



MINUTES for Regular Board of Directors Meeting January 16, 2019

Meeting Logistics:

01/16/2019 9:00a to 10:30a Mountain Time

Location: Conference Call

(571) 317-3112
666-810-533

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 9:05 AM Mountain Time by Ben Kopp.

Approval of Agenda

Motion:	Review and approve the meeting agenda.
Made by:	Bahman
Seconded by:	Ryan
Discussion:	None.
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 19 Dec 2018

Motion:	Approve previous minutes for 19 Dec 2018.
Made by:	Ryan
Seconded by:	Bahman
Discussion:	None.
Vote:	In Favor – n/a Opposed - 0 Abstaining – 0
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 09 Jan 2019. A copy of this report is in the meeting folder on the BoD Drive.

Monthly Financials (Shawn Tierney)

Shawn has submitted the November Financial Report and the Draft December Financial Report to the Board of Directors. Copies of these reports are in the meeting folder on the BoD Drive.



PROCEEDINGS – OLD BUSINESS

Program Accreditation Completion Task Force Update (Bahman Azarm)

- Name of the program is “Operation Accreditation”.
- Bahman gave overview of program methodology and plan, as well as the Task Force's December face-to-face meeting in Denver.
- Operation Reviewer program also needs to be developed, and first wave of ORs need to be in place by late spring.
- 90-minute workshop to be presented at conference.
- Presentation to happen at the PVM Symposium.

Motion:	Establish a Terms of Reference (ToR) for a Task Force for the development of the Operation Reviewer Program.
Made by:	Mandy
Seconded by:	Paul
Discussion:	ToR to be developed and submitted to the BoD for approval.
Vote:	In Favor – n/a Opposed - 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Vendor Accreditation Revamp Task Force Update (Ryan Olson)

- Discussion of feedback from the ACC and the VAP to the BoD.
- Task Force is meeting, and on the same page with direction the program needs to go in.
- Micah Henderson will be the main point of contact from the ACC to the Task Force.
- The Task Force will have something to present to the VAP at the conference during their meeting Monday. VAP and the Task Force will spend Tuesday working on program together.
- Ryan would like to provide an update at the PVM Symposium – brief, 5-minute update.

ASTM Harmonization (Shawn Tierney)

- No new activity to report.

ANSI/CG/PRCA Deadline (Shawn Tierney)

Per Executive Director's report:

- PRCA has not yet added an ACCT member.
- The ANSI ExSC is meeting in February to review the status of each organization's accreditation.

BOD Elections (Shawn Tierney)

- Cameron Annis has been elected to the BoD by the General Membership.



Program Manager Position (Shawn Tierney)

- Heather Brooks has commenced her new role as ACCT Program Manager.

PROCEEDINGS – NEW BUSINESS

ACCT Logos including OA Logo Creation (Shawn Tierney)

- There is a need for a Member logo for different types of memberships.
- Shawn will pursue getting draft logos developed for presentation in February.

ACCT Insurance Program Questionnaire (Paul Cummings)

- Tabled until February.

Operation Reviewer Program (Create New Task Force) (Mandy)

- Topic covered during Program Accreditation discussion.

Operation Accreditation Panel (OAP) ToR (Shawn)

- OAP (formerly PPA) needs to have terms of reference re written. Shawn to talk with Micah about that process.

Approve addition of Section E Operation Reviewer to existing QCP (Board)

- Tabled until February.

2019 BoD Conference Duties (TBD)

- Shawn will provide Order of Events for conference including BoD responsibilities.

ACC Feb. Mtg. Reimbursement Request (Shawn Tierney)

- ACCT will provide a \$400 reimbursement (maximum) per person to assist ACC members in covering face-to-face meeting expenses.

Maternity Policy Draft (Shawn Tierney)

- BoD to review details and be prepared to vote on the policy in February.
- Shawn to research short term disability insurance policies.



February BoD Meeting Agenda (Ben Kopp)

- Two-day, face-to-face meeting before conference and 90 minute meeting on Saturday of conference.
- Agenda to be developed to wrap up past year and address major needs.

CLOSING

Motion:	Motion to adjourn the meeting.
Made by:	Carson
Seconded by:	Ryan
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 10:44 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 1/9/19

RE: January Board Report

Summary of Activities

November & December Financial Statements

The draft December statement is currently in the process of being finalized with adjustments to the classing of income and expenses. Both November & December statements are in the drive for review. The Q2 statement will be placed in the February meeting folder when it's ready.

Board Elections

We received a total of 10 nominations for the 3 open BOD seats. We have 7 candidates running for the one general seat, and 3 candidates running for the 2 PVM seats. All of the candidate information is on the website, and online voting for the general seat is in process until January 11, 2019. I will have the results of the online voting for the Jan mtg.

ANSI Deadline

ACCT and PRCA were given a deadline of 11/15/18 to add a member to each other's consensus bodies. The consensus group approved Mike Barker's (PRCA) application for membership on 11/14/18. ACCT has met that deadline. ANSI extended the deadline until December 15 for PRCA to add an ACCT volunteer to its consensus body. As of this writing, PRCA has not yet added an ACCT member. The ANSI ExSC is meeting in February to review the status of each organization's accreditation.

Standard Revisions

Public Comment Period response (4 standards that are substantive went out for comment in ANSI Standards Action on 12/7/18), and the comment period ends on 1/8/19. No comments have been received to date.

Program Accreditation Completion Task Force

The program accreditation completion task force met in Denver on December 16-18, 2018 to finalize the program accreditation model and associated work documents, etc. The task force is being chaired by Bahman, and has a total of 9 members. The new name of the program is "Operation Accreditation." Although a very productive meeting was held, there is still a good amount of work involved to get Operation Accreditation across the finish line. We will discuss this more on the call.

Program Manager Position

I brought Dan Porse on for 5-10 hours per week to help support vendor accreditation and inspector certification. Dan will be overseeing the completion of 2018 PVM site visits, and reviewing and approving applicants for the Denver ICE exam and related inspector certification matters. Dan will be working until January 11, at which time I will be promoting Heather to the PM position starting on January 14. I will then open an Office Manager position responsible for the duties that Heather is currently tasked with, plus the possibility of some light bookkeeping duties. I hope to have the OM in place by mid-March.

FY19 Organizational Priorities – January Update

1. Increase Membership and Value

- 1.1 Improved workshops: *In process for the 2019 conference.*
- 1.2 Two or three regional gatherings: *Bahman conducted a gathering in CT in 2018.*
- 1.3 Feasibility of an Asian conference: *an initial discussion between Melissa and myself took place in early July. We held a call with the international committee on January, 4th to further discuss the idea of a regional (Asia) "gathering / Symposium" in the fall of 2019.*
 - 1.3.1 Location
 - 1.3.2 Market
 - 1.3.3 Dates
- 1.4 Update member communications
 - 1.4.1 Clean up the website: *In process.*
 - 1.4.2 Ongoing and regular communication: *we released our new bi-monthly newsletter in July. The newsletter will replace Clipboard. We published one issue of Parallel Lines in June and plan to discontinue that publication in FY19.*

2. Government Relations

- 2.1 Staff member hired by ~~August 1, 2018~~: *(Revised: the interim policy director was hired and began work on 11/5/18.) The interim policy director is currently providing substantial support to the CG as its Secretary, the standards revision process, organizing CG file structures, moving discussions forward with respect to Costa Rica referencing our standard, and following up on regulatory issues in various states.*
- 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 for the membership
 - 2.2.4 Start establishing relationships with regulators

3. Vendor Accreditation

- 3.1 Taskforce populated by ~~June 30, 2018~~: *(Revise: Ryan may be able to give us an update on the status of the taskforce)*
- 3.2 Board receives work product for review by ~~October 1, 2018~~ (Revise)
- 3.3 Revamped program completed by December 31, 2018 (Revise)

4. Program Accreditation

- 4.1 2nd pilot program completed in ~~May, 2018~~: *the second pilot took place in July.*
- 4.2 Proposed program to the Board by ~~June 30, 2018~~. *(Revise: a program accreditation completion task force has been created to finish developing the program. The task force met in Denver in early December and completed a substantial amount of work)*
- 4.3 Board to evaluate in ~~July, 2018~~ *January / February, 2019.*

- 4.4 Final review by the ACC in ~~August, 2018~~
- 4.5 PVM two-week comment period: ~~Aug/Sept, 2018~~ (Comment period ended Oct 5. Jotform feedback from 3 PVM's was received).
- 4.6 Board final approval, ~~September, 2018~~ February, 2019

5. Organizational Structure

5.1 Develop and maintain an improved financial plan: *Carson has been working to get the finance committee organized and understanding the tools we currently have in place as the first priority. Two committee members also did a review of our current processes and procedures for banking, AP/AR, expenses reimbursements, invoicing, and payment processing. We also have a recommendation from a committee member for investment strategies for our cash reserves:*

“One possibility to enhance revenues while maintaining a modicum of liquidity and total safety would be the following:

- 1. Define the amount of cash reserves that is not needed for the next 2 months.*
- 2. Divide the resulting amount into 3 equal parts*
- 3. Invest 1/3 in an FDIC-insured Bank CD for 3 months; another 1/3 for 6 months; and the last 1/3 for one year.*
- 4. When the first 3-month CD matures, renew it for 6 months.”*

I placed \$250,000 into higher yield 6, 12, and 18 month CD accounts at the end of December.

5.2 Implementation of organizational tools

5.2.1 Internal communication: *Carson and Mandy have been helping the staff with Slack, Asana, and team drives. We are evaluating the needs of volunteer groups and we have already added team drives for the ACC, ASTM task force, a “community drive”, Finance committee, GC, Events, Membership, Government relations, PPA, PCTF, and the VAP. A number of groups are also starting to use Slack.*

5.2.2 Project management: *we have upgraded to the premium version of Asana at the staff level to open up additional features.*

5.2.3 Training of staff: *Carson and Mandy have been providing ongoing support and coaching.*

5.3 Board and Leadership Development

5.3.1 Board retreat: *will not take place for the September BOD F2F meeting.*

5.4 Volunteer Development

5.4.1 System for intake, placement, and training

5.4.2 Information package for new leaders (Board and Committee Chairs)

5.4.3 Chair training and education

Monthly Management Report

Association for Challenge Course Technology
For the period ended November 30, 2018



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

January 4, 2019

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Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of November 30, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	327,705.36
Chase Savings	250,246.22
Total Bank Accounts	577,951.58
Other Current Assets	
Prepaid Expenses	876.50
Prepaid Insurance	3,327.01
Total Other Current Assets	4,203.51
Total Current Assets	582,155.09
TOTAL ASSETS	\$582,155.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	1,050.70
Chase Card - 1344 Melissa Webb	450.00
Chase Card - 6484 Heather Brooks	229.56
Total Chase Card	1,730.26
Total Credit Cards	1,730.26
Total Current Liabilities	1,730.26
Total Liabilities	1,730.26
Equity	
Retained Earnings	388,222.76
Net Income	192,202.07
Total Equity	580,424.83
TOTAL LIABILITIES AND EQUITY	\$582,155.09

Profit and Loss by Class

November 2018

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income																16.44	16.44
Standard Income		122,244.00		122,244.00		18,224.00	2,106.00		20,330.00		3,600.00		3,900.00		7,500.00	0.00	150,074.00
Total Income		122,244.00		122,244.00		18,224.00	2,106.00		20,330.00		3,600.00		3,900.00		7,500.00	16.44	150,090.44
Operations (deleted)																	0.00
Inspector Certification (deleted)											-1,673.92				-1,673.92		-1,673.92
Vendor Accreditation (deleted)													-1,907.38		-1,907.38		-1,907.38
Total Operations (deleted)											-1,673.92		-1,907.38		-3,581.30		-3,581.30
Total Income	0.00	122,244.00	0.00	122,244.00	0.00	18,224.00	2,106.00	0.00	20,330.00	0.00	1,926.08	0.00	1,992.62	0.00	3,918.70	16.44	146,509.14
GROSS PROFIT	0.00	122,244.00	0.00	122,244.00	0.00	18,224.00	2,106.00	0.00	20,330.00	0.00	1,926.08	0.00	1,992.62	0.00	3,918.70	16.44	146,509.14
EXPENSES																	
Bank Fees																	0.00
Merchant Service Fees																430.51	430.51
Total Bank Fees																430.51	430.51
Dues and Subscriptions							876.46		876.46								876.46
Events-																	0.00
Conference Expenses (deleted)		41,362.50		41,362.50								300.00			300.00		41,662.50
Total Events-		41,362.50		41,362.50								300.00			300.00		41,662.50
Insurance																	5.96
Conference Cancellation																2,047.63	2,047.63
Cyber Policy																107.25	107.25
Directors & Officers																178.21	178.21
General Liability																113.08	113.08
Professional Liability																7,513.39	7,513.39
Volunteer Accident																53.33	53.33
Workers Comp																125.25	125.25
Total Insurance																10,144.10	10,144.10
Meals & Entertainment																	49.95
Office Supplies																	223.64
Payroll																	0.00
Payroll Processing Fees																	340.73
Payroll Taxes			485.48	485.48				497.01	497.01				918.00	459.00	1,377.00	607.51	2,967.00
Salaries & Wages			6,346.14	6,346.14				6,496.84	6,496.84				12,000.00	6,000.00	18,000.00	9,230.76	40,073.74
Total Payroll			6,831.62	6,831.62				6,993.85	6,993.85				12,918.00	6,459.00	19,377.00	10,179.00	43,381.47
Postage & Shipping																	161.82
Printing and Publication							239.56		239.56								239.56
Professional Services																	0.00
Accountant																	2,525.00
Total Professional Services																	2,525.00
Rent & Storage																	1,815.00
Technology																	1,589.89
Telecommunications			114.02	114.02													153.00
Travel																	0.00
Lodging																	3,226.02
Total Travel																	3,226.02
Venue Fees		450.00		450.00													450.00
Total Expenses	0.00	41,812.50	6,945.64	48,758.14	0.00	0.00	1,116.02	7,155.67	8,271.69	0.00	0.00	300.00	12,918.00	6,459.00	19,677.00	30,336.11	107,042.94
NET OPERATING INCOME	0.00	80,431.50	-6,945.64	73,485.86	0.00	18,224.00	989.98	-7,155.67	12,058.31	0.00	1,926.08	-300.00	-10,925.38	-6,459.00	-15,758.30	-30,319.67	39,466.20
NET INCOME	\$0.00	\$80,431.50	\$-6,945.64	\$73,485.86	\$0.00	\$18,224.00	\$989.98	\$-7,155.67	\$12,058.31	\$0.00	\$1,926.08	\$-300.00	\$-10,925.38	\$-6,459.00	\$-15,758.30	\$-30,319.67	\$39,466.20

Profit and Loss by Class

July - December, 2018

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income																99.17	99.17
Standard Income		478,056.54		478,056.54		92,711.90	7,883.00		100,594.90		6,620.00	70.00	24,248.00		30,938.00	2,541.90	612,131.34
Total Income		478,056.54		478,056.54		92,711.90	7,883.00		100,594.90		6,620.00	70.00	24,248.00		30,938.00	2,641.07	612,230.51
Operations (deleted)																	0.00
Inspector Certification (deleted)											-1,673.92				-1,673.92		-1,673.92
Vendor Accreditation (deleted)													-1,907.38		-1,907.38		-1,907.38
Total Operations (deleted)											-1,673.92		-1,907.38		-3,581.30		-3,581.30
Total Income	0.00	478,056.54	0.00	478,056.54	0.00	92,711.90	7,883.00	0.00	100,594.90	0.00	4,946.08	70.00	22,340.62	0.00	27,356.70	2,641.07	608,649.21
GROSS PROFIT	0.00	478,056.54	0.00	478,056.54	0.00	92,711.90	7,883.00	0.00	100,594.90	0.00	4,946.08	70.00	22,340.62	0.00	27,356.70	2,641.07	608,649.21
EXPENSES																	
Bank Fees																	0.00
Bank Service Charges																30.00	30.00
Merchant Service Fees																5,782.13	5,782.13
Other Bank Fees							1.00		1.00							59.00	60.00
Total Bank Fees							1.00		1.00							5,871.13	5,872.13
Dues and Subscriptions							5,308.80		5,308.80							443.00	5,751.80
Events-		1,622.74	2,589.93	4,212.67													4,212.67
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00		61,042.32
Total Events-		62,365.06	2,589.93	64,954.99								300.00			300.00		65,254.99
Insurance																	593.76
Conference Cancellation																	2,047.63
Cyber Policy																	643.50
Directors & Officers																	5,239.00
General Liability																	678.48
Professional Liability																	10,322.99
Volunteer Accident																	319.98
Workers Comp																	434.44
Total Insurance																	20,279.78
Licenses, Taxes & Fees																	365.89
Meals & Entertainment												1,033.01	71.07		1,104.08		471.14
Office Supplies								164.83	164.83								2,178.93
Payroll																	0.00
Payroll Processing Fees																	1,577.96
Payroll Taxes			2,109.89	2,109.89		348.03	1,688.62		2,036.65				1,300.50	997.56	2,298.06	2,029.96	8,474.56
Salaries & Wages			27,619.94	27,619.94		4,549.35	23,804.54		28,353.89				17,000.00	16,040.00	33,040.00	39,999.96	129,013.79
Total Payroll			29,729.83	29,729.83		4,897.38	25,493.16		30,390.54				18,300.50	17,037.56	35,338.06	43,607.88	139,066.31
Postage & Shipping						186.24	15.00	290.20	491.44								122.25
Printing and Publication							255.82		255.82								255.82
Professional Services																	0.00
Accountant																	6,525.00
ANSI Consultant							1,900.00		1,900.00								1,900.00
Attorney																	1,800.00
Conference Service Provider		36,677.41		36,677.41													36,677.41
Government Relations								2,880.00	2,880.00								2,880.00
Other Professional Services																	5,286.19
PR/Marketing		2,200.00		2,200.00		6,000.00		119.40	6,119.40								8,319.40
Total Professional Services		38,877.41		38,877.41		6,000.00	1,900.00	2,999.40	10,899.40								13,611.19
Rent & Storage																	14,826.00
Technology		2,589.93		2,589.93		4,851.00			4,851.00				33.99		33.99		6,832.63
Telecommunications			480.52	480.52													499.30
Travel						418.03	745.18		1,163.21								1,163.21
Airfare			744.02	744.02				783.21	783.21	2,128.09			394.40		2,522.49		4,049.72
Lodging		243.11		243.11				431.01	431.01	1,296.14			2,285.30	115.66	3,697.10	3,226.02	7,597.24
Meals		70.70	65.94	136.64				20.52	20.52	708.89			284.23		993.12	958.59	2,108.87
Other Travel			16.00	16.00						441.04		3,662.63	6,468.64		10,572.31	3,462.62	14,050.93
Transportation			470.03	470.03						7.10			478.78		485.88	204.28	1,160.19
Total Travel		313.81	1,295.99	1,609.80		418.03	745.18	1,234.74	2,397.95	4,581.26		3,662.63	9,911.35	115.66	18,270.90	7,851.51	30,130.16
Venue Fees		450.00		450.00								2,435.72			2,435.72		2,885.72
Total Expenses	0.00	104,596.21	34,096.27	138,692.48	0.00	16,352.65	8,225.80	30,182.33	54,760.78	4,581.26	0.00	7,431.36	28,316.91	17,153.22	57,482.75	116,960.63	367,896.64
NET OPERATING INCOME	0.00	373,460.33	-34,096.27	339,364.06	0.00	76,359.25	-342.80	-30,182.33	45,834.12	-4,581.26	4,946.08	-7,361.36	-5,976.29	-17,153.22	-30,126.05	-114,319.56	240,752.57
NET INCOME	\$0.00	\$373,460.33	\$-34,096.27	\$339,364.06	\$0.00	\$76,359.25	\$-342.80	\$-30,182.33	\$45,834.12	\$-4,581.26	\$4,946.08	\$-7,361.36	\$-5,976.29	\$-17,153.22	\$-30,126.05	\$-114,319.56	\$240,752.57

Monthly Management Report

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



Prepared by

Kristi L. Hattig CPA, LLC

Prepared on

January 4, 2019

Table of Contents

Balance Sheet DRAFT3

Profit and Loss by Class4

Profit and Loss by Class5

Balance Sheet DRAFT

As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	374,261.55
Chase Savings	261.02
Citizen's Access CD	250,000.00
Total Bank Accounts	624,522.57
Other Current Assets	
Prepaid Insurance	2,307.26
Total Other Current Assets	2,307.26
Total Current Assets	626,829.83
TOTAL ASSETS	\$626,829.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card	-2,805.05
Chase Card - 1061 Shawn Tierney	266.48
Chase Card - 7017 Scott Andrews	393.07
Total Chase Card	-2,145.50
Total Credit Cards	-2,145.50
Total Current Liabilities	-2,145.50
Total Liabilities	-2,145.50
Equity	
Retained Earnings	388,222.76
Net Income	240,752.57
Total Equity	628,975.33
TOTAL LIABILITIES AND EQUITY	\$626,829.83

Profit and Loss by Class

December 2018

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL	
INCOME																		
Income																	0.00	
Other / Interest Income																	14.80	14.80
Standard Income		56,721.00		56,721.00		15,284.00	1,021.00		16,305.00		2,770.00		14,498.00		17,268.00	2,541.90	92,835.90	
Total Income		56,721.00		56,721.00		15,284.00	1,021.00		16,305.00		2,770.00		14,498.00		17,268.00	2,556.70	92,850.70	
Total Income	0.00	56,721.00	0.00	56,721.00	0.00	15,284.00	1,021.00	0.00	16,305.00	0.00	2,770.00	0.00	14,498.00	0.00	17,268.00	2,556.70	92,850.70	
GROSS PROFIT																		
GROSS PROFIT	0.00	56,721.00	0.00	56,721.00	0.00	15,284.00	1,021.00	0.00	16,305.00	0.00	2,770.00	0.00	14,498.00	0.00	17,268.00	2,556.70	92,850.70	
EXPENSES																		
Bank Fees																	0.00	
Bank Service Charges																	15.00	15.00
Merchant Service Fees																	707.04	707.04
Other Bank Fees							1.00		1.00									1.00
Total Bank Fees							1.00		1.00								722.04	723.04
Dues and Subscriptions							926.50		926.50									926.50
Events-		1,622.74		1,622.74														1,622.74
Insurance																		5.96
Cyber Policy																		107.25
Directors & Officers																		178.21
General Liability																		113.08
Professional Liability																		561.92
Volunteer Accident																		53.33
Workers Comp																		87.37
Total Insurance																		1,107.12
Licenses, Taxes & Fees																		365.89
Meals & Entertainment												1,033.01			1,033.01			76.23
Payroll																		0.00
Payroll Processing Fees																		242.80
Payroll Taxes			329.78	329.78		348.03		264.80	612.83				229.50	79.56	309.06			-941.19
Salaries & Wages			4,310.76	4,310.76		4,549.35		3,461.54	8,010.89				3,000.00	1,040.00	4,040.00			6,153.84
Total Payroll			4,640.54	4,640.54		4,897.38		3,726.34	8,623.72				3,229.50	1,119.56	4,349.06			5,455.45
Postage & Shipping								50.60	50.60									50.60
Printing and Publication							-23.74		-23.74									-23.74
Professional Services																		0.00
Accountant																	1,000.00	1,000.00
ANSI Consultant							400.00		400.00									400.00
Conference Service Provider		2,589.91		2,589.91														2,589.91
Total Professional Services		2,589.91		2,589.91			400.00		400.00									1,000.00
Rent & Storage																		2,390.00
Technology																		917.00
Telecommunications																		160.30
Travel						418.03	745.18		1,163.21									1,163.21
Airfare								783.21	783.21									783.21
Lodging								431.01	431.01					115.66	115.66			546.67
Meals			65.94	65.94			20.52		20.52									86.46
Other Travel			16.00	16.00								617.80	1,794.46		2,412.26	24.89		2,453.15
Transportation			424.41	424.41														424.41
Total Travel			506.35	506.35		418.03	745.18	1,234.74	2,397.95			617.80	1,794.46	115.66	2,527.92	24.89		5,457.11
Venue Fees												2,435.72			2,435.72			2,435.72
Total Expenses	0.00	4,212.65	5,146.89	9,359.54	0.00	5,315.41	2,048.94	5,011.68	12,376.03	0.00	0.00	4,086.53	5,023.96	1,235.22	10,345.71	12,218.92		44,300.20
NET OPERATING INCOME	0.00	52,508.35	-5,146.89	47,361.46	0.00	9,968.59	-1,027.94	-5,011.68	3,928.97	0.00	2,770.00	-4,086.53	9,474.04	-1,235.22	6,922.29	-9,662.22		48,550.50
NET INCOME	\$0.00	\$52,508.35	\$-5,146.89	\$47,361.46	\$0.00	\$9,968.59	\$-1,027.94	\$-5,011.68	\$3,928.97	\$0.00	\$2,770.00	\$-4,086.53	\$9,474.04	\$-1,235.22	\$6,922.29	\$-9,662.22		\$48,550.50

Profit and Loss by Class

July - December, 2018

	1. Event	1. Direct	2. DeptOH	Total 1. Event	2. Membership	1. Direct	2. Standards	4. DeptOH	Total 2. Membership	3. Programs	1. Inspector	2. Operations	3. Vendor	4. DeptOH	Total 3. Programs	4. Overhead	TOTAL
INCOME																	
Income																	0.00
Other / Interest Income																99.17	99.17
Standard Income		478,056.54		478,056.54		92,711.90	7,883.00		100,594.90		6,620.00	70.00	24,248.00		30,938.00	2,541.90	612,131.34
Total Income		478,056.54		478,056.54		92,711.90	7,883.00		100,594.90		6,620.00	70.00	24,248.00		30,938.00	2,641.07	612,230.51
Operations (deleted)																	0.00
Inspector Certification (deleted)											-1,673.92				-1,673.92		-1,673.92
Vendor Accreditation (deleted)													-1,907.38		-1,907.38		-1,907.38
Total Operations (deleted)											-1,673.92		-1,907.38		-3,581.30		-3,581.30
Total Income	0.00	478,056.54	0.00	478,056.54	0.00	92,711.90	7,883.00	0.00	100,594.90	0.00	4,946.08	70.00	22,340.62	0.00	27,356.70	2,641.07	608,649.21
GROSS PROFIT	0.00	478,056.54	0.00	478,056.54	0.00	92,711.90	7,883.00	0.00	100,594.90	0.00	4,946.08	70.00	22,340.62	0.00	27,356.70	2,641.07	608,649.21
EXPENSES																	
Bank Fees																	0.00
Bank Service Charges																30.00	30.00
Merchant Service Fees																5,782.13	5,782.13
Other Bank Fees							1.00		1.00							59.00	60.00
Total Bank Fees							1.00		1.00							5,871.13	5,872.13
Dues and Subscriptions							5,308.80		5,308.80							443.00	5,751.80
Events-		1,622.74	2,589.93	4,212.67													4,212.67
Conference Expenses (deleted)		60,742.32		60,742.32								300.00			300.00		61,042.32
Total Events-		62,365.06	2,589.93	64,954.99								300.00			300.00		65,254.99
Insurance																	593.76
Conference Cancellation																	2,047.63
Cyber Policy																	643.50
Directors & Officers																	5,239.00
General Liability																	678.48
Professional Liability																	10,322.99
Volunteer Accident																	319.98
Workers Comp																	434.44
Total Insurance																	20,279.78
Licenses, Taxes & Fees																	365.89
Meals & Entertainment												1,033.01	71.07		1,104.08		1,575.22
Office Supplies								164.83	164.83								2,178.93
Payroll																	0.00
Payroll Processing Fees																	1,577.96
Payroll Taxes			2,109.89	2,109.89		348.03	1,688.62		2,036.65				1,300.50	997.56	2,298.06	2,029.96	8,474.56
Salaries & Wages			27,619.94	27,619.94		4,549.35	23,804.54		28,353.89				17,000.00	16,040.00	33,040.00	39,999.96	129,013.79
Total Payroll			29,729.83	29,729.83		4,897.38	25,493.16		30,390.54				18,300.50	17,037.56	35,338.06	43,607.88	139,066.31
Postage & Shipping						186.24	15.00	290.20	491.44								613.69
Printing and Publication							255.82		255.82								255.82
Professional Services																	0.00
Accountant																	6,525.00
ANSI Consultant							1,900.00		1,900.00								1,900.00
Attorney																	1,800.00
Conference Service Provider		36,677.41		36,677.41													36,677.41
Government Relations								2,880.00	2,880.00								2,880.00
Other Professional Services																	5,286.19
PR/Marketing		2,200.00		2,200.00		6,000.00		119.40	6,119.40								8,319.40
Total Professional Services		38,877.41		38,877.41		6,000.00	1,900.00	2,999.40	10,899.40								13,611.19
Rent & Storage																	14,826.00
Technology		2,589.93		2,589.93		4,851.00			4,851.00				33.99		33.99		6,832.63
Telecommunications			480.52	480.52													499.30
Travel						418.03	745.18		1,163.21								1,163.21
Airfare			744.02	744.02				783.21	783.21	2,128.09			394.40		2,522.49		4,049.72
Lodging		243.11		243.11				431.01	431.01	1,296.14			2,285.30	115.66	3,697.10	3,226.02	7,597.24
Meals		70.70	65.94	136.64				20.52	20.52	708.89			284.23		993.12	958.59	2,108.87
Other Travel			16.00	16.00						441.04		3,662.63	6,468.64		10,572.31	3,462.62	14,050.93
Transportation			470.03	470.03						7.10			478.78		485.88	204.28	1,160.19
Total Travel		313.81	1,295.99	1,609.80		418.03	745.18	1,234.74	2,397.95	4,581.26		3,662.63	9,911.35	115.66	18,270.90	7,851.51	30,130.16
Venue Fees		450.00		450.00								2,435.72			2,435.72		2,885.72
Total Expenses	0.00	104,596.21	34,096.27	138,692.48	0.00	16,352.65	8,225.80	30,182.33	54,760.78	4,581.26	0.00	7,431.36	28,316.91	17,153.22	57,482.75	116,960.63	367,896.64
NET OPERATING INCOME	0.00	373,460.33	-34,096.27	339,364.06	0.00	76,359.25	-342.80	-30,182.33	45,834.12	-4,581.26	4,946.08	-7,361.36	-5,976.29	-17,153.22	-30,126.05	-114,319.56	240,752.57
NET INCOME	\$0.00	\$373,460.33	\$-34,096.27	\$339,364.06	\$0.00	\$76,359.25	\$-342.80	\$-30,182.33	\$45,834.12	\$-4,581.26	\$4,946.08	\$-7,361.36	\$-5,976.29	\$-17,153.22	\$-30,126.05	\$-114,319.56	\$240,752.57