



MINUTES for Regular Board of Directors Meeting December 18, 2019

Meeting Logistics:
12/18/2019 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:

Todd Domeck (joined at 8:27AM)

Quorum?

- Yes
- No



PROCEEDINGS – STANDING ITEMS

Meeting called to order at 8:01 AM Mountain Time by Ben Kopp.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Bahman
Seconded by:	Victor
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), 20 November 2019

Motion:	Approve previous minutes for meeting held 20 November 2019.
Made by:	Bahman
Seconded by:	Victor
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 [2019-12-13 *REPORT ED to BoD*].
 - Exhibit booths and Sponsorship sales are down. Shawn & Melissa to discuss and make a plan for promotion and potential overhaul.

Monthly Financials (Shawn)

- Shawn has placed the draft NOVEMBER financials into the **Finance Committee folder** on Drive for review [2019-12-13 *REPORT November Financials – REVISED DRAFT*].



Finance Committee – Nov. Report (Carson)

- The report is in the **Finance Committee folder** on Drive (*Committee Reports > Reports to BoD > 2019-11-XX REPORT Finance Committee to BOD - November*).
 - Carson has forwarded a couple committee members the ACCT Anti-Trust Policy as well as had a conversation with them about same. This is in response to their desire to understand and discuss individual vendor pricing while assessing the Operation Accreditation program. Jen Ottinger is following up with the committee members to ensure they understand what is acceptable discussion and what is not regarding anti-trust issues.

OLD BUSINESS

INTECO Agreement (Shawn)

- Attorney is reviewing agreement and converting it to an MOU from the existing proposed License Agreement. Alignment with the Guide 21 standard will also be considered. Shawn will post for BoD to review when it is complete.

Vendor Accreditation Revamp Update (Mandy)

- Vendor Accreditation Survey
 - BoD suggests adding “Other” option with comment box, as well as additional comment boxes as an option where it makes sense to capture any additional information and thoughts.
- Annual Report & General Communications
 - Annual Report links were sent out to PVMs on 16 December.
 - Vendors who were due for site visits in 2019 have been notified of action plan.

Operation Accreditation Update (Shawn)

- As part of the final review process, Shawn again consulted with the attorney on the risks that the association will assume. Attorney to provide a legal memo to the BoD, expected by 10 January.
- As part of the final review process, Finance Committee reviewing the expected budget model for this program. Response to BoD expected by 10 January.
- Landing page on ACCT website expected to be live in January prior to conference.

Operation Reviewer Update (Mandy)

- Two trainings to be offered around the 2020 conference. Email was released to the PVMs 17 December.
- Anyone who meets the QCP requirements for Operation Reviewer will be eligible to participate in this program.

International Committee – Asia Event (Victor)

- IC would like to announce a fall 2020 Asia event at the February 2020 conference.
- The potential venues are being analyzed to determine which site is most optimal.
- A list of deliverables from the IC to the BoD for consideration and deadline of receipt of 10 January will be communicated to the IC by Victor. BoD Members to send suggested deliverables to Victor by end of day 18 December.



Board of Directors Elections (Bahman)

- There six (6) nominees, four (4) general membership and two (2) PVMs.
- Shawn to send out voting reminders.

Association Health Insurance & Action Plan (Cameron)

- Need to execute agreements. Waiting on vendor to provide us with documents.

NEW BUSINESS

Insurance for International Members (Victor)

[ITEM TABLED UNTIL NEXT MEETING]

CLOSING

Motion:	Motion to adjourn the meeting.
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

Meeting adjourned at 9:35 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 12/13/19

RE: December Board Report

Summary of Activities

November Financials

The draft November 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 – November).

Exhibitor / Sponsor / Conference Registration

Registration for exhibitors/sponsors / advertisers launched on 9/5, and registration for booth space has been strong – roughly 70% 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. Regular registration ended on December 4. There are currently 658 registrants for the conference which is slightly ahead of where we were last year at this time.

Regulations Map

The map will launch on the ACCT website on December 19th. It will be announced in the newsletter with a link provided to access the map.

Standards Translations

The final drafts of both the Spanish, and Chinese translations of the ANSI/ACCT standards are in the final review process with volunteer native speakers. We are hoping to have both translations published by late January in time for announcement and availability at the conference.

Inspector Certification

Hawaii: we will be offering another custom designed in-house inspector certification event in Hawaii for 10-12 participants in conjunction with Kapalua Ziplines. The dates have been re-scheduled from December to the third week of January.

Vendor Accreditation Re-Vamp

Focusing on the immediate steps that need to happen prior to the end of 2019: i.e., the annual report that all PVM's will need to submit by mid-January, 2020. The annual report is

ready to go out the week of December 16th. A vendor accreditation survey has also been designed, and will be sent to PVM's next week after BOD review. The survey questions are in the BOD drive.

OA/OR

OA: the first draft of a 3-year financial model/budget for the operation accreditation program has been submitted to the finance committee for review. Program documents have been submitted to Ryan Winters, a defense attorney with Hall/Evans. Ryan is reviewing the documents with an eye towards bolstering the disclaimer language, etc., and he will also provide us with his legal opinion of the program along with recommendations on how to further protect ACCT from claims. Ryan's review will be completed by January 10th, 2020.

OR: currently awaiting a decision from the ACC on the OR training at the conference. As it stands now, the training will be held on Mo/Tu prior to the conference which presents schedule conflicts for many individuals who want to attend. There will be a registration fee to attend the training, and attendees will need to meet eligibility requirements and submit documents for review. A budget for the training is also being prepared so the registration fee covers all expenses such as the meeting room/AV, presenter costs, admin time., etc.

INTECO Agreement

Following the discussion and agreement during the November BOD meeting, the draft *license agreement* has gone back to our CO attorney to convert it back to an MOU. Financial arrangements for the sale and distribution of our standards by INTECO will be removed from the MOU. I will place the draft MOU in the BOD drive when it's ready next week.

Board Elections

Online voting for the general election opened on 12/11, and will close on 1/12/20. There are 6 candidates running for the one open seat . We have 2 candidates running for the 2 open PVM seats.

FY20 Organizational Priorities

1. Member Value

1.1 ACCT sponsored health insurance plan for members: **Medova Marketing agreement has been signed, and we are setting up a landing page on the ACCT website with program information. The page will not go live until mid-January following internal review. Awaiting the marketing agreement from SALA for their cost share program. The goal is to sign that agreement in early January, complete the website set-up, and announce the program following BOD approval on January 15. In addition to both providers having a booth at the conference, we are arranging a 90-minute workshop where reps from Medova and SALA can present their plans and answer questions.**

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 January/February 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 19th.**

3. Credentialing / Program Management

- 3.1 OA – support launch: **see notes above.**
- 3.2 ICE – **see notes above.**
- 3.3 Vendor accreditation- **see notes above.**
- 3.4 Trainer credentialing – **see summary of their F2F meeting held in GA in 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. A proposal and budget for a small-scale regional conference to be held Oct/Nov, 2020 will be submitted to the BOD for review at the January 15 meeting.**
- 6.3 Credentialing opportunities: **In-house ICE events were held in Costa Rica, and one is upcoming Hawaii.**
- 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 – see notes above.**

Management Report

Association for Challenge Course Technology
For the period ended November 30, 2019



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
December 13, 2019

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Association for Challenge Course Technology
Balance Sheet
As of November 30, 2019

	Total
ASSETS	
Current Assets	
Operating Accounts	
Chase Operating	325,416.44
PNC Savings	0.02
Total Operating Accounts	\$ 325,416.46
Reserve Accounts	
Citizen's Access CD	
X-0511	0.00
X-0523	0.00
Axos - Money Market	0.00
Chase Savings	481,983.36
Total Reserve Accounts	\$ 481,983.36
Total Bank Accounts	\$ 807,399.82
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 807,399.82
TOTAL ASSETS	\$ 807,399.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Credit Cards	
Chase Card - Beg Bal	4,110.91
Chase Card - Activity	3,117.42
Total Chase Card	\$ 7,228.33
Total Credit Cards	\$ 7,228.33
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 7,228.33
Total Liabilities	\$ 7,228.33
Equity	
Retained Earnings	616,032.52
Net Income	184,138.97
Total Equity	\$ 800,171.49
TOTAL LIABILITIES AND EQUITY	\$ 807,399.82

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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							127.26	127.26
Standard Income	182,502.65	30,370.00	2,244.20		12,479.21	1,950.00		229,546.06
Total Income	\$ 182,502.65	\$ 30,370.00	\$ 2,244.20	\$ 0.00	\$ 12,479.21	\$ 1,950.00	\$ 127.26	\$ 229,673.32
Total Income	\$ 182,502.65	\$ 30,370.00	\$ 2,244.20	\$ 0.00	\$ 12,479.21	\$ 1,950.00	\$ 127.26	\$ 229,673.32
Gross Profit	\$ 182,502.65	\$ 30,370.00	\$ 2,244.20	\$ 0.00	\$ 12,479.21	\$ 1,950.00	\$ 127.26	\$ 229,673.32
Expenses								
Bank Fees								
Merchant Service Fees		1,260.80	57.20			114.71	19.95	1,452.66
Other Bank Fees							1,725.28	1,725.28
Total Bank Fees	\$ 0.00	\$ 1,260.80	\$ 57.20	\$ 0.00	\$ 0.00	\$ 114.71	\$ 1,745.23	\$ 3,177.94
Continuing Education	275.00							275.00
Employee Benefits	751.75	894.01	181.78	106.08	146.50	146.50	280.34	2,506.96
Insurance								
Conference Cancellation	2,135.17							2,135.17
Professional Liability			2,499.81	2,499.81	2,499.81	2,499.81		9,999.24
Workers Comp	21.37	25.96	6.09	5.46	8.83	8.83	7.27	83.81
Total Insurance	\$ 2,156.54	\$ 25.96	\$ 2,505.90	\$ 2,505.27	\$ 2,508.64	\$ 2,508.64	\$ 7.27	\$ 12,218.22
Meals & Entertainment								
							66.36	66.36
Payroll								
Payroll Processing Fees	73.11	88.80	20.81	19.12	31.11	31.11	24.90	288.96
Payroll Taxes	569.85	692.16	162.19	142.09	228.44	228.44	193.95	2,217.12
Salaries & Wages	5,970.09	7,251.39	1,699.18	1,527.71	2,471.43	2,471.43	2,031.82	23,423.05
Total Payroll	\$ 6,613.05	\$ 8,032.35	\$ 1,882.18	\$ 1,688.92	\$ 2,730.98	\$ 2,730.98	\$ 2,250.67	\$ 25,929.13
Postage & Shipping			120.15				11.00	131.15
Printing and Publication			10.00					10.00
Professional Services								
Accountant							2,325.00	2,325.00
Attorney					400.00		1,326.00	1,726.00
Conference Service Provider	11,362.50							11,362.50
Other Professional Services					1,150.00			1,150.00
PR/Marketing	581.25							581.25
Total Professional Services	\$ 11,943.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 3,651.00	\$ 17,144.75
Rent & Storage	494.12	597.15	142.98	145.08	239.70	303.83	374.79	2,297.65
Technology	33.99						989.59	1,023.58
Travel	30.00	452.43	0.44	3,130.74	959.13		926.77	5,499.51
Total Expenses	\$ 22,298.20	\$ 11,262.70	\$ 4,900.63	\$ 7,576.09	\$ 8,134.95	\$ 5,804.66	\$ 10,303.02	\$ 70,280.25
Net Operating Income	\$ 160,204.45	\$ 19,107.30	-\$ 2,656.43	-\$ 7,576.09	\$ 4,344.26	-\$ 3,854.66	-\$ 10,175.76	\$ 159,393.07
Net Income	\$ 160,204.45	\$ 19,107.30	-\$ 2,656.43	-\$ 7,576.09	\$ 4,344.26	-\$ 3,854.66	-\$ 10,175.76	\$ 159,393.07

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
Income								
Income								
Other / Interest Income							3,949.95	3,949.95
Standard Income	356,540.56	100,366.57	17,995.86		15,465.09	6,247.00		496,615.08
Total Income	\$ 356,540.56	\$ 100,366.57	\$ 17,995.86	\$ 0.00	\$ 15,465.09	\$ 6,247.00	\$ 3,949.95	\$ 500,565.03
Total Income	\$ 356,540.56	\$ 100,366.57	\$ 17,995.86	\$ 0.00	\$ 15,465.09	\$ 6,247.00	\$ 3,949.95	\$ 500,565.03
Gross Profit	\$ 356,540.56	\$ 100,366.57	\$ 17,995.86	\$ 0.00	\$ 15,465.09	\$ 6,247.00	\$ 3,949.95	\$ 500,565.03
Expenses								
Bank Fees								
Merchant Service Fees		3,553.80	306.73			114.71	100.00	4,075.24
Other Bank Fees							1,725.28	1,725.28
Total Bank Fees	\$ 0.00	\$ 3,553.80	\$ 306.73	\$ 0.00	\$ 0.00	\$ 114.71	\$ 1,825.28	\$ 5,800.52
Continuing Education	275.00							275.00
Dues and Subscriptions			75.00					75.00
Employee Benefits	4,525.93	4,488.29	1,108.48	640.93	883.46	883.47	1,432.82	13,963.38
Insurance								
Conference Cancellation	2,135.17							2,135.17
Directors & Officers							4,033.00	4,033.00
Foreign Liability Insurance							2,500.00	2,500.00
Office Property							579.00	579.00
Professional Liability			2,499.81	2,499.81	2,499.81	2,499.81		9,999.24
Workers Comp	113.65	135.72	32.45	32.15	53.12	53.12	38.19	458.40
Total Insurance	\$ 2,248.82	\$ 135.72	\$ 2,532.26	\$ 2,531.96	\$ 2,552.93	\$ 2,552.93	\$ 7,150.19	\$ 19,704.81
Licenses, Taxes & Fees		290.52						623.08
Meals & Entertainment		81.42						904.05
Miscellaneous							95.46	95.46
Office Supplies	180.08					73.50		253.58
Payroll								
Payroll Processing Fees	401.34	478.13	114.64	114.18	188.86	188.86	134.77	1,620.78
Payroll Taxes	2,612.89	3,132.58	746.82	731.85	1,205.88	1,205.89	889.54	10,525.45
Salaries & Wages	32,697.49	39,192.47	9,346.87	9,239.92	15,252.84	15,252.84	11,134.52	132,116.95
Total Payroll	\$ 35,711.72	\$ 42,803.18	\$ 10,208.33	\$ 10,085.95	\$ 16,647.58	\$ 16,647.59	\$ 12,158.83	\$ 144,263.18
Postage & Shipping		175.65	788.17		460.78		22.00	1,446.60
Printing and Publication			1,957.51					1,957.51
Professional Services								
Accountant							6,274.99	6,274.99
Attorney					400.00		4,351.00	4,751.00
Conference Service Provider	45,450.00							45,450.00
Other Professional Services					1,150.00			1,150.00
PR/Marketing	581.25		2,474.75					3,056.00
Total Professional Services	\$ 46,031.25	\$ 0.00	\$ 2,474.75	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 10,625.99	\$ 60,681.99
Rent & Storage	2,601.71	3,080.45	970.08	979.85	1,419.52	1,718.78	2,182.76	12,953.15
Technology	2,759.88	5,029.80					5,724.34	13,514.02
Telecommunications	334.79						318.00	652.79
Travel	3,330.82	3,159.44	668.58	7,421.94	9,072.94		15,317.70	38,971.42
Total Expenses	\$ 98,000.00	\$ 62,798.27	\$ 21,089.89	\$ 21,660.63	\$ 32,660.71	\$ 21,917.48	\$ 58,299.08	\$ 316,426.06
Net Operating Income	\$ 258,540.56	\$ 37,568.30	-\$ 3,094.03	-\$ 21,660.63	-\$ 17,195.62	-\$ 15,670.48	-\$ 54,349.13	\$ 184,138.97
Net Income	\$ 258,540.56	\$ 37,568.30	-\$ 3,094.03	-\$ 21,660.63	-\$ 17,195.62	-\$ 15,670.48	-\$ 54,349.13	\$ 184,138.97

Association for Challenge Course Technology
Budget vs. Actual
Current Month & YTD FY2020

	Nov 2019				Total			
	Actual	Budget	Budget Variance	% of Budget	Actual	Budget	Budget Variance	% of Budget
Income								
Income			0.00		0.00	0.00	0.00	
Other / Interest Income	127.26	450.00	-322.74	28.28%	3,949.95	2,250.00	1,699.95	175.55%
Standard Income	229,546.06	139,800.00	89,746.06	164.20%	496,615.08	494,500.00	2,115.08	100.43%
Total Income	\$ 229,673.32	\$ 140,250.00	\$ 89,423.32	163.76%	\$ 500,565.03	\$ 496,750.00	\$ 3,815.03	100.77%
Total Income	\$ 229,673.32	\$ 140,250.00	\$ 89,423.32	163.76%	\$ 500,565.03	\$ 496,750.00	\$ 3,815.03	100.77%
Gross Profit	\$ 229,673.32	\$ 140,250.00	\$ 89,423.32	163.76%	\$ 500,565.03	\$ 496,750.00	\$ 3,815.03	100.77%
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	1,452.66	2,340.00	887.34	62.08%	4,075.24	7,460.00	3,384.76	54.63%
Other Bank Fees	1,725.28		-1,725.28		1,725.28	0.00	-1,725.28	
Total Bank Fees	\$ 3,177.94	\$ 2,340.00	\$ 837.94	135.81%	\$ 5,800.52	\$ 7,460.00	\$ 1,659.48	77.75%
Continuing Education	275.00	0.00	-275.00		275.00	2,000.00	1,725.00	13.75%
Dues and Subscriptions		0.00	0.00		75.00	0.00	-75.00	
Employee Benefits	2,506.96	2,900.00	393.04	86.45%	13,963.38	14,500.00	536.62	96.30%
Insurance			0.00		0.00	0.00	0.00	
Conference Cancellation	2,135.17	0.00	-2,135.17		2,135.17	0.00	-2,135.17	
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%
Foreign Liability Insurance			0.00		2,500.00	0.00	-2,500.00	
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%
Professional Liability	9,999.24	0.00	-9,999.24		9,999.24	6,951.00	-3,048.24	143.85%
Volunteer Accident		0.00	0.00		0.00	0.00	0.00	
Workers Comp	83.81	78.00	-5.81	107.45%	458.40	390.00	-68.40	117.54%
Total Insurance	\$ 12,218.22	\$ 78.00	\$ 12,140.22	15664.38%	\$ 19,704.81	\$ 12,069.00	\$ 7,635.81	163.27%
Licenses, Taxes & Fees		0.00	0.00		913.60	0.00	-913.60	
Meals & Entertainment	66.36	60.00	-6.36	110.60%	904.05	300.00	-604.05	301.35%
Miscellaneous			0.00		95.46	0.00	-95.46	
Office Supplies		250.00	250.00	0.00%	253.58	1,050.00	796.42	24.15%
Payroll			0.00		0.00	0.00	0.00	
Payroll Processing Fees	288.96	215.00	-73.96	134.40%	1,620.78	1,075.00	-545.78	150.77%
Payroll Taxes	2,217.12	1,900.73	-316.39	116.65%	10,525.45	11,671.20	1,145.75	90.18%
Salaries & Wages	23,423.05	24,846.15	1,423.10	94.27%	132,116.95	136,653.83	4,536.88	96.68%
Total Payroll	\$ 25,929.13	\$ 26,961.88	\$ 1,032.75	96.17%	\$ 144,263.18	\$ 149,400.03	\$ 5,136.85	96.56%
Postage & Shipping	131.15	175.00	43.85	74.94%	1,446.60	875.00	-571.60	165.33%
Printing and Publication	10.00	10.00	0.00	100.00%	1,957.51	9,090.00	7,132.49	21.53%
Professional Services			0.00		0.00	0.00	0.00	
Accountant	2,325.00	1,400.00	-925.00	166.07%	6,274.99	4,900.00	-1,374.99	128.06%
ANSI Consultant		200.00	200.00	0.00%	0.00	700.00	700.00	0.00%
Attorney	1,726.00	500.00	-1,226.00	345.20%	4,751.00	2,500.00	-2,251.00	190.04%
Conference Service Provider	11,362.50	11,325.00	-37.50	100.33%	45,450.00	47,300.00	1,850.00	96.09%
Health & Safety		0.00	0.00		0.00	0.00	0.00	
Other Professional Services	1,150.00	0.00	-1,150.00		1,150.00	12,550.00	11,400.00	9.16%
PR/Marketing	581.25	2,833.00	2,251.75	20.52%	3,056.00	13,332.00	10,276.00	22.92%
Speaker Fees		0.00	0.00		0.00	0.00	0.00	
Total Professional Services	\$ 17,144.75	\$ 16,258.00	\$ 886.75	105.45%	\$ 60,681.99	\$ 81,282.00	\$ 20,600.01	74.66%
Rent & Storage	2,297.65	2,335.00	37.35	98.40%	12,953.15	11,675.00	-1,278.15	110.95%
Technology	1,023.58	3,224.00	2,200.42	31.75%	13,514.02	19,956.00	6,441.98	67.72%
Telecommunications		329.00	329.00	0.00%	652.79	1,195.00	542.21	54.63%
Travel	5,499.51	1,800.00	-3,699.51	305.53%	38,971.42	30,000.00	-8,971.42	129.90%
Venue Fees		5,000.00	5,000.00	0.00%	0.00	10,000.00	10,000.00	0.00%
Total Expenses	\$ 70,280.25	\$ 61,720.88	\$ 8,559.37	113.87%	\$ 316,426.06	\$ 350,952.03	\$ 34,525.97	90.16%
Net Operating Income	\$ 159,393.07	\$ 78,529.12	\$ 80,863.95	202.97%	\$ 184,138.97	\$ 145,797.97	\$ 38,341.00	126.30%
Net Income	\$ 159,393.07	\$ 78,529.12	\$ 80,863.95	202.97%	\$ 184,138.97	\$ 145,797.97	\$ 38,341.00	126.30%