47,019.83</b>	<b>\$ 16,673.40</b>
<b>Publications &amp; Retail Sales</b>		
Purchases for Store		1,476.00
Standards Publication	490.61	
<b>Total Publications &amp; Retail Sales</b>	<b>\$ 490.61</b>	<b>\$ 1,476.00</b>
<b>Salaries, Wages, &amp; Related</b>		
Benefits		7,500.00
Payroll Processing Fees	1,319.50	1,197.85
Payroll Taxes	31,094.86	15,624.14
Salaries & Wages	127,431.38	186,046.98
<b>Total Salaries, Wages, &amp; Related</b>	<b>\$ 159,845.74</b>	<b>\$ 210,368.97</b>
<b>Telecommunications</b>		
Internet	281.92	878.06
Telephone	791.03	6,445.55
<b>Total Telecommunications</b>	<b>\$ 1,072.95</b>	<b>\$ 7,323.61</b>
Uncategorized Expense	4,320.96	
<b>Total Expenses</b>	<b>\$ 488,677.98</b>	<b>\$ 413,268.88</b>
<b>Net Operating Income</b>	<b>\$ 482,645.89</b>	<b>\$ 413,807.37</b>
<b>Other Expenses</b>		
Other Miscellaneous Expense	341.24	198.10
Missing Receipts	0.00	
<b>Total Other Miscellaneous Expense</b>	<b>\$ 341.24</b>	<b>\$ 198.10</b>

No assurance is provided on these financial statements

**Association for Challenge Course Technology**  
**Profit and Loss**  
July 2016 - February 2017

	<b>Total</b>	
	<b>Jul 2016 - Feb 2017</b>	<b>Jul 2015 - Feb 2016 (PY)</b>
<b>Total Other Expenses</b>	\$ 341.24	\$ 198.10
<b>Net Other Income</b>	-\$ 341.24	-\$ 198.10
<b>Net Income</b>	\$ 482,304.65	\$ 413,609.27

Thursday, Apr 20, 2017 11:49:49 AM GMT-7 - Accrual Basis

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To: ACCT Board of Directors

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

Date: April 19, 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 March 15, 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 relayed 10+ committee applications to Shawn for the following Committees:
  - 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.
  - Meeting Scheduled for first week in May
- MM has taken over the logistics of all orders of the standards. This has included:
  - Sending out 10+ copies in the past 30 days.
- MM has taken on all PVM and Ops Dept. invoicing. As a result, all invoices will now be created in YM to streamline and centralize accounting and payments.
- MM is working with Bill & Joyce to ensure that all PVM invoices are paid and up to date. Payment products have been set up in order to track invoices.
- MM has been in touch with Mandy Stewart in regards to updating the Career Center and enhancing its benefits to members.
- MM has discussed Parallel Lines Ad pricing and ideas for future editions with Shawn.
  - Ad prices will be added to the summer issue.

- MM has updated membership metrics and yearly membership comparison spreadsheets for board review.

## General Management

- MM has assisted with 20+ PVM training dates by adding them to the website calendar.
- MM has assisted with adding 5+ job postings to the Career Center. We have also:
  - Updated the Career Center postings in order to make it more valuable to members.
  - Created a Career Center e-blast to go out to members and non-members on a monthly basis in order to obtain more postings
- 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 90+ membership calls since the conference. Receiving an average of 4-5 calls a day. Some call highlights include:
  - Membership renewal assistance
  - Locating the Standards
  - Print-on-Demand assistance
  - Membership category differences
  - PVM Application & payments
  - Job postings
  - Training dates and Challenge Course information and sign ups
- MM has responded to 150+ emails and 10+ contact forms via email and through the website.
- MM has sent follow up emails to all individuals with outstanding PVM application invoices.
- MM has input 10+ membership cheques into YM sent from Shawn/Accounting.
- MM has forward 5+ contact forms and 10+ 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 spring edition of Parallel Lines, which will go out on May 1.

# update on matters

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- 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 start working on the Clipboard for June/July.
- 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.

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