



MINUTES for Board Meeting – February 21, 2018

Meeting Logistics:

2/21/18 9:00a to 10:30p MST

Preparation / To Dos:

- Review documents in Dropbox meeting folder

Location:

218-936-3817

510426#

Board Members:

X Ben Kopp - **Chair**

X Bahman Azarm – **Vice Chair**

X Carson Rivers - **Treasurer**

x Scott Andrews - **Secretary**

X Mandy Stewart

X Paul Cummings

no Ryan Olson

NO Dylan Burt

NO 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: Sara Bell, Ryan Olson

Quorum present? YES

Others Present:

Proceedings:

Meeting called to order at: 9:05a MST

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Mandy Stewart
Seconded by: Carson Rivers
Discussion:
Motion: unanimous
- II. Review and Approve Meeting Minutes from January 29 and 30, 2018 (tabled)
- III. Review and Approve AGM Minutes (tabled, move committee reports to 1/29/18 and check financials are correct version)
- IV. Review and Approve February 3, 2018 Minutes APPROVED and forwarded to be posted
- V. Executive Director Update (*copy attached*)
- VI. Managing Matters Update: (*copy attached*)
- VII. Monthly Financial – January financials (*copy attached*)



VIII. Q2 Final Financials

IX. Cash Flow Projections (Shawn)

Unfinished Business

X. Organizational Structure and Strategic Direction (Shawn)

Closed Session Motion by: Bahman Azarm, 2nd by: Scott Andrews

Discussion:

Vote: YES (6) NO (0) ABSTAINING (0)

Leave Closed Session Motion by: Carson Rivers, Paul Cummings 2nd

Discussion:

Vote: YES (6) NO (0) ABSTAINING (0)

XI. Board Emeritus Role and Terms of Reference (Ben)

Motion to Approve by: Mandy Stewart

Seconded by: Carson Rivers

Discussion:

Motion: unanimous

XII. Conference Breakdown and Re-cap (quick debrief) (Ben) Ben will start a list of

Board commitment we need to address or commitments we made in Fort. Worth. Carson and Mandy will continue work on file systems, project management systems and other communication systems that will allow the board first and then other parts of ACCT to keep accountable on tasks and projects. Ben's list of task will be in Excel format with Date sortable as a column and will be ready by 3-1-18.

XIII. Awareness of commitments made at Conference by board and others. Assuring that we have items put together and not lost. Maintaining momentum. Association Gaps (Carson) (tabled)

New Business

XIV. PVM Task Force Receive and Thank (Ben) (tabled)

XV. ANSI Audit Response (Shawn) (tabled)

Adjourn

Motion to Adjourn

Motion to Adjourn by: carson

Second by: Paul Cummings

Motion: unanimous

Time: 10:38am MST



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 2/16/18

RE: February Board Report

Summary of Activities

January Financial Statements: the DRAFT January financial statements are in Dropbox for review prior to the BOD meeting. I am finalizing the DRAFT Q2 statements in the next 2 weeks and will place them in the March Dropbox folder for review during the March meeting. Carson and I hold a weekly finance meeting every Friday at 11:00am MST via Go-to-meeting and all BOD members are welcome to attend. The main purpose of the meeting is to review and adjust our forecast tool once we have actuals from the financial statements.

FY19 Budget prep: Carson and I will begin to prep the FY19 budget and we are shooting to have a first draft by March 15. In order to meet that target date, I will begin working with staff on their department budgets starting next week.

April BOD meeting: Melissa is looking into Raleigh for the BOD meeting on April 22-24. For planning purposes (meals and lodging) we will need to know whether anyone plans to stay on the night of the 24th since this meeting is 2 full days (8:00am – 5:00pm).

Conference follow-up: attendance, registration, and financial reports generated in Cvent are in Dropbox for review. Melissa and I will partly use this data for Denver planning. Melissa and I are also debriefing the Fort Worth conference with an eye toward making changes for Denver. We are reviewing registration fees, exhibitor fees and policies, sponsorship, the order of events (especially what changes we need to make to areas such as the leadership social, the opening and closing ceremonies, awards, etc.), the PVM symposia, F & B, and workshops/trainings.

Business Manager hiring: we received a total of 55 applications for the business manager position. I had placed the job announcement on various job boards including Indeed, AEE, and the Colorado Non-profit Association in addition to sending a member announcement and social media postings with ACCT. Curiously, we only received one application from an industry person. I am currently in the process of conducting phone interviews, and will begin the in-person interviews next week with the goal of making a hiring decision by the end of February/early March. The goal is to have the business manager in place by April 15th.

Office Lease: I signed a month to month lease with a company called OfficeEvolution for a 2-person office space (195 sq. ft.) at \$1,250/mo. The office is located at 1079 S. Hover St., in Longmont. I will share the office with the business manager. OfficeEvolution is very similar to Regus in terms of their business model of leasing office space around the country. Their offices are located in office parks (or in the case of Longmont in a bank building) in or near retail centers, and each center has private offices, a receptionist, phone systems, a conference room, shared work space, kitchens, etc. Move in will be April 1. Scott Andrews was able to see the office on February 16th as he was in CO for business.

DE Annual Report Filing: I filed our State of Delaware Annual Report on February 14th. ACCT is incorporated in DE. Filing the report is a requirement for maintain good standing as a registered business.

KODLA MOU: Bill and I met with representatives from a newly formed organization in Korea called Korea Descent Leisure Association (KODLA). The association is modeling itself after ACCT. The director of KODLA is the CEO of Zip Lines Korea, a company currently in process of becoming a PVM. KODLA has translated our standards into Korean and we discussed a cost share arrangement to have the standards “officially” translated by the company we used for the Spanish translation to ensure that the translation is vetted and accurate. We also discussed the idea of developing an MOU to formalize how ACCT and KODLA can work together over projects of mutual interest (such as the translated standards, regulation, membership, credentialing, etc.)

Hartford Insurance Audit: I am preparing for an audit with the Hartford Insurance company. The audit reconciles the final premium for the prior policy term based on changes that have occurred to the business during that time which may have impacted payroll or sales. The audit will take place on 3/6.

ANSI Audit: we responded on Feb 13th to the two key elements in the summary audit report (copied below):

1. Recirculation of responses to the Consensus Group regarding two Public Review commenters and the ACCT responses back to them:

As you are aware, we have instituted this recirculation via a ballot to the Consensus Group. This ballot is scheduled to close March 6, 2018 (or before if all votes are received). When the results of this ballot are known, we will send the ballot and results to Lois.

2. Regarding the Consensus Group membership issues:

We prepared a document detailing the issues and seeking guidance from ANSI staff regarding possible ways forward. While no definitive advice was offered, we are continuing to look at alternatives internally within ACCT. It would be quite helpful to get an opinion regarding the issue of approval of a representative from an organizational member of the Consensus Group (i.e., can we vote to approve the specific representative proposed by an organizational member in the same way we vote on individuals who apply?)

We are awaiting a final report from ANSI, after which we will have 30 days to address all of the findings from the audit.

Standard Revisions/Public Comment Period: the proposed revisions to the standards went out for public comment in January, just prior to the conference. Comments are being

compiled in a Jotform that was set-up by Scott Andrews. At this point, we have only received six comments but we anticipate many more by the deadline which is March 27th. The Consensus Group is scheduling a series of conference calls in preparation for processing public comments.

PVM Symposium follow up: the PVM task force has concluded their work which has been turned over to the BOD via the Quicktopics survey. All of the material from the symposium is in Dropbox for review in a folder named PVM Task Force Work. The BOD should acknowledge receipt of the work product, and thank the task force for their work. The next steps are to review the work and develop action steps and then communicate back to the PVM's. We should determine the process for following up on this.

Summer PVM Symposium: I am planning to survey the PVMs about having a summer symposium. With the amount of changes being proposed in credentialing and other areas (i.e., the work of the PVM Task Force), I think a summer symposium is necessary for progress reports from the ACC regarding program accreditation (before the program is approved and ready for public release), and the VAP in regards to changes in vendor accreditation. PVMs in attendance would also have the opportunity to have input on these programs before any changes are finalized.

International Relations: Ken Jacquot has submitted a proposed terms of reference for an International Committee. The proposal is in Dropbox for review. Ken has expressed his willingness to chair the group so that we can start making progress on international relations.

FY18 Organizational Priorities: February Updates

1. Savings Plan

- a. \$200k in reserve account: *DONE. \$200k was placed in a Chase savings account on June 29th 2017.*
- b. \$100k budgeted for each year to reach \$500k by FY20: *budget cuts have already been implemented and further cuts may be required in order to meet our FY18 goal of \$100k. The FY18 fixed budget has a net income surplus goal of \$107,842.*
- c. 10% net income goal: *On-Track, with cuts necessary and awaiting further information about final conference expenses. The FY18 budget has a slightly higher net income goal.*
- d. \$100k liquid minimum: *On-Track. As of 2/16/18 our business account has a balance of \$458,000.*

2. Government Relations

- a. Updated position statement: *DONE. We sent notice of the final statement in the December Clipboard, and it is currently on the website.*
- b. Hire a consulting firm: *DONE. I entered into a Scope of Work agreement with Jason Keith, principal of Public Land Solutions in June.*
- c. Organized volunteer system with regional contact identification list: *we are behind schedule with our target of having a multi-year plan completed by the end of December. We have an outline of the plan but it needs more work and planning. We anticipate having the GRC multi-year plan completed by the end of March.*
- d. Jurisdictional approach strategy: *this will be part of the GRC multi-year plan to be completed by the end of March.*

- e. Current standing in each State/Jurisdiction: *this will be part of the GRC multi-year plan to be completed by the end of March.*

3. Program Accreditation

a. Phase 1 pilot completed by December 1, 2017: *DONE. A pilot program was conducted the weekend of December 2nd – 3rd. The ACC is reviewing feedback from the program, and considering doing another pilot program, this time with a commercial operator.*

b. Limited opening by July 2018: *We may have a soft launch of the program in summer/fall 2018 -- after gathering further input, especially from the PVM community, and other feedback from the conference, and then making additional changes to the program model.*

4. Increase professionalism (quality) of conference workshops: *In-process. The conference workshop committee and Melissa extended the review period for 2018 workshop submissions in light of this priority, and will give greater attention to this priority for the 2019 conference.*

5. Standards development

- a. ANSI/ACCT standard revisions: *In process. The SDC submitted proposed revisions in the areas of DPI and Operations to the Consensus group who reviewed and commented on them at their meeting in August. A PINS was filed at the end of September. The document is out for public comment and the CG will be meeting again post conference to further review the proposed changes along with public comments.*
- b. ANSI/ACCT standards translated into Spanish: *DONE.*
- c. Consensus Group face-to-face meeting: *DONE. The CG had a F2F meeting in Denver in August, 2017, and met face-to-face in Fort Worth on Sunday, February 4th.*
- d. Regular meeting and reporting schedule: *DONE. The SDC already holds monthly meetings, and the CG laid out a schedule for their next calls at their meeting in FW.*

6. Document and file management system

- a. Pick a new tool: *Has not been done.*
- b. File naming policy: *Scott Andrews proposed a file naming system/policy for BOD documents that was reviewed at the Denver BOD meeting. See file-naming policy in Dropbox.*
- c. File organization strategy and chart: *In process. Dylan has a draft of a flow chart for organizing files.*
- d. Understand needs of ACCT groups: *has not been done.*
- e. Move files to new system: *has not been done.*
- f. Digitize Operation Dept. files for storage: *DONE. The Ops dept. ANSI files have been digitized.*
- g. Train users: *has not been done.*

To: ACCT Board of Directors

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

Date: February 21, 2018

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 January 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 assisted with 30+ PVM training dates by adding them to the website calendar.
- MM has shipped 2+ copies of the ACCT/ANSI 03-2016 Standards and 4 copies of the 8th Edition Standards
- MM has updated membership metrics with the January membership numbers for Board review.
- MM finalized the PVM payments for membership dues in YM.
- MM has generated and sent Shawn the January membership revenue report and store revenue report from YM.
- MM has shut down the board elections voting as of Monday January 14th.
- Assisted Bill and Joyce with invoicing for travel expenses.

GENERAL MANAGEMENT

- MM has fielded 160+ membership calls since the last board meeting. Receiving an average of 7 calls a day. Some call highlights include:
 - Membership renewal assistance
 - Job postings
 - Post conference inquires
 - Training & certification questions
- MM has assisted with adding 11+ job postings to the Career Center. Among them:
 - 3 postings in January
 - 8 postings in February
- MM has responded to 100+ emails and 60+ contact forms via email and through the website.
- MM has forwarded 10+ contact forms to Bill and 10+ phone calls to Melissa in regards to certification and testing and conference related questions.
- MM has sent out 5 of the following e-blasts to the ACCT database:
 - Paul Cummings Elected
 - Benefits Package
 - Inspector Certification x2
 - Standards Revision

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 continue producing ongoing clipboards.
- MM will continue to reach out to lapsed members monthly via email and phone.
- MM will continue to update the website:
 - Archive old pages

UPDATE ON MATTERS

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- Add an ACCT staff page
- 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 membership metrics and compare our yearly membership revenue/renewals/new sign ups.
- MM will continue work on a membership plan for this fiscal year, including:
 - Membership expiry emails
 - New membership packages
 - Thank you letters to long standing members
 - Membership benefits

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Monthly Management Report

Association for Challenge Course Technology
For the period ended January 31, 2018



DRAFT

Prepared by
Kristi L. Hattig CPA, LLC

Prepared on
February 13, 2018

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DRAFT

Balance Sheet

As of January 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	409,860.69
Chase Savings	200,096.43
Total Bank Accounts	609,957.12
Other Current Assets	
Merchant Card - Undeposited Funds	17,790.56
Prepaid Expenses	1,986.10
Prepaid Insurance	4,592.35
Total Other Current Assets	24,369.01
Total Current Assets	634,326.13
TOTAL ASSETS	\$634,326.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	1,137.78
Chase Card - 0614	978.85
Chase Card - 1061 Shawn	1,806.02
Chase Card - 1344	1,788.42
Total Chase Card	5,711.07
Total Credit Cards	5,711.07
Total Current Liabilities	5,711.07
Total Liabilities	5,711.07
Equity	
Retained Earnings	361,132.37
Net Income	267,482.69
Total Equity	628,615.06
TOTAL LIABILITIES AND EQUITY	\$634,326.13

Profit and Loss Comparison

January 2018

	Jan 2018	Total Jan 2017 (PY)
INCOME		
Events		
Conference fees		
Conference - Other	0.00	-34.20
Conference Registration	148,763.00	113,722.25
Conference Sessions		24,272.00
Processing Fee		562.50
Total Conference fees	148,763.00	138,522.55
Event Sponsorships		10,000.00
Exhibit Hall Fees	2,650.00	3,525.00
Symposia	2,945.00	6,636.00
Total Events	154,358.00	158,683.55
Membership		
Awards Revenue	570.00	
Individual Memberships	4,594.00	4,705.00
Organizational Memberships	23,720.00	31,740.14
Total Membership	28,884.00	36,445.14
Operations		
Inspector Certification		
Application/Renewal Fees	18,691.00	
Total Inspector Certification	18,691.00	
Vendor Accreditation	19,800.00	45,393.68
Total Operations	38,491.00	45,393.68
Other Income		
Interest	14.46	1.18
Total Other Income	14.46	1.18
Publication & Retail Sales		
Job Listings	115.00	
Standards Sales	3,584.69	
Total Publication & Retail Sales	3,699.69	
Sales of Product Income (deleted)		5,580.00
Total Income	225,447.15	246,103.55
GROSS PROFIT		
	225,447.15	246,103.55
EXPENSES		
Bank Fees		
Credit Card Finance Charges	43.41	
Merchant Service Fees	5,539.41	814.44
Service Charges	15.00	32.50
Total Bank Fees	5,597.82	846.94
Events-		
Conference Expenses		2,654.00

		Total
	Jan 2018	Jan 2017 (PY)
Audio Visual	12,162.97	
Computer Rentals	1,350.00	
Conference Reg & Program Design		11,986.75
Food & Beverage	168,453.68	
Giveaways / Publicity	252.90	
Hotel Room Fees		50,000.00
Miscellaneous Conference Expenses	3,476.70	857.06
Program Printing	6,351.53	
Shipping	1,220.00	
Transportation	1,750.00	825.00
Total Conference Expenses	195,017.78	66,322.81
Exhibit Hall Expenses		
Conference Service Provider		11,662.47
Total Exhibit Hall Expenses		11,662.47
Total Events-	195,017.78	77,985.28
General Operating 1		
Meals & Entertainment		368.12
Software Subscriptions	499.48	280.47
Staff Travel	48.81	
Travel (deleted)		2,429.91
Travel Meals (deleted)		65.41
Total Staff Travel	48.81	2,495.32
Total General Operating 1	548.29	3,143.91
General Operating 2		
Office Rent & Storage	195.00	790.50
Office Supplies	540.95	2,816.31
Postage and Shipping		151.25
Printing	706.95	
Total General Operating 2	1,442.90	3,758.06
Insurance		
Cyber Policy	107.25	
Directors & Officers	349.51	2,812.55
General Liability	113.08	
Professional Liability	561.92	561.92
Volunteer Accident	992.33	
Workers Comp	62.24	62.54
Total Insurance	2,186.33	3,437.01
Licenses/Taxes/Dues		
Colorado Fees		53.28
Total Licenses/Taxes/Dues		53.28
Marketing		
Exhibit Booth & Supplies		17.28
Website Fees	29.99	10.00

The Association for Challenge Course Technology - Cash Basis

		Total
	Jan 2018	Jan 2017 (PY)
Total Marketing	29.99	27.28
Membership Workgroup		
Awards	504.86	974.38
Total Membership Workgroup	504.86	974.38
Operations-		
Inspector Certification Expenses		2,102.67
Panel & Work Group Expenses		77.69
Standards Development	500.00	
Total Operations-	500.00	2,180.36
Professional Services		
Accountant	1,200.00	1,000.00
Attorney	475.00	4,157.50
Management Company	69.00	4,890.14
Total Professional Services	1,744.00	10,047.64
Publications & Retail Sales		
Standards Publication	10.00	
Total Publications & Retail Sales	10.00	
Salaries, Wages, & Related		
Miscellaneous	895.26	
Payroll Processing Fees		362.10
Payroll Taxes	5,613.85	5,616.62
Salaries & Wages	14,249.75	11,618.99
Total Salaries, Wages, & Related	20,758.86	17,597.71
Telecommunications		
Telephone	87.34	86.94
Total Telecommunications	158.34	86.94
Unapplied Cash Bill Payment Expense		7,297.50
Total Expenses	228,499.17	127,436.29
NET OPERATING INCOME	-3,052.02	118,667.26
NET INCOME	\$ -3,052.02	\$118,667.26

Monthly Budget vs. Actuals FY 2017-2018

July 2017 - January 2018

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Events				
Advertising Income		6,000.00	-6,000.00	
Conference fees	3,900.00		3,900.00	
Conference Registration	422,383.50	442,700.00	-20,316.50	95.41 %
Total Conference fees	426,283.50	442,700.00	-16,416.50	96.29 %
Event Sponsorships	16,000.00	28,000.00	-12,000.00	57.14 %
Exhibit Hall Fees	167,000.00	135,000.00	32,000.00	123.70 %
Symposia	5,890.00	8,500.00	-2,610.00	69.29 %
Total Events	615,173.50	620,200.00	-5,026.50	99.19 %
Membership				
Awards Revenue	1,045.00		1,045.00	
Individual Memberships	21,339.00	36,150.00	-14,811.00	59.03 %
Organizational Memberships	112,429.55	178,000.00	-65,570.45	63.16 %
Total Membership	134,813.55	214,150.00	-79,336.45	62.95 %
Operations		11,250.00	-11,250.00	
Inspector Certification				
Application/Renewal Fees	25,688.00	8,000.00	17,688.00	321.10 %
Certification Test	125.00	25,110.00	-24,985.00	0.50 %
Prep Course		16,899.00	-16,899.00	
Total Inspector Certification	25,813.00	50,009.00	-24,196.00	51.62 %
Vendor Accreditation	83,591.69	81,000.00	2,591.69	103.20 %
Total Operations	109,404.69	142,259.00	-32,854.31	76.91 %
Other Income	0.00		0.00	
Interest	94.24	1,596.00	-1,501.76	5.90 %
Miscellaneous	3,680.00		3,680.00	
Total Other Income	3,774.24	1,596.00	2,178.24	236.48 %
Publication & Retail Sales				
ACCT University		2,000.00	-2,000.00	
Job Listings	1,115.00	1,500.00	-385.00	74.33 %
Publication Advertising		2,250.00	-2,250.00	
Standards Sales	18,251.73	24,050.00	-5,798.27	75.89 %
Standard Sales - Spanish Version		5,000.00	-5,000.00	
Total Standards Sales	18,251.73	29,050.00	-10,798.27	62.83 %
Total Publication & Retail Sales	19,366.73	34,800.00	-15,433.27	55.65 %
Sponsorships & Fundraising				
New Event Sponsorships		15,000.00	-15,000.00	
Total Sponsorships & Fundraising		15,000.00	-15,000.00	
Total Income	882,532.71	1,028,005.00	-145,472.29	85.85 %
GROSS PROFIT	882,532.71	1,028,005.00	-145,472.29	85.85 %
EXPENSES				

	Actual	Budget	over Budget	Total % of Budget
Bank Fees				
Credit Card Finance Charges	401.41	744.00	-342.59	53.95 %
Merchant Service Fees	30,381.18	21,500.00	8,881.18	141.31 %
Paypal Fees	242.96	500.00	-257.04	48.59 %
Service Charges	367.94	750.00	-382.06	49.06 %
Total Bank Fees	31,393.49	23,494.00	7,899.49	133.62 %
Board of Directors & Governance	4,124.77		4,124.77	
BOD & Committee Meeting Expenses	2,886.31	4,500.00	-1,613.69	64.14 %
BOD & Committee Telephone		15,000.00	-15,000.00	
BOD & Committee Travel	4,680.98		4,680.98	
Total Board of Directors & Governance	11,692.06	19,500.00	-7,807.94	59.96 %
Events-				
Conference Expenses	17,327.50		17,327.50	
Audio Visual	12,162.97	18,000.00	-5,837.03	67.57 %
Computer Rentals	1,350.00	1,250.00	100.00	108.00 %
Conference Reg & Program Design	762.50	2,000.00	-1,237.50	38.13 %
Cvent/Crowd Compass	4,322.75	8,645.52	-4,322.77	50.00 %
EMT's		2,000.00	-2,000.00	
Food & Beverage	168,453.68	206,263.61	-37,809.93	81.67 %
Giveaways / Publicity	252.90	6,500.00	-6,247.10	3.89 %
Hotel Room Fees	8.50	25,000.00	-24,991.50	0.03 %
Keynote Speaker		1,600.00	-1,600.00	
Miscellaneous Conference Expenses	5,339.20	500.00	4,839.20	1,067.84 %
Printing & Signage		500.00	-500.00	
Program Printing	6,351.53	9,700.00	-3,348.47	65.48 %
Ribbons & Badges		1,500.00	-1,500.00	
Security		5,100.00	-5,100.00	
Shipping	1,220.00	2,000.00	-780.00	61.00 %
Site Selection	4,121.68		4,121.68	
Supplies & Equipment		1,200.00	-1,200.00	
Transportation	1,750.00		1,750.00	
Vendor Training		24,000.00	-24,000.00	
Workshop Committee Reimbursement		5,000.00	-5,000.00	
Total Conference Expenses	223,423.21	320,759.13	-97,335.92	69.65 %
Exhibit Hall Expenses				
Conference Service Provider	34,250.00	34,174.00	76.00	100.22 %
Decorator		20,000.00	-20,000.00	
Total Exhibit Hall Expenses	34,250.00	54,174.00	-19,924.00	63.22 %
New Event Expenses	4,412.00		4,412.00	
Total Events-	262,085.21	374,933.13	-112,847.92	69.90 %
General Operating 1				
Meals & Entertainment	92.27	900.00	-807.73	10.25 %
Professional Development		2,250.00	-2,250.00	

				Total
	Actual	Budget	over Budget	% of Budget
Software Subscriptions	1,722.19		1,722.19	
Staff Travel	7,544.19	6,000.00	1,544.19	125.74 %
Total General Operating 1	9,358.65	9,150.00	208.65	102.28 %
General Operating 2				
Office Rent & Storage	3,592.17	5,260.00	-1,667.83	68.29 %
Office Supplies	1,141.42	3,000.00	-1,858.58	38.05 %
Outside Labor		1,100.00	-1,100.00	
Postage and Shipping	277.82	3,198.00	-2,920.18	8.69 %
Printing	706.95	1,000.00	-293.05	70.70 %
Total General Operating 2	5,718.36	13,558.00	-7,839.64	42.18 %
Insurance				
Conference Cancellation		1,331.00	-1,331.00	
Cyber Policy	750.75	1,300.00	-549.25	57.75 %
Directors & Officers	1,761.37	4,077.00	-2,315.63	43.20 %
General Liability	791.56	1,357.00	-565.44	58.33 %
Office & GL Insurance		548.00	-548.00	
Professional Liability	3,933.44	6,743.00	-2,809.56	58.33 %
Volunteer Accident	1,312.31	640.00	672.31	205.05 %
Workers Comp	460.72		460.72	
Total Insurance	9,010.15	15,996.00	-6,985.85	56.33 %
Licenses/Taxes/Dues				
Colorado Fees	150.00	300.00	-150.00	50.00 %
Delaware fees	358.00	300.00	58.00	119.33 %
Total Licenses/Taxes/Dues	508.00	600.00	-92.00	84.67 %
Marketing				
Other	602.50		602.50	
Website Fees	6,920.12	9,598.00	-2,677.88	72.10 %
Total Marketing	7,522.62	9,598.00	-2,075.38	78.38 %
Membership Workgroup				
Awards	-995.14	1,500.00	-2,495.14	-66.34 %
Research Grant		1,500.00	-1,500.00	
Total Membership Workgroup	-995.14	3,000.00	-3,995.14	-33.17 %
Operations-				
ANSI Membership		7,380.00	-7,380.00	
Inspector Certification Expenses	1,907.68		1,907.68	
2 PA Events		2,400.00	-2,400.00	
ACC Meeting		4,500.00	-4,500.00	
PAP Meeting		2,000.00	-2,000.00	
Test Materials	1,391.90	1,500.00	-108.10	92.79 %
VAP Meeting		7,000.00	-7,000.00	
Total Inspector Certification Expenses	3,299.58	17,400.00	-14,100.42	18.96 %
Panel & Work Group Expenses	13,203.65	7,000.00	6,203.65	188.62 %
Standards Development	1,800.00	9,000.00	-7,200.00	20.00 %

				Total
	Actual	Budget	over Budget	% of Budget
Vendor Accreditation Expenses	8,933.68		8,933.68	
Total Operations-	27,236.91	40,780.00	-13,543.09	66.79 %
Professional Services				
Accountant	9,850.00	15,000.00	-5,150.00	65.67 %
Attorney	3,786.00	9,750.00	-5,964.00	38.83 %
Government Relations	1,475.00	20,004.00	-18,529.00	7.37 %
Management Company	27,401.76	62,100.00	-34,698.24	44.13 %
PR/Marketing	24,000.00	20,004.00	3,996.00	119.98 %
Total Professional Services	66,512.76	126,858.00	-60,345.24	52.43 %
Publications & Retail Sales	700.00		700.00	
Postage & Shipping	52.15		52.15	
Standards Publication	70.00	120.00	-50.00	58.33 %
Spanish Translation of Standards	2,213.00	2,143.00	70.00	103.27 %
Total Standards Publication	2,283.00	2,263.00	20.00	100.88 %
Total Publications & Retail Sales	3,035.15	2,263.00	772.15	134.12 %
Salaries, Wages, & Related				
Miscellaneous	895.26		895.26	
Payroll Processing Fees	1,051.17	3,120.00	-2,068.83	33.69 %
Payroll Taxes	49,004.71	68,146.00	-19,141.29	71.91 %
Salaries & Wages	118,047.07	206,526.00	-88,478.93	57.16 %
Total Salaries, Wages, & Related	168,998.21	277,792.00	-108,793.79	60.84 %
Special Projects	1,449.14		1,449.14	
Telecommunications	1,282.99		1,282.99	
Internet		2,640.00	-2,640.00	
Telephone	750.59		750.59	
Total Telecommunications	2,033.58	2,640.00	-606.42	77.03 %
Total Expenses	605,559.15	920,162.13	-314,602.98	65.81 %
NET OPERATING INCOME	276,973.56	107,842.87	169,130.69	256.83 %
OTHER EXPENSES				
Other Miscellaneous Expense	108.84		108.84	
Total Other Expenses	108.84	0.00	108.84	0.00%
NET OTHER INCOME	-108.84	0.00	-108.84	0.00%
NET INCOME	\$276,864.72	\$107,842.87	\$169,021.85	256.73 %

Profit and Loss YTD Comparison

July 2017 - January 2018

	Jul 2017 - Jan 2018	Jul 2016 - Jan 2017 (PY)	Total Jul 2017 - Jan 2018 (YTD)
INCOME			
Events			
Advertising Income		6,375.00	
Conference fees			
Conference - Other	0.00	67,600.25	0.00
Conference Registration	422,383.50	302,805.50	422,383.50
Conference Sessions		76,121.00	
Processing Fee		1,661.25	
Total Conference fees	422,383.50	448,188.00	422,383.50
Event Sponsorships	16,000.00	16,500.00	16,000.00
Exhibit Hall Fees	167,000.00	128,575.00	167,000.00
Symposia	5,890.00	12,551.00	5,890.00
Total Events	611,273.50	612,189.00	611,273.50
Membership			
Awards Revenue	1,045.00		1,045.00
Individual Memberships	21,339.00	25,079.95	21,339.00
Organizational Memberships	112,429.55	111,481.83	112,429.55
Total Membership	134,813.55	136,561.78	134,813.55
Operations			
Inspector Certification		27,940.00	
Application/Renewal Fees	25,688.00		25,688.00
Certification Test	125.00		125.00
Total Inspector Certification	25,813.00	27,940.00	25,813.00
Program Accreditation		305.00	
Vendor Accreditation	83,591.69	69,825.14	83,591.69
Total Operations	109,404.69	98,070.14	109,404.69
Other Income			
Interest	94.24	7.88	94.24
Miscellaneous	3,680.00		3,680.00
Total Other Income	3,774.24	7.88	3,774.24
Publication & Retail Sales			
Job Listings	1,115.00	200.00	1,115.00
Standards Sales	18,251.73	16,837.06	18,251.73
Standards Shipping Fees		343.72	
Total Standards Sales	18,251.73	17,180.78	18,251.73
Store		252.00	
Total Publication & Retail Sales	19,366.73	17,632.78	19,366.73
Recovery Income (deleted)			
Reviewer Travel Expense Fees (deleted)		743.04	

	Jul 2017 - Jan 2018	Jul 2016 - Jan 2017 (PY)	Total Jul 2017 - Jan 2018 (YTD)
Total Recovery Income (deleted)		743.04	
Sales of Product Income (deleted)		5,580.00	
Sponsorships & Fundraising			
Corporate Sponsorships		18,826.00	
Total Sponsorships & Fundraising		18,826.00	
Total Income	878,632.71	889,610.62	878,632.71
GROSS PROFIT	878,632.71	889,610.62	878,632.71
EXPENSES			
Bank Fees			
Credit Card Finance Charges	401.41	712.46	401.41
Merchant Service Fees	30,381.18	12,205.72	30,381.18
Paypal Fees	242.96	36.51	242.96
Service Charges	367.94	1,025.34	367.94
Total Bank Fees	31,393.49	13,980.03	31,393.49
Board of Directors & Governance			
BOD & Committee Meeting Expenses	4,124.77	3,409.92	4,124.77
BOD & Committee Travel	2,886.31	6,180.89	2,886.31
Total Board of Directors & Governance	11,692.06	9,590.81	11,692.06
Events-			
Conference Expenses	17,327.50	24,404.00	17,327.50
Audio Visual	12,162.97		12,162.97
Computer Rentals	1,350.00		1,350.00
Conference Reg & Program Design	762.50	11,986.75	762.50
Cvent/Crowd Compass	4,322.75	4,322.76	4,322.75
Food & Beverage	168,453.68		168,453.68
Giveaways / Publicity	252.90		252.90
Hotel Room Fees	8.50	50,000.00	8.50
Miscellaneous Conference Expenses	5,339.20	887.06	5,339.20
Program Printing	6,351.53		6,351.53
Shipping	1,220.00		1,220.00
Site Selection	4,121.68		4,121.68
Transportation	1,750.00	825.00	1,750.00
Total Conference Expenses	223,423.21	92,425.57	223,423.21
Exhibit Hall Expenses			
Conference Service Provider	34,250.00	21,634.33	34,250.00
Total Exhibit Hall Expenses	34,250.00	21,634.33	34,250.00
New Event Expenses	4,412.00		4,412.00
Total Events-	262,085.21	114,059.90	262,085.21
General Operating 1			
Meals & Entertainment	92.27	550.78	92.27
Software Subscriptions	1,722.19	1,747.32	1,722.19

The Association for Challenge Course Technology - Cash Basis

	Jul 2017 - Jan 2018	Jul 2016 - Jan 2017 (PY)	Total Jul 2017 - Jan 2018 (YTD)
Staff Travel	7,544.19		7,544.19
Travel (deleted)		12,398.14	
Travel Meals (deleted)		607.18	
Total Staff Travel	7,544.19	13,005.32	7,544.19
Total General Operating 1	9,358.65	15,303.42	9,358.65
General Operating 2			
Office Rent & Storage	3,592.17	4,890.42	3,592.17
Office Supplies	1,141.42	3,016.10	1,141.42
Outside Labor		19.80	
Postage and Shipping	277.82	1,565.95	277.82
Printing	706.95	49.18	706.95
Total General Operating 2	5,718.36	9,541.45	5,718.36
Insurance			
Cyber Policy	750.75		750.75
Directors & Officers	1,761.37	5,345.57	1,761.37
General Liability	791.56		791.56
Professional Liability	3,933.44	561.92	3,933.44
Volunteer Accident	1,312.31		1,312.31
Workers Comp	460.72	401.72	460.72
Total Insurance	9,010.15	6,309.21	9,010.15
Licenses/Taxes/Dues			
Colorado Fees	150.00	103.28	150.00
Delaware fees	358.00	375.00	358.00
Total Licenses/Taxes/Dues	508.00	478.28	508.00
Marketing			
Exhibit Booth & Supplies		17.28	
Other	602.50		602.50
Website Fees	6,920.12	6,199.98	6,920.12
Total Marketing	7,522.62	6,217.26	7,522.62
Membership Workgroup			
Awards	-995.14	974.38	-995.14
Workgroup Expenses		1,287.37	
Total Membership Workgroup	-995.14	2,261.75	-995.14
Operations-			
Inspector Certification Expenses	1,907.68	2,948.34	1,907.68
Test Materials	1,391.90		1,391.90
Total Inspector Certification Expenses	3,299.58	2,948.34	3,299.58
Panel & Work Group Expenses	13,203.65	2,948.91	13,203.65
Standards Development	1,800.00	5,716.92	1,800.00
Vendor Accreditation Expenses	8,933.68	4,252.90	8,933.68
Total Operations-	27,236.91	15,867.07	27,236.91

The Association for Challenge Course Technology - Cash Basis

	Jul 2017 - Jan 2018	Jul 2016 - Jan 2017 (PY)	Total Jul 2017 - Jan 2018 (YTD)
Professional Services			
Accountant	9,850.00	9,800.00	9,850.00
Attorney	3,786.00	7,307.50	3,786.00
Government Relations	1,475.00		1,475.00
Management Company	32,883.79	31,640.79	32,883.79
Other services		341.24	
PR/Marketing	24,000.00		24,000.00
Total Professional Services	71,994.79	49,089.53	71,994.79
Publications & Retail Sales	700.00		700.00
Postage & Shipping	52.15		52.15
Standards Publication	70.00	490.61	70.00
Spanish Translation of Standards	2,213.00		2,213.00
Total Standards Publication	2,283.00	490.61	2,283.00
Total Publications & Retail Sales	3,035.15	490.61	3,035.15
Salaries, Wages, & Related			
Miscellaneous	895.26		895.26
Payroll Processing Fees	1,051.17	1,319.50	1,051.17
Payroll Taxes	49,004.71	22,788.48	49,004.71
Salaries & Wages	118,047.07	115,216.95	118,047.07
Total Salaries, Wages, & Related	168,998.21	139,324.93	168,998.21
Special Projects	1,449.14		1,449.14
Telecommunications	1,282.99		1,282.99
Internet		281.92	
Telephone	750.59	1,051.85	750.59
Total Telecommunications	2,033.58	1,333.77	2,033.58
Unapplied Cash Bill Payment Expense		7,297.50	
Total Expenses	611,041.18	391,145.52	611,041.18
NET OPERATING INCOME	267,591.53	498,465.10	267,591.53
OTHER EXPENSES			
Other Miscellaneous Expense	108.84		108.84
Total Other Expenses	108.84	0.00	108.84
NET OTHER INCOME	-108.84	0.00	-108.84
NET INCOME	\$267,482.69	\$498,465.10	\$267,482.69