

# MINUTES for Regular Board of Directors Meeting August 21, 2019

Meeting Logistics: 08/21/2019 8:00a Mountain Time

Location:

Phone Conference 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:

| 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.  |
|  |
| ATTENDESS  |
| <u>ATTENDEES</u>   |
| Presiding Officer:   |
| ⊠ Ben Kopp - <b>Chair</b>  |
| Board Member Attendees:  |
| <ul> <li>□ Bahman Azarm - Vice Chair</li> <li>□ Mandy Stewart - Secretary</li> <li>□ Carson Rivers - Treasurer</li> <li>□ Cameron Annas - Member</li> <li>□ Rohan Shahani - Member</li> <li>□ Shawn Tierney - Executive Director</li> <li>□ Victor Gallo - Member</li> </ul> |
|  |
| Additional Attendees:  |
| Ryan Olson joined at 8:18am, left during closed session, then rejoined   |
|  |
| Quorum?  |
| ∑ Yes     ☐ No   |
|  |
|  |



#### **PROCEEDINGS – STANDING ITEMS**

Meeting called to order at 8:02 AM Mountain Time by Ben Kopp.

### **Approval of Agenda**

Motion: Review and approve the meeting agenda

Made by: Rohan

Seconded by: Paul

Discussion: Cameron requests to add Ethics Committee discussion.

Vote: In Favor – n/a

Opposed – 0

Abstaining – 0

Motion Carries: 

Yes

No

#### **Approval of Minutes**

Meeting and Date of Minutes:

• Regular Board of Directors Meeting (phone), 19 June 2019 and 17 July 2019.

### **Executive Director Update (Shawn)**

• Shawn has placed his ED report into the BoD meeting folder on Drive for review [2019-08-15 REPORT ED to BOD].

# Monthly Financials (Shawn)

• Shawn has placed the draft July financials into the **Finance Committee folder** on Drive for review [2019-08-14 REPORT July Financials – DRAFT].



#### **OLD BUSINESS**

# Face to Face Meeting Guidelines (Shawn)

• The budget request form will be developed and will be helpful to implement this program.

| Motion:                | Motion to approve 190813 Policy for the Approval of ACCT Face-to- |
|------------------------|---|
|                        | Face Meetings and the Release of Funds                            |
| Made by:               | Carson  |
| Seconded by:           | Victor  |
| Discussion:            | None.   |
| Vote:                  | In Favor – n/a  |
|                        | Opposed – 0   |
|                        | Abstaining – 0  |
| <b>Motion Carries:</b> |   |
|                        | □ No  |

# Operation Reviewer Task Force Update (Mandy)

- OR Guide BoD Feedback and responses
  - o Feedback on trial process would be appreciated.
  - o No outstanding questions from the BoD.
- Next steps and the volunteer groups who will be taking them need to be developed ASAP.

# **NEW BUSINESS**

# **Ethics Committee Discussion** (Cameron)

| Motion:         | Motion to enter into closed session.               |
|-----------------|--|
| Made by:        | Cameron  |
| Seconded by:    | Carson   |
| Discussion:     | Mandy requests reason to enter into closed session |
| Vote:           | In Favor – n/a                                     |
|                 | Opposed – 0  |
|                 | Abstaining – 0                                     |
| Motion Carries: |  |
|                 | □No  |
|                 |  |
| Motion:         | Exit closed session                                |
| Made by:        | Paul   |
| Seconded by:    | Cameron  |
| Discussion:     | None.  |
| Vote:           | In Favor – n/a                                     |
| ·               | Opposed – 0  |
|                 | Abstaining - 0                                     |
| Motion Carries: |  |
|                 | □No  |



RESULTING ACTION FROM CLOSED SESSION: Ethics Committee Liaison to reach out to Chair of the Ethics Committee to gain clarity on the situation.

#### Finance Committee Report (Carson)

- Finance Committee report is in the BoD meeting folder on Drive for review [2019-07-12 REPORT Finance Committee Report to BoD].
- Understanding how the Finance Committee can interact with development of new programs is important. Carson will facilitate a discussion between Vendor Accreditation Revamp Task Force and Finance Committee.
- Thoughts on how the Finance Committee can provide guidance on longer term issues is requested.

#### **General Process** (Ben)

- Ben would like to have the development of a strategic plan process laid out before he exits as Chair.
- BoD to do some research and thinking on the topic and bring information to the September Face to Face.

#### **September Face to Face (Shawn)**

- Agenda
  - o Road map for Strategic Plan
  - o BoD Members to send agenda items to Ben & Mandy
- PVM Symposium
  - o What are the expectations of the ACC for presenting information?
  - o Shawn to follow up with Erik Marter regarding reaching out to Micah.

#### **Expectations for BoD Liaisons (Mandy)**

- DRAFT document for contemplation is in Drive
- Document was developed out of a need to formalize expectations for liaisons, not only on the BoD level, but also within Committees to sub-groups.
- BoD to review and consider for the September Face to Face

#### **CLOSING**

| Motion:         | Motion to adjourn the meeting. |
|-----------------|--------------------------------|
| Made by:        | Cameron                        |
| Seconded by:    | Rohan                          |
| Discussion:     | None.                          |
| Vote:           | In Favor – n/a                 |
|                 | Opposed – 0                    |
|                 | Abstaining – 0                 |
| Motion Carries: | ∑ Yes                          |
|                 | □No                            |

Meeting adjourned at 9:31 AM Mountain Time.



To: ACCT Board

From: Shawn Tierney, Executive Director

Date: 8/15/19

**RE: August Board Report** 

# **Summary of Activities**

# **July Financials**

The draft July financial statement is in the Finance Drive along with our bank, CD, and money market account statements.

#### **Outsourced Bookkeeper**

The new bookkeeper, Laura Valdez started work at the end of July. Laura set up the FY20 budget in QB, prepared the draft July statement, and she will work closely with me and the finance committee on preparing monthly financials and other bookkeeping functions.

#### IT Work Group

The IT work group (me, John, Carson & Mandy) has met several times to further the discussion and decisions around our various IT maintenance and ongoing needs: team drives, Slack, Basecamp, Asana, and website. A Chairs Slack channel has been created, and our Basecamp account will be closed at the end of August. All of the material that was in Basecamp has been exported and saved to drives. We are currently exploring opening an account with Docusign, and have had several calls with them to learn more about features, pricing, etc. (minimum cost is roughly \$165/mo., which raises questions as to whether we actually have the volume of use to make this a cost-effective or viable option). IF we do get an account, it would be a supplementary account used for specific purposes (e.g., annual COI forms) and not replacement of our Jotform or Survey Monkey accounts.

# **Exhibitor / Sponsor / Conference Registration**

Registration for exhibitors/sponsors will open the week of August 19<sup>th</sup>. We will open registration for PVM's first, followed by all others after that. Early bird regular conference registration will launch later in September.

#### **Costa Rica ICE Event / Standards**

Staff are currently planning an inspector training, and for those individuals who are qualified, a testing event in Costa Rica in late October or early November. The PM and PD are working with a group of in country trainers for the event. IT is expected that 15-20 participants will be attending. The PD is in the process of drafting an agreement or MoU with INTECO for the adoption of our standard in CR. Any agreement that is drafted will require the approval of the BOD.

#### Fall 2020 Asia Conference

Still in the VERY early planning stages. Melissa and I have had several calls with the international committee (Ken J. and Wayne Ellis) to get a better sense of and some clarity about what this type of event should / could look like. A potential host location, Outward Bound Taiwan, has been identified and we will be following up with the location for further information.

#### **F2F Meeting Policy**

The F2F meeting policy is in the 8/21 meeting folder for review. The draft was circulated to the chairs Slack Channel for feedback. No chairs had responded by the 8/14 deadline, so the draft in the meeting folder can be voted on if there are no other changes required from the BOD.

# Fall PVM Symposium

The symposium is scheduled for Wednesday, October 2<sup>nd</sup> in Spokane. The agenda is being finalized, and registration will be up the week of August 19th. The agenda will primarily be updates to attendees about the roll-out of OA, the new ANSI/ACCT 03-2019 standard, and the Re-vamp of vendor accreditation. Sessions will be recorded and made available at a later time for those who are not be able to attend the symposium.

# **ACCT Sponsored Health Insurance for Members**

Next steps in the process:

From Gary Nesbit:

- 1. Next Steps (tentative): Cameron and I can work together to set up a comparison of the 2 plans (SALA & Medova) in regard to annual premiums and similar coverage options (annual out of pocket costs, deductibles, etc.) based on several similar claim scenarios (routine checkups; medical treatment for a non work-related injury; pregnancy (family) and a serious medical condition such as a heart attack):
  - a. Seasonal worker
  - b. Single employee
  - c. Employee with family coverage: with and without similar company premium contribution for the employee.
- 2. Complete this by the end of August.
- 3. Set up a matrix on comparing coverage terms and conditions Gary can do the initial draft with input from Medova and SALA.
- 4. Upon completion of the above steps request input from a limited # of ACCT members for their feedback. I am thinking this needs to done by the  $2^{nd}$  week of Sept.
- 5. Present the summaries to the ACCT BOD mid to late Sept. The BOD can:
  - a. Select one or the other, or
  - b. Select both, or
  - c. Have us continue to search other plans

#### **Arival Agreement**

The agreement for cross promotion, branding and marketing purposes has been signed. We are setting up a landing page on our website with a discount code for ACCT members to use when registering for Arival events, and Arival will be doing the same for our conference on their website. Currently looking at Arival content and webinars that we could potentially curate on our website as value adds for members.

#### **FY20 Organizational Priorities**

#### 1. Member Value

- 1.1 ACCT sponsored health insurance plan for members: currently being investigated by IRMC as to feasibility. See next steps from Gary Nesbit above.
  - 1.2 Access to legal defense/expertise: has not moved forward at this time.
- 1.3 Transparency / Communication: see F2F meeting policy for increasing transparency of what volunteer groups are working on.
- 1.4 ACCT Academy: will launch in late August / early September. Currently finishing the landing page, populating resources, and researching other content to add along with webinar creation.
  - 1.5 Industry Data: has not moved forward at this time.

#### 2. Government Relations

- 2.1 Publications Group: has not moved forward at this time.
- 2.2 Crisis communication: Skip King conducted a media training at the Longmont office with the ED, PD and office staff members in late July.
- 2.3 List of stakeholders and regulators: final preparations are being made to the regulatory map with an expected launch date on the ACCT website sometime in September. Tech issues and discovering we did not have all of the necessary components of the map when we acquired it from Hubbard Merrell have delayed the launch by several months.

# 3. Credentialing / Program Management

- 3.1 OA support launch: awaiting final work product from the ORPTF F2F meeting scheduled for early-mid September.
- 3.2 ICE has a F2F meeting scheduled for the last week of August in Longmont. See note above regarding guidelines / expectations for F2F meetings.
  - 3.3 Vendor accreditation- awaiting final work from the Re-vamp TF.
- 3.4 Trainer credentialing has sent out a survey to gather feedback about industry training methods/curriculum.
  - 3.5 Evaluation has not moved forward (methods to evaluate the program?)
- 3.6 Harmonization has not moved forward (harmonizing across all credentialing programs?) ACC task?
  - 3.7 Alignment of volunteers has not moved forward (ACC task?)

## 4. Organizational Health

- 4.1 Strategic planning: has not moved forward at this time. BOD task
- 4.2 Org communication / PR (external): Further clarification is requested on this priority
- 4.3 Tech work group (Slack, drives, Asana, etc.): Meeting bi-monthly with OM, Carson and Mandy. See note in report.
- 4.4 File storage protocol / clean up: in process of developing a policy for IT use covering organization of drives, etc.
  - 4.5 Bylaws: has not moved forward at this time. BOD task
- 4.6 Elections (structure, logistics, transparency): has not moved forward at this time. Nominations & Leadership Committee task?

# 5. Volunteer Support and Management

- 5.1 BOD development (on-boarding, knowledge base, teambuilding): Nomination & Leadership Committee task?
  - 5.2 Committee, TF, WG chair training: has not moved forward at this time
  - 5.3 Affinity Groups purpose, value: has not moved forward at this time

# 6. International Efforts

- 6.1 Standards translations: currently exploring Korean and Chinese as the next ACCT vetted translations.
- 6.2 International events hosting and attending: see Costa Rica and Asia notes in report. ED is exploring attending Arival conference in October in Orlando.
  - 6.3 Credentialing opportunities: see Costa Rica note in report.
  - 6.4 Insurance: further clarification is requested on this priority.
- 6.5 Government relations: see Costa Rica note in report. PD is drafting an agreement with INTECO for adoption of ACCT standard in Costa Rica.

# Management Report

Association for Challenge Course Technology For the period ended July 31, 2019



Prepared by Verity Solutions, LLC

Prepared on

August 19, 2019

# **Table of Contents**

| Balance Sheet            | pg | 3 |
|--------------------------|----|---|
| Profit and Loss by Class | pg | 4 |
| Budget vs Actual         | pg | 5 |

# Association for Challenge Course Technology Balance Sheet

As of July 31, 2019

|                              |          | Total      |
|------------------------------|----------|------------|
| ASSETS                       |          |            |
| Current Assets               |          |            |
| Bank Accounts                |          |            |
| Axos - Money Market          |          | 286,228.92 |
| Chase Operating              |          | 103,275.27 |
| Chase Savings                |          | 227.09     |
| Citizen's Access CD          |          |            |
| X-0508                       |          | 0.00       |
| X-0511                       |          | 84,636.60  |
| X-0523                       |          | 84,662.32  |
| Total Citizen's Access CD    | \$       | 169,298.92 |
| PNC Savings                  |          | 25,045.86  |
| Total Bank Accounts          | \$       | 584,076.06 |
| Total Other Current Assets   | \$<br>\$ | 0.00       |
| Total Current Assets         |          | 584,076.06 |
| TOTAL ASSETS                 | \$       | 584,076.06 |
| LIABILITIES AND EQUITY       |          |            |
| Liabilities                  |          |            |
| Current Liabilities          |          |            |
| Credit Cards                 |          |            |
| Chase Card                   |          | 4,110.91   |
| Chase Card - John 5384       |          | 296.68     |
| Chase Card - Melissa 1961    |          | 1,322.95   |
| Chase Card - Scott 7017      |          | 816.89     |
| Chase Card - Shawn 4676      |          | 782.69     |
| Total Chase Card             | \$       | 7,330.12   |
| Total Credit Cards           | \$       | 7,330.12   |
| Total Current Liabilities    | \$       | 7,330.12   |
| Total Liabilities            | \$       | 7,330.12   |
| Equity                       |          |            |
| Retained Earnings            |          | 616,032.52 |
| Net Income                   |          | -39,286.58 |
| Total Equity                 | \$       | 576,745.94 |
| TOTAL LIABILITIES AND EQUITY | \$       | 584,076.06 |

Monday, Aug 19, 2019 05:02:07 PM GMT-7 - Cash Basis

# Association for Challenge Course Technology Profit and Loss by Class July 2019

|                             | 1   | . Event   | 2. N | <b>Nembership</b> | 3.  | Programs | 4.  | Overhead | ŧ  | 5. Standards | 6.  | Inspector | 7   | '. Vendor |     | TOTAL     |
|-----------------------------|-----|-----------|------|-------------------|-----|----------|-----|----------|----|--------------|-----|-----------|-----|-----------|-----|-----------|
| Income                      |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     |           |
| Income                      |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     |           |
| Other / Interest Income     |     |           |      |                   |     |          |     | 997.03   |    |              |     |           |     |           |     | 997.03    |
| Standard Income             |     |           |      | 11,456.57         |     |          |     |          |    | 3,010.40     |     |           |     |           |     | 14,466.97 |
| Total Income                | \$  | 0.00      |      | 11,456.57         |     | 0.00     | \$  | 997.03   | \$ | 3,010.40     |     | 0.00      | •   | 0.00      | \$  | 15,464.00 |
| Total Income                | \$  | 0.00      | \$   | 11,456.57         |     | 0.00     | \$  | 997.03   | \$ | 3,010.40     | •   | 0.00      | \$  | 0.00      | \$  | 15,464.00 |
| Gross Profit                | \$  | 0.00      | \$   | 11,456.57         | \$  | 0.00     | \$  | 997.03   | \$ | 3,010.40     | \$  | 0.00      | \$  | 0.00      | \$  | 15,464.00 |
| Expenses                    |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     |           |
| Bank Fees                   |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     | 0.00      |
| Merchant Service Fees       |     |           |      | 497.17            |     |          |     | 19.95    |    |              |     |           |     |           |     | 517.12    |
| Other Bank Fees             |     |           |      |                   |     |          |     | 0.00     |    |              |     |           |     |           |     | 0.00      |
| Total Bank Fees             | \$  | 0.00      | \$   | 497.17            | \$  | 0.00     | \$  | 19.95    | \$ |              | \$  | 0.00      | \$  | 0.00      | \$  | 517.12    |
| Employee Benefits           |     | 1,594.92  |      | 944.83            |     | 221.06   |     | 304.83   |    | 399.15       |     | 301.91    |     | 301.92    |     | 4,068.62  |
| Insurance                   |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     | 0.00      |
| Directors & Officers        |     |           |      |                   |     |          |     | 4,033.00 |    |              |     |           |     |           |     | 4,033.00  |
| Office Property             |     |           |      |                   |     |          |     | 579.00   |    |              |     |           |     |           |     | 579.00    |
| Workers Comp                |     | 20.84     |      | 24.68             |     | 6.16     |     | 7.07     |    | 5.99         |     | 10.24     |     | 10.24     |     | 85.22     |
| Total Insurance             | \$  | 20.84     | \$   | 24.68             | \$  | 6.16     | \$  | 4,619.07 | \$ | 5.99         | \$  | 10.24     | \$  | 10.24     | \$  | 4,697.22  |
| Licenses, Taxes & Fees      |     |           |      | 290.52            |     |          |     |          |    |              |     |           |     |           |     | 290.52    |
| Meals & Entertainment       |     |           |      | 81.42             |     |          |     | 107.88   |    |              |     |           |     |           |     | 189.30    |
| Payroll                     |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     | 0.00      |
| Payroll Processing Fees     |     | 88.18     |      | 104.73            |     | 26.05    |     | 30.01    |    | 25.35        |     | 43.32     |     | 43.32     |     | 360.96    |
| Payroll Taxes               |     | 470.45    |      | 567.63            |     | 138.00   |     | 170.25   |    | 136.29       |     | 228.02    |     | 228.03    |     | 1,938.67  |
| Salaries & Wages            |     | 5,838.46  |      | 7,057.68          |     | 1,711.54 |     | 2,123.08 |    | 1,692.30     |     | 2,826.92  |     | 2,826.92  |     | 24,076.90 |
| Total Payroll               | \$  | 6,397.09  | \$   | 7,730.04          | \$  | 1,875.59 | \$  | 2,323.34 | \$ | 1,853.94     | \$  | 3,098.26  | \$  | 3,098.27  | \$  | 26,376.53 |
| Postage & Shipping          |     |           |      | 87.65             |     |          |     |          |    |              |     |           |     |           |     | 87.65     |
| Printing and Publication    |     |           |      |                   |     |          |     |          |    | 219.03       |     |           |     |           |     | 219.03    |
| Professional Services       |     |           |      |                   |     |          |     |          |    |              |     |           |     |           |     | 0.00      |
| Accountant                  |     |           |      |                   |     |          |     | 29.99    |    |              |     |           |     |           |     | 29.99     |
| Conference Service Provider |     | 11,362.50 |      |                   |     |          |     |          |    |              |     |           |     |           |     | 11,362.50 |
| Total Professional Services | \$  | 11,362.50 | \$   | 0.00              | \$  | 0.00     | \$  | 29.99    | \$ | 0.00         | \$  | 0.00      | \$  | 0.00      | \$  | 11,392.49 |
| Rent & Storage              |     | 305.71    |      | 305.71            |     | 305.71   |     | 500.74   |    | 305.71       |     | 305.71    |     | 305.71    |     | 2,335.00  |
| Technology                  |     | 33.99     |      |                   |     |          |     | 1,785.45 |    |              |     |           |     |           |     | 1,819.44  |
| Telecommunications          |     | 144.06    |      |                   |     |          |     |          |    |              |     |           |     |           |     | 144.06    |
| Travel                      |     | 1,932.46  |      | 681.14            |     |          |     |          |    |              |     |           |     |           |     | 2,613.60  |
| Total Expenses              | \$  | 21,791.57 | \$   | 10,643.16         | \$  | 2,408.52 | \$  | 9,691.25 | \$ | 2,783.82     | \$  | 3,716.12  | \$  | 3,716.14  | \$  | 54,750.58 |
| Net Operating Income        | -\$ | 21,791.57 | \$   | 813.41            | -\$ | 2,408.52 | -\$ | 8,694.22 | \$ | 226.58       | -\$ | 3,716.12  | -\$ | 3,716.14  | -\$ | 39,286.58 |
| Net Income                  | -\$ | 21,791.57 | \$   | 813.41            | -\$ | 2,408.52 | -\$ | 8,694.22 | \$ | 226.58       | -\$ | 3,716.12  | -\$ | 3,716.14  | -\$ | 39,286.58 |

# Association for Challenge Course Technology Budget vs. Actuals: FY 2019-20 - FY20 P&L July 2019

|                             | Actual       | Budget            | Over Budget  | % of Budget |
|-----------------------------|--------------|-------------------|--------------|-------------|
| Income                      |              |                   |              |             |
| Income                      |              |                   |              |             |
| Other / Interest Income     | 997.03       | 450.00            |              | 221.56%     |
| Standard Income             | 14,466.97    | 18,700.00         |              | 77.36%      |
| Total Income                | \$ 15,464.00 | \$ 19,150.00      | •            | 80.75%      |
| Total Income                | \$ 15,464.00 | \$ 19,150.00      | •            | 80.75%      |
| Gross Profit                | \$ 15,464.00 | \$ 19,150.00      | -\$ 3,686.00 | 80.75%      |
| Expenses                    |              |                   |              |             |
| Merchant Service Fees       | 517.12       | 385.00            | 132.12       | 134.32%     |
| Total Bank Fees             | \$ 517.12    | \$ 385.00         |              | 134.32%     |
| Employee Benefits           | 4,068.62     | 2,900.00          | 1,168.62     | 140.30%     |
| Insurance                   | 1,0000       | _,,,,,,,,,        | .,           |             |
| Directors & Officers        | 4,033.00     | 4,170.00          | -137.00      | 96.71%      |
| Office Property             | 579.00       | 558.00            | 21.00        | 103.76%     |
| Workers Comp                | 85.22        | 78.00             | 7.22         | 109.26%     |
| Total Insurance             | \$ 4,697.22  | \$ 4,806.00       | -\$ 108.78   | 97.74%      |
| Licenses, Taxes & Fees      | 290.52       | 0.00              | 290.52       |             |
| Meals & Entertainment       | 189.30       | 60.00             | 129.30       | 315.50%     |
| Office Supplies             | 0.00         | 250.00            | -250.00      | 0.00%       |
| Payroll                     |              |                   |              |             |
| Payroll Processing Fees     | 360.96       | 215.00            | 145.96       | 167.89%     |
| Payroll Taxes               | 1,938.67     | 2,509.32          | -570.65      | 77.26%      |
| Salaries & Wages            | 24,076.90    | 24,846.15         | -769.25      | 96.90%      |
| Total Payroll               | \$ 26,376.53 | \$ 27,570.47      | -\$ 1,193.94 | 95.67%      |
| Postage & Shipping          | 87.65        | 175.00            | -87.35       | 50.09%      |
| Printing and Publication    | 219.03       | 4,000.00          | -3,780.97    | 5.48%       |
| Professional Services       |              |                   |              |             |
| Accountant                  | 29.99        | 1,000.00          | -970.01      | 3.00%       |
| ANSI Consultant             | 0.00         | 100.00            | -100.00      | 0.00%       |
| Attorney                    | 0.00         | 500.00            | -500.00      | 0.00%       |
| Conference Service Provider | 11,362.50    | 13,325.00         | -1,962.50    | 85.27%      |
| Other Professional Services | 0.00         | 1,500.00          | -1,500.00    | 0.00%       |
| PR/Marketing                | 0.00         | 2,833.00          | -2,833.00    | 0.00%       |
| Total Professional Services | \$ 11,392.49 | \$ 19,258.00      | -\$ 7,865.51 | 59.16%      |
| Rent & Storage              | 2,335.00     | 2,335.00          |              | 100.00%     |
| Technology                  | 1,819.44     | 5,889.00          | -4,069.56    | 30.90%      |
| Telecommunications          | 144.06       | 179.00            |              | 80.48%      |
| Travel                      | 2,613.60     | 1,500.00          |              | 174.24%     |
| Venue Fees                  | 0.00         | 5,000.00          |              | 0.00%       |
| Total Expenses              | \$ 54,750.58 | \$ 74,307.47      | -\$19,556.89 | 73.68%      |
| Not Operating Income        | #20 000 F0   | <b>655 457 47</b> | ¢ 45 070 00  | 74 000/     |
| Net Operating Income        | -\$39,286.58 | -\$55,157.47      |              | 71.23%      |
| Net Income                  | -\$39,286.58 | -\$55,157.47      | \$ 15,870.89 | 71.23%      |