



MINUTES for Regular Board of Directors Meeting November 20, 2019

Meeting Logistics:
11/20/2019 8:00a Mountain Time

Location:
Phone Conference
218-936-3817;510426#

ANTI-TRUST STATEMENT

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and state antitrust laws. No activity or discussion at any Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (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:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Bahman Azarm – Vice Chair | <input checked="" type="checkbox"/> Cameron Annas - Member | <input checked="" type="checkbox"/> Rohan Shahani – Member |
| <input checked="" type="checkbox"/> Mandy Stewart – Secretary | <input checked="" type="checkbox"/> Paul Cummings – Member | <input checked="" type="checkbox"/> Shawn Tierney – Executive Director |
| <input checked="" type="checkbox"/> Carson Rivers – Treasurer | <input checked="" type="checkbox"/> Victor Gallo – Member | |

Additional Attendees:

None

Quorum?

- Yes
 No



PROCEEDINGS – STANDING ITEMS

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

Approval of Agenda

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

Approval of Minutes

Meeting and Date of Minutes:

- Regular Board of Directors Meeting (phone), 16 October 2019

Motion:	Approve previous minutes for meeting held 16 October 2019.
Made by:	Bahman
Seconded by:	Paul
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Update (Shawn)

- Shawn has placed his ED report into the BoD meeting folder on Drive for review [2019-11-14 REPORT ED to BoD].
 - Shawn attended the ARIVAL conference and is pursuing MOUs for cross collaboration/conference attendance with ACA, AEE, and other industry-related organizations.
 - Process on how ICE instructors are vetted for conflicts was discussed. Standard COI forms are completed, and Shawn will look into whether additional steps are warranted for future events.



Monthly Financials (Shawn)

- Shawn has placed the draft October financials into the **Finance Committee folder** on Drive for review [2019-11-13 REPORT October Financials - DRAFT].
 - Early bird deadline was extended into November, which also shifted expected October revenue into November.

OLD BUSINESS

International Committee – Asia Event Update (Shawn)

- Committee has been brought into alignment with BoD/Staff event goal: a small 1-2 day symposium aimed at educational opportunities that may or may not include an ICE exam.
- Further conversation with all interested parties to occur and Shawn will report in December.

Vendor Accreditation Revamp Update (Mandy)

- The VAP has submitted all documents to the ACC for review. ACC meeting to occur 21 November to discuss. Mandy to facilitate delivery of ACC's feedback to the BoD.
- Outstanding concerns regarding proposed changes will need to be addressed by the BoD and ACC, with planning on next steps to happen before the December BoD meeting.
- Mandy to convey to the ACC that the BoD supports an extension of time for vendors up for re-accreditation in order to ensure that any changes to be made to the program have been vetted by the appropriate groups within the Association (VAP, ACC, Insurance & Risk Management, Finance, BoD).

INTECO Agreement (Scott)

- Instituto de Normas Tecnicas de Costa Rica ("INTECO") plans to move forward with the utilization of the ISO Guide 21 process to guide incorporation of the ACCT Standards into their national standards.
- Scott to draft terms regarding a formal agreement with INTECO.
- Shawn to provide all documents to BoD for review prior to December BoD meeting.

Association Health Insurance & Action Plan (Cameron)

- Gary Nesbit has reached out to both providers being considered and asked follow up questions. Their answers and Gary's thoughts are on the BoD Drive [191009 INFO Medova Main St. Interview & 191009 INFO SALA Interview].
- Next steps are Legal review, BoD review of all documents, and further investigation of some outstanding BoD questions from last report.

Ethics Issue (Paul)

Motion:	Motion for closed session to discuss Ethics issue.
Made by:	Carson
Seconded by:	Bahman
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Board enters Closed Session at 9:19 AM Mountain Time.

Motion:	Motion to exit closed session.
Made by:	Carson
Seconded by:	Paul
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Board exits Closed Session at 9:31AM Mountain Time.

Motion:	Motion to close Ethics issue and send letter drafted by BoD Chair to affected parties.
Made by:	Rohan
Seconded by:	Cameron
Discussion:	None.
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

NEW BUSINESS

ACCT Insurance Modifications/Additions (Shawn)

- Shawn has increased Association policy limits. This will result in a \$3500 premium increase.

Board of Directors Elections (Bahman)

- Mike Smith is currently the only candidate for the General Membership seat.
- Additional candidates are currently being sought for the General Membership seat in order to offer the membership multiple options. Bahman to follow up with Chair of Leadership & Nominations.

[The following items have been tabled until next meeting.]

Insurance for International Members (Victor)

Standards Distribution (Shawn)



CLOSING

Motion: Motion to adjourn the meeting.
Made by: Bahman
Seconded by: Mandy
Discussion: None.
Vote: In Favor – n/a
Opposed – 0
Abstaining – 0
Motion Carries: Yes
 No

Meeting adjourned at 9:44 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 11/14/19

RE: November Board Report

Summary of Activities

October Financials /Q1 Statement

The draft October financial statement is in the Finance Drive, along with the bank, CD, and money market account statements. (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports – October). The 990 was filed electronically on October 30th by the Hattig CPA firm.

Exhibitor / Sponsor / Conference Registration

Registration for exhibitors/sponsors / advertisers launched on 9/5, and registration for booth space has been strong – roughly 65% sold at this point. Regular conference attendee registration launched on 10/9, and the early bird deadline expired on 11/4 with 143 registrations on the final day.

Marketing Automation Platform

Following several demo sessions (one of which was attended by two Board members), and seeking input from the PR/Marketing and Membership workgroups I signed a two-year agreement with Higher Logic, a partner of YourMembership for a marketing automation platform that will be used for membership campaigns, events, credentialing, and regulatory outreach to members. Year one of the agreement includes coaching and strategy development to maximize the return on this investment, which all-in for two-years was slightly less than what was budgeted for FY19 alone (\$33k).

Inspector Certification

Costa Rica: a custom designed in-house inspector certification event was held in late October. Twenty-four individuals ended up testing, and the follow up from that event is taking place now.

Harrisburg: participation at this event offered at the Pennsylvania Amusement Ride Safety Seminar is typically low, but there were six individuals who ended up testing.

Hawaii: we will be offering another custom designed in-house inspector certification event in Hawaii for 10 participants on December 9th & 10th in conjunction with Kapalua Ziplines.

Conference: registrations for the prep course and test event for Raleigh are starting to pick-up.

Vendor Accreditation Re-Vamp

Focusing on the immediate steps that need to happen prior to the end of 2019: i.e., the list of compliance documents that PVM's up for an audit this year will need to submit, and the annual report that all PVM's will need to submit by the end of January, 2020.

Member benefits descriptions "refresh"

I'm in the process of updating the benefit descriptions used in all of the current membership categories. The benefit descriptions have not been updated since they were first created in 2014/15. Also revising the language used in the auto-generated renewal process emails from YM. Updating this content will also help once we launch the automated marketing emails.

INTECO Agreement

The policy director will join a portion of the call to provide us with some background and context for what we are hoping to achieve with an agreement (or a MOU) with INTECO for adoption of our standard in Costa Rica, and the different ways this agreement could be structured.

Association Sponsored Health Insurance

We will have an update on the next steps now that two plans (Medova and SALA) have been identified as viable options. If both plans are offered to members, it will be critical to identify the differences in the plans.

Board Elections

We received one nomination in the first week of opening the elections. The deadline to submit a nomination is December 6th, after which the online voting process begins.

FY20 Organizational Priorities

1. Member Value

- 1.1 ACCT sponsored health insurance plan for members: **Follow up from the F2F in Spokane on next steps.**
- 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. Meeting minutes from the recent F2F mtgs. (i.e., ICP, OA/OR, TCTF) will be placed on the website once approved by those groups.**
- 1.4 ACCT Academy: **launched in September. Confirming with Cameron several insurance webinars that could be produced for December / January release.**
- 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: **the regulations map is expected to launch on December 2nd.**

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 notes on Costa Rica, Harrisburg PA, Hawaii, and the Raleigh conference.

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, and held a meeting in GA in early November.

3.5 Evaluation – has not moved forward (methods to evaluate the program?)

3.6 Harmonization – has not moved forward (harmonizing across all credentialing programs?)

3.7 Alignment of volunteers - has not moved forward

4. Organizational Health

4.1 Strategic planning: see meeting minutes from Spokane F2F

4.2 Org communication / PR (external): Further clarification is requested on this priority.

4.3 Tech work group (Slack, drives, Asana, etc.): Meeting monthly on average, 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: Spanish and Mandarin Chinese are the next ACCT vetted translations currently in process.

6.2 International events – hosting and attending: see Costa Rica and Asia notes in previous ED reports. ED attended the Arival conference in October in Orlando.

6.3 Credentialing opportunities: see Costa Rica note.

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. PD to attend a portion of the BOD mtg to provide an update.

Management Report

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



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
November 9, 2019

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

	Total
ASSETS	
Current Assets	
Operating Accounts	
Chase Operating	165,716.35
PNC Savings	75.05
Total Operating Accounts	\$ 165,791.40
Reserve Accounts	
Citizen's Access CD	
X-0511	85,205.95
X-0523	85,242.58
Axos - Money Market	262,650.57
Chase Savings	50,452.30
Total Reserve Accounts	\$ 483,551.40
Total Bank Accounts	\$ 649,342.80
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 649,342.80
TOTAL ASSETS	\$ 649,342.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card - Beg Bal	4,110.91
Chase Card - Activity	4,453.47
Total Chase Card	\$ 8,564.38
Total Credit Cards	\$ 8,564.38
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 8,564.38
Total Liabilities	\$ 8,564.38
Equity	
Retained Earnings	616,032.52
Net Income	24,745.90
Total Equity	\$ 640,778.42
TOTAL LIABILITIES AND EQUITY	\$ 649,342.80

Association for Challenge Course Technology
Profit and Loss by Class
October 2019

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							925.02	925.02
Standard Income	67,669.41	25,396.00	6,643.00		930.00	1,950.00		102,588.41
Total Income	\$ 67,669.41	\$ 25,396.00	\$ 6,643.00	\$ 0.00	\$ 930.00	\$ 1,950.00	\$ 925.02	\$ 103,513.43
Total Income	\$ 67,669.41	\$ 25,396.00	\$ 6,643.00	\$ 0.00	\$ 930.00	\$ 1,950.00	\$ 925.02	\$ 103,513.43
Gross Profit	\$ 67,669.41	\$ 25,396.00	\$ 6,643.00	\$ 0.00	\$ 930.00	\$ 1,950.00	\$ 925.02	\$ 103,513.43
Expenses								
Bank Fees								
Merchant Service Fees		752.00	249.53				19.95	1,021.48
Total Bank Fees	\$ 0.00	\$ 752.00	\$ 249.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19.95	\$ 1,021.48
Dues and Subscriptions			75.00					75.00
Employee Benefits	761.64	2,149.76	163.99	101.63	142.05	142.05	630.58	4,091.70
Insurance								
Foreign Liability							2,500.00	2,500.00
Workers Comp	30.57	36.32	8.72	8.78	14.57	14.57	10.19	123.72
Total Insurance	\$ 30.57	\$ 36.32	\$ 8.72	\$ 8.78	\$ 14.57	\$ 14.57	\$ 2,510.19	\$ 2,623.72
Miscellaneous								
Office Supplies					73.50			73.50
Payroll								
Payroll Processing Fees	107.30	126.32	30.63	30.86	51.18	51.18	35.47	432.94
Payroll Taxes	686.25	815.49	195.69	197.18	327.10	327.10	228.77	2,777.58
Salaries & Wages	8,997.22	10,697.93	2,565.49	2,585.00	4,288.25	4,288.25	3,000.96	36,423.10
Total Payroll	\$ 9,790.77	\$ 11,639.74	\$ 2,791.81	\$ 2,813.04	\$ 4,666.53	\$ 4,666.53	\$ 3,265.20	\$ 39,633.62
Postage & Shipping			334.83		460.78			795.61
Printing and Publication			734.24					734.24
Professional Services								
Accountant							610.00	610.00
Attorney							1,375.00	1,375.00
Conference Service Provider	22,725.00							22,725.00
PR/Marketing			2,474.75					2,474.75
Total Professional Services	\$ 22,725.00	\$ 0.00	\$ 2,474.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,985.00	\$ 27,184.75
Rent & Storage	665.30	804.02	192.51	195.34	322.74	409.09	-2,394.00	195.00
Technology	33.99						1,174.17	1,208.16
Telecommunications	190.73							190.73
Travel	4.81	134.44		1,646.10	2,884.61		13,408.09	18,078.05
Total Expenses	\$ 34,202.81	\$ 15,516.28	\$ 7,025.38	\$ 4,764.89	\$ 8,564.78	\$ 5,232.24	\$ 20,694.64	\$ 96,001.02
Net Operating Income	\$ 33,466.60	\$ 9,879.72	-\$ 382.38	-\$ 4,764.89	-\$ 7,634.78	-\$ 3,282.24	-\$ 19,769.62	\$ 7,512.41
Net Income	\$ 33,466.60	\$ 9,879.72	-\$ 382.38	-\$ 4,764.89	-\$ 7,634.78	-\$ 3,282.24	-\$ 19,769.62	\$ 7,512.41

Association for Challenge Course Technology
Profit and Loss by Class
YTD - FY2020

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							3,822.69	3,822.69
Standard Income	174,037.91	69,996.57	15,751.66		2,985.88	4,297.00		267,069.02
Total Income	\$ 174,037.91	\$ 69,996.57	\$ 15,751.66	\$ 0.00	\$ 2,985.88	\$ 4,297.00	\$ 3,822.69	\$ 270,891.71
Total Income	\$ 174,037.91	\$ 69,996.57	\$ 15,751.66	\$ 0.00	\$ 2,985.88	\$ 4,297.00	\$ 3,822.69	\$ 270,891.71
Gross Profit	\$ 174,037.91	\$ 69,996.57	\$ 15,751.66	\$ 0.00	\$ 2,985.88	\$ 4,297.00	\$ 3,822.69	\$ 270,891.71
Expenses								
Bank Fees								
Merchant Service Fees		2,293.00	249.53				80.05	2,622.58
Other Bank Fees							0.00	0.00
Total Bank Fees	\$ 0.00	\$ 2,293.00	\$ 249.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80.05	\$ 2,622.58
Dues and Subscriptions			75.00					75.00
Employee Benefits	3,774.18	3,594.28	926.70	534.85	736.96	736.97	1,152.48	11,456.42
Insurance								
Directors & Officers							4,033.00	4,033.00
Office Property							579.00	579.00
Foreign Liability							2,500.00	2,500.00
Workers Comp	92.28	109.76	26.36	26.69	44.29	44.29	30.92	374.59
Total Insurance	\$ 92.28	\$ 109.76	\$ 26.36	\$ 26.69	\$ 44.29	\$ 44.29	\$ 7,142.92	\$ 7,486.59
Licenses, Taxes & Fees		290.52					623.08	913.60
Meals & Entertainment		81.42					756.27	837.69
Miscellaneous							95.46	95.46
Office Supplies	180.08				73.50			253.58
Payroll								
Payroll Processing Fees	328.23	389.33	93.83	95.06	157.75	157.75	109.87	1,331.82
Payroll Taxes	2,043.04	2,440.42	584.63	589.76	977.44	977.45	695.59	8,308.33
Salaries & Wages	26,727.40	31,941.08	7,647.69	7,712.21	12,781.41	12,781.41	9,102.70	108,693.90
Total Payroll	\$ 29,098.67	\$ 34,770.83	\$ 8,326.15	\$ 8,397.03	\$ 13,916.60	\$ 13,916.61	\$ 9,908.16	\$ 118,334.05
Postage & Shipping		175.65	668.02		460.78		11.00	1,315.45
Printing and Publication			1,947.51					1,947.51
Professional Services								
Accountant							3,949.99	3,949.99
Attorney							3,025.00	3,025.00
Conference Service Provider	34,087.50							34,087.50
PR/Marketing			2,474.75					2,474.75
Total Professional Services	\$ 34,087.50	\$ 0.00	\$ 2,474.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,974.99	\$ 43,537.24
Rent & Storage	2,107.59	2,483.30	827.10	834.77	1,179.82	1,414.95	1,807.97	10,655.50
Technology	2,725.89	5,029.80					4,734.75	12,490.44
Telecommunications	334.79						318.00	652.79
Travel	3,300.82	2,707.01	668.14	4,291.20	8,113.81		14,390.93	33,471.91
Total Expenses	\$ 75,701.80	\$ 51,535.57	\$ 16,189.26	\$ 14,084.54	\$ 24,525.76	\$ 16,112.82	\$ 47,996.06	\$ 246,145.81
Net Operating Income	\$ 98,336.11	\$ 18,461.00	-\$ 437.60	-\$ 14,084.54	-\$ 21,539.88	-\$ 11,815.82	-\$ 44,173.37	\$ 24,745.90
Net Income	\$ 98,336.11	\$ 18,461.00	-\$ 437.60	-\$ 14,084.54	-\$ 21,539.88	-\$ 11,815.82	-\$ 44,173.37	\$ 24,745.90

Association for Challenge Course Technology
Budget vs. Actual
Current Month & YTD 2020

	Oct 2019				YTD			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
Income								
Income			0.00		0.00	0.00	0.00	
Other / Interest Income	925.02	450.00	475.02	205.56%	3,822.69	1,800.00	2,022.69	212.37%
Standard Income	102,588.41	209,900.00	-107,311.59	48.87%	267,069.02	354,700.00	-87,630.98	75.29%
Total Income	\$ 103,513.43	\$ 210,350.00	-\$ 106,836.57	49.21%	\$ 270,891.71	\$ 356,500.00	-\$ 85,608.29	75.99%
Total Income	\$ 103,513.43	\$ 210,350.00	-\$ 106,836.57	49.21%	\$ 270,891.71	\$ 356,500.00	-\$ 85,608.29	75.99%
Gross Profit	\$ 103,513.43	\$ 210,350.00	-\$ 106,836.57	49.21%	\$ 270,891.71	\$ 356,500.00	-\$ 85,608.29	75.99%
Expenses								
Advertising and Promotions		0.00	0.00		0.00	100.00	-100.00	0.00%
Bank Fees			0.00		0.00	0.00	0.00	
Merchant Service Fees	1,021.48	2,125.00	-1,103.52	48.07%	2,622.58	5,120.00	-2,497.42	51.22%
Other Bank Fees			0.00		0.00	0.00	0.00	
Total Bank Fees	\$ 1,021.48	\$ 2,125.00	-\$ 1,103.52	48.07%	\$ 2,622.58	\$ 5,120.00	-\$ 2,497.42	51.22%
Continuing Education		0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
Dues and Subscriptions	75.00	0.00	75.00		75.00	0.00	75.00	
Employee Benefits	4,091.70	2,900.00	1,191.70	141.09%	11,456.42	11,600.00	-143.58	98.76%
Insurance			0.00		0.00	0.00	0.00	
Conference Cancellation		0.00	0.00		0.00	0.00	0.00	
Cyber Policy		0.00	0.00		0.00	0.00	0.00	
Directors & Officers		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	
Office Property		0.00	0.00		579.00	558.00	21.00	103.76%
Foreign Liability	2,500.00	0.00	2,500.00		2,500.00	0.00	2,500.00	
Volunteer Accident		0.00	0.00		0.00	0.00	0.00	
Workers Comp	123.72	78.00	45.72	158.62%	374.59	312.00	62.59	120.06%
Total Insurance	\$ 2,623.72	\$ 78.00	\$ 2,545.72	3363.74%	\$ 7,486.59	\$ 5,040.00	\$ 2,446.59	148.54%
Licenses, Taxes & Fees		0.00	0.00		913.60	0.00	913.60	
Meals & Entertainment		60.00	-60.00	0.00%	837.69	240.00	597.69	349.04%
Miscellaneous	95.46		95.46		95.46	0.00	95.46	
Office Supplies	73.50	150.00	-76.50	49.00%	253.58	800.00	-546.42	31.70%
Payroll			0.00		0.00	0.00	0.00	
Payroll Processing Fees	432.94	215.00	217.94	201.37%	1,331.82	860.00	471.82	154.86%
Payroll Taxes	2,777.58	2,509.32	268.26	110.69%	8,308.33	9,770.47	-1,462.14	85.04%
Salaries & Wages	36,423.10	24,846.15	11,576.95	146.59%	108,693.90	111,807.68	-3,113.78	97.22%
Total Payroll	\$ 39,633.62	\$ 27,570.47	\$ 12,063.15	143.75%	\$ 118,334.05	\$ 122,438.15	-\$ 4,104.10	96.65%
Postage & Shipping	795.61	175.00	620.61	454.63%	1,315.45	700.00	615.45	187.92%
Printing and Publication	734.24	10.00	724.24	7342.40%	1,947.51	9,080.00	-7,132.49	21.45%
Professional Services			0.00		0.00	0.00	0.00	
Accountant	610.00	750.00	-140.00	81.33%	3,949.99	3,500.00	449.99	112.86%
ANSI Consultant		200.00	-200.00	0.00%	0.00	500.00	-500.00	0.00%
Attorney	1,375.00	500.00	875.00	275.00%	3,025.00	2,000.00	1,025.00	151.25%
Conference Service Provider	22,725.00	0.00	22,725.00		34,087.50	35,975.00	-1,887.50	94.75%
Health & Safety		0.00	0.00		0.00	0.00	0.00	
Other Professional Services		0.00	0.00		0.00	12,550.00	-12,550.00	0.00%
PR/Marketing	2,474.75	2,833.00	-358.25	87.35%	2,474.75	10,499.00	-8,024.25	23.57%
Speaker Fees		0.00	0.00		0.00	0.00	0.00	
Total Professional Services	\$ 27,184.75	\$ 4,283.00	\$ 22,901.75	634.71%	\$ 43,537.24	\$ 65,024.00	-\$ 21,486.76	66.96%
Rent & Storage	195.00	2,335.00	-2,140.00	8.35%	10,655.50	9,340.00	1,315.50	114.08%
Technology	1,208.16	634.00	574.16	190.56%	12,490.44	16,732.00	-4,241.56	74.65%
Telecommunications	190.73	179.00	11.73	106.55%	652.79	866.00	-213.21	75.38%
Travel	18,078.05	6,000.00	12,078.05	301.30%	33,471.91	28,200.00	5,271.91	118.69%
Venue Fees		0.00	0.00		0.00	5,000.00	-5,000.00	0.00%
Total Expenses	\$ 96,001.02	\$ 46,499.47	\$ 49,501.55	206.46%	\$ 246,145.81	\$ 282,280.15	-\$ 36,134.34	87.20%
Net Operating Income	\$ 7,512.41	\$ 163,850.53	-\$ 156,338.12	4.58%	\$ 24,745.90	\$ 74,219.85	-\$ 49,473.95	33.34%
Net Income	\$ 7,512.41	\$ 163,850.53	-\$ 156,338.12	4.58%	\$ 24,745.90	\$ 74,219.85	-\$ 49,473.95	33.34%