



MINUTES for Regular Board of Directors Meeting January 15, 2020

Meeting Logistics:
01/15/2020 8:00a Mountain Time

Location:
Phone Conference
+1-717-275-8941;4137984#

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 | <i>Joined @8:30a</i> | |
| | <input checked="" type="checkbox"/> Victor Gallo – Member | |

Additional Attendees:

Charlie Williams – *joined @ 8:20a, left @ 9:34a*
Todd Domeck – *joined @ 8:35a*
John Lazarus – *joined @ 8:37a*
Erik Marter – *joined @ 8:40a*
Keith Jacobs – *joined @8:55a*

Quorum?

- Yes
- No



PROCEEDINGS – STANDING ITEMS

Meeting called to order at 8:03 AM Mountain Time by Ben Kopp.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Rohan
Seconded by:	Bahman
Discussion:	Rohan requests one new business item agenda be move forward in the agenda.
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), 18 December 2019

Motion:	Approve previous minutes for meeting held 18 December 2019.
Made by:	Cameron
Seconded by:	Rohan
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 [2020-01-10 REPORT ED to BoD]

Monthly Financials (Shawn)

- Shawn has placed the draft DECEMBER financials into the **Finance Committee folder** on Drive for review [2020-01-11 REPORT December Financials – DRAFT].



OLD BUSINESS

Ethics/COI Policies & Procedures (Shawn)

- Charlie Williams (Ethics Chair) joined call
- Members have had questions regarding COI forms, and the topic is currently “under scrutiny” which has led to review of the form and requesting guidance from legal re: whether or not the COI form is a public form. Current opinion of counsel after reviewing the form and all associated documents (bylaws, policies, etc.) is that the COI forms are intended to be a confidential document.
- 24 COI forms were returned in 2019 out of about 120 volunteers.
- Per Shawn, we are not pursuing 2019 COIs retroactively.
- Process and form are currently under revision for 2020. Charlie suggests Reb fully revise the form rather than adding additional language.
- Association will gather historical data of percentage of return for the past 3-5 years, as well as identified whether key volunteers have COIs on file.
- Mandy to facilitate identification of key volunteer positions in order to do an audit of 2017, 2018, and 2019 COIs, requesting retroactive submission if necessary.

Board of Directors Elections (Shawn)

- 83 total voters, process was verified by Charlie, membership status was verified by John V.
- Bahman has been re-elected for the one open general membership seat. Other candidates have been notified.
- Two PVM seats currently have two candidates: Carson Rivers & Keith Jacobs

Operation Accreditation Rollout (Shawn)

- Legal review was delayed and will be returned by 24 January.
- Finance review reports that they anticipate the program becoming net positive in Year 3.
- Insurance and Risk Management Review still needed.

Strategic Planning Update (Paul)

- Past Chairs have been consulted on effectiveness of past strategic plans. Feedback is that there needs to be a mechanism in place to ensure that a Strategic Plan is followed.
- Terms of Reference need to be developed for a board Task Force to develop the strategic plan, and a new group that is charged with development and implementation of a strategic plan.

Vendor Accreditation Update (Shawn)

- Current survey is out and deadline is today.
- VAP has requested to meet with ACC and BoD at the F2F in Raleigh.



The following Agenda Items are tabled until next meeting:

Annual Board Member Orientation (Rohan)

International Committee – Asia Event (Victor)

INTECO MOU (Shawn)

NEW BUSINESS

Insurance for International Members (Victor/Cameron)

Raleigh Logistics & Agenda (Shawn)

CLOSING

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

Meeting adjourned at 10:01 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 1/10/20

RE: January Board Report

Summary

December Financials

The draft December financial statement is in the Finance Drive, along with the 3-year financial projection for Operation Accreditation. (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports – December).

Exhibitor / Sponsor / Conference Registration

Less than 3 weeks out from Raleigh, our current projection is to hit our revenue number (\$672k), but we will be significantly over on budgeted expenses, primarily due to room block attrition at our host hotels. The exhibit hall is roughly 75% full (nearly 20 booths remain), and sponsorships have been performing poorly with the majority unsold at this point. (see folder with data in drive)

Raleigh Room Block Attrition

The trend of conference attendees staying at other (i.e., cheaper) nearby lodging options continues, and unless that changes in the next 3-4 weeks (and it is unlikely to), it appears we will be hit with attrition costs at the host hotels possibly as high as \$80,000 which would be well over the \$30k budgeted for this expense.

2024 Conference Contracting

We are contracted for the next three years following Raleigh (Spokane, Cleveland, Portland), and now we will need to contract for 2024. Given the attrition situation, I will not be signing any contracts (or vetting locations) until a larger conversation about options, venues, contracting, etc., can be had.

Raleigh F2F BOD meeting

Meeting details (hotel address, meeting room, meals, etc.) will be posted to the BOD Slack channel the week of January 13th.

Committee Reports for Raleigh

A reminder that committee reports for the Raleigh F2F are due by 1/27. BOD committee reports include: Nominations & Leadership, Ethics, Finance, International, and Insurance/RM.

PVM Symposium

A draft of the PVM Symposium agenda is in the BOD drive.

2020 COI Forms

The COI form is currently under legal review for possible edits/revisions/updates. I am hoping to have that process completed, and the form revised and ready to send out by the end of February. We are exploring getting the COI set-up as a JotForm, or possibly in DocuSign. The Chair of the ethics committee and I are also in discussion about the process for collecting, reviewing, and approving the COI. The other issue we are looking at is what measures to take with individuals who do not submit a COI (i.e., the majority of our volunteer base).

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. Additionally,

*The OA landing page on the website is in development and can be ready to go live once the program has been approved.

*The OA 90-minute workshop at the conference is being planned. Tim Prairie and members of the OA panel will essentially present an updated version of the powerpoint that was presented at the Spokane Symposium.

OR: a one-day training will be held on the Monday prior to the conference, and on Sunday the last day of the conference. Registration has been set-up, and there are currently 13 individuals registered.

INTECO Agreement

The MOU is in the BOD drive for review.

Board Elections

The deadline for online voting is January 11. I will share the results of the election for the one open seat elected by the general membership during our 1/15 meeting.

International Regional Conference

Requested information and a draft budget is in the drive for review. There is absolutely no data to support the assertion that we will be able to attract 150 – 250 attendees and 10 exhibitors to this proposed event. Instead, we are relying entirely on the “gut-feeling” of a handful of individuals who are convinced this is a no-brainer when the results of the data we do have on this topic are inconclusive. The draft budget is at best, nothing more than a “best guess estimate” based entirely upon assumptions.

I'm also concerned that we have not done the necessary due diligence and proper vetting for this proposed event – and by that I mean the actual vetting of where and when to host an international event that is informed by a strategic plan so that intelligent decisions can be made about how to best use the association's limited human and financial resources. Our

members would expect that, and collectively we have a fiduciary duty to steward our resources wisely.

None of the revenue / expenses for this proposed event have been budgeted for or included in the current fiscal year. In my opinion, approving this event now would be financially irresponsible. More importantly, we have numerous unfinished priorities that will require our attention in the 4-5 months ahead (**see long list of uncompleted FY20 Org priorities below**).

I can fully support an international regional conference, but not until after we've completed a strategic plan so that an event of this scale can be responsibly budgeted, planned, staffed, and managed appropriately. Most importantly, I firmly believe that other voices need to be brought into the conversation/process (i.e., the Board Emeritus, finance committee, legal, insurance/risk management, staff and other ACCT members) for their thoughts, ideas, and wise counsel. That should be our first priority, starting now.

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 late January, complete the website set-up, and announce the program at the end of January prior to the conference. 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. We have two recorded webinars lined up for January.**

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 launched on December 19th.**

3. Credentialing / Program Management

3.1 OA – support launch: **see notes above.**

3.2 ICE – **preparing for the conference, perp course and test event.**

3.3 Vendor accreditation – **annual reports for 2019 have gone out and will be reviewed by the VAP per usual.**

3.4 Trainer credentialing – **held a F2F meeting 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 in Asia Oct/Nov, 2020 has been 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 in Hawaii the third week of January.

6.4 Insurance: further clarification is requested on this priority.

6.5 Government relations: the PD has drafted a MOU with INTECO for adoption of ACCT standard in Costa Rica – see notes above.

Management Report

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



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
January 11, 2020

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	369,474.31
Chase Savings	482,017.14
Total Bank Accounts	\$ 851,491.47
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 851,491.47
TOTAL ASSETS	\$ 851,491.47
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card - Beg Bal	4,110.91
Chase Card - Activity	7,402.12
Total Chase Card	\$ 11,513.03
Total Credit Cards	\$ 11,513.03
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 11,513.03
Total Liabilities	\$ 11,513.03
Equity	
Retained Earnings	616,032.52
Net Income	223,945.92
Total Equity	\$ 839,978.44
TOTAL LIABILITIES AND EQUITY	\$ 851,491.47

Monday, Jan 06, 2020 03:55:24 PM GMT-8 - Cash Basis

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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							33.78	33.78
Standard Income	88,451.69	15,730.00	2,452.10	482.41	6,664.12	5,830.00		119,610.32
Total Income	\$ 88,451.69	\$ 15,730.00	\$ 2,452.10	\$ 482.41	\$ 6,664.12	\$ 5,830.00	\$ 33.78	\$ 119,644.10
Total Income	\$ 88,451.69	\$ 15,730.00	\$ 2,452.10	\$ 482.41	\$ 6,664.12	\$ 5,830.00	\$ 33.78	\$ 119,644.10
Gross Profit	\$ 88,451.69	\$ 15,730.00	\$ 2,452.10	\$ 482.41	\$ 6,664.12	\$ 5,830.00	\$ 33.78	\$ 119,644.10
Expenses								
Bank Fees								
Merchant Service Fees		792.00	52.72			211.00	19.95	1,075.67
Other Bank Fees							30.00	30.00
Total Bank Fees	\$ 0.00	\$ 792.00	\$ 52.72	\$ 0.00	\$ 0.00	\$ 211.00	\$ 49.95	\$ 1,105.67
Continuing Education	49.00							49.00
Employee Benefits	751.75	894.01	181.78	106.08	146.50	146.50	280.31	2,506.93
Insurance								
Workers Comp	20.68	25.13	5.88	6.68	11.33	11.33	7.05	88.08
Total Insurance	\$ 20.68	\$ 25.13	\$ 5.88	\$ 6.68	\$ 11.33	\$ 11.33	\$ 7.05	\$ 88.08
Licenses, Taxes & Fees							37.21	37.21
Office Supplies							35.55	35.55
Payroll								
Payroll Processing Fees	68.18	82.81	19.41	22.56	38.44	38.44	23.18	293.02
Payroll Taxes	447.96	544.09	127.50	144.91	245.99	245.99	152.46	1,908.90
Salaries & Wages	5,948.09	7,224.65	1,692.91	1,923.97	3,266.10	3,266.10	2,024.34	25,346.16
Total Payroll	\$ 6,464.23	\$ 7,851.55	\$ 1,839.82	\$ 2,091.44	\$ 3,550.53	\$ 3,550.53	\$ 2,199.98	\$ 27,548.08
Postage & Shipping			74.72				11.00	85.72
Printing and Publication			10.00					10.00
Professional Services								
Accountant							615.00	615.00
Attorney						625.00		625.00
Other Professional Services						2,424.80		2,424.80
PR/Marketing	6,750.90	10,801.44	1,350.18	6,750.90	1,350.18			27,003.60
Total Professional Services	\$ 6,750.90	\$ 10,801.44	\$ 1,350.18	\$ 6,750.90	\$ 4,399.98	\$ 0.00	\$ 615.00	\$ 30,668.40
Rent & Storage	515.20	622.63	149.08	151.27	249.93	316.79	382.45	2,387.35
Technology	7,058.94	158.31					933.94	8,151.19
Telecommunications							363.00	363.00
Travel	349.00	0.01		2,077.85	2,729.81		44.30	5,200.97
Venue Fees	1,600.00							1,600.00
Total Expenses	\$ 23,559.70	\$ 21,145.08	\$ 3,664.18	\$ 11,184.22	\$ 11,088.08	\$ 4,236.15	\$ 4,959.74	\$ 79,837.15
Net Operating Income	\$ 64,891.99	-\$ 5,415.08	-\$ 1,212.08	-\$ 10,701.81	-\$ 4,423.96	\$ 1,593.85	-\$ 4,925.96	\$ 39,806.95
Net Income	\$ 64,891.99	-\$ 5,415.08	-\$ 1,212.08	-\$ 10,701.81	-\$ 4,423.96	\$ 1,593.85	-\$ 4,925.96	\$ 39,806.95

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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							3,983.73	3,983.73
Standard Income	444,992.25	116,096.57	20,447.96	482.41	22,129.21	12,077.00		616,225.40
Total Income	\$ 444,992.25	\$ 116,096.57	\$ 20,447.96	\$ 482.41	\$ 22,129.21	\$ 12,077.00	\$ 3,983.73	\$ 620,209.13
Total Income	\$ 444,992.25	\$ 116,096.57	\$ 20,447.96	\$ 482.41	\$ 22,129.21	\$ 12,077.00	\$ 3,983.73	\$ 620,209.13
Gross Profit	\$ 444,992.25	\$ 116,096.57	\$ 20,447.96	\$ 482.41	\$ 22,129.21	\$ 12,077.00	\$ 3,983.73	\$ 620,209.13
Expenses								
Bank Fees								
Merchant Service Fees		4,345.80	359.45			325.71	119.95	5,150.91
Other Bank Fees							1,755.28	1,755.28
Total Bank Fees	\$ 0.00	\$ 4,345.80	\$ 359.45	\$ 0.00	\$ 0.00	\$ 325.71	\$ 1,875.23	\$ 6,906.19
Continuing Education	324.00							324.00
Dues and Subscriptions			75.00					75.00
Employee Benefits	5,277.68	5,382.30	1,290.26	747.01	1,029.96	1,029.97	1,713.13	16,470.31
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	134.33	160.85	38.33	38.83	64.45	64.45	45.24	546.48
Total Insurance	\$ 2,269.50	\$ 160.85	\$ 2,538.14	\$ 2,538.64	\$ 2,564.26	\$ 2,564.26	\$ 7,157.24	\$ 19,792.89
Licenses, Taxes & Fees		290.52					660.29	950.81
Meals & Entertainment		81.42					822.63	904.05
Miscellaneous							95.46	95.46
Office Supplies	180.08				73.50		35.55	289.13
Payroll								
Payroll Processing Fees	469.52	560.94	134.05	136.74	227.30	227.30	157.95	1,913.80
Payroll Taxes	3,060.85	3,676.67	874.32	876.76	1,451.87	1,451.88	1,042.00	12,434.35
Salaries & Wages	38,645.58	46,417.12	11,039.78	11,163.89	18,518.94	18,518.94	13,158.86	157,463.11
Total Payroll	\$ 42,175.95	\$ 50,654.73	\$ 12,048.15	\$ 12,177.39	\$ 20,198.11	\$ 20,198.12	\$ 14,358.81	\$ 171,811.26
Postage & Shipping		175.65	862.89		460.78		33.00	1,532.32
Printing and Publication			1,967.51					1,967.51
Professional Services								
Accountant							6,889.99	6,889.99
Attorney					1,025.00		4,351.00	5,376.00
Conference Service Provider	45,450.00							45,450.00
Other Professional Services					3,574.80			3,574.80
PR/Marketing	7,332.15	10,801.44	3,824.93	6,750.90	1,350.18			30,059.60
Total Professional Services	\$ 52,782.15	\$ 10,801.44	\$ 3,824.93	\$ 6,750.90	\$ 5,949.98	\$ 0.00	\$ 11,240.99	\$ 91,350.39
Rent & Storage	3,116.91	3,703.08	1,119.16	1,131.12	1,669.45	2,035.57	2,565.21	15,340.50
Technology	9,818.82	5,188.11					6,658.28	21,665.21
Telecommunications	334.79						681.00	1,015.79
Travel	3,679.82	3,159.45	668.58	9,499.79	11,802.75		15,362.00	44,172.39
Venue Fees	1,600.00							1,600.00
Total Expenses	\$ 121,559.70	\$ 83,943.35	\$ 24,754.07	\$ 32,844.85	\$ 43,748.79	\$ 26,153.63	\$ 63,258.82	\$ 396,263.21
Net Operating Income	\$ 323,432.55	\$ 32,153.22	-\$ 4,306.11	-\$ 32,362.44	-\$ 21,619.58	-\$ 14,076.63	-\$ 59,275.09	\$ 223,945.92
Net Income	\$ 323,432.55	\$ 32,153.22	-\$ 4,306.11	-\$ 32,362.44	-\$ 21,619.58	-\$ 14,076.63	-\$ 59,275.09	\$ 223,945.92

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

	Dec 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	33.78	1,004.00	-970.22	3.36%	3,983.73	3,254.00	729.73	122.43%
Standard Income	119,610.32	104,550.00	15,060.32	114.40%	616,225.40	599,050.00	17,175.40	102.87%
Total Income	\$ 119,644.10	\$ 105,554.00	\$ 14,090.10	113.35%	\$ 620,209.13	\$ 602,304.00	\$ 17,905.13	102.97%
Total Income	\$ 119,644.10	\$ 105,554.00	\$ 14,090.10	113.35%	\$ 620,209.13	\$ 602,304.00	\$ 17,905.13	102.97%
Gross Profit	\$ 119,644.10	\$ 105,554.00	\$ 14,090.10	113.35%	\$ 620,209.13	\$ 602,304.00	\$ 17,905.13	102.97%
Expenses								
Advertising and Promotions		0.00	0.00		0.00	100.00	100.00	0.00%
Bank Fees								
Merchant Service Fees	1,075.67	2,105.00	1,029.33	51.10%	5,150.91	9,565.00	4,414.09	53.85%
Other Bank Fees	30.00		-30.00		1,755.28	0.00	-1,755.28	
Total Bank Fees	\$ 1,105.67	\$ 2,105.00	\$ 999.33	52.53%	\$ 6,906.19	\$ 9,565.00	\$ 2,658.81	72.20%
Continuing Education	49.00	0.00	-49.00		324.00	2,000.00	1,676.00	16.20%
Dues and Subscriptions		0.00	0.00		75.00	0.00	-75.00	
Employee Benefits	2,506.93	2,900.00	393.07	86.45%	16,470.31	17,400.00	929.69	94.66%
Insurance								
Conference Cancellation		0.00	0.00		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		0.00	0.00		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	88.08	78.00	-10.08	112.92%	546.48	468.00	-78.48	116.77%
Total Insurance	\$ 88.08	\$ 78.00	-\$ 10.08	112.92%	\$ 19,792.89	\$ 12,147.00	-\$ 7,645.89	162.94%
Licenses, Taxes & Fees	37.21	0.00	-37.21		950.81	0.00	-950.81	
Meals & Entertainment		60.00	60.00	0.00%	904.05	360.00	-544.05	251.13%
Miscellaneous			0.00		95.46	0.00	-95.46	
Office Supplies	35.55	150.00	114.45	23.70%	289.13	1,200.00	910.87	24.09%
Payroll								
Payroll Processing Fees	293.02	215.00	-78.02	136.29%	1,913.80	1,290.00	-623.80	148.36%
Payroll Taxes	1,908.90	1,900.73	-8.17	100.43%	12,434.35	13,571.93	1,137.58	91.62%
Salaries & Wages	25,346.16	24,846.15	-500.01	102.01%	157,463.11	161,499.98	4,036.87	97.50%
Total Payroll	\$ 27,548.08	\$ 26,961.88	-\$ 586.20	102.17%	\$ 171,811.26	\$ 176,361.91	\$ 4,550.65	97.42%
Postage & Shipping	85.72	175.00	89.28	48.98%	1,532.32	1,050.00	-482.32	145.94%
Printing and Publication	10.00	1,010.00	1,000.00	0.99%	1,967.51	10,100.00	8,132.49	19.48%
Professional Services								
Accountant	615.00	750.00	135.00	82.00%	6,889.99	5,650.00	-1,239.99	121.95%
ANSI Consultant		200.00	200.00	0.00%	0.00	900.00	900.00	0.00%
Attorney	625.00	500.00	-125.00	125.00%	5,376.00	3,000.00	-2,376.00	179.20%
Conference Service Provider		0.00	0.00		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	2,424.80	0.00	-2,424.80		3,574.80	12,550.00	8,975.20	28.48%
PR/Marketing	27,003.60	2,833.00	-24,170.60	953.18%	30,059.60	16,165.00	-13,894.60	185.95%
Speaker Fees		0.00	0.00		0.00	0.00	0.00	
Total Professional Services	\$ 30,668.40	\$ 4,283.00	-\$ 26,385.40	716.05%	\$ 91,350.39	\$ 85,565.00	-\$ 5,785.39	106.76%
Rent & Storage	2,387.35	2,335.00	-52.35	102.24%	15,340.50	14,010.00	-1,330.50	109.50%
Technology	8,151.19	1,529.00	-6,622.19	533.11%	21,665.21	21,485.00	-180.21	100.84%
Telecommunications	363.00	179.00	-184.00	202.79%	1,015.79	1,374.00	358.21	73.93%
Travel	5,200.97	5,800.00	599.03	89.67%	44,172.39	35,800.00	-8,372.39	123.39%
Venue Fees	1,600.00	20,000.00	18,400.00	8.00%	1,600.00	30,000.00	28,400.00	5.33%
Total Expenses	\$ 79,837.15	\$ 67,565.88	-\$ 12,271.27	118.16%	\$ 396,263.21	\$ 418,517.91	\$ 22,254.70	94.68%
Net Operating Income	\$ 39,806.95	\$ 37,988.12	\$ 1,818.83	104.79%	\$ 223,945.92	\$ 183,786.09	\$ 40,159.83	121.85%
Net Income	\$ 39,806.95	\$ 37,988.12	\$ 1,818.83	104.79%	\$ 223,945.92	\$ 183,786.09	\$ 40,159.83	121.85%