



## MINUTES for Regular Board of Directors Meeting 30 September & 01 October, 2019

### Meeting Logistics:

30 Sep & 01 Oct 2019 @ 8:00a Pacific Time daily

### Location:

The Davenport Grand  
333 W Spokane Falls Blvd. Spokane, WA 99201, USA

### 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**
- Mandy Stewart - **Secretary**
- Carson Rivers - **Treasurer**
- Cameron Annas - **Member**
- Paul Cummings - **Member**
- Victor Gallo - **Member**
- Rohan Shahani - **Member**
- Shawn Tierney - **Executive Director**

#### Additional Attendees:

30 September 2019:

**Gary Nesbit, Insurance & Risk Management Chair** – joined @2:17pm Mountain, departed @2:59pm

**Charlie Williams, Ethics Committee Chair** – joined closed session @3:31pm Mountain, departed @4:07pm

01 October 2019:

**Micah Henderson, Accreditation & Certification Committee Chair** – joined @10:30am Mountain

**Scott Andrews, ACCT Policy Director** – joined @12:35 Mountain, departed @1:15p

**John Voegtlin, ACCT Office Manager** - joined @12:35 Mountain, departed @1:15p

**Keith Jacobs** – joined @2:11pm Mountain

**Ryan Olson** – joined @2:27pm Mountain



### Quorum?

- Yes  
 No

**30 SEPTEMBER 2019**

Meeting called to order at 9:09 AM Mountain Time by Ben Kopp.

### **Approval of Agenda**

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Bahman
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – n/a Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### **Approval of Minutes**

Meeting and Date of Minutes:

- Regular Board of Directors Meeting (phone), 18 September 2019.

<b>Motion:</b>	Approve previous minutes for meeting held 18 September 2019.
<b>Made by:</b>	Carson
<b>Seconded by:</b>	Cameron
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – n/a Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### **8:20am - Monthly Financials (Shawn) -**

- Shawn has placed the draft August financials into the **Finance Committee folder** on Drive for review [ 2019-09-13 REPORT August Financials - DRAFT].



## Committee Reports (Liaisons)

- Finance Committee (Carson)
  - Finance Committee is preparing for and looking forward to an audit. This is the first time in memory that the Association is undertaking an audit; everyone is looking forward to the process.
  - FC is beginning to get more involved with the financial discussions around ACCT programs (Vendor Accreditation, Operation Accreditation) and will aid in assessment in order to advise the staff when setting fees/creating budgets.
  - Committee is looking at restructuring the Association's savings reserve to best protect it and grow it.
  - Outstanding task: creating Policies and Procedures for the Association's financial management.
  
- ACC (Mandy)
  - ACC has voted in two new members: Andrea Vogt and Mike Smith. The ACC has room for another member if they so choose.
  - VAP has been focusing on the Re-Vamp TF. Their program revisions need to be reviewed, deliverables need to be identified, and some targets need to be set for a program roll out.
  - Operation Accreditation related groups and Operation Reviewer group are all ready to move onto the next steps. New ToR will be developed for new groups, and current groups will be disbanded as needed in the near future.
  - Trainer Credentialing Task Force is making progress on the ToR; a new member or two will be added with guidance of the ACC.
  - Inspector Certification Panel is making good progress on their current task list, however it is still in need of a Chair.
  
- Ethics Committee (Shawn)
  - Michelle Hepler has been added to the Committee.
  - Committee to review ToR; BoD to speak with current Chair on thoughts regarding any updates.
  
- Insurance and Risk Management (Cameron)
  - Liaison to review ToR and consider if changes are necessary.
  - Policy for Association's international liability needs to be put in place before 20 October 2019.
  - Committee to perform internal audit of Association coverages.
  - Committee to evaluate insurance requirements for non-North American participants within ACCT credentialing programs.
  - BoD requests that committee produces an annual report on:
    - Incidents per 10K participants for benchmarking, by month by causation
    - Average claim amount
    - With definition of severity of injury
    - By operation type, if possible



- Exclusion of identifying names of individuals and companies
- International (Victor)
  - Current Chair has expressed a lack of availability to do the current slate of work; liaison to have conversation regarding shifting roles within the group.
- Leadership & Nominations (Bahman)
  - Group needs to be revitalized and refocused with specific targets.
  - Creation of leadership education materials needs to be a priority for this group.
  - BoD to create document to explain expectations for Chairs and circulate amongst the Chair group.
- Standards Development (Rohan)
  - The SDC groups are starting to meet more regularly; this will be further fostered.
  - Development of a long-term succession plan for leadership of SDC committees is something that needs to be developed.
  - SDC requests review and revision of their ToR.
  - Consensus Group would like to know that the BoD is open to hearing suggestions on revising the path forward to improve Association processes, especially specific to the ANSI processes.

#### **Consensus Group** (Shawn)

- Group is determining the best path forward on establishing procedures addressing a non-participating CG member.
- CG needs to resubmit its report to the Secretariat; clarifications to be suggested.

#### **Regulatory Map** (Shawn)

- Map is in development; initial version (currently US only) to be launched next month; international version to follow.

#### **Staff Reports** (Shawn)

- Policy Director
  - Report is in BoD meeting folder [2019-09-25 REPORT Policy Director to BoD]
  - Documents identified in report must be placed into relevant Google Drives.
  - Document outlining how an official Association document gets translated into an authorized edition needs to be developed (standards, program manuals, policies, etc.)
  - Document on how we enter into agreements with other countries and third-party organizations (ex: INTECO) to utilize our standards needs to be developed.
  - Process needs to be developed for vetting and approval of suggested language by ED prior to any language being put forth to AHJs.



### Association Health Insurance (Cameron)

- No parties or their related companies involved in this process will benefit in any way from the Association adopting any of the proposed plan(s), i.e. there are no conflicts of interest.
- Gary Nesbit (Chair of I&RM Committee) joined by phone at 2:17pm Mountain
- Association would receive \$5-\$7 per enrollee (based on plan); would use money to create marketing and educational materials for ACCT members.
- Both health insurance programs suggested are limited in nature. ACCT would need to be clear to membership on what these programs provide – and don't provide.
- I&RM to gather feedback on the suggested plans from other associations and provide information to BoD in time for a vote at the October BoD meeting.
- Gary departed meeting at 2:59pm Mountain

### Membership Issues (Shawn)

<b>Motion:</b>	Move into closed session to discuss membership issues.
<b>Made by:</b>	Carson
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – n/a Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Charlie Williams, Chair of Ethics Committee, joined by phone @ 3:31pm Mountain
- Charlie left the meeting @4:07pm Mountain

<b>Motion:</b>	Exit closed session.
<b>Made by:</b>	Bahman
<b>Seconded by:</b>	Victor
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – n/a Opposed – 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- BoD exits closed session at 4:37pm Mountain.



### **Insurance for the Industry** (Ben)

- Vendors who provide Design, Build, Inspect services are seeing large increases in their premiums.
- Some vendors may be closing their doors due to these increases, and some others are having to make the decision to not service certain areas (EX: New York).
- A result of this may be that a portion of the community will be without service providers, or be extremely limited in their options.
- Reducing claims/loss runs is the best solution to this problem, and it is a long-term action.

### **ACCT Academy** (Shawn)

- The Academy is active on the website, and is currently limited, but is started.
- The first webinar will be scheduled for October; topic will be the new version of the standard.

### **Staff Reports, cont'd** (Shawn)

- Office Manager
  - Report is in BoD meeting folder *[2019-09-13 REPORT Office Manager to BoD]*
- Program Manager
  - Report is in BoD meeting folder *[2019-09-13 REPORT Program Manager to BoD]*
- Events Director
  - Report is in BoD meeting folder *[2019-09-20 REPORT Event Department to BoD]*

### **Ethics Committee Terms of Reference** (Shawn)

- Ethics liaison to dialogue with Ethics Committee and aid them in drafting proposed changes to the Ethics Committee ToR, to be submitted to the BoD for consideration.
- Specific grievance process document to be created, separate from the section in the Code of Ethics.

### **Consensus Group Secretary** (Rohan)

- It is the Secretariat's duty to provide a Secretary to the Consensus Group, and the Consensus Group has requested a new Secretary.
- The BoD in its Secretariat role will explore the request to better understand the CG needs.

**5:50pm Mountain – ADJOURN FOR THE DAY**



**01 OCTOBER 2019**

**9:05am Mountain - RECONVENE**

**Leadership Development Plan (Mandy)**

- Association is in need of a deliberate plan to develop our volunteer leadership.
- A baseline package of documents outlining expectations, responsibilities, and resources for volunteer leadership needs to be developed before the 2020 conference.
- Potential person to lead this and potential new L&N Committee members to be contacted.
- 

**BoD Development (Ben)**

- Expectations for Liaisons & BoD "job descriptions" (Mandy)
  - Document to be finalized in time to distribute with BoD elections information.
- Onboarding needs for 2020 (coordinated by the Vice Chair, supported by the EC):
  - Current Association org chart
  - Understanding the BoD relationship to staff
  - Orientation to the status of strategic plan/fiscal year priorities
  - Accessing resources (G Suite, Slack)
    - Bylaws, Policies, and Forms
  - Expectations of participation
  - Expectations of Liaisons
  - Legal duties of a Board Member (Rebb's paper)
  - Contact information

**Strategic Planning Road Map (Ben)**

- Action items:
  - Assess current programs/initiatives
  - Audit the old strategic plans.
  - Identify key players to interview re: historical perspective
- Important things to this process:
  - Affordability
    - Within \$20K Budget for FY2020 (total spend)
  - Efficiency
    - BoD does homework – reads and compares historical strategic plans
      - Note trends and important stand out info
      - Speaks with key players from the past
    - External facilitator
      - Chosen by 15 Dec 2019
      - Attends conference/BoD meetings
  - Timeliness
    - Can be kicked off in some form/phase by 30 June 2020
    - Covers an approximate period of 3-5 years
  - Relatability/Relevance
    - Clear plan that is relatable across the board; members and volunteers
    - Values data and assessment; provides for measurable targets



### Operation Accreditation Completion Project Management (Mandy)

- Initial rollout documents (in BoD meeting folder [*Operation Accreditation Materials for Review*]) reviewed and edited for release.
- Additional items added to OA Completion/OR Phase 1 Asana project board
- Insurance & Risk Management to review the subject of insurance for non-North American entities

<b>Motion:</b>	Motion to approve Operation Accreditation initial rollout package as presented and edited.
<b>Made by:</b>	Bahman
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – All Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Operation Reviewer Task Force (Mandy)

- Phase 1 documents (in BoD meeting folder [*Operation Reviewer Materials for Review*]) reviewed and edited for release.
- ORTF response to their ToR was reviewed; BoD supports ACC in disbanding the current TF as advised.
- OR training to be held at 2020 conference for PVM employees, per ACC recommendations.

### PVM Revamp Task Force (Mandy)

- BoD expectations from VARTF to approve new program need to be presented to the TF
- VARTF presentation reviewed; feedback and points to consider to be relayed to Chair of VARTF.

### Fall PVM Symposium (Mandy)

- Strategy and main points of each program presentation to be confirmed with each presenter group.

### Measuring Program Effectiveness (Micah)

- ACCT should consider measuring program effectiveness according to defined values. Suggested potential values:
  - Financial
  - Safety
  - Growth
  - Satisfaction
- Values and metrics to be defined/identified by BoD.





### Standards Development Committee Terms of Reference (Rohan)

- Draft SCD ToR is now in the BoD Meeting folder [2019-10-01 DRAFT ACCT Standards Development Committee TOR]
- SDC to review and give feedback
- BoD to review and give feedback

### Trainer Credentialing Task Force Update (Micah)

- Check in with TCTF after their upcoming F2F re: conference F2F deliverables
- Reimbursements:
  - No airfare if already attending conference
  - Hotel and meal reimbursement if staying early or late on Association business

### CLOSING

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

Meeting adjourned at 5:58pm Mountain Time.



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 9/13/19**

**RE: September Board Report**

### **Summary of Activities**

#### **August Financials**

The draft August financial statement is in the Finance Drive along with our bank, CD, and money market account statements. (FY20 Financial Planning – Monthly Statements – August)

#### **990 Tax Return**

The 990 tax return has been completed, and it is also in the Finance Drive for review. The finance committee met on 9/11 to review this and other finance items. Currently awaiting their feedback, if any about the 990.

#### **Exhibitor / Sponsor / Conference Registration**

Registration for exhibitors/sponsors / advertisers launched on 9/5. Final edits are currently being made to the digital registration brochure, and we anticipate launching conference registration the week of September 23<sup>rd</sup>.

#### **ICP F2F Meeting**

The inspector certification panel met in Longmont on 8/27-28. This was a very productive meeting where revisions were made to the exams (in-house and professional), various forms such as the application, eye exam, and supervisor endorsement. The ICP also addressed the prep course which will be revised / updated prior to the Raleigh conference. Meeting minutes will be posted to the ACCT website once approved later in September.

#### **ORTF F2F Meeting**

The operation reviewer program task force met in Longmont on 9/10-11. This was also a very productive meeting. Paul may be able to give us an update with further information about this meeting.

#### **TCTF F2F Meeting**

The trainer credentialing task force will be meeting in GA later this fall – dates and location TBD. The TF currently has a survey out for comment and input from the industry on creating a curriculum that is intended for use in trainer credentialing.

## **Re-Vamp TF Presentation**

The vendor accreditation re-vamp TF has created a presentation for the Fall Symposium. The presentation outlines the major elements of how the program has been revised. The presentation is currently being reviewed by ACCT leadership (ED, BOD Chair, ACC Chair).

## **03-2019 Standard Release**

An announcement went out on 9/13 about the 03-2019 standards product release. Members also received an email to access their digital copy, and the website has been updated / formatted for the sale of both the digital and print copies of the revised standard.

## **Fall PVM Symposium**

The symposium is scheduled for Wednesday, October 2<sup>nd</sup> in Spokane. The agenda has been finalized, and registration launched the week of August 19<sup>th</sup>. There are currently 22 PVM's who are registered to attend. The agenda will primarily be updates to attendees about the roll-out of Operation Accreditation, 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.

## **FY20 Organizational Priorities**

### **1. Member Value**

- 1.1 ACCT sponsored health insurance plan for members: **currently being investigated by IRMC as to feasibility. A recommendation on the plans and next steps from Gary Nesbitt will forthcoming for the F2F Spokane meeting.**
- 1.2 Access to legal defense/expertise: **has not moved forward at this time.**
- 1.3 Transparency / Communication: **F2F meeting policy for increasing transparency of what volunteer groups are working on was approved by the BOD in August.**
- 1.4 ACCT Academy: **will launch in 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 that was held September 10-11 in Longmont.**
- 3.2 ICE – the ICP held a F2F meeting August 27-28 in Longmont. See note above.
- 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.

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 previous ED reports. ED will be attending the Arival conference in October in Orlando, and will be meeting with attendees at a booth hosted by Tom Kratch from the PR/Marketing committee.

6.3 Credentialing opportunities: see Costa Rica note in previous report.

6.4 Insurance: further clarification is requested on this priority.

6.5 Government relations: PD is drafting an agreement with INTECO for adoption of ACCT standard in Costa Rica. Agreement will be forwarded to BOD for approval once a final draft is ready in October/November.

To: ACCT Board

From: John Voegtlin, Office Manager

Date: 09/13/2019

## Staff Board Report

1. Office Manager: Transitioning into this role, with remote duties beginning in April and full-time, on-site in mid-may, has gone well. Heather has been a great resource and Shawn has provided excellent direction. My familiarity with the Conference Work Group and Melissa's extensive work plan helped me cover some of her duties while she finished her parental leave and I look forward to helping cover anything I can for Heather when she takes hers.

2. Work which coincides Board Priorities

a. Increase Membership and Value:

- I've inherited the YM database and feel that its current state does not provide a clean or accurate account of our actual membership numbers. I'm doing my best to comprehend the functions of this database and the best ways to clean this up so that it is a valuable source of data, as well as a functional membership management platform.
- I've maintained the existing bi-monthly email Newsletter and Member Update emails and attempted to make them look a little more consistent, and be compatible with as many common email clients as possible. The articles have been transitioned from PDFs to pages on our website for further compatibility. We're entertaining the idea of moving the newsletter from a Members-only communication tool to a Publicly Joinable communication & recruitment tool.
- I've maintained our current facebook Where Are You Wednesday content and will also post the newsletter article content/links in the weeks following each newsletter. I've also revived the use of our LinkedIn, Instagram, and Twitter accounts and am currently in the process of deciding the best times and content for each platform.
- ACCT Academy (formerly University) is ready (on a hidden section of the website) to be filled with new Webinar content and existing bulletins, tutorials, and White Papers. Decisions still have to be made and tested for how to best host the actual videos for the webinars and how much of the content is paid, free for members, and free to the public.
- Overall website clean-up is happening in small steps, starting with the removal of redundant pages and the revamping of the main menu bar. Proposed changes to the full header are also being worked on, but require some intervention by YM staff to actually implement.

b. Transparency

- Started a slack channel for all volunteer workgroup, committee, and task force chairs and liaisons
- Will be including a section on the website for each group to post minutes from meetings and updates in the website revamp. Hoping to give a designated member of each group the ability to update their section automatically, or with minimal input/help from me.

3. Membership Workgroup:

- This group was finishing a task to update a member welcome packet as I came into this role. It seems near finished, but with the membership benefits being revised and tweaked, it may need some updating before it is truly ready.
- Heather had started a list of companies for outreach to prospective members and I will be re-introducing that data to the group for future tasks.

4. PR & Marketing Workgroup:

- Shawn and I have been asking this group for best ways to use some of the budgeted marketing dollars and are awaiting responses
- They proposed the idea of taking the newsletter public, I investigated YM's ability to handle that idea and have found that it will take a more marketing-based service to accomplish. We will be asking the workgroup for suggestions and help with research on a future call.

5. IT Workgroup

- Started forming this group with Carson & Mandy's input
- Have laid out some basic goals and started working on them myself including
  - Technology Use Policy and Non-Disclosure Agreement for all volunteers
  - Archive and close Basecamp account
  - Increase organization and consistency of association forms (internal and external)
  - Evaluate other tech services to be sure we're using them to their potential

Board Report  
Heather Brooks  
9/17/19

Since my last Board Report, I have been working with each accreditation and certification panel and/or task force to either help get to a completion point, to help get through starting points, and to assist through updates and changes.

#### Inspector Certification:

ICE Renewals: This was a learning experience for me on the process for Renewals. There was not an email sent out to inspectors about renewing their certifications for 2019. It has come to my attention that not very many inspectors keep track of their expiration date. Because of this, the idea of an Inspector Listserv was created. 60 Inspectors renewed their certification so far this year. There are currently 114 members of the Inspector Listserve as of 9/17/19.

#### ICE Testing Events:

As we reach the Fall season, we have seen a surge in the Inspector Certification Program. We will have a Training and Testing event in Costa Rica with approximately 20-25 people. There is a maximum of 32 people allowed to join this event (8-1 ratio for participant to trainer). The application will go live shortly and flyers and emails are set to start going out the week of September 16<sup>th</sup>, 2019. I have worked on the translation of the Inspector Certification Application for Costa Rica and the ACCT Conference with the help of Luis Aceverde looking over my translations.

We will have our Fall testing event in Harrisburg, PA. In the past we have around 5-8 people join, however through more marketing we are hoping for 8-12 people. As of 9/13/19 there are no applications, however, there will be more posts on social media in the coming weeks.

There has been a request from Kapalua Ziplines in Maui, Hawai'i to provide a Prep Course and Testing event at their location for In-House Inspectors sometime the first two weeks of December for 10- 15 people. A Letter of Agreement was drafted and sent to Kapalua Ziplines. We are currently waiting for a response.

#### ICP:

This Panel has kept to a monthly meeting schedule, passed an updated Eye Exam form and a new Self-Supervisor Affidavit. The ICP met for a F2F meeting August 27<sup>th</sup> through 28<sup>th</sup>. During this meeting the Panel revised all the Inspector Exams and created a curriculum for future Prep Courses. This curriculum has also assisted in creating testing categories for the Exams that are currently in a test bank. This will allow exams to be randomized but stay consistent in what each level of inspector will be tested on. The Panel has also drafted the agenda for their F2F at the conference to be approved by the ACC

#### ICE Goals:

I would like to potentially add a location to our testing locations. We currently have one at the conference and one to two events in Harrisburg in the spring and fall in conjunction with the Pennsylvania Safety Seminar. I would like to see an event that possibly moves around like the conference to help attract more inspectors. The conference should still be our main testing event, however, by hosting a smaller event, we could generate more awareness as well revenue.

This Program needs to be more internationally welcoming. It is extremely US centric. If we want to reach out the bigger populations, we need to start looking into how we can make ICE approachable for those who are in Asia and surrounding countries. Having things translated into Spanish has been a great start. It is a hope that within the next 3 to 5 years we have Japanese, Korean, and Chinese translations to exams, forms, and materials.

#### ICP Goals:

My goal for the Panel is to help provide guidance on how to perform the different roles associated.

I would also like to see this Panel reach out to AHJs with help from me and the PD to see how our program can help fill the needs of regulators. There has been communication in regards to making inspections more consistent between inspectors. This is not a goal that will happen in one year, but a long-term.

#### Vendor Accreditation:

New Applicants/ Enquiries: We have had three companies reach out for information of Vendor Accreditation and how to become an accredited vendor. So far there has not been any progress further then the initial information I have sent them. I have emails scheduled to go out to each company to see if they have any questions in starting the process.

#### VAP:

been on hold while the new program is being developed

#### VA-Revamp:

This Task Force was very productive for the first part of the year, things slowed through the busy season, and have recently picked back up. They have a current goal of having everything ready by the October 2<sup>nd</sup> PVM Symposium.

#### PVM Audits:

There are 12 PVMs that will be going through the first audit review under the new program. The list of documents and a full update will be presented to the PVM community at the October PVM Symposium.



#### VA Goals:

One of my goals for the year was to put together a list for each PVM with their Membership information, Sub-Account member information, a link to their Annual Dues, their link to their Annual Report, and a link to conference registration. This would also include important due dates. As of 9/13/19, these lists have been generated for each PVM. Once Conference registration and Annual Reports are generated those will be added and sent to each PVM. It is my hope that these can be updated annually and sent to PVMs to help make things smoother.

#### Operation Accreditation:

Operation Reviewers: This task force really hit the ground running. They meet every Thursday to make sure their progress does not slow down. They have created a Reviewer Guide, revised the Reviewer Report, and the Qualified Operation Reviewer. This Task Force met for their F2F Meeting/Training September 10<sup>th</sup> and 11<sup>th</sup>. They conducted a pilot training and put together some of the final rollout presentation for the PVM Symposium and Conference. I have been reviewed Portfolios for members of this task force against the Qualified Operational Reviewer. Those who meet the QOR, will be the first set of Reviewers. Once the training is finalized, these reviewers will still need to participate in the final requirements to continue their Reviewer status. At this time, these reviewers will be called ACCT Approved Operation Reviewers.

The final steps for the Reviewer program will be cost and insurance requirements. This is not under this Task Force's Terms of Reference. There is currently not an Operation Accreditation Panel, and it is unclear if the Program Accreditation Completion Task Force is still active, so I have been working on reviewing and aligning the forms that were put together by the PACTF to make sure they still are compatible with Operation Reviewers.

#### Trainer Credentialing:

This Task Force is currently working on a curriculum for Trainer Certification. They put together a survey that was sent out, and as of 9/13/19, there were 165 responses.

#### Program Goals:

I have been working on a Universal Portfolio that will encompass Practitioners, Inspectors, Reviewers, Trainers, and Management. My goal is to have that finished by the conference to roll out before the next fiscal year. I plan on also putting together a webinar or tutorial on how you could put together your portfolio and what is looked at when you submit it.

Translations! We are currently translating a good portion of the Inspector Program into Spanish. I would like to also branch out to Operation Accreditation being translated next. As stated above, it is my hope to see other languages offered, but know that is a long-term goal.

## Staff Board Report

**Name:** Melissa Webb

**Date:** 9/20/19

**Please provide a brief narrative of the projects, initiatives, and tasks that you have completed (or are ongoing and in process) since the last F2F BOD meeting:**

- **Conference Theme:**
  - 2020 Vision: Reflecting on the Past...Looking to the Future
- **Exhibitor Registration:**
  - We launched to PVM's September 3<sup>rd</sup> and publicly September 5<sup>th</sup>.
  - We've already met our budgeted revenue for August / September combined for this area and are currently sitting at \$102,900 in Advertising, Exhibitor, Sponsorship revenue. Sold 58/126 booths in the first 2 weeks of launching.
  - We tweaked the floorplan this year to allow for more corner booth options. This will also bring in more revenue as the price point on these is slightly higher than in-line booths.
- **2020 Advertising / Exhibitor / Sponsorship Prospectus:**
  - This has been finalized and is on the conference website as well as linked on the actual exhibitor registration site via cvent. It has also been shared via e-blasts to our membership database, via an e-blast sent to previous exhibitors (non-members) directly via cvent and will be highlighted via the mid-September newsletter. It's also been promoted via social media and will have a direct link in all future conference related e-blasts sent from YM.
- **Exhibitor Policies:**
  - This was put in place for the 2020 conference in Raleigh. Has been added to the Expo registration site where it requires someone to "accept" in order to proceed with registration. It has also been included in the prospectus which is on our conference website and will also be included in the Exhibitor Services Kit.
- **2020 Registration Brochure:**
  - Has been finalized and loaded onto the conference website as well as plugged via social media, e-blast, etc.
- **Registration Changes:**
  - Looking into having the Attendee & Exhibitor registrations setup in the same portal to avoid confusion with exhibitors locking in their actual conference badges if it's possible. We won't know if this will work or not until we dig into the advanced logic required for all the various registration paths. That is in progress currently. If this isn't an option,

we'll proceed with two different portals as we have previously. It's our goal to launch attendee registration sometime the week of September 23<sup>rd</sup> but the specific date will be dependent on if we have to do two separate sites or if the system has the capability to do everything, we need in just one portal.

- **Certifications / Trainings:**

- 6 Certification Training Sessions between Tuesday – Thursday pre-conference including ICE Prep
- 9 standard pre-conference sessions will be offered on Thursday.
- Pleased to be offering for the 1<sup>st</sup> time in conjunction with conference a practitioner certification training at NCSU on Sunday post-conference in addition to ICE Testing and possibly Operation Reviewer Training (PVM's only) assuming that is in place and approved.
- The process for ACCT Committees / Workgroups / Task Forces / Panels / Affinity Groups etc. that want to meet fact to face, host sessions, and or offer certifications needs to be refined. We have groups submitting their requests via various jot forms, slack, e-mail, phone calls, texts, smoke signals etc. It got very murky to sort all of this out for Raleigh. There is a huge up-tick in these requests which is great as it is an indication of work getting done. However, the timeliness of these requests and the format to which they are being submitted needs to be refined and clearly communicated and groups need to realize we are somewhat limited to the space to which we have contracted.

- **ICE:**

- All ICE Registrations in conjunction with the conference except for the ICE Prep Course will be handled directly through the Inspector Certification website as they are handled for all other ICE testing events. This will help streamline the ICE testing registration process for the testing held in conjunction with the conference.

- **Workshops:**

- 2020 workshop sessions have been vetted and acceptance / regret e-mails have been sent. The 2020 Workshop Grid Draft has been finalized and will be shared soon if it hasn't already been by the time you receive this.

- **Tech Talks:**

- We've locked in the speakers for our 2020 tech talk series (see below).
  - Rachel Maestri-Hailey "Diversity in the Outdoor Industry: It's not black and white"
  - Jeremy Bacon "Augmenting Customer Experience with Mixed Reality"
  - Chris Schuhumann - "Adventure Psychology"
  - Sarah Borodaeff - "Key Insights into Industry Data"
- Matt Marcus (2020 Emcee) and I will be working closely with this group throughout the year to help curate this as well as tie in the conference theme "2020 Vision".

- **Schedule Changes:**
  - The AGM has been moved to Friday during the lunch hour from 12n – 1p. This will not compete with anything else.
    - Please note this will likely be in one of the larger breakout sessions versus a large ballroom due to other logistics / fees.
  - Will be keeping most schedule changes that were adopted in 2019 (i.e. Awards dinner on Friday Evening, Saturday Night Networking Reception Off-site).
- **Socials:**
  - Looking into if it makes more sense financially to host these socials (Leadership & Service Crew) at the Raleigh Convention Center vs. having them at an offsite location within walking distance.
    - Deciding factor will be the F&B minimum requirement we have at the Raleigh Convention Center. I think we will be able to meet that without issue, so we aren't forced to have these at the convention center if we find a better option to stretch the money budgeted for these.
- **Conference T-shirt:**
  - We've decided the t-shirt for the 30<sup>th</sup> Anniversary conference will be our final shirt. This shirt outlines all previous conference locations.
- **ACCT Pays it Forward:**
  - Despite individual differences, kindness is something everyone should give. Taking a moment to do something nice for someone else can make your day, and theirs, more pleasant. Paying it forward is about sharing a positive moment with another person solely for the sake of making that person smile. The ACCT Conference Work Group would like attendees to join us in collecting items to donate to a local group in-need. We're looking to partner with a local camp, shelter, or school that might work with those in-need and allow us to "pay it forward" via a donation of goods collected by our conference attendees. We'll have large donation boxes at the registration desk for people to donate any unused toiletries from their hotel or that they've purchased for us to donate. We are still working with the City of Raleigh to identify the specific needs of local organizations.
- **ACCT Awards:**
  - After speaking with Shawn and Matt Marcus we've decided to drop the industry awards and will continue to showcase the work that is being done in the industry via the Where Are You Wednesday posts like what we did in Denver.
    - These didn't draw in a ton of revenue and we were starting to see some categories with only a single entry and some categories not receive any submissions at all.
- **Raleigh Planning:**

- I visited Raleigh in late August to meet with all the key contacts at each of the hotels (Marriott & Sheraton), the Raleigh Convention Center, Visit Raleigh, North Carolina State University, as well as various off-site venues for potential networking receptions. I feel very good about our space at the convention center as all our space is confined to one end of the convention center and is stacked on top of itself. This will make it easier for our team to handle logistics but most importantly for attendees to navigate through the conference.
- **Conference App Changes:**
  - Crowd Compass has implemented some nice changes with the app platform that will make it much more user friendly for attendees. We will begin developing the app in the next month or two. Rohan took lead on this in the past and has offered to be support for Tyler Quackenbush who is our new Digital Coordinator should she need assistance.
- **2019 Fall PVM Symposium:**
  - A Fall Symposium has been planned for in conjunction with the BOD meeting in Spokane this coming October. There are currently 40 ppl registered for this symposium.
    - If there is potential for this to be an annual thing, I'd like to suggest there be funds budgeted for the meeting and a formal plan for where / when they will meet. This was quite a scramble to make happen on late notice as the city has a large event much like what we dealt with the year prior in San Diego.
- **2020 Winter PVM Symposium:**
  - We have space contracted Wednesday, February 5<sup>th</sup> for the Winter Symposium in conjunction with the conference.
- **Future Conference Locations:**
  - 2023 has been contracted and we are headed to Portland, Oregon!
- **ACCT International:**
  - I have been working with the International Committee to try to move things forward for something regional in Asia possibly in the fall of 2020.
    - This is currently in a holding pattern as we as an association are working on things in various directions internationally and need to have a more thought out approach for how we proceed in order to not create any roadblocks in certain areas / regions. I'm happy to assist with this effort as much as possible but feel that this is something that should be addressed at the BOD level so there is a plan for how we choose to proceed with navigating in foreign territories.
      - We had a larger discussion about this at the staff level when we met face to face in Longmont in August. We all realized we were working on tidbits of things internationally in different ways and that perhaps there needs to be an overarching plan for how we approach this, so we are able to be pro-active in this arena vs. re-active.

- **Face to Face Committee Meetings**
  - **Longmont:** I've taken lead on making all reservations for the face to face meetings held at the Longmont office.
  - **Non-Colorado / Conference F2F meetings:** The Trainer Credentialing Task Force is meeting F2F in GA in November. The leadership for that group was not familiar with scheduling / reimbursement practices and it brings to light the fact that if this is going to be more of a common practice that we share specifics with Chairs as to who is responsible for making arrangements for meetings outside of our home office and what is / is not considered reimbursable outside of what's listed on the volunteer reimbursement form.
    - i.e. hotel vs. Airbnb, supplies, etc.
- **2020 Board Meeting in Raleigh:**
  - Please remember you are responsible for booking your own reservations for the board meeting in conjunction with the conference in Raleigh. I do not handle booking those reservations as members arrive / depart at various times and tend to stay with colleagues from within their own companies.
- **Professional Development:**
  - I have participated in some event related webinars and would like to attend another hospitality related conference. I have not yet identified what that will be for 2020 as many of the ones at the top of my list occurred over the summer while I was on maternity leave or shortly after returning to work.

**Please provide a brief narrative of the upcoming projects, initiatives, and tasks that you will be working on between now and the next F2F meeting of the BOD:**

**Committee/Panel/Work Group Projects:** Identify projects or initiatives that are currently being pursued within the committee(s) / panel(s) /or staff work groups that you oversee and write a brief description of the status of each project identified.

**Conference Workgroup Update** – The Conference Work Group meets monthly as a full group to provide updates on each of their respective areas (Digital, Exhibits, Registration, Service Crew, Special Projects, and Workshops) as well as several times monthly for smaller brainstorming sessions. We've begun our brainstorming sessions to discuss logistics for ACCT Olympics, Auction, Demos as well as Networking Receptions. All Workshop submissions have been vetted and acceptance / regret e-mails have been sent for all submissions. A [quick list](#) of 2020 workshops has been added to the conference website and the session details are expected to be loaded by mid-October. We are currently accepting Service Crew applications for Raleigh. The work group will be reviewing all scholarship applications in October in an effort to select 4 candidates to receive a complimentary registration for the 2020 Conference.

**Resources Needed –**

- We need some better-quality radios for the CWG to use for on-site logistics. Moving into Convention Centers the reception of the current radios does not quite do the trick. We've explored using cell phones etc. instead and it is much easier to handle a situation quickly if the radio is in your ear. I don't believe we budgeted for these for 2020 conference, but it is something we will need to plan for in 2020 – 2021 budget.
- Need a dedicated laptop for registration to be connected easily to wireless badge printer. Could be an old refurbished laptop but something compatible with printer that wouldn't need to be used for anything else during conference.

# FALL 2019

## Policy Director Board Report

Submitted by Scott Andrews September 25, 2019

### Consensus Group:

Since the last report, I have supported the Consensus Group in the following ways: recording minutes of meetings, preparing ballots for new members and for resolving the membership of a member with problematic attendance. I have also prepared memos for Shawn, the Chair of the Consensus Group and Chair of SDC about the history of the CG and SDC and the expectations of ASNI for Standards Developers

The minutes of Consensus Group meeting minutes are current. Two ballots are out to members for considerations. A strong focus during this time has been good record keeping and developing a better understanding of ANSI requirements of the CG.

### Ongoing Tasks:

- Continue supporting CG leadership in meetings
- Publish all CG approved minutes
- Continue to maintain CG records
- Contribute to SDC standards writing manual created by Keith

### Standards:

The approval of the BSR9 was received in late July and in August the new standard was prepared for publication in both digital and print editions. It was published in September and has been distributed to members. I have also worked with Shawn to begin the process of translating the standard into Spanish and Chinese. Shawn and I are considering translations into Japanese and Korean to support members in those countries.

### International Relations:

I am continuing to communicate with INTECO who has provisionally accepted a proposal to use the ACCT Standard as the core of the INTECO Standard for Costa Rica. A draft of this agreement may be available to the board at your face to face meeting.

I have worked with Heather and members in Costa Rica and Puerto Rico to develop, market and deploy a In-House ICE Course in Costa Rica which will be held Oct 23 to 28. The class will include both classroom and on course training. The goal is to train 16 to 20 in-house inspectors.

### Legislative Action:

There are a number of states in the United States as well as one province in Canada which are considering regulation of amusement devices which would affect zip lines and adventure parks. Some would also affect Challenge Courses.



## TENNESSEE:

The Tennessee Department of Labor and Workforce Development – Amusement Device Unit is considering changes to the regulations for challenge courses and zip lines. I attended a working meeting of the Amusement Device Unit in July and provided new language drawn from Colorado's new code to help provide clarity to the 3<sup>rd</sup> party requirements for inspections. This appears to have been adopted. I have worked closely with Don Stock on this issue.

## VIRGINIA:

Virginia is considering a set of changes to the regulation which would adjust who could inspect courses and to what standard. Randy Smith has been present at several meetings and I have provided documentation to the board which could be adopted into regulation. This will be an ongoing project.

## FLORIDA:

Through out the spring and summer I have monitored the rule making change in the state of Florida and have provided feedback on the proposed rules to state authorities. Much of this feedback has been accepted. This round of changes is considered temporary as the state hopes to change the enacting legislations in the next legislative session. Work here is ongoing.

## COLORADO:

The new regulations in Colorado have caused some confusion in the state about what programs are covered by the rules. I will be producing a webinar for members in the state in the fall to help provide clarity.

## MARYLAND:

In May I traveled to Maryland to meet with the Maryland Amusement Safety Advisory Board. The Board approved adopting the ACCT Standards for Challenge Course and Zip Lines in the state and approved the proposal to use existing ACCT inspections as the basis for new regulation. I have been in communication with the Maryland staff responsible for drafting the new regulations and this effort is on going. No date has been provided for the release or public comment on the new regulation.

## BRITISH COLUMBIA

In July, Technical Safety British Columbia released a survey focused on a new and much more encompassing model of regulation for the province. I was contacted by a member who asked what response ACCT would have. I have worked closely with BC Camp Association, TSBC, Kathy Haras and Andrew Hubert to craft a response to the model and to suggest changes. I have met with TSBC 5 times in 7 weeks. The model they have proposed is very early in the development and after the close of this stakeholder engagement period, TSBC will take a formal proposal to the presiding Minister in the provincial government to determine to what extent they should proceed. This will be a long ongoing effort.

## Other Matters

- 1) New Reg Map. I have worked with John to create and test the format options to bring the Regulation Map on-line. John and I will complete the effort to format and publish the map in the near future.

- 2) Member Communication. Each time I am working on an issue in an area, I am providing members with an update about the work I am doing, what they need to know and how this could affect their operation. This work has made it clear to me that we reach a very small percentage of the courses in the nation and Canada. We need to reach a much higher percentage of courses.
- 3) Standards Translations. I am working with Volunteers in several countries to assure the language in the translated standards is accurate.

## Board Report Form

### Chair – Gary Nesbit

**Members** –Gary Nesbit Young Life; Walt Jarkins Walltopia; Robert Monaghan Hibbs Hallmark; Steve Barksdale Bancorp; Thomas Thornton Carr Allison; Ryan Johnson Hall Evans; Mike Russo Powdr, George Powell The Swamp Park; J Archer Assured; Dan Free; Randy Smith Vestal Gap Ventures.

### Board Liaison – Cameron Annas

Identify projects or initiatives that are currently being pursued within the committee, identify the volunteer group responsible for reporting progress and write a brief description of the status of each project identified. (Should be based on your terms of reference)

Project Name	Task Description	Description of Status
1. Provide Health Plan options for ACCT Members as a value added benefit of being a member of ACCT	Research and evaluate health plan options.	Survey of members has been completed. ACCT providing health care options – was rated high by ACCT members as a value added service.  C. Annas and G. Nesbit has identified 2 options: Medova and SALA.  Next step: provide a summary of these 2 options to the BOD in Oct.  Goal: ACCT BOD to finalize the options and coordinate a rollout of ACCT Sponsored Health Plan for the Feb. 2020 Conference
2. Provide insurance & risk management articles for the ACCT Newsletter		11 articles have been provided and published since Sept. 2018 to the present
3. 2020 Conference	Submitted 3 sessions for the 2020 Conference	2020 Conference sessions are being set up.
4. ACCT Insurance	Review and advise on ACCT's Insurance	Robert Monaghan leads this effort. Ongoing review as needed by the ACCT Ins. & Risk

Renewals	renewals	<p>Mgmt. Committee.</p> <p>Ongoing work to coordinate insurance renewal dates.</p> <p>Evaluate Cyber Insurance coverage for ACCT,</p> <p>Special Events policy for the ACCT Conference in order to cover bodily injury claims;</p> <p>Submitted a recommendation for \$2M E&amp;O coverage up from the current \$1M E&amp;O limits.</p> <p>Review of Foreign Liability Coverage: current coverage only for suits brought in the US. Need to address WComp claims incurred outside of the USA</p> <p>An update status on ACCT's insurance coverages will be provided in Oct. 2019</p>
5. Develop national legal defense counsel for ACCT's PVMs and Operators	Identify 2 legal defense firms who are willing to develop legal expertise for servicing ACCT PVMs and Operators along with providing national expertise to defend claims.	<ol style="list-style-type: none"> <li>1. Identified 2 legal defense firms with national and international defense networks.</li> <li>2. Identified 2 lead defense attorneys to serve as national defense/legal services for ACCT members at their own expense.</li> <li>3. Coordinated and held meeting with C. Annas and R. Monaghan and various insurance carriers.</li> <li>4. Onsite meeting with K&amp;K (attorney covered the expense).</li> <li>5. Mixed response by insurance carriers in regards to claim defense work.</li> <li>6. If the BOD wants to move ahead, need support from the BODs to promote these 2</li> </ol>

		firms (Carr Allison and Hall-Evans).
6. ACCT Operator Accreditation	Ins. & Risk Mgmt. Committee to review	Provided input on the Operator Accreditation program in April/May 2019

**Upcoming Meeting Schedule:**

1. I plan to schedule a committee call in Nov. 2019
2. The Insurance and Risk Mgmt committee will meet at the 2020 conference.

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Support or decline formal ACCT support for the 2 National Defense firms
2. Review the upcoming changes to insurance coverages – formal proposal to be submitted in Oct. 2019.
3. Finalize decision on sponsored medical plans (SALA and Medova)

## Board Report – Accreditation and Certification Committee (ACC)

Submitted: September 20th, 2019

Committee Member	Email Address
Micah Henderson (2018) - Chair/ICP Liaison	<a href="mailto:micahmmh@gmail.com">micahmmh@gmail.com</a>
Kennerly DeForest (2017) - Vice Chair/VAP Liaison	<a href="mailto:ken@challengeworks.com">ken@challengeworks.com</a>
Brian Lisson (2017)- Secretary	<a href="mailto:brian@adventureworks.org">brian@adventureworks.org</a>
Rich Petteruti (2017) - TrainerCred Liaison	<a href="mailto:rich@theadventureguild.com">rich@theadventureguild.com</a>
Niels Damman (2017) - OARviewer Liaison	<a href="mailto:niels@damman.us">niels@damman.us</a>

### Board Liaisons – Mandy Stewart

#### Purpose (Re-approved February 5,2019)

The purpose of the Accreditation and Certification Committee is to ensure that our accreditation and certification programs are coordinated, complementary, relevant and meet high standards of quality.

#### Terms of Reference (Re-approved February 5,2019)

1. Ensure that ACCT accreditation and certification programs meet the emerging needs of the industry.
2. Ensure harmonization between accreditation and certification programs.
3. Approve policies for the eligibility, assessment, documentation, and awarding of all ACCT accreditation and certification programs.
4. Ensure that ACCT accreditation and certification programs meet current ACCT policies for accreditation and certification, as well as overarching Association policies.
5. Ensure that ACCT accreditation and certification programs meet the ACCT mission and build the ACCT brand.
6. Create, manage, and eliminate accreditation and certification panels and task forces as needed.
7. Create, maintain and update Terms of Reference for all accreditation and certification panels and task forces and appoint chairs to those groups.
8. Ensure ongoing communication is effective between ACCT staff, committee, panels, and task forces.
9. Oversee ongoing review and audit of all accreditation and certification programs on a regular basis to ensure quality, and relevance.
10. Support the ACCT staff in administering and delivering accreditation and certification programs.
11. Create and maintain an appeals process for all accreditation and certification programs.
12. Submit an annual meeting schedule to the Board of Directors for approval, including at minimum one face to face meeting per year.

13. Submit annual budget requests, including sub-group requests, to the Board of Directors for approval no later than March 15th of each year.

**ACC Committee Projects:** Identify projects or initiatives that are currently being pursued within the committee and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Terms of Reference	Review TORs for the ACC committee and all sub-groups. Work with groups to finalize and submit to the BOD for consideration	ACC - Complete VAP - Waiting until October ICP - Complete OAP - Waiting for BOD approval for program roll out. TrainerCredTF - Complete OARviewerTF - Complete
2. Vendor Accreditation plan	Revamp next steps in 2019. Formalizing updated process in 2020.	2019 PVM site reviews canceled. Revamp presentation expected at October PVM symposium. TOR for panel will begin to be revised after the PVM symposium.
3. Operator Accreditation Panel future direction	Identify panel roles and update terms of reference	Panel on hold until further direction is determined by BOD/OA Completion task group and Operation Reviewer TG.
4. Inspector Certification Program improvement	Revise policy and administrative guidelines. Provide oversight to panel and staff while updating forms and tests as well as improvements to the prep course content. Assist in planning upcoming program offerings.	Draft version of an updated policy to align with other ACCT programs is in progress. Administrative guidelines are being reorganized by staff. Panel has created a test bank for all questions and updated content.
5. F2F meeting requests	Currently requesting our sub-groups submit requests for upcoming F2F meetings	ICP - approved by ACC OARTF - approved by staff TrainerCred - approved by ACC

6. Appeals Process	Develop an appeals process for programs managed by the ACC.	Process document complete and voted on by the ACC. Appeals panel members will need to be recruited and called upon on an as-needed basis.
6. Add 2-3 Members to ACC	Applications received and responded to. Currently the ACC has invited 3 potential new members to join our monthly call and determine if they have the time and interest to participate as a committee member. The first call resulted in 1 person attending for about 15 minutes. All 3 are invited to the September call.	MB Buckner and Scott Conant submitted their resignations summer of 2019. Hoping to finalize new members in Fall of 2019.

**Upcoming ACC Meeting Schedule:**

1. October 17th, 2019 10am MST
2. November 21, 2019 10am MST
3. December 19, 2019 10am MST
4. January 15th, 2020 10am MST
5. February 4th, 2020 8am-5pm EST (F2F meeting at the conference)

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Provide direction for how you want the ACC to process F2F meeting requests moving forward. It would be helpful for volunteer groups to have a standard form to fill out. It would also be helpful to know if the ACC should approve requests or just pass them along to the BOD or Staff for approval.
2. Determine strategic business goals for existing programs. (Ex. increased revenue, increased participation, etc.)



**Volunteer groups managed by ACC**

**1. Vendor Accreditation Panel (VAP):**

Panel Member	Email Address
Wayne Berger - Chair	<a href="mailto:wayne.berger5@gmail.com">wayne.berger5@gmail.com</a>
Billy Simpson - Vice Chair	<a href="mailto:billysimpson2129@gmail.com">billysimpson2129@gmail.com</a>
Andrew Hubert	<a href="mailto:andrew@challengesunlimited.com">andrew@challengesunlimited.com</a>
Brenda Reed	<a href="mailto:brenda@ropeworksinc.com">brenda@ropeworksinc.com</a>
Chris Ortiz - Secretary	<a href="mailto:adventureortiz@gmail.com">adventureortiz@gmail.com</a>
Alicia Bourke	<a href="mailto:aliciabourke86@gmail.com">aliciabourke86@gmail.com</a>
Lye Yen-Kai	<a href="mailto:lyeyenkai@gmail.com">lyeyenkai@gmail.com</a>
Rob Krug	<a href="mailto:RobbKrug@gmail.com">RobbKrug@gmail.com</a>

**Committee Liaison – Kennerly DeForest**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Vendor Accreditation Revamp sub-group	Created a VAP sub group to include Dan P, Chris O, Brenda R, Ryan Olsen, Wayne, Dick Hammond	Met face to face – Longmont CO (4/13-14) Developing new program guidelines Presented guidelines to ACC and BoD for concept approval – (approved) Submission of final program expected within 10 days
2. PVM Annual Reports	Re-write to coordinate with re-vamped program guidelines	In progress. Submission to ACC expected within 10 days.

3. 2019 Planning	PVM Site Visits	Re-vamp notice sent to affected PVMs that there will be delay and change in procedure
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**Upcoming Meeting Schedule:**

1. Conference calls are currently being scheduled as needed. Meeting often.
2. February 3-4, 2020 8am - 5pm EST (F2F meeting at the conference)

**Requests for Support**– Identify types of support, approvals or direction requested from the ACC Committee, the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Provide support for the VAP and Re-Vamp Task Force presentation at the PVM symposium.
2. Provide demographic questions that should be included on the updated Annual Report. The intent is that the demographic questions would be reported to others in an annual summary.

**2. Operator Accreditation Panel (OAP) - Name updated per the BOD**

Panel Member	Email Address
NA	

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. None at this time	Not Applicable	Waiting for direction and an updated TOR from ACC. 6 members of the OR task force are interested in moving to the new panel.

**Upcoming Meeting Schedule:**

1. Possibly meet informally at the 2020 Conference to get re-established and organized.

**Requests for Support**– Identify types of support, approvals or direction requested from the ACC Committee, the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Waiting for Completion Task Force to finalize program and ACC to provide new Terms of Reference.

### 3. Inspector Certification Panel (ICP):

Panel Member	Email Address
Henry "Hank" Backofen - Vice Chair	<a href="mailto:hank@4thcliff.com">hank@4thcliff.com</a>
Bodhi Ogle - Secretary	<a href="mailto:ogle.ross@gmail.com">ogle.ross@gmail.com</a>
Corey Wall	<a href="mailto:corey@cdiinfo.com">corey@cdiinfo.com</a>
Mark Taber-Miller	<a href="mailto:spiritadventuresllc@gmail.com">spiritadventuresllc@gmail.com</a>
Keith Jacobs	<a href="mailto:keith@experientialsystems.com">keith@experientialsystems.com</a>
Toby Lukins	<a href="mailto:tobylukins@gmail.com">tobylukins@gmail.com</a>
Luis Acevedo	<a href="mailto:airelibrepr@gmail.com">airelibrepr@gmail.com</a>
John Turman	<a href="mailto:jturman@bonsai-design.com">jturman@bonsai-design.com</a>

#### Committee Liaison – Micah Henderson

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Call held 3/14 and 4/11	Agendas, minutes and staff requests were discussed. Group is formalizing their meeting and work processes.	Complete
3. Document Updates	ICE policy document; Panel Terms of Reference	Terms of Reference - Complete ICE Policy - In Progress
4. Technology Update	Slack, Team Drive, Google Calendar and Basecamp Transition	Slack and Drive Complete Transition of files from Basecamp is in progress.
5. Budget Request	Identify budget requests for 19/20 fiscal year	In progress.

#### Upcoming Meeting Schedule:

1. October 10, 2019, 9am MST
2. November 14, 2019, 9am MST
3. December 12, 2019, 9am MST
4. January 9th, 2020, 9am MST
5. February 6th, 2020, 8am-12pm EST (F2F meeting at the conference)

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Revised policy from ACC
2. Revised administrative guidelines from staff
3. Request actuals/data/findings from 2019 (examples include certification #s, actual program finances, satisfaction levels related to program, an overview of any program issues, F2F ICP expenses breakdown from 2019)

**4. Trainer Credentialing Task Force (TCTF):**

Task Force Member	Email Address
Lori Stover - Chair	<a href="mailto:lstover@gatech.edu">lstover@gatech.edu</a>
Sandra Hurt Browand - Vice Chair	<a href="mailto:sandy@whistlingsky.com">sandy@whistlingsky.com</a>
Andrew Morris	<a href="mailto:andrew@cdiinfo.com">andrew@cdiinfo.com</a>
John Coombs	<a href="mailto:jcoombs@frostvalley.org">jcoombs@frostvalley.org</a>
Marissa Angellatta	<a href="mailto:mangellatta@bonsai-design.com">mangellatta@bonsai-design.com</a>
Bruce Brown	<a href="mailto:coachrgz2014@gmail.com">coachrgz2014@gmail.com</a>

**Committee Liaison – Rich Petteruti**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Survey	Develop and deliver trainer survey to industry community for information to help develop curriculum for trainers	Complete
2. F2F Request	Fill out the F2F request form and deliver to the ACC.	Complete and Approved
3. Exploring current curriculum for trainers.	Looking internal and external and filtering information	In progress
4. Draft curriculum	Work on developing curriculum for trainers and determine what fits best for the challenge course industry	In progress

**Upcoming Meeting Schedule:**

1. October 3, 2019 5:30pm MST
2. November 7, 2019 5:30pm MST
3. Possible Face to Face in November 2019
4. December 5, 2019 5:30pm MST
5. January 2, 2019 5:30 MST
6. February 5, 2020 8am - 12pm EST (F2F meeting at the conference)

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Possible assistance in logistics for meeting space for November F2F

**5. Operation Accreditation Reviewer Task Force (OARviewerTF):**

Task Force Member	Email Address
Walter Larkins (co-chair)	walter@onropeconsulting
Tim Prairie (co-chair)	tprairie@humelake.org
Andy Brash	acbrash@gmail.com
Paul Cummings	paul.cummings@acctinfo.org
Korey Hampton	korey@frenchbroadadventures.com
Tom Leahy	tom@leahy-inc.com
Erik Marter	erik@teamssynergo.com

**Committee Liaison – Niels Damman**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. OR Guide	Develop OR guide to be used by all reviewers.	Complete and submitted to ACC. Minor edits to be recommended by the TF following F2F.
2. QCP OR	Identify the minimum training and experience requirements for a qualified Operation Reviewer	Complete and Approved by ACC Minor edits to be recommended by the TF following the F2F.
3. Identify Qualified Reviewers for initial roll out.	Practice training including curriculum development and portfolio review held in September F2F meeting	Complete and submitted to ACC
4. Feedback plan	Create a system to gather feedback from the initial reviewer pool to guide the process for Phase 2 implementation	Complete and submitted to ACC



5. Next Step Recommendations to ACC	Make recommendations to the ACC for additional ACCT groups that may be needed to support the ongoing needs of this program	Complete and submitted to ACC
6. PVM Symposium Presentation	Present on Operation Reviewer process with Operation Accreditation update by ACC	In progress and working with ACC

**Upcoming Meeting Schedule:**

1. Presentation to PVM Symposium on October 2, 2019
2. Additional meetings will be scheduled as needed to complete the TOR tasks.

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Acceptance of the final deliverables from the task force and recommendations for next steps. There are currently 6 task force members willing to move onto the next volunteer group that is created.

**September, 2019 Board Report – Finance Committee**

**Members:**

Jen Ottinger, High 5 Adventure Learning Center - Chair  
 Paolo Cugnasca, Feronia Forests, Ramblewild  
 Brian Funtleyder, Boundless Adventures

Cheyne Griswold, Go Ape  
 George Powell, Highlands Aerial Park & Sky High Hurdles

**Board Liaison** – Carson Rivers, Board Treasurer

Project / Task	Status/Discussion
Form 990	Committee reviewed the filings: no changes needed for submission.
Audit	Committee to explore and submit to BOD a plan for an audit to take place in 2020.
Liaison w/other committees:	<ul style="list-style-type: none"> <li>● Vendor Accreditation: Committee would like FC’s help to explore a revised fee structure to accompany proposed changes to the program.</li> <li>● Conference: FC would like to explore other possible revenue models around room night guarantees (or not) and/or possible incentives or subsidies to drive attendees to the room block. Subcommittee will be formed at the next monthly meeting and then coordinate timing that works for Melissa and Shawn.</li> <li>● We continue to mutually share developments between FC and the Insurance Committee. No current shared projects.</li> <li>● We have connected with the Op. Accred. Reviewer Task force - there has been no further conversation since the last report.</li> </ul>
Banking products and managing cash assets.	The committee, in coordination with Carson and Shawn, will continue to put a permanent structure in place with regard to moving more reserve cash to CDs, away from money markets.
Financial Policies and Procedures Manual	Develop a comprehensive document of guidelines for financial activities within the org. still needs to be developed. Subcommittee will be formed at the next monthly meeting.
Financials Review	New and improved timing of monthly reporting by the new bookkeeper will improve committee review timing. Structure and monthly timeline of review will be revisited at the October meeting.

**Upcoming Meeting Schedule: October 9th.**

Regular meetings are the second Wednesday of the month, 10 am EST.

**Requests for Support/Recommendations**

- Given the growing responsibilities of the committee - we could use more members. Is there a process for recruitment?

###

## Board Report – Consensus Group

**9/25/19**

**Chair – John Lazarus**

**Members – Keith Jacobs, Etienne Leblanc, Dave Sherry, Curtis Britcher, Shawn Moriarty, Rhonda Mickelson, Richard Bournon, Loui McCurley, Mike Barker, Leslie Sohl, David Merrell, Rich Hattier, John Combs, Pete Sawyer**

**Recording Secretary – Scott Andrews**

**Terms of Reference from Accredited ANSI Procedures (Last Revision: February 2015)**

### **2.3 Consensus Group.**

The Consensus Group shall be established by the Secretariat and will be responsible for

- a) reviewing standards proposed by the Standards Committees and making any changes to the proposed standards.

- b) voting on approval of American National Standards within its scope.

- c) complying with policy and procedures for interpretations of the standards developed by the Consensus Group.

- d) responding to requests for interpretations of the standard(s) developed by the Consensus Group.

- e) other matters requiring committee action as provided in these procedures. Volunteer groups managed by SDC

Identify projects or initiatives that are currently being pursued within the committee, identify the volunteer group responsible for reporting progress and write a brief description of the status of each project identified.

<b>Task Name</b>	<b>Task Description</b>	<b>Description of Status</b>
1. Updating Procedures to match essential functions	Administrative & Membership	On going
2. Updating member responsibility documents	Administrative	On going
3. Work with the SDC and staff to update and modify the Accredited	Administrative	Ongoing

Procedures and SDC TOR.		
4. Ongoing Ballot for the addition of a new member in the USER Category	CG Membership	Closes on 10/11/19
5. Ongoing ballot to remove Mike Barker from the CG based on lack of attendance.	CG Membership	10/11/19

**Upcoming Meeting Schedule:**

1. **October 9, 2019 12 to 1:30p MDT**
2. **November 12, 2019 12 to 1:30p MDT**
3. **December 11, 2019 12 to 1:30p MDT**
4. **February 9, 2019 Face to face Raleigh NC.**

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. CG plans to have a face to face planning and standards ballot review meeting with the SDC at the conference in Raleigh, NC. February 9, 2020
2. Clarity on Budget for Standards Development and the Consensus Group and membership with PRCA and other standards developers. We suggest a running line item of \$1,500.00 to accommodate any necessary travel related expenses to attend these meetings (should these go into CG or SDC budgets)
3. Continued support for clarity on roles and processes within Standards Development
4. Request a dedicated Secretary for the Consensus Group separate from the Policy Director – who has other responsibilities to the CG both on and between calls which may create conflict in duties.

## Board Report Form

**Chair – Charlie Williams**

**Members –Tim Prarie, Adam Bondeson**

**Board Liaison – Paul Cummings**

Identify projects or initiatives that are currently being pursued within the committee, identify the volunteer group responsible for reporting progress and write a brief description of the status of each project identified. (Should be based on your terms of reference)

Project Name	Task Description	Description of Status
1.		
2. Adding members to the committee	Add at least one new member to the ethics committee	New application has come in. Person is very qualified and the committee has agreed that she should join our committee. Michelle Hepler will be added to the committee within the next couple days
2.		

**Upcoming Meeting Schedule:**

1. Once Michelle is brought on board a meeting schedule will be formed to review the code of ethics to make sure it is still meeting the associations needs. Additions/subtractions to be made as needed for board approval.
- 2.
3. Continue to work on any incoming or existing grievances.
- 4.
- 5.

**Requests for Support–** Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

- 1.



Association for Challenge Course Technology  
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Phone: (303) 827-2432  
[www.acctinfo.org](http://www.acctinfo.org)

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The Ethics Committee has been working on one grievance for the last few months and as of a few weeks ago submitted its findings/recommendations to the BOD.

Last week the Ethics Committee received another grievance and is in the process of determining if the grievance falls within the purview of the ethics committee.

## ACCT International Committee

Date: 9-25-19  
From Ken Jacquot  
To: ACCT BOD  
Re: ACCT International Committee (AIC) Report

### Members:

- Colin Cains, Pavel Gaitan, Wayne Elis, Ken Jacquot, Mark da Costa, (Victor Gallo BOD liaison, Shawn Tierney Admin liaison)

### Update:

- This has been a down and silent period for AIC outside of our Asian conference efforts. This has been the result of my lack of follow up and management. I have been dealing with personal issues pertaining to my separation and pending divorce from my wife and partner of 30 years. This reality has thrown me off my game and put me in a very contemplative and a bit of a suspended state. I am coming back a bit and am able to help steer this committee moving forward.
- AIC regional conference team has been working on location, dates, theme, scope, etc. These discussions and discovery have evolved to working directly with Melissa and Shawn in moving this effort from concept to reality.
  - Melissa now has necessary information on location, contacts and general time frame
  - She will be processing with venue to work through logistics and lock down dates and costs.
- I have process with Shawn the ongoing roles for Scott and his international efforts along with our work and wanting to make sure we are working well together. This pertains to our committee being a BOD committee and the type of support, advisory and oversight for the international reflection of ACCT and the administrative efforts in executing our international outreach.
- Next meeting is set of October 7<sup>th</sup>.

## Board Report – Standards Development Committee

Chair – Rich Klajnscek

Members – Sarah Oosterhuis, Keith Jacobs, Josh Tod, Kathy Haras, John Winter, John Lazarus

Board Liaison – Rohan Shahani

Purpose:

- 
- 
- 

Terms of Reference:

1

Project Name	Task Description	Description of Status
<b>ANSI 03-2019 standards</b>		Completed
<b>Operators at Height</b>	Develop standards or other written material (White Paper) to address the issue of challenge course staff at height.	White Paper written (and now rewritten) Task Force created to create standards and discuss at conference with ACCT members and CG. Now dissolved.
<b>Revise DPI standards</b>	Revise DPI standards, focused on a few key issues such as zip line brakes, ground anchors, lanyards.	A bit stalled out but there is new momentum this fall to facilitate small work groups within DPI. Goal is to make incremental progress with specific projects (easy ones first) and feed the CG as drafts are created and approved by SDC.



<b>ASTM harmonization</b>	Work in small group to harmonize ANSI/ACCT with ASTM 2959	Completed for ASTM to take the ball.

**Future/On-Hold Projects**


**Upcoming Meeting Schedule:**

- Dates and times: October 15, November 19, Dec 17, 1:00 to 2:30 eastern**

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

- The main challenge for the group is to create material – revised DPI standards and Operator at Height information (White Paper) for the CG to process. We don't want to spend a lot of time on the Terms of Reference and ANSI procedures unless it proposes to change what the SDC does. We are waiting for the BOD to look at the issue first before we get too involved.

# Management Report

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



DRAFT

Prepared by  
Verity Solutions, LLC

Prepared on  
September 13, 2019

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**Association for Challenge Course Technology**  
**Balance Sheet**  
**As of August 31, 2019**

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Operating Accounts</b>	
Chase Operating	73,271.63
PNC Savings	50,137.32
<b>Total Operating Accounts</b>	<b>\$ 123,408.95</b>
<b>Reserve Accounts</b>	
Citizen's Access CD	
X-0511	84,828.02
X-0523	84,857.40
Axos - Money Market	261,748.99
Chase Savings	227.10
<b>Total Reserve Accounts</b>	<b>\$ 431,661.51</b>
<b>Total Bank Accounts</b>	<b>\$ 555,070.46</b>
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 555,070.46</b>
<b>TOTAL ASSETS</b>	<b>\$ 555,070.46</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card - Beg Bal	4,110.91
Chase Card - Heather 6484	395.80
Chase Card - John 5384	735.67
Chase Card - Melissa 1961	2,233.43
Chase Card - Scott 7017	2,010.49
Chase Card - Shawn 4676	-7,148.79
<b>Total Chase Card</b>	<b>\$ 2,337.51</b>
<b>Total Credit Cards</b>	<b>\$ 2,337.51</b>
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 2,337.51</b>
<b>Total Liabilities</b>	<b>\$ 2,337.51</b>
<b>Equity</b>	
Retained Earnings	616,032.52
Net Income	-63,299.57
<b>Total Equity</b>	<b>\$ 552,732.95</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 555,070.46</b>

Monday, Sep 09, 2019 03:44:44 PM GMT-7 - Cash Basis

**Association for Challenge Course Technology**  
**Profit and Loss by Class**  
**August 2019**

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Income								0.00
Other / Interest Income							998.04	998.04
Standard Income		9,842.00	1,513.40		420.34	950.00		12,725.74
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 9,842.00</b>	<b>\$ 1,513.40</b>	<b>\$ 0.00</b>	<b>\$ 420.34</b>	<b>\$ 950.00</b>	<b>\$ 998.04</b>	<b>\$ 13,723.78</b>
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 9,842.00</b>	<b>\$ 1,513.40</b>	<b>\$ 0.00</b>	<b>\$ 420.34</b>	<b>\$ 950.00</b>	<b>\$ 998.04</b>	<b>\$ 13,723.78</b>
<b>Gross Profit</b>	<b>\$ 0.00</b>	<b>\$ 9,842.00</b>	<b>\$ 1,513.40</b>	<b>\$ 0.00</b>	<b>\$ 420.34</b>	<b>\$ 950.00</b>	<b>\$ 998.04</b>	<b>\$ 13,723.78</b>
<b>Expenses</b>								
Bank Fees								0.00
Merchant Service Fees		530.41					19.95	550.36
<b>Total Bank Fees</b>	<b>\$ 0.00</b>	<b>\$ 530.41</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19.95</b>	<b>\$ 550.36</b>
Employee Benefits	710.15	270.01	181.78	106.08	146.50	146.50	113.92	1,674.94
Insurance								0.00
Workers Comp	21.04	25.06	6.00	6.05	10.03	10.03	7.01	85.22
<b>Total Insurance</b>	<b>\$ 21.04</b>	<b>\$ 25.06</b>	<b>\$ 6.00</b>	<b>\$ 6.05</b>	<b>\$ 10.03</b>	<b>\$ 10.03</b>	<b>\$ 7.01</b>	<b>\$ 85.22</b>
Meals & Entertainment							632.87	632.87
Payroll								0.00
Payroll Processing Fees	71.36	84.92	20.35	20.51	34.00	34.00	23.82	288.96
Payroll Taxes	443.96	528.61	126.57	127.54	211.57	211.57	148.28	1,798.10
Salaries & Wages	5,944.68	7,078.15	1,694.89	1,707.77	2,833.01	2,833.01	1,985.43	24,076.94
<b>Total Payroll</b>	<b>\$ 6,460.00</b>	<b>\$ 7,691.68</b>	<b>\$ 1,841.81</b>	<b>\$ 1,855.82</b>	<b>\$ 3,078.58</b>	<b>\$ 3,078.58</b>	<b>\$ 2,157.53</b>	<b>\$ 26,164.00</b>
Postage & Shipping		88.00						88.00
Printing and Publication			110.00					110.00
Rent & Storage	596.31	720.65	172.55	175.09	289.28	367.94	410.68	2,732.50
Technology	33.99	178.80					794.60	1,007.39
Travel	876.49	1,875.69	482.99		595.80		860.52	4,691.49
<b>Total Expenses</b>	<b>\$ 8,697.98</b>	<b>\$ 11,380.30</b>	<b>\$ 2,795.13</b>	<b>\$ 2,143.04</b>	<b>\$ 4,120.19</b>	<b>\$ 3,603.05</b>	<b>\$ 4,997.08</b>	<b>\$ 37,736.77</b>
<b>Net Operating Income</b>	<b>-\$ 8,697.98</b>	<b>-\$ 1,538.30</b>	<b>-\$ 1,281.73</b>	<b>-\$ 2,143.04</b>	<b>-\$ 3,699.85</b>	<b>-\$ 2,653.05</b>	<b>-\$ 3,999.04</b>	<b>-\$ 24,012.99</b>
<b>Net Income</b>	<b>-\$ 8,697.98</b>	<b>-\$ 1,538.30</b>	<b>-\$ 1,281.73</b>	<b>-\$ 2,143.04</b>	<b>-\$ 3,699.85</b>	<b>-\$ 2,653.05</b>	<b>-\$ 3,999.04</b>	<b>-\$ 24,012.99</b>

**Association for Challenge Course Technology**  
**Profit and Loss by Class**  
**Year to Date - FY2020**

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Income								0.00
Other / Interest Income							1,995.07	1,995.07
Standard Income		21,298.57	4,523.80		420.34	950.00		27,192.71
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 21,298.57</b>	<b>\$ 4,523.80</b>	<b>\$ 0.00</b>	<b>\$ 420.34</b>	<b>\$ 950.00</b>	<b>\$ 1,995.07</b>	<b>\$ 29,187.78</b>
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 21,298.57</b>	<b>\$ 4,523.80</b>	<b>\$ 0.00</b>	<b>\$ 420.34</b>	<b>\$ 950.00</b>	<b>\$ 1,995.07</b>	<b>\$ 29,187.78</b>
<b>Gross Profit</b>	<b>\$ 0.00</b>	<b>\$ 21,298.57</b>	<b>\$ 4,523.80</b>	<b>\$ 0.00</b>	<b>\$ 420.34</b>	<b>\$ 950.00</b>	<b>\$ 1,995.07</b>	<b>\$ 29,187.78</b>
<b>Expenses</b>								
Bank Fees								0.00
Merchant Service Fees		1,027.58					39.90	1,067.48
Other Bank Fees							0.00	0.00
<b>Total Bank Fees</b>	<b>\$ 0.00</b>	<b>\$ 1,027.58</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 39.90</b>	<b>\$ 1,067.48</b>
Employee Benefits	2,305.07	1,214.84	580.93	327.14	448.41	448.42	418.75	5,743.56
Insurance								0.00
Directors & Officers							4,033.00	4,033.00
Office Property							579.00	579.00
Workers Comp	41.88	49.74	11.99	12.21	20.27	20.27	14.08	170.44
<b>Total Insurance</b>	<b>\$ 41.88</b>	<b>\$ 49.74</b>	<b>\$ 11.99</b>	<b>\$ 12.21</b>	<b>\$ 20.27</b>	<b>\$ 20.27</b>	<b>\$ 4,626.08</b>	<b>\$ 4,782.44</b>
Licenses, Taxes & Fees		290.52						290.52
Meals & Entertainment		81.42					740.75	822.17
Payroll								0.00
Payroll Processing Fees	159.54	189.65	45.70	46.56	77.32	77.32	53.83	649.92
Payroll Taxes	914.41	1,096.24	262.86	265.54	439.59	439.60	318.53	3,736.77
Salaries & Wages	11,783.14	14,135.83	3,387.19	3,419.31	5,659.93	5,659.93	4,108.51	48,153.84
<b>Total Payroll</b>	<b>\$ 12,857.09</b>	<b>\$ 15,421.72</b>	<b>\$ 3,695.75</b>	<b>\$ 3,731.41</b>	<b>\$ 6,176.84</b>	<b>\$ 6,176.85</b>	<b>\$ 4,480.87</b>	<b>\$ 52,540.53</b>
Postage & Shipping		175.65						175.65
Printing and Publication			329.03					329.03
Professional Services								0.00
Accountant							29.99	29.99
Conference Service Provider	11,362.50							11,362.50
<b>Total Professional Services</b>	<b>\$ 11,362.50</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 29.99</b>	<b>\$ 11,392.49</b>
Rent & Storage	902.02	1,026.36	478.26	480.80	594.99	673.65	911.42	5,067.50
Technology	67.98	178.80					2,580.05	2,826.83
Telecommunications	144.06							144.06
Travel	2,808.95	2,556.83	482.99		595.80		860.52	7,305.09
<b>Total Expenses</b>	<b>\$ 30,489.55</b>	<b>\$ 22,023.46</b>	<b>\$ 5,578.95</b>	<b>\$ 4,551.56</b>	<b>\$ 7,836.31</b>	<b>\$ 7,319.19</b>	<b>\$ 14,688.33</b>	<b>\$ 92,487.35</b>
<b>Net Operating Income</b>	<b>-\$ 30,489.55</b>	<b>-\$ 724.89</b>	<b>-\$ 1,055.15</b>	<b>-\$ 4,551.56</b>	<b>-\$ 7,415.97</b>	<b>-\$ 6,369.19</b>	<b>-\$ 12,693.26</b>	<b>-\$ 63,299.57</b>
<b>Net Income</b>	<b>-\$ 30,489.55</b>	<b>-\$ 724.89</b>	<b>-\$ 1,055.15</b>	<b>-\$ 4,551.56</b>	<b>-\$ 7,415.97</b>	<b>-\$ 6,369.19</b>	<b>-\$ 12,693.26</b>	<b>-\$ 63,299.57</b>

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

	Aug 2019				YTD			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
<b>Income</b>								
<b>Income</b>								
Other / Interest Income	998.04	450.00	548.04	221.79%	1,995.07	900.00	1,095.07	221.67%
Standard Income	12,725.74	77,200.00	-64,474.26	16.48%	27,192.71	95,900.00	-68,707.29	28.36%
<b>Total Income</b>	<b>\$ 13,723.78</b>	<b>\$ 77,650.00</b>	<b>-\$ 63,926.22</b>	<b>17.67%</b>	<b>\$ 29,187.78</b>	<b>\$ 96,800.00</b>	<b>-\$ 67,612.22</b>	<b>30.15%</b>
<b>Total Income</b>	<b>\$ 13,723.78</b>	<b>\$ 77,650.00</b>	<b>-\$ 63,926.22</b>	<b>17.67%</b>	<b>\$ 29,187.78</b>	<b>\$ 96,800.00</b>	<b>-\$ 67,612.22</b>	<b>30.15%</b>
<b>Gross Profit</b>	<b>\$ 13,723.78</b>	<b>\$ 77,650.00</b>	<b>-\$ 63,926.22</b>	<b>17.67%</b>	<b>\$ 29,187.78</b>	<b>\$ 96,800.00</b>	<b>-\$ 67,612.22</b>	<b>30.15%</b>
<b>Expenses</b>								
Advertising and Promotions	0.00	100.00	-100.00	0.00%	0.00	100.00	-100.00	0.00%
<b>Bank Fees</b>								
Merchant Service Fees	550.36	1,575.00	-1,024.64	34.94%	1,067.48	1,960.00	-892.52	54.46%
<b>Total Bank Fees</b>	<b>\$ 550.36</b>	<b>\$ 1,575.00</b>	<b>-\$ 1,024.64</b>	<b>34.94%</b>	<b>\$ 1,067.48</b>	<b>\$ 1,960.00</b>	<b>-\$ 892.52</b>	<b>54.46%</b>
Employee Benefits	1,674.94	2,900.00	-1,225.06	57.76%	5,743.56	5,800.00	-56.44	99.03%
<b>Insurance</b>								
Directors & Officers	0.00	0.00	0.00		4,033.00	4,170.00	-137.00	96.71%
General Liability	0.00	0.00	0.00		0.00	0.00	0.00	
Office Property	0.00	0.00	0.00		579.00	558.00	21.00	103.76%
Professional Liability	0.00	0.00	0.00		0.00	0.00	0.00	
Volunteer Accident	0.00	0.00	0.00		0.00	0.00	0.00	
Workers Comp	85.22	78.00	7.22	109.26%	170.44	156.00	14.44	109.26%
<b>Total Insurance</b>	<b>\$ 85.22</b>	<b>\$ 78.00</b>	<b>\$ 7.22</b>	<b>109.26%</b>	<b>\$ 4,782.44</b>	<b>\$ 4,884.00</b>	<b>-\$ 101.56</b>	<b>97.92%</b>
Licenses, Taxes & Fees		0.00	0.00		290.52	0.00	290.52	
Meals & Entertainment	632.87	60.00	572.87	1054.78%	822.17	120.00	702.17	685.14%
Office Supplies	0.00	250.00	-250.00	0.00%	0.00	500.00	-500.00	0.00%
<b>Payroll</b>								
Payroll Processing Fees	288.96	215.00	73.96	134.40%	649.92	430.00	219.92	151.14%
Payroll Taxes	1,798.10	1,900.73	-102.63	94.60%	3,736.77	4,410.05	-673.28	84.73%
Salaries & Wages	24,076.94	24,846.15	-769.21	96.90%	48,153.84	49,692.30	-1,538.46	96.90%
<b>Total Payroll</b>	<b>\$ 26,164.00</b>	<b>\$ 26,961.88</b>	<b>-\$ 797.88</b>	<b>97.04%</b>	<b>\$ 52,540.53</b>	<b>\$ 54,532.35</b>	<b>-\$ 1,991.82</b>	<b>96.35%</b>
Postage & Shipping	88.00	175.00	-87.00	50.29%	175.65	350.00	-174.35	50.19%
Printing and Publication	110.00	2,010.00	-1,900.00	5.47%	329.03	6,010.00	-5,680.97	5.47%
<b>Professional Services</b>								
Accountant	0.00	1,000.00	-1,000.00	0.00%	29.99	2,000.00	-1,970.01	1.50%
ANSI Consultant	0.00	100.00	-100.00	0.00%	0.00	200.00	-200.00	0.00%
Attorney	0.00	500.00	-500.00	0.00%	0.00	1,000.00	-1,000.00	0.00%
Conference Service Provider	0.00	0.00	0.00		11,362.50	13,325.00	-1,962.50	85.27%
Other Professional Services	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	0.00%
PR/Marketing	0.00	2,000.00	-2,000.00	0.00%	0.00	4,833.00	-4,833.00	0.00%
<b>Total Professional Services</b>	<b>\$ 0.00</b>	<b>\$ 3,600.00</b>	<b>-\$ 3,600.00</b>	<b>0.00%</b>	<b>\$ 11,392.49</b>	<b>\$ 22,858.00</b>	<b>-\$ 11,465.51</b>	<b>49.84%</b>
Rent & Storage	2,732.50	2,335.00	397.50	117.02%	5,067.50	4,670.00	397.50	108.51%
Technology	1,007.39	3,224.00	-2,216.61	31.25%	2,826.83	9,113.00	-6,286.17	31.02%
Telecommunications	0.00	329.00	-329.00	0.00%	144.06	508.00	-363.94	28.36%
Travel	4,691.49	6,000.00	-1,308.51	78.19%	7,305.09	7,500.00	-194.91	97.40%
Venue Fees	0.00	0.00	0.00		0.00	5,000.00	-5,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 37,736.77</b>	<b>\$ 49,597.88</b>	<b>-\$ 11,861.11</b>	<b>76.09%</b>	<b>\$ 92,487.35</b>	<b>\$ 123,905.35</b>	<b>-\$ 31,418.00</b>	<b>74.64%</b>
<b>Net Operating Income</b>	<b>-\$ 24,012.99</b>	<b>\$ 28,052.12</b>	<b>-\$ 52,065.11</b>	<b>-85.60%</b>	<b>-\$ 63,299.57</b>	<b>-\$ 27,105.35</b>	<b>-\$ 36,194.22</b>	<b>233.53%</b>
<b>Net Income</b>	<b>-\$ 24,012.99</b>	<b>\$ 28,052.12</b>	<b>-\$ 52,065.11</b>	<b>-85.60%</b>	<b>-\$ 63,299.57</b>	<b>-\$ 27,105.35</b>	<b>-\$ 36,194.22</b>	<b>233.53%</b>