



MINUTES for Board Meeting – July 18, 2018

Meeting Logistics:

7/18/2018 9:00a to 10:30a MDT

Preparation / To Dos:

- Review documents in DRIVE meeting folder

Location: Conference Call

218-936-3817

510426#

Board Members:

x Ben Kopp - **Chair**

x Bahman Azarm - **Vice Chair**

x Carson River - **Treasurer**

x Scott Andrews - **Secretary**

x Paul Cummings

x Mandy Stewart

Ryan Olson

x 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: Ryan Olson

Quorum present? YES

Others Present: Randy Smith

Proceedings:

Meeting called to order at: 9:03a MDT

Agenda

- I. Review and Approve Agenda
 - Motion to Approve by: Scott Andrews**
 - Seconded by: Sara Bell**
 - Discussion: May financial meeting removed**
 - Risk Management added
 - Finance meeting update
 - Motion Carried:**
- II. Approve Minutes from April face to face (*Approved*)
- III. Approve Minutes from May 16, 2018 Board Meeting (*tabled*)
- IV. Approve Minutes from June 20, 2018 Board Meeting (*tabled*)
- V. Executive Director Update (*Attached*)



- VI. Financial – June DRAFT
- VII. Financial – Year End DRAFT *these will be available in about 2 weeks*
- VIII. Cash Flow Projections (Shawn)
- IX. Priorities Update:
 - 1. Increase Membership and Value
 - 1.1 Improve Conference Workshops
 - 1.2 Two to 3 regional gatherings
 - 1.3 Feasibility of an Asian Conference
 - 1.4 Update member communication
 - 2. Government relations
 - 2.1 Staff member hired by August 1
 - 2.2 Staff member tasks:
 - 2.2.1 Create a listing of regulatory agencies
 - 2.2.2 Identify current regulations
 - 2.2.3 Publish this list to membership
 - 2.2.4 Start establishing relationships with regulators
 - 3. Vendor Accreditation
 - 3.1 Taskforce populated by June 30, 2018
 - 3.2 Board receives work product by October 1, 2018
 - 3.3 Revamped program in place by December 1, 2018
 - 4. Program Accreditation
 - 4.1 Second Piolet Program by May 2018, *Completed June 2018 (second piolet was completed. Three people went to review and brought feedback to Panel. They are meeting soon to discuss feedback from review)*
 - 4.2 Proposed program to BOD by June 30, 2018
 - 4.3 BOD to evaluate in July 2018
 - 4.4 Final Review by ACC in August 2018
 - 4.5 PVM 2-week comment period, end August to early September 2018
 - 4.6 BOD final approval September 2018
 - 5. Organizational Structure
 - 5.1 Develop and maintain an improved financial plan
 - 5.2 Implementation of organizational tools
 - 5.2.1 Internal communication: Slack, Asana, team drives
 - 5.2.2 Project Management
 - 5.2.3 Training staff
 - 5.3 Board and Leadership Development
 - 5.3.1 Board Retreat September 2018
 - 5.4 Volunteer Development
 - 5.4.1 System for intake, placement and training
 - 5.4.2 Information Packet for new leaders (Board and Committee Chairs)
 - 5.4.3 Chair training and education



Unfinished Business

- I. Organizational Restructure Structure Update (Shawn)

Motion to go into closed session by: Bahman Arazm

Seconded by: Mandy Stewart

Discussion: NONE

Motion Carried:

Motion to come out of closed session by: Sara Bell

Seconded by: Carson Rivers

Discussion:

Motion Carried:

- II. Consensus Group Update (Ben) *New leadership has been elected (John Lazarus Chair and Keith Jacobs Vice-Chair) They have voted to increase membership to from 12 to 15. Letter has been sent to PRCA requesting a conversation with them about their inclusion in the Consensus Group. Most tasks on the Audit response have been completed.*

- III. ACC Leadership (Ben) *No new information on who might be the chair.*

New Business

- IV. ASTM update *discussion of ASTM ballot to remove camp and educational exclusion from standards. Desire to have Shawn, Ben, Mandy and others to talk with ASTM leadership about how groups can work together.*

- V. Risk Management Committee Health Insurance (Paul) tabled

- VI. Finance Committee and what to do with reserves (Carson) tabled

Adjourn

Motion to Adjourn

Motion to Adjourn by: Mandy Stewart

Second by: Dylan Burt

Motion: Unanimous

Time: 10:38a MDT