



MINUTES for Regular Board of Directors Meeting December 19, 2018

Meeting Logistics:

12/19/2018 9:00a to 10:30a Mountain Time

Location: Conference Call

218-936-3817
510426#

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

ATTENDEES

Presiding Officer:

Ben Kopp - **Chair**

Board Member Attendees:

Bahman Azarm - **Vice Chair**

Carson Rivers - **Treasurer**

Mandy Stewart - **Secretary**

Sara Bell - **Member**

Dylan Burt - **Member**

Paul Cummings - **Member**

Ryan Olson - **Member**

Additional Attendees:

Shawn Tierney - **Executive Director**

Quorum?

Yes

No



PROCEEDINGS – STANDING ITEMS

Meeting called to order at 9:03 AM Mountain Time by Ben Kopp.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Ryan Olson
Seconded by:	Carson Rivers
Discussion:	Bahman Azarm absent. Agenda adjusted to appoint new discussion leaders for his topics.
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Minutes

Meeting and Date of Minutes:
Regular Board of Directors Meeting (phone) on 21 Nov 2018

Motion:	Approve previous minutes for 21 Nov 2018
Made by:	Ryan Olson
Seconded by:	Carson Rivers
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining – 1, Sara Bell
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Update (Shawn Tierney)

Shawn updated the BoD per his previously submitted December Board Report dated 14 Dec 2018. It is in the meeting folder on the BoD Drive.

November Financials (Shawn Tierney)

Shawn submitted a revised October Monthly Management Report dated 12 Dec 2018. It is in the meeting folder on the BoD Drive. November financials were not reviewed or addressed. Ryan offered information and resources regarding online banking services and products. He will forward to Shawn.



PROCEEDINGS – OLD BUSINESS

Program Accreditation Completion Task Force (Carson Rivers)

Denver Face to Face PACTF Meeting went well. Overall flow of program, QC, and list of immediate needs and action items was addressed. The name of program will be “Operation Accreditation”. A secondary program will need to be developed to train and authorize Operation Reviewers. The PACTF has a plan for 2019 conference information package describing what will be the 2019 rollout of the Operation Accreditation programs and will continue to meet and work on delivery of the program and completion of the ToR. ACCT Staff will be collaborating with the PACTF to address needs.

The BoD will write ToR and convene a new Task Force to address the development of the Operation Reviewer Program.

ASTM Harmonization (Shawn Tierney)

The collective group (between all organizations) appears to be slow-going at this time. Shawn will be updated on progress on a call Friday 21 Dec 2018.

ANSI/CG/PRCA Deadline (Shawn Tierney)

ACCT has met the deadline re: the consensus bodies/including a representative of PRCA. PRCA has not met their deadline for same. The response of ANSI to PRCA not meeting the deadline is not yet known.

PROCEEDINGS – NEW BUSINESS

BOD Elections (Shawn Tierney)

Board elections are on track and votes are being submitted. Three (3) candidates are currently running for two (2) seats to be elected by the PVMs, and seven (7) candidates are running for one (1) seat to be elected by the general membership.

Vacant BoD Position (Ben Kopp)

Scott Andrews vacated his BoD seat with about 13 months remaining in his term. The BoD will consider appointing someone to this role following the upcoming 2019 elections.



ACCT Logos (Shawn Tierney)

Business tabled and moved to January BoD meeting.

Program Manager Position (Shawn Tierney)

Shawn is weighing promoting from within vs hiring another external party. He will discuss further with the BoD as his preferred course of action is more solidified.

Vendor Accreditation Revamp Task Force (Ryan Olson)

VARTF met recently and explored current issues and potential resolutions. The group members' viewpoints on the critical issues are in alignment. Next VARTF meeting will be in January. VARTF will meet with ACC and/or report out following that meeting. VARTF would like to meet with the VAP at their Face to Face at the 2019 conference. Ryan will welcome newcomers to the TF as they would like to join.

Feb BOD Mtg Logistics (Shawn Tierney)

Denver BoD Face to Face meeting Mon-Tues February 4-5, 2018 @ Hyatt Regency Denver Convention Center. Melissa will make hotel reservations for BoD Members for Sunday night through Tuesday night. Saturday afternoon BoD Meeting will be held as per previous years to welcome new members, elect officers, etc.

CLOSING

Motion:	Motion to adjourn the meeting.
Made by:	Ryan Olson
Seconded by:	Carson Rivers
Discussion:	None
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 12:31 AM Mountain Time.

